

2017-2018



PRESBYTERIAN COLLEGE  
SCHOOL *of* PHARMACY

PRESBYTERIAN COLLEGE SCHOOL OF PHARMACY BULLETIN



# PC School of Pharmacy Bulletin 2017-2018

## Table of Contents

School of Pharmacy Faculty Directory .....	6
General Overview.....	8
Mission.....	8
Vision.....	8
Values.....	8
Accreditation .....	8
Nondiscrimination Policy .....	9
Policies Disclaimer.....	9
Admission to the School of Pharmacy .....	10
Degrees Offered .....	10
Entrance Requirements .....	10
Pre-Pharmacy Course Requirements .....	10
Technical Requirements of a Pharmacist .....	11
Offers of Admission.....	12
Presbyterian College School of Pharmacy Policies.....	14
Health Insurance .....	14
Required Immunizations and Health Screenings.....	14
Student Transportation Policy.....	15
Student Technology Policy .....	15
Certifications .....	16
Board of Pharmacy Requirements.....	16
Professional Liability Insurance.....	16
Criminal Background Check Policy.....	17
Drug/Alcohol Policy .....	18
Implications of Screening Results for Experiential Education .....	21
Chemical and Alcohol Dependency.....	22
Accommodations for Students with Disabilities.....	22
Tobacco Use, Smoking, and Vaping Policy .....	22
Inclement Weather Policy .....	23
Procedures for Reporting Student Concerns.....	23
Discrimination and Harassment .....	24
Sexual Misconduct.....	25
Leave of Absence, Short-Term Leave, and Withdrawal .....	26
Short-Term Leave Policy .....	26
Leave of Absence Policy .....	26
Withdrawal Policy .....	27
Procedures for Requesting Student Leave or Withdrawing.....	27
Readmission Policy .....	29
Physical and Psychological Emergencies Policy.....	30
Student Services .....	31
Student Advising .....	31
Tutoring Resources .....	32
Confidentiality of Student Records .....	32
Directory Information .....	32
Confidential Student Records.....	32
Educational Partners.....	33
Access to Confidential Information .....	33
Student Access to Records .....	34

College-Wide Services.....	34
Student Responsibilities Via Main Campus.....	35
Professional Standards, Requirements, & Expectations.....	36
Student Code of Responsibility.....	36
Standards of Academic, Personal, Professional and Social Conduct.....	36
School of Pharmacy Code of Professional Conduct.....	37
Professional Attire Policy.....	38
E-Professionalism Policy.....	39
Assessment of Professionalism.....	42
Judicial Procedures of the Ethics, Honor, and Professionalism Committee.....	45
Philosophy.....	45
The Ethics, Honor, and Professionalism Committee.....	45
Procedures.....	46
Anonymity Procedures.....	48
Student Appeal Process.....	49
The Honor Code.....	50
The Pharmacy Honor Council.....	51
Procedures.....	53
Procedure for Appeals.....	57
Academic Standards, Requirements, & Expectations.....	59
Curricular Competencies.....	59
Third Year Competency Exam.....	60
Interprofessional Education (IPE).....	60
Credit Hour Requirements for Full Time Status.....	61
Curriculum for the Doctor of Pharmacy Degree.....	62
Curriculum for the Doctor of Pharmacy Degree.....	63
Curriculum for the Doctor of Pharmacy Degree.....	64
Curriculum for the Doctor of Pharmacy Degree.....	65
Introductory and Advanced Pharmacy Practice Experiences.....	66
Grading Policy.....	66
Examinations and Assessments of Student Learning.....	67
Re-grading Policy.....	67
Remediation.....	68
Appeal of Final Letter Grade.....	68
School of Pharmacy Grade Point Average.....	70
Program for Academic Commitment and Excellence (PACE).....	70
Academic Criteria for Progression.....	71
Lecture Recording Policy.....	73
Attendance and Absence Policy.....	74
Didactic and Laboratory Courses and Examinations.....	74
Pharmacy Practice Experiences.....	74
Missed Examination and Assignment Policy.....	75
Special Considerations for Learning.....	76
Transfer Credit Policy.....	76
Graduation Policy.....	77
Academic Awards.....	77
Co-Curricular Opportunities & Expectations.....	78
Growth and Assessment Portfolio.....	78
Student Participation in Presbyterian College Governance.....	78
Student Participation in School of Pharmacy Governance.....	79
Pharmacy Student Ambassadors Network.....	80
Pharmacy Honor Council.....	80
Student Travel Reimbursement Policy.....	81

Requesting Travel Support .....	81
Standards for Reasonable Travel Services.....	82
Expense Reporting .....	83
Leadership Development Program .....	84
Student Organizations .....	85
Recognized Student Organizations.....	85
Pharmacy Student Governance Association.....	86
Founding Chapters of Student Organizations .....	86
Submission of Proposals to Found a PC Chapter of a Professional Student Organization.....	86
Selection Process of Proposals for New Chapters of Student Organizations .....	87
Initial Officer Election.....	87
Membership and Officers .....	88
Organizing Professional Service Learning Activities.....	88
Health Fairs and Screenings .....	88
Registering, Scheduling, and Advertising Sponsored Events .....	90
Alcohol Policy for Sponsored Events .....	90
Fundraising .....	91
Financial Policies and Procedures.....	92
Outreach and External Relations.....	93
Reports .....	94
APPENDICES .....	95
Appendix A: Code of Ethics for Pharmacists.....	95
Appendix B: Oath of a Pharmacist .....	97
Appendix C: Pledge of Professionalism .....	98
Appendix D: Course Descriptions.....	99
Appendix E: Presbyterian College’s Civility and Anti-Bullying Statement.....	113



# School of Pharmacy Faculty Directory

## Administration

L. Clifton Fuhrman, Dean  
Nancy H. Goodbar, Assistant Dean for Professional and Student Affairs  
Giuseppe Gumina, Chair, Department of Pharmaceutical and Administrative Sciences  
Julie M. Sease, Associate Dean for Academic Affairs  
Kayce M. Shealy, Chair, Department of Pharmacy Practice

## Professors

Jack E. Fincham, PhD, University of Minnesota, 1983  
Laura M. Fox, PhD, University of Georgia, 1998  
L. Clifton Fuhrman, PhD, University of South Carolina, 1995  
Julie M. Sease, PharmD, University of South Carolina, 2003

## Associate Professors

Jennifer N. Clements, PharmD, Campbell University, 2006  
Christopher L. Farrell, PhD, University of South Carolina, 2008  
Jaime A. Foushee, PharmD, University of South Carolina, 2008  
Nancy H. Goodbar, PharmD, University of South Carolina, 2008  
Giuseppe Gumina, PhD, University of Catania, 1998  
Katherine G. Moore, PharmD, University of South Carolina, 2008  
G. Blair Sarbacker, PharmD, Wingate University, 2008  
Vikas Sehdev, PhD, Idaho State University, 2009  
Kayce M. Shealy, PharmD, University of South Carolina, 2009  
Tiffany B. Threatt, PharmD, University of South Carolina, 1998  
Erika E. Tillery, PharmD, University of South Carolina, 2010  
Jun Wu, PhD, China Pharmaceutical University, 2003, PhD, The Ohio State University, 2010

## Assistant Professors

Serge A. Afeli, PhD, University of South Carolina, 2013  
Xin Chen, PhD, Shanghai Institute of Materia and Medica, 2002  
Katie Ellis, PharmD, South Carolina College of Pharmacy, Columbia SC, 2012  
Amber B. Giles, PharmD, South Carolina College of Pharmacy, Charleston SC, 2015, MPH, University of South Carolina, 2015  
Katherine E. Hanlon, PhD, University of Arizona, 2012  
Amy Messersmith, PhD, University of South Carolina, School of Medicine, 2010  
B. Blake Miller, PharmD, Wingate University, 2012  
Priyam K. Mithawala, PharmD, The Ohio State University, 2012  
Mary Douglass H. Smith, PharmD, University of South Carolina, 2008  
Nancy A. Taylor, BS, Medical University of South Carolina, 1978  
Eileen D. Ward, PharmD, South Carolina College of Pharmacy, Columbia SC, 2011  
Alyson G. Wilder, PharmD, University of South Carolina, 2007

## Adjunct Professors

Lisa D. Murphy, MSN, FNP-BC, Medical University of South Carolina, 2003  
C. Eugene Reeder, PhD, University of South Carolina, 1983

**Directors/Coordinators**

Laura M. Fox, PhD, Director of Assessment

Katherine G. Moore, PharmD, Executive Director for Experiential Education

Katherine G. Moore, PharmD, Director of Interprofessional Education

Mary Douglass H. Smith, PharmD, Director for Experiential Education

Serge A. Afeli, PhD, Director, Innovation and Entrepreneurship

B. Blake Miller, PharmD, Assistant Director, Innovation and Entrepreneurship

Jennifer N. Clements, PharmD, Postgraduate Education Coordinator

Katherine E. Hanlon, PhD, Director of Research

Vikas Sehdev, PhD, BPharm, Assistant Director of Research

Amy Messersmith, PhD, PCSP Safety Officer

Tiffany B. Threatt, PharmD, Director of PCSP Wellness Center

# General Overview

## Mission

Our mission is to provide a quality education that enables delivery of optimal team-based patient care, fosters leadership, and creates a culture of service.

## Vision

Our vision is to be a national leader in pharmacy education, scholarship, and service. Our faculty and graduates will be recognized as servant leaders in their communities.

## Values

Quality education  
Culture of service  
Commitment to scholarship  
Integrity  
Teamwork  
Sense of community

## Accreditation

The Accreditation Council for Pharmacy Education (ACPE; <http://www.acpe-accredit.org/>) accredits Doctor of Pharmacy programs offered by Colleges and Schools of Pharmacy in the United States and Puerto Rico. All Presbyterian College School of Pharmacy students receive a general overview of the accreditation process for professional programs in pharmacy leading to the Doctor of Pharmacy degree during the new student orientation. The most up-to-date information regarding the accreditation status of the School of Pharmacy is available via the School of Pharmacy website, <http://pharmacy.presby.edu/about-the-school/accreditation/>.

Additionally, students are periodically encouraged to visit ACPE's website and maintain familiarity with the accreditation standards and guidelines while matriculating in the professional program. Students wishing to officially express their concern with the School's adherence with the standards are directed to complete a "Concern with the Accreditation Standards and Guidelines Compliance Form" and submit the form to the Office of Academic Affairs. The Office of Academic Affairs will review the form, reply to the respondent, and retain copies of complaints in a separate file within the Office of Academic Affairs to be available for review by the accrediting team during their on-campus visit or upon their request. Complaints may also be filed directly with ACPE according to their complaint policy (available online at <http://www.acpe-accredit.org/complaints/default.asp>).

Presbyterian College School of Pharmacy's Doctor of Pharmacy program is accredited by the Accreditation Council for Pharmacy Education, 20 North Clark Street, Suite 2500, Chicago, IL 60602-5109, PHONE: 312-644-3575; FAX 312-664-4652, WEBSITE: <http://www.acpe-accredit.org>.

Presbyterian College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the baccalaureate and doctoral degrees.



## **Nondiscrimination Policy**

Presbyterian College is an Equal Opportunity Employer and is an educational institution affiliated with the Presbyterian Church (USA). Consistent with this adherence to its Christian affiliation, the College reaffirms its commitment to equality of opportunity and pledges that it will not practice or permit discrimination in employment on the basis of race, color, religion, sex, national origin, or disability as provided by the college's policy or in any other fashion prohibited by law.

The School of Pharmacy has a policy on student services, including admissions and progression, that ensures nondiscrimination as defined by state and federal laws and regulations, such as on the basis of race, religion, gender, national origin, or disability.

## **Policies Disclaimer**

The course offerings, regulations, and other materials appearing in this catalog are announcements. Nothing contained herein is to be construed as representing contractual obligations of Presbyterian College School of Pharmacy, which reserves the right to change its courses of instruction, fees, and general academic regulations without notice, should circumstances warrant in the judgment of the College. Courses listed in this catalog may not be offered every year. The Registrar will publish an official list of courses to be offered before the beginning of each term.

If a student has not maintained continuous enrollment and fails to graduate with their entering class, the graduation requirements in effect at the time of re-enrollment at Presbyterian College School of Pharmacy will apply.

## **Title IX**

The Vice President for Human Resources and Title IX is responsible for coordinating the College's compliance with Title IX, which prohibits sexual discrimination at the College. This responsibility includes overseeing the handling of all complaints of sexual discrimination and identifying and addressing any patterns or systemic problems of this nature that come to the attention of the College. If the Title IX Coordinator determines that alleged conduct has Title IX implications (for instance, it involves sexual harassment, sexual discrimination, or sexual assault), the Title IX Coordinator has the authority to divert the matter to the College's separate Sexual Misconduct Hearing Process to ensure compliance with Title IX regulations. Suspected Title IX violations may be reported directly to the Title IX Coordinator.

# Admission to the School of Pharmacy

## Degrees Offered

Doctor of Pharmacy (PharmD) degree

## Entrance Requirements

Applicants must submit an application and all supporting documents prior to the application deadline including official PCAT scores, letters of recommendation, and official copies of all college transcripts, including all grades for courses taken prior to application.

Presbyterian College School of Pharmacy employs a holistic admissions philosophy. Both academic factors and non-academic factors are considered in selecting applicants for admission.

Academic factors include:

- Pre-pharmacy GPA (on required pre-pharmacy courses)
- Cumulative GPA
- Pharmacy College Admissions Test (PCAT) Score

Non-academic factors include:

- Written communication skills
- Service to the Community
- Leadership experience
- Professional exploration
- Letters of recommendation

Based upon the above information, applicants will be selected to visit campus for an interview. Admission is competitive and selection for an interview does not guarantee admission.

## Pre-Pharmacy Course Requirements

Human Anatomy and Physiology	6 semester hours
General Biology with lab	8 semester hours
Microbiology with lab	4 semester hours
General Chemistry with lab	8 semester hours
Organic Chemistry with lab	8 semester hours
Physics	3 semester hours
Statistics	3 semester hours
Calculus	3 semester hours
Economics	3 semester hours
English	6 semester hours
Humanities	6 semester hours
Psychology or Sociology	3 semester hours
Public Speaking	3 semester hours
TOTAL HOURS	64 semester hours

Pre-pharmacy course requirements are listed in semester hours. All pre-pharmacy course requirements must be completed with a grade of "C-" or better at an accredited US college or university before matriculation into the pharmacy program. Organic chemistry or life sciences courses earned seven or more years prior to applying to the School will not be allowed to be used to satisfy pre-pharmacy course

requirements unless approved by the Office of Academic Affairs on an individual applicant basis. Fine arts and/or physical education courses may not be used to satisfy the 6 hours of humanities requirement.

To be considered for admission, applicants must also demonstrate fluency in both written and spoken English.

## **Technical Requirements of a Pharmacist**

Applicants for admission to the Presbyterian College School of Pharmacy and admitted students must demonstrate the continuing ability to complete, with or without reasonable accommodations, the entire curriculum and achieve the PharmD degree. The mission of the School of Pharmacy includes preparing students for the practice of pharmacy and imparting to them the skills and attributes required to provide safe and effective healthcare for patients. To achieve this mission, each student must satisfy the following technical standards, which constitute the essential functions the student must demonstrate in order to fulfill the requirements of pharmacy education and practice. Thus, these technical standards are requisites for admission to, continuation in, and graduation from the School of Pharmacy. These technical standards encompass functions related to five broad categories: communication; sensory and motor coordination and function; intellectual, conceptual and quantitative abilities; behavioral, social and emotional attributes; and ethical values.

**Communication:** Students must be able to communicate quickly, effectively, and efficiently in oral and written English with all members of the healthcare team as well as with patients and their caregivers. Written and spoken communications to patients must be clear and understandable. Effective communication also involves non-verbal elements, including observing patients in order to elicit information, accurately describe changes in mood, activity, and posture, and perceive verbal and nonverbal communications. Students must be able to record and report information accurately and clearly.

**Sensory and Motor Coordination and Function:** Students must have sufficient sensory and motor function to allow them to perform basic tasks in the training and practice of pharmacy such as (but not limited to) preparation or dispensing of medications, response to emergencies and provision of basic cardiac life support, administration of drugs, observation of patients accurately at a distance and close at hand, and execution of a basic physical examination of a patient. Such tasks require fine and gross muscular coordination, equilibrium, and functional use of the senses.

**Intellectual, Conceptual and Quantitative Abilities:** Students must be able to learn through a variety of modalities and must be able to use learning techniques and habits that allow mastery of the curriculum. They must be able to measure, calculate reason, analyze, synthesize, and integrate information in order to develop problem solving and critical thinking skills. Students must have the mental capacity to assimilate and learn large volumes of complex information.

**Behavioral, Social, and Emotional Attributes:** Students must possess the degree of emotional and mental health required for full use of their intellectual abilities, the exercise of good judgment and ethical standards, the prompt completion of all patient care responsibilities, and the development of mature, effective, and sensitive relationships with patients and caregivers. Students should have the ability to maintain both a high standard of courtesy and cooperation in dealing with colleagues, patients, and other health care professionals. Students must be able to adapt to situations requiring the precise attainment of set limits, tolerances, or standards as well as to perform a variety of duties, often changing from one

task to another of a different nature without loss of efficiency or composure. A student must demonstrate all of these characteristics in the face of taxing workloads and stressful working conditions. Students must be able to modify behavior in response to constructive criticism. Personal qualities of empathy, integrity, honesty, concern for others, good interpersonal skills, and motivation are required.

**Ethical Values:** Students must demonstrate professional demeanor and behavior and must deal in an ethical manner with peers, faculty, staff, and patients. Students must also meet the expected ethical standards of the profession. In order to participate in key components of the curriculum, a student must be able to obtain and maintain a valid Pharmacists Intern License from the South Carolina State Board of Pharmacy and pass requisite criminal background checks and random illegal drug screens required by affiliated clinical institutions. Pharmacist licensure in the state of South Carolina requires that applicants have no past, current, or pending charges involving a felony or any of the laws related to controlled substances, intoxicating liquors or the unlawful sales of dangerous drugs. In addition, an applicant for pharmacist licensure in the state of South Carolina should be of good character and should not be addicted to the use of alcoholic liquors or narcotic drugs as to render him/her unfit to practice pharmacy.

Otherwise, qualified students with a disability that interferes with the attainment of one or more of these technical standards or with other essential elements of the program may request a reasonable accommodation through the Presbyterian College School of Pharmacy Office of Academic Affairs.

## Offers of Admission

Admissions decisions are made by the Admissions Committee of the School of Pharmacy. The Admissions Committee is comprised of two faculty members from each department and one at-large faculty member; the Director of Admissions and Assistant Dean for Professional and Student Affairs are non-voting, *ex officio* members of the committee.

Official admissions decisions are communicated in writing via letter or email by the School of Pharmacy and must also be accepted in writing by the applicant. Once an applicant has accepted his/her offer of admission in writing, he/she is considered a matriculating student and as such, is bound by the Code of Professional Conduct for Presbyterian College School of Pharmacy students.

Offers of admission by the School of Pharmacy are contingent upon:

- (1) completion of all outstanding prerequisite coursework with a grade of "C" or better prior to matriculation,
- (2) maintenance of a GPA at or above the minimum GPA requirement at the end of each semester prior to matriculation,
- (3) successful criminal background check and drug screen,
- (4) completion of pre-matriculation immunization requirements, and
- (5) adherence to the PharmCAS Code of Conduct for Applicants and the Code of Professional Conduct for Presbyterian College School of Pharmacy students.

Matriculating students are allowed 10 days to review and dispute a criminal background check before the results are released to the School. Criminal background check results will be automatically released to the School after 10 days if applicants do not place a hold on the results. Students should contact the Director of Admissions prior to the conclusion of the 10-day review period with additional information regarding any negative findings in the criminal background check. Ultimate decisions about the matriculation of an accepted applicant whose criminal background check reveals information of concern will be made by the Admissions Committee of the School of Pharmacy.

Any information that reasonably indicates a possible violation of any code, rule, or policy governing conduct within the School of Pharmacy may be reported to the Office of Professional and Student Affairs. All potential infractions shall be referred to the Admissions Committee for handling in accordance with the judicial procedures as described in the section of this Bulletin entitled "Judicial Procedures of the Ethics, Honor, and Professionalism Committee." The Ethics, Honor, and Professionalism Committee mediates the judicial process, decisions, and sanctions for current and returning School of Pharmacy students whereas the Admissions Committee mediates the judicial process, decisions, and sanctions for matriculating students and ultimate decisions about the matriculation of an accepted applicant will be made by the Admissions Committee of the School of Pharmacy.

Falsification of any application materials will be grounds for denial of application or expulsion from the School.

# Presbyterian College School of Pharmacy Policies

## Health Insurance

Students enrolled in the School Pharmacy are required to have health insurance in force at all times and must be able to demonstrate proof of such coverage upon request by the School or experiential site. Students are responsible for the costs of their own health insurance. Failure to maintain health insurance may jeopardize completion of experiential education and progression within the program. Noncompliance may result in professional and/or academic disciplinary actions.

## Required Immunizations and Health Screenings

Students admitted to Presbyterian College are required to have updated immunization records. Students will not be permitted to begin the professional program without providing documentation of completion of the immunization guidelines to the Office of Professional and Student Affairs before enrollment. All information will be considered confidential. All vaccination records and test results must be certified by a healthcare provider, including the healthcare provider's signature, name, and clinic information (either on official letterhead or marked with the clinic seal). Unofficial or uncertified records will NOT be accepted. Students are required to show proof of immunity (titers) or vaccination records and incur all costs for the following immunizations prior to matriculation:

- **Hepatitis B:** Proof of immunity must be demonstrated via hepatitis B titer. If the titer is negative, then students must receive the 3-shot hepatitis B vaccination series followed by serologic testing 1-2 months after the last dose. Documentation of at least 1 shot is required by July 15 prior to matriculation and all 3 doses and titer must be completed by March 31 of the first professional year.
- **Measles, Mumps, Rubella (MMR):** 2 vaccine doses must have been administered after the age of 12 months if born after 1957. If MMR documentation is not available, students should have an antibody titer to ascertain immunity. If the titer is negative, then students must be vaccinated with 2 doses of MMR vaccine with documentation of at least 1 shot required by July 15 and both doses completed by October 1. Please note that additional measles, mumps, and/or rubella titer(s) may be required by some hospitals before pharmacy practice experiences can be completed at their site.
- **Tetanus, Diphtheria, Pertussis:** Students must provide documentation of Tdap vaccination as an adult. If Tdap was administered more than 6 years prior to matriculation, students must also provide documentation of a tetanus-diphtheria (Td) booster within the last 6 years. Tetanus vaccinations are valid for a maximum of 10 years and students must demonstrate immunity through their anticipated graduation date prior to enrollment.
- **Tuberculosis:** 2 tuberculin skin tests (TSTs) must have been conducted in the 12 months preceding July 15. Students with a history of a positive TST or BCG vaccination must have a clinical assessment by a healthcare practitioner that includes patient history, TB symptom check, and a TST or interferon gamma release assay (IGRA) blood test or chest X-ray, as appropriate.
- **Varicella (chicken pox):** Proof of immunity must be demonstrated via a varicella titer. If the titer is negative, the student must receive the 2-shot series with documentation of at least 1 shot required by July 15 prior to enrollment and both doses and a repeat titer completed by October 31.

Experiential sites require annual updates of certain immunizations or tests. Updates of the following immunizations and tests should be provided to the Office of Experiential Education by the stated deadline:

- **Influenza:** Documentation of annual vaccine by November 1
- **Tuberculosis:** Documentation of annual TB screening through TST, IGRA (recommended for students with a history of BCG vaccination), and/or chest X-ray with clinical assessment (recommended for students with a history of a positive TST); annual screening must be completed during the anniversary month of the previous year's screening.

Future updates and additional immunizations may be required in order to place students on experiential rotations and will be disseminated to students by the OEE.

Special notes regarding immunizations, health insurance, professional liability insurance, and pharmacist intern license:

- Students who were not vaccinated for varicella but contracted chicken pox as a child must demonstrate immunity via a positive antibody titer.
- Students with chronic diseases, such as cardiovascular disease or diabetes mellitus are strongly encouraged to consider obtaining pneumococcal vaccinations.
- Students should keep a copy of their immunization records, health insurance, professional liability insurance, and pharmacist intern license in their possession while enrolled in the School of Pharmacy at Presbyterian College. Students and/or the School of Pharmacy may be required to provide copies of these documents to preceptors or other designated experiential education site officials when they are assigned to off-campus clinical training locations.
- Students claiming medical or other exemptions from immunizations must meet the requirements of the SC Department of Health and Environmental Control for said exemptions and should be aware that some experiential sites may not accept or recognize these exemptions. As a result, students may have limited experiential options which may in turn jeopardize their ability to complete the PharmD program.
- Female students are advised that pregnancy is a contraindication to administration of certain vaccinations and should consult their physician for specific and additional information regarding vaccine administration.

## **Student Transportation Policy**

Students enrolled in the School of Pharmacy have a variety of curricular and extra-curricular obligations off campus including service learning activities, experiential educational assignments, community outreach, advocacy, or professional development activities. For this reason, students are responsible for securing access to personal transportation. Presbyterian College is not responsible for any aspect of this student-arranged transportation.

## **Student Technology Policy**

Students enrolled in the School of Pharmacy are required to lease a laptop and TurningPoint clicker device provided by the School of Pharmacy and to sign a lease agreement. Students will be held financially responsible for any damage as a result of misuse or abuse. Due to support and standardization issues regarding this technology, no exceptions or exemptions will be allowed. Leased technology must be returned to the School of Pharmacy upon withdrawal or leave of absence. All students are also required to purchase a mobile device of their choosing. If assistance is needed in choosing a device, students can contact support@presby.edu.

## Certifications

Upon acceptance to the School of Pharmacy, students are expected to participate in and maintain current certifications in basic life support, HIPAA, and OSHA requirements governing bloodborne pathogens. Certification opportunities will be provided by the School of Pharmacy and a student is required to achieve a passing grade for each certification. In the event a student is unable to attend an offered workshop, he/she must schedule his/her own certification and cover any required costs.

## Board of Pharmacy Requirements

In order to sit for the licensing examination in South Carolina, students must have completed 1,500 hours under the supervision of a licensed pharmacist. Students will receive up to 1,000 hours of practical experience credit upon completion of the Presbyterian College PharmD degree program. These hours, arranged by the school's Office of Experiential Education, are considered *externship* hours. An additional 500 hours of practical experience must be gained in retail or institutional pharmacy locations outside of the school curriculum. These hours are considered *internship* hours and do not fall under the purview of the school.

Students must apply to the South Carolina Board of Pharmacy for a pharmacy student intern certificate and to have this certificate in their possession before accruing intern hours and before starting introductory pharmacy practice experiences (IPPE) in January of the first professional year. This document is to be maintained by the student and may be requested by the preceptor at any time while on introductory or advanced pharmacy practice experiences. This registration is not only important for South Carolina Board of Pharmacy regulatory compliance but is also required for the student to gain hours toward licensure.

During the fourth professional year, students may be assigned to locations outside South Carolina. In such instances, it is the responsibility of the student to procure the appropriate license or certificate with the respective state board of pharmacy prior to the start of the fourth professional year. Not complying with this policy can result in loss of hours toward licensure and in certain instances, regulatory action by the board of pharmacy. Failure to have an intern license or certificate prior to the start of an advanced pharmacy practice experience (APPE) will delay beginning the APPE and may result in the need to reschedule the APPE, thus affecting graduation.

The Board of Pharmacy holds final authority over the internship rules and regulations and students are advised to check the South Carolina Board of Pharmacy website for updates or changes to any requirements. Board of Pharmacy requirements vary from state to state and it is the student's responsibility to verify the requirements of the state in which he/she intends to become licensed. Information regarding the various states can be found via the National Association of Boards of Pharmacy website (<http://www.nabp.net/>).

The SC pharmacy intern certificate application is available online at <http://www.llr.state.sc.us/POL/Pharmacy/PFORMS/PharmacyBoardInternCertificateApplication.pdf>. The completed application and application fee should be mailed to the SC Board of Pharmacy. For more information on intern and/or licensing requirements please visit the SC Board of Pharmacy's website at [www.llr.state.sc.us/POL/pharmacy](http://www.llr.state.sc.us/POL/pharmacy) or call 803.896.4700.

## Professional Liability Insurance

Students enrolled in the School Pharmacy are required to have and demonstrate proof of professional liability insurance; students are responsible for the costs of their own professional liability insurance. Students must sign a disclosure statement upon matriculation indicating their understanding of and



compliance with this requirement. Failure to maintain professional liability insurance may jeopardize completion of experiential education and progression within the program. Noncompliance may result in professional and/or academic disciplinary actions.

Students may obtain their own malpractice insurance at a nominal cost from providers such as Pharmacists Mutual Insurance (<http://www.phmic.com/IC/ProfLiab/Pages/PharmLiab.aspx>) or Healthcare Providers Service Organization (<http://www.hpsso.com/>). For additional information, contact the American Pharmacists Association (APhA) at [www.aphanet.org](http://www.aphanet.org) or the American Society of Health-System Pharmacists (ASHP) at [www.ashp.org](http://www.ashp.org).

## **Criminal Background Check Policy**

The School of Pharmacy requires criminal background checks on its students prior to matriculation and annually thereafter. The initial criminal background check must be completed by July 1 prior to matriculation; annual background checks for returning students must be completed by the deadline specified by the Office of Experiential Education. Failure to comply with required criminal background checks will delay progression or render a student unable to complete the professional degree program. The results of the criminal background check will be shared with experiential sites upon request and refusal by a selected site to admit a student may delay graduation. Students are responsible for the costs of the criminal background check conducted prior to matriculation; however the cost for annual investigations of returning students is included in the tuition and fees. The following procedures will be followed:

1. Applications to pharmacy school request disclosure of any convictions, including pending adjudications. The *PCSP Bulletin* states that "Falsification of any application materials will be grounds for denial of application or expulsion from the School."
2. The criminal background check will be initiated by the applicant at the time an applicant is accepted to the school and annually during enrollment.
3. The criminal background check is a mandatory prerequisite for matriculation into the professional program. Acceptance letters sent by the School to accepted applicants disclose that matriculation is contingent upon a successful criminal background check. The criminal background check is not a component of the application or interview process and is not conducted or reviewed until after an applicant is accepted to the program.
4. Presbyterian College will designate an approved vendor(s) to perform the criminal background checks. Results from any company or government entity other than those designated by PC will not be accepted.
5. Accepted applicants will be allowed 10 days to review and dispute a criminal background check before the results are released to the School. Criminal background check results will be automatically released to the School after 10 days if accepted applicants do not place a hold on the results. For returning students, there is no specific time frame for disputing a background report; students would follow the instructions provided by the vendor.
6. Presbyterian College has affiliation agreements with clinical facilities for delivery of the experiential curriculum of the PharmD degree. These affiliate clinical facilities have requirements related to criminal background checks that must be met prior to placement of students at that clinical facility. A student who cannot participate in introductory or advanced pharmacy practice experiences at affiliate institutions due to information in his/her criminal background check will be unable to fulfill the requirements of the degree program.

7. Ultimate decisions about the matriculation of an accepted applicant whose criminal background check reveals information of concern will be made by the Admissions Committee of the School of Pharmacy. Ultimate decisions regarding the progression of an enrolled student whose criminal background check reveals information of concern will be made by the Ethics, Honor, and Professionalism Committee. The following factors will be considered when evaluating information:
  - A. The nature, circumstances, and frequency of any offense(s). Specifically, the Admissions and/or Ethics, Honor, and Professionalism Committee(s) will evaluate the potential for harm to patients, harm to members of the PC community, eligibility for licensure, and eligibility to participate in introductory and advanced pharmacy practice experiences at affiliate institutions.
  - B. The length of time since the offense(s).
  - C. Documented successful rehabilitation.
  - D. The accuracy of the information provided by the applicant in his/her application materials and upon initiation of the criminal background check.

Items present prior to matriculation may result in rescission of a student's offer of admission. Information accessed during enrollment may result in sanction, suspension, or dismissal of a student.

8. Criminal background check reports will be evaluated to determine terms and sanctions of the offense based on review of the Ethics, Honor, and Professionalism Committee. Information obtained will be used in accordance with state and federal laws. Criminal Background Check reports and all records pertaining to the results are considered confidential with restricted access. The results and records are subject to the Family Educational Rights and Privacy Act [FERPA] regulations

## **Drug/Alcohol Policy**

Presbyterian College School of Pharmacy seeks to provide a professional environment that is safe and drug-free for our students, residents, faculty, and staff. As members of the health care community, we have a responsibility to provide high quality care. The understanding of and compliance with the following Drug/Alcohol Policy is important for every member of the School of Pharmacy to ensure that individuals who may require assistance for the inappropriate or dangerous use of substances which may obstruct the ability to provide high quality health care are identified and able to receive appropriate and professional assistance.

### **The School of Pharmacy explicitly prohibits:**

- The use, possession, solicitation or sale of narcotics or other illegal drugs or prescription medication without a prescription.
- The use, possession, solicitation, or sale of alcohol on college premises and/or while performing or representing the School of Pharmacy in an official capacity. *Please note that the responsible consumption of alcohol by persons of legal age at college-sponsored activities/events where alcohol is served is acceptable.*
- Being impaired<sup>1</sup> or under the influence of legal or illegal drugs or alcohol while on college premises and/or while representing the School of Pharmacy in an official capacity, particularly if such impairment or influence of drugs or alcohol affects work performance, the safety of others, or puts at risk the School's reputation.

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<sup>1</sup> Impairment is the inability to perform job skills or to function safely due to the effects of chemical, alcohol or psychiatric disease or impairment is defined as the inability to consistently think rationally, perform activities, or communicate effectively without error while performing daily activities or job related activities.

- Possession, use, solicitation for, or sale of legal drugs or alcohol away from the College premises, if such activity or involvement adversely affects the academic or work performance, the safety of the College members or others, or puts at risk the School's reputation.
- The presence of any detectable amount of prohibited substances in a student's system while at work, while on College premises, or while performing or representing the School of Pharmacy in an official capacity. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription's written and official instructions.

### Required Drug Screenings

The School of Pharmacy requires drug screens on its students prior to matriculation and annually thereafter. The initial drug screen must be completed by July 1 each year; annual drug screens for returning students must be completed by the deadline specified by the Office of Experiential Education. Failure to comply with required drug screen will delay progression or render a student unable to complete the professional degree program. The results of the drug screen will be shared with experiential sites upon request and refusal by a selected site to admit a student may delay graduation. Students are responsible for the costs of the drug screen conducted prior to matriculation; however the cost for annual investigations of returning students is included in the tuition and fees. The notification, type of test, company, location, and required date and time to complete the drug test will be provided to the student. The following procedures will be followed:

1. A drug screen is a mandatory prerequisite for matriculation into the professional program. Acceptance letters sent by the School to accepted applicants disclose that matriculation is contingent upon a successful drug screen. The drug screen is not a component of the application or interview process and is not conducted or reviewed until after an applicant is accepted to the program.
2. Presbyterian College will designate an approved vendor(s) to perform the drug screenings. Results from any company or government entity other than those designated by PC will not be accepted.
3. For accepted applicants, the vendor will provide the accepted applicant and School of Pharmacy designee(s) with the results of the drug screening or access to electronically maintained results. For returning students, the vendor will provide the Office of Experiential Education with the results; students may request copies for their own use.
4. Should the vendor report that the screening specimen was diluted, thereby precluding an accurate drug screen test, the student/accepted applicant will be required to complete and successfully pass a new drug screen test.
5. Students with a positive drug screen will have an opportunity to consult with a medical review office (MRO), provided by the vendor, to verify whether there is a valid medical explanation for the screening results. If, after review by the vendor's MRO, there is a valid medical explanation for the screening results, the vendor will notify the School of Pharmacy of a clear test (i.e. negative result). If, after review by the MRO, there is not a valid medical explanation for the positive screen then the test results will stand.<sup>2</sup>

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<sup>2</sup> Adapted from the University of Oklahoma Health Sciences Center Drug Screening Policy.

6. For accepted applicants, the vendor will hold the drug screen results for 10 days so that the applicant may review and dispute positive drug screen results before they are released to the School. During this 10-day period, the applicant may place a hold on the results. If a hold is placed and the drug screen results are never received, the student could have their offer rescinded. If no hold is placed, the drug screen results will be released to the School.
7. If the MRO is unable to reach a returning student for consultation within a reasonable amount of time as determined by the lab company's policy, a non-contact positive test result will be released to the Office of Experiential Education. The OEE will notify the student who will then have 10 business days to contact the lab to provide further information that will validate the findings and allow issuance of a negative result. If the student does not contact the lab or if the positive results stand despite the MRO's consultation with the student, the OEE will forward the results to the Ethics, Honor, and Professionalism Committee for review and action.
8. Falsification of drug screen information will be grounds for rescission of a student's offer of admission or dismissal from the degree program.
9. Presbyterian College has affiliation agreements with clinical facilities for delivery of the experiential curriculum of the PharmD degree. These affiliate clinical facilities have requirements related to drug screens that must be met prior to placement of students at that clinical facility. A student who cannot participate in Introductory or advanced pharmacy practice experiences at affiliate institutions due to his/her drug screen will be unable to fulfill the requirements of the degree program.
10. A positive drug screen prior to matriculation may result in rescission of a student's offer of admission or may cause a delay in allowing the accepted applicant to begin classes until the vendor provides clearance documentation to the Office of Professional and Student Affairs, as described under bullet five above.
11. Any enrolled student with a positive drug screen may be suspended for the remainder of the semester and be administratively withdrawn from all courses and/or may be suspended for the following semester. The Ethics, Honor, and Professionalism Committee may place students on Professional Warning or Professional Probation and impose additional sanctions in the student's Plan for Professional Improvement such as restitution, loss of privileges, community service, education programs, random drug screenings, and withholding the degree. If suspended due to a positive drug screen, students may re-enroll at the discretion of the Ethics, Honor, and Professionalism Committee dependent upon the stage of the curriculum and contingent upon PC's receipt of clearance documentation from the vendor, as described under point #5.
12. Any student with a positive drug screen, who is determined by the South Carolina Recovering Professionals Program to have a chemical or alcohol dependency, will be allowed to continue in the program as long as he/she meets professional and academic criteria for progression and fully complies with the South Carolina Recovering Professionals Program. Noncompliance with SCRPP will result in dismissal from the program.
13. Any student who has a second positive drug screen while enrolled in the pharmacy school will be dismissed from the program.
14. Information obtained will be used in accordance with state and federal laws. Drug screening reports and all records pertaining to the results are considered confidential with restricted access. The results and records are subject to the Family Educational Rights and Privacy Act [FERPA] regulations.

### **The School has the authority to conduct drug testing for the following circumstances:**

- **REQUIRED TESTING:** The School of Pharmacy must certify to experiential sites that our students are negative for certain drugs prior to being placed in those rotations; therefore drug screening will be conducted before matriculation and annually thereafter. Certain experiential sites may also require random drug tests of students while they are assigned to a particular location. School of Pharmacy students must comply with the request for the completion of the drug test prior to placement or during placement at an experiential site. In the event that an experiential site's requirements for a drug test are different than the School of Pharmacy's policies, the more stringent requirements are to be followed.
- **FOR-CAUSE TESTING:** The School may ask a student of the School to submit to a drug/alcohol test at any time there is reasonable cause to suspect that the School of Pharmacy student appears to be impaired for unknown reasons, under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the member's person or in the general vicinity, unusual conduct on the member's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, eyewitness testimony of use or possession, or excessive and unexplained absenteeism or tardiness.
- **POST-ACCIDENT TESTING:** Any student involved in an on-the-premise accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug/alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was injured, but also any person who potentially contributed to the accident or injury event in any way.

### **Implications of Screening Results for Experiential Education**

Many facilities that Presbyterian College uses for clinical experiences require students to pass a criminal background check and/or a drug screen test. Each clinical facility may have specific requirements related to background checks or drug screening of students and employees unique to that facility. Such background checks and drug screens are rotation practice site requirements, not requirements of Presbyterian College.

The School of Pharmacy is responsible for providing acceptable training sites for its students, preparing students appropriately for required board or licensure exams, and providing students with the appropriate knowledge to practice their profession. It is the student's responsibility to comply with the criminal background check and drug screen requirements of the facilities in which the student rotates. Lack of timeliness in supplying the required documentation and testing to the facility may delay the student's participation in the scheduled clinical experience and potentially delay graduation.

The School of Pharmacy is not responsible for finding rotation practice sites for students who are unable to meet the requirements for rotation practice sites, including passing background checks or drug screens; nor does it assure that a graduate will be allowed to register for required exams or obtain required licenses to practice. Students should be aware that failure to pass a background check or drug test, as determined by each facility, will prevent the student from participating in that clinical experience and may delay the student's completion of the degree program requirements or prevent the student from completing the degree program.<sup>3</sup>

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<sup>3</sup> Adapted from the University of Oklahoma Health Sciences Center Drug Screening Policy.

## **Chemical and Alcohol Dependency**

The School of Pharmacy recognizes that alcoholism and drug dependency affects all society and requires treatment. It desires to assist chemically impaired students, as well as those whose lives have been adversely affected by chemically dependent individuals. The School of Pharmacy endorses the South Carolina Recovering Professional Program (SCRPP):

RPP is committed to assisting the health professional to return to safe practice -- a decision that benefits the individual, the profession and society at large -- by ensuring that the professional complies with an established treatment protocol and appropriate continuing care. RPP emphasizes confidentiality, education and opportunity, while treating the professional with compassion, dignity and respect throughout the process of recovery.

RPP, which operates under a contract between LRADAC, The Behavioral Health Center of the Midlands, and the South Carolina Department of Labor, Licensing and Regulation, is the approved monitoring program for licensees of the South Carolina Boards of Medical Examiners, Nursing, Pharmacy, Dentistry and Podiatry Examiners<sup>4</sup>.

The purpose of a recovery program is to protect society from the harm that impaired students may cause, allow recovering students who are not legally restricted or currently chemically impaired the opportunity to continue their education, and provide assistance to chemically impaired students in a manner that protects the rights of the impaired individual. For more information on this please visit the Office of Professional and Student Affairs or call SCRPP at 877-349-2094.

Any student with chemical or alcohol dependency will be allowed to continue in the program as long as he/she meets professional and academic criteria for progression and fully complies with the South Carolina Recovering Professionals Program. Noncompliance with SCRPP will result in dismissal from the program.

## **Accommodations for Students with Disabilities**

Although Presbyterian College does not have a special program for students with disabilities, the College makes every reasonable effort to accommodate students with disabilities and to assist them in obtaining an education. All students (including those with learning disabilities and/or attention-deficit disorders) must take the required courses for a PharmD degree.

The Office of Academic Affairs will assist students with disabilities to be made aware of the accommodations that the College is able to provide. If a student has a disability that affects academic performance, he/she should inform the Office of Academic Affairs in writing of the disability as well as the nature of its effect on his/her academic performance. Contact the Office of Academic Affairs for more information and to apply for accommodations.

## **Tobacco Use, Smoking, and Vaping Policy**

Presbyterian College is a tobacco-free and other smoking and vaping products-free college. All use of tobacco and all smoking and vaping is prohibited in college buildings, in enclosed areas owned by the college, and on college property.

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<sup>4</sup> As stated on the SC Recovering Professional Program website, <http://www.scrpp.org/>.

## **Inclement Weather Policy**

When Presbyterian College or the School of Pharmacy has canceled or delayed classes due to weather, announcements are made over local television and radio stations. These announcements inform students and employees when the College or School will open. Students may also check the College web site or call the switchboard for this information. The College attempts to have a recording on the switchboard and information on the web site by 7 a.m. on mornings when there are widespread public school closings. Students may also elect to receive text messages on a mobile phone or email messages of emergencies and weather closings. To register your mobile phone and/or email, please go to <https://www.getrave.com/login/presby>.

When the College is "closed," it means that "classes are cancelled" for the day. If the message indicates a "delay" instead of a "closure," there will be no class meetings prior to the delayed class time. If the College opens *during* a scheduled class, you should report to class for the remainder of the class period (e.g. you would report to a 9 – 11 AM class at 10 AM if the College delays opening until 10 AM).

If inclement weather occurs when a student is to report to a practice site for an introductory pharmacy practice experience (IPPE) and either the site or the School is closed, the student is excused from IPPE activities and from classes. The student should call the site to ascertain the site's status and, in the case of a School closing, to inform his/her preceptor of the School's status.

If inclement weather occurs when a student is to report to a practice site for an advanced pharmacy practice experience (APPE), the student should call the site to ascertain the site's status. Students are excused from APPE activities only if the site is closed, regardless of the School and/or College's status. For more information, students should refer to the *Pharmacy Experiential Program Manual*.

## **Procedures for Reporting Student Concerns**

In order to maintain a positive atmosphere that facilitates teamwork, community, and learning, faculty, staff, and students should not mindlessly complain to their coworkers or classmates. If anyone has a problem or complaint, he/she is encouraged to bring the issue to someone who is in a position to address the complaint. However, he/she should share one or two possible solutions to his/her complaint as well.<sup>5</sup> All members of the Presbyterian College School of Pharmacy community are asked to maintain a positive atmosphere in the School of Pharmacy by proposing constructive suggestions rather than simply complaining to one another. Students are encouraged to follow the procedures for reporting student concerns as described in this Bulletin for reporting complaints or problems along with possible solutions.

Students who have individual concerns involving a teacher or course that are not of general interest to the class, should speak directly to the course instructor. If the concern might involve more than one individual in the course/class, the concern should be taken to the relevant student class officer(s) so that they might sample class opinion to determine whether the issue is a concern of the majority of the class. If in the opinion of the class officer, the concern is valid, the class representative should bring the matter to the attention of the course instructor with the objective of resolving the issue at that level.

If the matter is unable to be resolved at this level, the concern should be taken to the course coordinator or in the case of experiential learning, to the Executive Director for Experiential Education. If the solution proves unsatisfactory, the appropriate Department Chairperson should be contacted concerning the matter. If the matter cannot be resolved at this level, or if the students feel that it was not handled

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<sup>5</sup> Adapted from Gordon J (2008) *The No Complaining Rule: Positive Ways to Deal with Negativity at Work* John Wiley and Sons: Hoboken, NJ

satisfactorily, the matter should be taken to the Assistant/Associate Dean for Academic Affairs. The matter will be reviewed and a recommendation will be made to the Dean for consideration and final determination.

In addition to the direct mechanism listed above, class officers may also bring matters to the attention of the Dean's Council. The Dean's Council exists to involve students in maintaining and improving the quality of the educational program of the School of Pharmacy

If an issue cannot be satisfactorily resolved by either the direct mechanism or through the Dean's Council, a formal written complaint may be filed with the Office of Professional and Student Affairs via submission of a "Student Grievance" form. The Assistant/Associate Dean for Professional and Student Affairs will contact persons involved to gather information and will then forward the complaint and any additional information to the Grievance Committee. The Grievance Committee will consider the matter and generate a written response that will be returned to the complainant within 30 days. Decisions of the Grievance Committee may be appealed to the Dean of the School of Pharmacy.

## **Discrimination and Harassment**

Any student, student group or student organization found to have committed, to have attempted to commit, to have encouraged others to commit, or to have aided others in committing, any of the following acts is subject to the disciplinary sanctions set forth in the Presbyterian College Code of Responsibility. Violation of the harassment policy by pharmacy students is also a violation of the School of Pharmacy Professional Code of Conduct and students may also be subject to disciplinary actions as described in the Judicial Procedures of the Ethics, Honor, and Professionalism Committee.

- Discriminating or engaging in harassment with respect to any member of the College community on the basis of legally protected characteristics, including race, national origin, religion, creed, ancestry, citizenship, age, gender, sexual orientation, physical or mental disability, genetic information, or past or present service in the military.
- Engaging in harassment with respect to any member of the College community. "Harassment" means unwelcome conduct that is severe and/or pervasive enough to interfere with the ability of the target to work, learn, live in the community, perform assigned functions, or otherwise participate normally in the College's programs and life.

### **Notes regarding discrimination and harassment:**

Presbyterian College is committed to maintaining an atmosphere that is free from invidious discrimination on the basis of protected characteristics, and of harassment of members of the College community. Any student (or other member of the community) who believes that he/she is the victim of discrimination or harassment, or has witnessed discrimination or harassment, is encouraged to report the conduct to the Vice President for Human Resources and Title IX, the Assistant Dean for Professional and Student Affairs, the Vice President for Campus Life, or the Associate Dean of Students and Director of Residence Life. This includes harassment and/or discrimination by any member of the community, including staff and faculty, and is not limited to conduct by students. Retaliation against any person making such a report in good faith is prohibited.

A single incident or even a few incidents may not necessarily rise to the level of pervasiveness required to constitute harassment, but even a single severe incident can constitute harassment.

If sufficiently severe or pervasive, the following types of conduct can constitute harassment: lascivious or insulting jokes, degrading comments or gestures, inappropriate touching, display or transmission of offensive images. This list is illustrative only; other conduct may also constitute harassment.



The prohibition on harassment is designed to protect students from discrimination, not to regulate the content of speech. The offensiveness of a particular expression as perceived by some members of the College community, standing alone, is not sufficient to constitute harassment.

The foregoing definitions and comments apply to sexual discrimination, sexual harassment, and sexual violence – collectively, “Sexual Misconduct.” However, because of its concern for the issue and in compliance with federal law, Presbyterian College has additional policies and procedures concerning Sexual Misconduct, which are set forth under the heading “Sexual Misconduct” below. Any incidents that may constitute Sexual Misconduct can and should be reported to the Vice President for Human Resources and Title IX; they may also be reported to the Assistant Dean for Professional and Student Affairs, Vice President for Campus Life or the Associate Dean of Students and Director of Residence Life pursuant to this Code, who will inform the Vice President for Human Resources and Title IX of the report.

## **Sexual Misconduct**

Any student, student group or student organization found to have committed, to have attempted to commit, to have encouraged others to commit, or to have aided others in committing, any of the following acts is subject to the disciplinary sanctions set forth in the Presbyterian College Code of Responsibility.

- Engaging in any form of discrimination, harassment, or violence of a sexual nature, or on the basis of sex or gender.
- Conditioning any form of College-related benefit, including any academic or workplace decision, on submission to or rejection of sexual advances or requests of a sexual nature (“Quid pro quo harassment”).

### **Notes regarding sexual misconduct:**

The general prohibitions in the Presbyterian College Code of Responsibility, including those prohibiting (and defining) discrimination, harassment, stalking, and harm to persons, apply to conduct of a sexual nature or that is motivated by sex or gender. However, because of the College’s concern for sexual misconduct in all forms, and because of the application of federal law, specifically Title IX of the Education Amendments of 1972, the College has a separate express prohibition of such sexual misconduct, and separate procedures for the handling of any disciplinary proceeding that involves an allegation of sexual misconduct.

The College’s prohibition on Sexual Misconduct extends beyond students to cover misconduct by all members of the College community, including faculty and staff. Anyone who believes they have been a victim of or a witness to Sexual Misconduct – including improper conduct by visitors to College premises or vendors – should report this to the Title IX Coordinator, who is the College’s Vice President of Human Resources. Sexual Misconduct may also be reported to the Assistant Dean for Professional and Student Affairs, the Vice President for Campus Life or the Dean of Community Life. Any person who receives a report of Sexual Misconduct should relay this report to the Title IX Coordinator.

“Quid pro quo harassment” should also be reported to the Title IX coordinator. An example of quid pro quo harassment would be a promise to a student of a good grade in exchange for sexual favors.

If the Title IX Coordinator determines that an allegation of a violation of the Code of Responsibility involves alleged Sexual Misconduct, that allegation will be subject to the special procedures for Sexual Misconduct set forth in the Presbyterian College Code of Responsibility.

## Leave of Absence, Short-Term Leave, and Withdrawal

In the event that a student is unable to complete a course, rotation, semester, or the pharmacy program, there are three options available:

1. **Short-term leave**, a period of approved absences from all courses and experiential requirements during a specified timeframe. It is expected that students on short-term leave will return after the specified timeframe, make up any missed work, and complete the semester or rotation on schedule.
2. **Leave of absence**, a release from all courses and experiential requirements for a time period of no less than one academic semester and no more than two academic semesters by a P1-P3 student, requested and approved in advance of the semester beginning. Leave of absence for P4 students will be approved in calendar-month increments and may be requested in advance or during a rotation. Students on leave of absence are expected to return to the pharmacy program after the specified timeframe subject to the Readmission Policy.
3. **Withdrawal**, a withdrawal from all courses and experiential requirements for the remainder of a semester or rotation, or from the pharmacy program. If necessary, students who have withdrawn from a semester or rotation may request a leave of absence from subsequent semesters/rotations. Students who have withdrawn may return to the pharmacy program subject to the Readmission Policy.

### Short-Term Leave Policy

Short-term leave is a period of approved absences from all courses and experiential requirements during a specified timeframe. Students enrolled in the School of Pharmacy who are in good academic standing are eligible to petition for short-term leave. Situations in which pharmacy student short-term leave is appropriate include physical or mental medical emergencies, death of an immediate family member, pregnancy/childbirth, adoptions, or other situations on a case-by-case basis. Short-term leave is designed to allow the pharmacy student time for recovery from associated medical interventions, coordinate and/or attend funeral arrangements, etc. prior to returning to curricular and co-curricular requirements. Short-term leave does not release students from their obligations to the curricular and co-curricular responsibilities for the professional program.

Students who require time away from curricular and co-curricular responsibility beyond the approved short-term leave will be referred to the Assistant/Associate Dean for Academic Affairs for review for a withdrawal or leave of absence from the School of Pharmacy. Although short-term leave may also apply to students in their fourth professional year, any absence from an advanced pharmacy practice experience that exceeds 1-2 days may adversely affect the student's ability to successfully complete the APPE and/or earn the required number of hours.

### Leave of Absence Policy

Students who are in good academic standing are eligible to request a leave of absence in advance of a semester or APPE rotation. Leave of Absence allows an approved P1-P3 student the ability to request release from no less than one academic semester or no more than two academic semesters of curricular and co-curricular responsibility. P4 students may request a leave of absence in calendar-month increments; a leave of absence should typically be requested in advance of an APPE rotation but in some cases may be requested during a rotation. A leave of absence does not negatively impact the student's academic status with the School of Pharmacy but may delay the student's anticipated date of graduation. Situations in which a leave of absence is appropriate include physical or mental medical emergencies, death of an immediate family member, pregnancy/childbirth, adoptions, or other situations on a case-by-case basis that preclude the student from meeting the requirements of the program within the semester,

an APPE rotation, and/or academic year the student is enrolled. A leave of absence does not release students from their educational and/or financial obligations to the curricular and co-curricular responsibilities for the professional program in accord with the granting of the Doctor of Pharmacy degree.

### **Withdrawal Policy**

A student may request withdrawal from the pharmacy program at any time. In addition, the School reserves the right to require withdrawal of a student at any time it is deemed necessary to safeguard the standards of orderly operation, scholarship, and conduct. P1-P3 students may not withdraw from individual courses in the School of Pharmacy curriculum but instead must withdraw from an entire semester of courses simultaneously. For didactic courses, if a student withdraws after the last day for change of schedule but prior to the last day to withdraw from a course with a grade of "WP or WF" assigned as per the academic calendar, a grade of "W, WP or WF" will be posted to the student's transcript at the discretion of the Assistant/Associate Dean for Academic Affairs. If a student withdraws during an APPE rotation, a grade of "W, WP or WF" will be posted to the student's transcript at the discretion of the Assistant/Associate Dean for Academic Affairs. A grade of "W, WP or WF" has no effect on a student's GPA.

### **Procedures for Requesting Student Leave or Withdrawing**

Pharmacy students who are petitioning for leave of absence, short-term leave, or withdrawal must adhere to the following steps:

- The student should make an appointment with the Assistant/Associate Dean for Academic Affairs immediately upon recognizing the need for student leave or withdrawal to discuss the student's individual situation and to determine the appropriate type of leave.
- The student must file a petition for the appropriate type of leave using the Request for Student Leave or Withdrawal form to the ADAA.
- Upon receipt of the form, the ADAA will consult with the faculty, preceptor, and/or responsible agent for each course and/or co-curricular requirement for which the student is requesting leave.
- The student will receive a communication from the ADAA regarding the status of their petition within 1 week of receipt of their petition.
- Students with approved short-term leave are required to make up all missed course content, missed experiential hours, and/or missed co-curricular activities. Students are expected to self-learn material missed in didactic coursework. When available and feasible, audio-video resources of the missed lectures will be provided to the student. It is the student's responsibility to contact the relevant faculty course coordinators, preceptors, and/or assistant/associate deans to arrange makeups for all missed material in a timely manner.

Type Material Missed during Short-term Leave	Contact Person	Timeframe for Makeup
Course content, exams, assignments, etc.	Course Coordinator	Date/time determined by course coordinator
IPPE or APPE	Executive Director for Experiential Education	Date/time determined by preceptor in coordination with OEE as necessary. Missed rotation hours must be made up before the end of the semester and before the start of the next rotation, whichever comes first.
P3 TYCE	Assistant/Associate Dean for Academic Affairs	Date/time, within 2 weeks of return from leave, as determined by ADAA
IPE simulation event	Director for Interprofessional Education	Assignment to attend a future IPE immersion event
Fall or spring advisement, Growth and Assessment Portfolio (GAP) submission or remediation, or GAP audit period	Assistant/Associate Dean for Professional and Student Affairs	Date/time, within 2 weeks of return from leave, as determined by ADPSA

- Before leaving campus, students with approved leave of absence or students intending to withdraw for a semester or from the pharmacy program should meet with the Office of Financial Aid to discuss how the leave of absence affects financial aid eligibility. Additionally, at this time, a meeting with any other School of Pharmacy and/or College representatives necessary to facilitate the leave of absence will occur (if applicable).
- During the approved duration of the leave of absence, the student is responsible for checking his/her College issued e-mail account and communicating with the School periodically during the leave to keep the School of Pharmacy informed of any changes to contact information and/or any situations that may impact the student's ability and/or readiness to continue with the program at the expiration of the approved Leave.
- For P1-P3 students, an approved leave of absence has a maximum duration of one academic year (fall, spring semesters). Any requests for an extension beyond the original expiration date must be made in writing, submitted to the Assistant/Associate Dean for Academic Affairs, and received at least 30 days prior to the leave of absence expiration date. A P4 student who requires an extension of his/her leave of absence must notify the ADAA no later than 2 weeks prior to the start of his/her next scheduled APPE.
- A P1-P3 student who has been approved for a leave of absence must meet with the Assistant/Associate Dean for Academic Affairs two weeks prior to being reinstated in the School of Pharmacy. P4 students returning from a leave of absence may be required to meet with the ADAA on a case by case basis.

- Prior to returning to any curricular or co-curricular requirements, a student returning from a leave of absence must provide any paperwork and/or documentation required to support the student's ability to return to normal curricular/co-curricular responsibilities to the Assistant/Associate Dean for Academic Affairs.

## Readmission Policy

Readmission of a student who has ceased enrollment in the School of Pharmacy is subject to the following guidelines:

### For students in good academic standing:

- If the period of absence is one calendar year (12 months or less):
  - The student should meet with the Assistant/Associate Dean for Academic Affairs to discuss the circumstances and determine the appropriate academic term for returning to the program.
- If the period of absence is longer than one calendar year but less than three calendar years (36 months), the student desiring readmission must:
  - Reapply to Presbyterian College School of Pharmacy
  - Submit a signed letter to the Assistant/Associate Dean for Professional and Student Affairs for presentation to the Admissions Committee for permission to be readmitted. The letter should include the circumstances of the prolonged absence as well as the specific term and year for which he/she wishes to be readmitted.
  - The Admissions Committee will determine whether approval will be given based upon the circumstances of the case. If approval is granted, the Assistant/Associate Dean for Professional and Student Affairs and the Assistant/Associate Dean for Academic Affairs will set the conditions for readmission based on the Admissions Committee's decision.
  - If the Admissions Committee denies readmission, the student may appeal the decision to the Dean.
- Any student who has been absent or on leave from the School of Pharmacy for three years (36 months) or more and who wishes to be readmitted will be treated as a new applicant. The student must apply to the School of Pharmacy as a first-year PharmD student and must fulfill all admission requirements. If the student is accepted for admission, he/she must start over in the pharmacy curriculum.

For students who are NOT in good academic standing (defined for purposes of this policy as students who have been dismissed, currently carry an academic deficiency, or who are on probation in the School of Pharmacy for scholastic reasons):<sup>6</sup>

- If the period of absence is less than one calendar year (12 months):
  - The student must submit a formal written request to return to the Academic Standards Committee stating their reasons for requesting readmission. Additional documentation may be required. Upon review of the request, a meeting will be provided to the student with the Assistant/Associate Dean for Professional and Student Affairs and the Academic Standards committee. A recommendation will be made to the Dean of the School of Pharmacy relative to

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<sup>6</sup> Readmission for students whose absence has resulted from sanctions due to professional probation including felony or misdemeanor conviction will be overseen by the Ethics, Honor, and Professionalism Committee. Readmission for students whose absence has resulted from Honor Council sanctions will be overseen by the Executive Committee of Honor Council.

the request to be reconsidered for his/her final decision. The student will be notified in writing of the decision to readmit.

- If the period of absence is longer than one calendar year but less than three calendar years (36 months), the student desiring readmission must:
  - Reapply to Presbyterian College School of Pharmacy.
  - Submit a signed letter to the Assistant/Associate Dean for Professional and Student Affairs for presentation to the Admissions Committee for permission to be readmitted. The letter should include the circumstances of the prolonged absence as well as the specific term and year for which he/she wishes to be readmitted. The Admissions Committee will determine whether approval will be given based on the circumstances of the case.
  - If approval is granted, the Assistant/Associate Dean for Professional and Student Affairs and the Assistant/Associate Dean for Academic Affairs will set the conditions for readmission based on the Admissions Committee's decision.
  - If the Admissions Committee denies readmission, the student may appeal the decision to the Dean.
- Any student who has been absent or on leave from the School of Pharmacy for three years (36 months) or more and who wishes to be readmitted will be treated as a new applicant. The student must apply to the School of Pharmacy as a first-year PharmD student and must fulfill all admission requirements. If the student is accepted for admission, he/she must start over in the pharmacy curriculum.

A student may only be considered for readmission to the School of Pharmacy once.

Any student on short-term leave or leave of absence due to medical reasons must provide clearance to return to curricular, co-curricular, and experiential requirements from a healthcare provider to the ADAA prior to readmission. In addition, all readmission decisions are contingent upon the following:

- Completion of a criminal background check and, if any information of concern is revealed, a favorable decision from the Ethics, Honor, and Professionalism Committee in accordance with polices set forth in the "Criminal Background Check Policy" section of the *PCSP Bulletin*;
- Provision of documentation of required immunizations and health screenings; and
- Completion of required drug screening and, if any information of concern is revealed, a favorable decision from the Ethics, Honor, and Professionalism Committee in accordance with polices set forth in the "Drug/Alcohol Policy" section of the *PCSP Bulletin*.<sup>7</sup>

## Physical and Psychological Emergencies Policy

A pharmacy student who is reasonably believed to pose a danger to him/herself or others, for any reason including but not limited to physical or psychological difficulties, may be required to obtain professional evaluation and treatment. Failure to comply with this requirement can result in contact by the School with the student's emergency contact (spouse, parent, etc.), disciplinary action, suspension or enforced leave, and/or mandatory withdrawal from the College. If the dangerous behavior is not corrected in a timely and sufficient manner, medical leave may be imposed.

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<sup>7</sup> The student is responsible for any cost associated with requirements for readmission to the School of Pharmacy.

# Student Services

## Student Advising

Students will be assigned a faculty advisor upon matriculation and will typically remain with that advisor until graduation. Since the PharmD curriculum is a lock-step curriculum, individual academic advising is not necessary for selecting core courses. Advisors will meet with their advisees during the fall and spring advisement windows to discuss professional development, completion of the Growth and Assessment Portfolio, competency requirements, co-curricular assessments, selection of electives, and other topics introduced by the students. Students may also choose to meet with their faculty advisors if they would like to discuss an issue at any time.

The purpose of the student advising program is to:

- Assist the student in effectively progressing through the professional curriculum;
- Provide the student with a resource to reinforce the requirements, expectations, and standards of the professional program;
- Guide the student in meeting the curricular and co-curricular requirements necessary for student progression and graduation; and
- Provide the student with a resource regarding the profession of pharmacy.

Student advisees are expected to:

- Be proactive in communicating with his/her advisor.
- Meet with his/her advisor during the fall and spring advisement window.
- Schedule a meeting with his/her advisor within 1 week if placed on academic or professional alert or warning.
- Seek immediate assistance from his/her advisor if experiencing academic difficulties or any other issues.
- Make and keep appointments to meet with his/her faculty advisor regarding academic ability and progress.
- Actively participate in all advising meetings and the development of his/her Plan for Personal and Professional Growth.

Faculty advisors are expected to:

- Meet with advisees during the fall and spring advisement window.
- Meet more often with students who are experiencing academic or professional difficulties or are on academic alert/warning or professional alert/warning. If necessary, guide advisees in developing and meeting a Plan for Academic Progress or Plan for Professional Improvement.
- Communicate necessary information and updates to advisees on a periodic basis.
- Guide advisees in developing and completing a Plan for Personal and Professional Growth in accordance with the co-curricular requirements.
- Guide advisees in meeting the requirements of the Growth and Assessment Portfolio with constructive feedback for their personal and professional development.

## Tutoring Resources

Students struggling academically in any course are encouraged to form peer study groups, seek peer tutoring, and approach the course instructor(s), faculty advisor, and/or the Assistant/Associate Dean for Professional and Student Affairs for assistance. The School of Pharmacy organizes a network of peer pharmacy tutors who provide instruction for select courses in the PharmD curriculum. Both peer tutors and student attendees are expected to adhere to the Pharmacy Honor Code during peer tutoring sessions. In addition to assistance in specific courses, resources on time management, study skills, note taking, etc. are available online via the Student Affairs Moodle page and also through the Office of Campus Life. Students are encouraged to avail themselves of these resources by contacting the Office of Professional and Student Affairs.

## Confidentiality of Student Records

It is the policy of Presbyterian College to provide for the protection of confidential information contained within student records against improper or illegal disclosure in accordance with the "Family Educational Rights and Privacy Act" (FERPA) of 1974.

### Directory Information

It is the policy of the college to compile non-confidential information that is classified by law as "directory information." At its discretion, the college may or may not release this information. Directory information includes the student's full name, address, telephone numbers, major field of study, participation in official activities and sports, dates of attendance, degree(s) awarded, awards and honors received, and in the case of athletic team members, weight and height.

A pharmacy student who desires that directory information not be released without his/her prior permission or consent may preclude such release by notifying the Office of Professional and Student Affairs. Information released on alumni may include the above, plus the date of graduation. The release of additional information contained in a graduate's record will require a written authorization from the individual. A permanent authorization may be placed in the record at the discretion of the graduate.

### Confidential Student Records

The following records are confidential student records:

- **Admissions Records:** Those records assembled by the Office of Professional and Student Affairs in the School of Pharmacy to provide for the screening and selection of students.
- **Active Academic Records:** Those academic records retained by the Office of Academic Affairs in the School of Pharmacy to account for the enrolled student's academic performance and status, to include official course records maintained by instructors.
- **Inactive Academic Records:** Those records retained by the Office of the Registrar that pertain to the academic performance of persons no longer enrolled at Presbyterian College.
- **Financial Aid Records:** Those records maintained by the Office of Financial Aid that relate to a student's eligibility for a receipt of financial assistance, except that information considered confidential to a parent.
- **Career Services Records:** Those records maintained by the Office of Career Services that have been compiled for the purpose of career planning and job placement.
- **Disciplinary Records:** Those records maintained by the Office of Professional and Student Affairs in the School of Pharmacy that relate to a student's conduct.
- **Public Safety Records:** Those records maintained in the Office of Public Safety that relate to a student's contact with security and law enforcement officials.



- **Financial Records:** Those records maintained by the Business Office that relate to a student’s financial account.
- **Educational Partners:** Student’s personal information will be shared with educational partners of Presbyterian College School of Pharmacy (e.g. pharmacy practices sites, clinical affiliates) on a need-to-know basis. All applicants for admission agree to the sharing of this information as part of their supplemental application for admission to the School of Pharmacy. This information may include but is not limited to: email addresses, telephone numbers, results of criminal background checks and drug screenings, immunization records, and the last four digits of social security numbers.

**Educational Partners**

Student’s personal information will be shared with educational partners of Presbyterian College School of Pharmacy (e.g. pharmacy practice sites, clinical affiliates) on a need-to-know basis. All applicants to the School of Pharmacy must register their consent to be considered for admission. This information may include but is not limited to:

- Email addresses
- Telephone numbers
- Results of criminal background checks
- Results of drug screenings
- Immunization records
- Social security number

**Access to Confidential Information**

It is the policy of the college that the release of confidential information from an official student record requires the prior written consent of the student except as provided for by law.

It is the policy of the college that information contained in official student records will not be released to the parent(s) or guardian(s) without the consent of the student unless the student is a dependent of the parent(s) or guardian(s) as defined under section 152 of the Internal Revenue Code of 1986 or the student authorizes that release to the parent(s) or guardian(s).

Access to confidential student records is the responsibility of the officers of the college as specified below.

Record	Responsible Officer
Admissions Records	Assistant/Associate Dean for Professional and Student Affairs, School of Pharmacy
Academic Records	Assistant/Associate Dean for Academic Affairs, School of Pharmacy
Financial Aid Records	Vice President for Finance and Administration
Career Services Records	Assistant/Associate Dean for Professional and Student Affairs, School of Pharmacy
Disciplinary Records	Assistant/Associate Dean for Professional and Student Affairs, School of Pharmacy
Public Safety Records	Vice President for Campus Life
Financial Records	Vice President for Finance and Administration

These officers may designate other employees of the college to have access or control of confidential student records. The officers or other employees responsible for confidential student records shall maintain a record kept with the confidential record of each student which will indicate all individuals (other than parents or guardians of a dependent student or others specifically authorized by the student), agencies, or organizations outside Presbyterian College that have requested or obtained access to the student’s record. The record will indicate specifically the legitimate interest that each such person,

agency, or organization has in obtaining this information. Such record of access shall be available only to the subject student, college officials, and substitutes who are responsible for the custody of such records. Records are typically kept for three years following a student's graduation.

### **Student Access to Records**

It is the policy of Presbyterian College that students are allowed access to their official college records to insure that information contained in official records is not inaccurate, misleading or otherwise in violation of their rights or privacy.

A student who wishes to review his/her student record will make a request directly to the person in charge of the office in which the record is maintained. A time for the review which is satisfactory to both parties will be announced by the person in charge of the file. If, during the review of the record, the student finds information or data that he/she believes is inaccurate, misleading, or otherwise inappropriate, he/she should bring it to the attention of the person in charge of the office and request the desired correction. If the matter cannot be resolved between the student and the person responsible for the maintenance of the record, the student will submit a written request to the Dean of the School for a hearing on the disputed information. The request will contain sufficient justification to support a charge that erroneous or improper information is contained in the file.

It is the policy of the College that students may obtain non-notarized, machine duplicated copies of college documents contained in the official student records at no cost. Students who have outstanding financial obligations to the college cannot receive documents until all accounts are paid in full.

### **College-Wide Services**

Information about the following services and other services provided by Presbyterian College to all students are included in the undergraduate student handbook and on the College website at <http://www.presby.edu/garnetbook>. Pharmacy students are encouraged to utilize these services as needed and may request more information and/or referrals from the Office of Professional and Student Affairs. All of the following resources are subject to change and/or to limits on availability:

- **Counseling and Wellness Services**
  - <http://www.presby.edu/campus-life/counseling-wellness>
- **Student Health Services**
  - <http://www.presby.edu/campus-life/counseling-wellness/student-health-services>
- **Career Development and Student Success**
  - <http://www.presby.edu/campus-life/career-development-student-success/>
- **Religious Life and Service**
  - <http://www.presby.edu/campus-life/religious-life-service/>
- **Campus Police**
  - <http://www.presby.edu/campus-life/campus-police/>  
ON CAMPUS EMERGENCY: Dial 864.833.3949
- **Financial Aid Office**
  - <http://www.presby.edu/admissions/tuition-aid/>
- **Dining Hall Services**
  - <http://pcdining.campusdish.com/>
- **Library Services**
  - <http://lib.presby.edu/rooms-at-the-library>
  - <http://lib.presby.edu/home>
- **The Writing Center**
  - <http://www.presby.edu/academics/academic-resources-support/writing-center>

## **Student Responsibilities Via Main Campus**

Student Identification Cards: Each pharmacy student is provided a Presbyterian College School of Pharmacy identification card. Identification cards are issued during orientation for new students and are valid through the graduation date. Identification cards validate authorization for access to athletic events, dining hall, College facilities, etc. and must be presented when requested by appropriate College personnel.

Automotive Vehicle Regulations: Students are extended the privilege to operate automotive vehicles on the campus of Presbyterian College providing such vehicles meet with the registration and safety standards established by the state in which the vehicle is licensed. Rules, restrictions and limitations pertaining to automotive vehicles are disseminated by the Campus Police Department. State and city violations are heard in city or magistrate courts. Vehicle registration is included in the tuition and fees for pharmacy students; all vehicles parked on School of Pharmacy or Presbyterian College premises must be registered with the Campus Police Department.

Failure to present a valid card is sufficient reason to deny access to a facility or service, including dining services. Allowing others to use an identification card is a violation of college policy and will result in appropriate disciplinary action.

Students who require a new card because of loss, mutilation, or a change of status should immediately contact the Campus Police Department at 833-8301. A charge will be made for replacement of an identification card. Duplicate cards are issued weekdays between 9:00 – 11:00 a.m. and 1:00 – 4:30 p.m.

# Professional Standards, Requirements, & Expectations

## Student Code of Responsibility

Presbyterian College is proud of its strong community of students, faculty, staff, administration, alumni, and friends of the College. As vital members of Presbyterian College's community, students are expected to balance their autonomy with regard for other members of the community with responsibility and respect for the policies and procedures of the College. These policies and procedures are intended to preserve community and foster civility in an environment that is conducive to the educational mission of the College.

As responsible members of this community, students must familiarize themselves with and abide by the tenets of the Honor Code, the Code of Responsibility<sup>8</sup>, and the policies and procedures of the College. Honor, integrity and professionalism, which are the foundations of Presbyterian College culture, should guide student conduct at all times.

Presbyterian College's mission, as a church-related college, is to develop within the framework of Christian faith the mental physical, moral, and spiritual capacities of each student in preparation for a lifetime of personal and vocational fulfillment and responsible contribution to our democratic society and the world community. . To support this mission, each student must adhere to the policies and procedures governing conduct, or he/she may be subject to sanctions, including separation from the College and its community. Even where sanctions are appropriate to help maintain community and civility, it remains part of the College's goal to educate individual students and to help them grow concerning their responsibilities as members of a community.

## Standards of Academic, Personal, Professional and Social Conduct

Pharmacy students are expected to conduct all aspects of their lives with great intention, honor, respect, and integrity. This includes responsible actions towards themselves, others (fellow and future colleagues, faculty, staff, patients, and the College community), and the profession of pharmacy. Professionalism is a term that encompasses interpersonal, behavioral, and academic/scholastic expectations. Students are expected to conduct themselves in a professional manner at all times, whether on or off campus.

The School of Pharmacy community is dedicated to the promotion of attitudes, behaviors, and actions consistent with the embodiment of personal and professional growth, responsibility and accountability. The code of conduct and expectations of members of the School of Pharmacy community are designed to provide all students an environment that embraces the professional value system and is conducive to the students' personal and professional growth and development. Enrollment in the professional program at Presbyterian College School of Pharmacy obligates the student to performance, behavior, attitude, and demeanor, both on and off campus, which is reflective of a professional.

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<sup>8</sup> The Code of Responsibility applies to all Presbyterian College students and is available online at <http://www.presby.edu/campus-life/honor/>

Each student is expected to be knowledgeable of and to comply with the following sources of rules and standards, some of which are discussed in more detail below:

- The Pharmacy Honor Code
- The School of Pharmacy Code of Professional Conduct
- All other published policies, rules, and regulations of Presbyterian College School of Pharmacy
- All other published policies, rules, and regulations of Presbyterian College
- All federal, state, and local laws

Any student who violates any of the aforementioned standards is subject to disciplinary action, which may include dismissal from the program, regardless of any action taken by federal and/or civil authorities.

All students shall have an implied expectation of proper professional conduct within the School of Pharmacy and/or on College property, at assigned experiential assignments, at School and/or College sponsored events/activities, at curricular and co-curricular activities, and all their other personal activities. This ethos of professional personal behavior is expected to maintain the expectations, attitude, behavior, performance, and demeanor of a health-care professional. If a student fails to do so, they are subject to disciplinary action. Additionally, disciplinary action may result if personal and professional conduct is deemed unbecoming and incompatible with the mission, value system, or expectations of the school of pharmacy and of a future pharmacist at other off-campus locations.

## **School of Pharmacy Code of Professional Conduct**

The School of Pharmacy at Presbyterian College subscribes to the professional value system as described in the governing documents of the profession of pharmacy.<sup>9</sup> These documents are the foundation of the professional value system of pharmacy and serve as a guide for students with respect to the expectations of the profession. The Code of Professional Conduct<sup>10</sup> has been developed and ratified by the students and faculty of the School of Pharmacy. The Code of Professional Conduct applies to behavior in the classroom, on campus, experiential education, other patient care settings, and whenever representing the School of Pharmacy, whether that be as a community volunteer, at a professional meeting, or with a student organization. All students sign a pledge of professionalism<sup>11</sup> during new student orientation and agree to abide by the School of Pharmacy Code of Professional Conduct indicating that they will:

### Demonstrate Concern for the Welfare of Patients

- Recognize when one's ability to function effectively is compromised and continuing without assistance could potentially cause patient harm. In such cases, one should get relief or help.
- Recognize the limits of student involvement in the medical care of a patient.
  - Act within the legal scope of practice for a pharmacist intern and his/her training in provision of information or care.
  - Act under supervision of a licensed practitioner and seek supervision whenever necessary.
- Do not use alcohol or other drugs in a manner that could compromise himself/herself or patient care.
- Do not promote one's self at the expense of the patient.

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<sup>9</sup> The Code of Ethics for Pharmacists and Oath of the Pharmacist are included in Appendices A and B.

<sup>10</sup> This code of professional conduct was adapted from Campbell University School of Pharmacy and was approved by the Presbyterian College School of Pharmacy faculty on January 20, 2009. The code was adapted by the Ethics, Honor, and Professionalism Committee on February 1, 2013.

<sup>11</sup> The Pledge of Professionalism is included in Appendix C.

#### Show Respect for the Rights of Others

- Comply with all aspects of HIPAA privacy regulations including, but not limited to:
  - Treat patients and their families with respect and dignity both in their presence and in discussion with others.
  - Maintain confidentiality of patient information.
  - Respect the patient's dignity and privacy.
- Deal with faculty, preceptors, staff, peers, and any members of a health care team in a respectful manner.
- Treat all persons encountered in a professional capacity equally and with respect regardless of ability, age, race, ethnicity, religion, gender, sexual preference or socioeconomic status.

#### Exhibit Trustworthiness

- Be truthful in all communication. Failure to comply shall be considered lying as defined in the Pharmacy Honor Code.
- Admit errors in a timely manner and do not knowingly mislead others.
- Do not misrepresent him/herself as a pharmacist, physician, physician assistant, or other health professional.
- Accurately acknowledge the source of all information reported. Failure to comply shall be considered plagiarism as defined in the Pharmacy Honor Code.

#### Act Responsibly with a Sense of Duty

- Participate responsibly in the care of the patient to the best of his/her ability and with appropriate supervision.
- Undertake clinical duties as requested, complete such duties to the best of one's ability, and seek help when needed.
- Follow through on commitments. This includes being present, prepared, and prompt for classroom, experiential, service, and professional duties or meetings.
- Notify the responsible person if something interferes with his/her ability to perform clinical or academic tasks effectively.

#### Maintain a Professional Demeanor

- Maintain a neat and clean appearance, and dress in attire that is accepted as professional by following the Professional Attire Policy.
- Be thoughtful and respectful when interacting with patients and families.
- Strive to maintain composure during times of fatigue, professional stress, or personal problems.
- Avoid offensive language, gestures, or inappropriate remarks.

### **Professional Attire Policy**

The appropriate development of a pharmacy professional requires the creation and maintenance of a professional environment within the School of Pharmacy and is the responsibility of all members of the School of Pharmacy community. The School of Pharmacy subscribes to a business casual attire requirement which must be adhered to by all members of the School of Pharmacy community. During curricular and co-curricular activities/events as a representative of the School of Pharmacy, the business casual attire requirement is in effect unless otherwise indicated (e.g. social events, approved School of Pharmacy "Dress Down Days", etc.).

The following attire is considered **unacceptable**:

- Hats or caps (except headgear considered a part of religious or cultural dress and pre-approved by the Assistant/Associate Dean for Professional and Student Affairs).

- Denim pants of any color
- Shorts, culottes, or other pants above the knee
- Skirts shorter than 1" above the knee when standing
- Sweatpants, sweatshirts, spandex, or leggings
- Revealing clothing (e.g., tank tops, halter tops, midriffs, tube tops, swim tops, etc.)
- Scrubs (tops or pants) except when indicated for specific course activities
- Canvas sneakers, casual sandals/clogs (e.g. "Flip-Flops," "Birkenstocks," beach shoes, etc.), shoes with extremely high heels (> 3 inches)
- Buttons, large jewelry or accessories that could interfere with patient care or safety
- Exposed underwear or lack of appropriate undergarments
- Sunglasses worn indoors (except for medical reasons and pre-approved by the Assistant/Associate Dean for Professional and Student Affairs)

Adequate precautions should be taken to maintain good personal hygiene. These precautions include regular bathing, use of deodorants and regular dental hygiene. Personal care considerations include:

- Hair should be clean, neat, and styled out of the eyes. Hair may not be dyed any unnatural hair colors. If close contact with patients occurs (e.g. physical assessment procedures), hair longer than shoulder length should be secured. Beards and mustaches should be clean and well groomed.
- Cologne, perfume or aftershave is not recommended in the patient care setting due to patient allergies and sensitivities.
- Cosmetics should be used in moderation.
- Nails should be well groomed, manicured and of short to medium length to facilitate patient care activities. Artificial finger nails are prohibited on rotations where direct patient care is involved as they have been linked to infectious disease transmission.
- Jewelry and accessories should be non-distracting. Body piercing is permitted in ears only (no more than two earrings per ear); no other visible body piercing is permitted. (e.g., tongue, nose, eyebrows, chin, lips).
- No tattoos should be visible.

Students are expected to wear appropriate professional dress for all rotation and professional laboratory activities. This includes wearing a clean, neatly pressed, long-sleeved waist-length white lab coat with the Presbyterian College School of Pharmacy badge, student name tag, closed-toed professional shoes and clean, professionally styled clothing (i.e. dresses or skirts of medium length, non-denim tailored slacks, and appropriate tops for females and collared dress shirts with an appropriately knotted/secured necktie for males).

## **E-Professionalism Policy**

Accessible postings on social media, websites, or other electronic communication by Presbyterian College School of Pharmacy students are subject to the same professional standards as any other personal interaction. The following E-Professionalism Policy is designed to protect students from potentially adverse and long-term effects due to unprofessional behavior in electronic and social media and to guide professional student behavior in these outlets. Presbyterian College School of Pharmacy does not and will not monitor students' electronic communication or posting on social media sites. However, if a student violates the Code of Professional Conduct in his/her electronic communication or social media, and it is brought to the attention of the School, appropriate disciplinary action may be taken.

By identifying themselves publically using social media, student pharmacists at Presbyterian College School of Pharmacy are creating perceptions about themselves, the School, the College and the profession of pharmacy. Professional associations of both medicine and pharmacy have developed guidelines for acceptable e-professionalism practices in healthcare providers.<sup>12, 13</sup> Students are encouraged to read and follow the e-professionalism guidelines accepted by the medical and pharmacy professions. Guidelines of particular relevance to pharmacy students include the following:

- Complaining about or disparaging patients, even in general terms, does not advance the dignity of patients or the profession. Pharmacy professionals should keep in mind that simply avoiding the name of a patient may not be sufficient to avoid patient identification.\*
- Pharmacy professionals must be conscious that content posted to social media may have consequences on reputations or careers for years to come, reflect poorly upon the pharmacy profession, or undermine patient confidence in the care provided. Postings on social media should be subject to the same professional standards and ethical considerations as other personal or public interactions.\*
- Pharmacy professionals should select privacy settings in social media accounts that provide the greatest degree of protection for personal information, keeping in mind that privacy settings are not perfect and that information posted online is likely permanent. Continuous self-monitoring of privacy settings is necessary, as social media sites change privacy policies.\*

*\*These specific guidelines are from the American Society for Health Systems Pharmacists' Statement on the Use of Social Media by Pharmacy Professionals.*

Public postings on social media may have legal ramifications. Comments made by students concerning patients or unprofessional comments about themselves, other colleagues, professors, or preceptors can be used by the courts or professional licensing boards. Students must be diligent to ensure that their electronic communication or postings on social media sites do not violate laws pertaining to patient or student privacy, including the Health Insurance Portability and Affordability Act (HIPAA) and the Family Education Rights and Privacy Act (FERPA). HIPAA and FERPA regulations apply to all comments made on social media sites and violators are subject to the same prosecution as with other HIPAA or FERPA violations. HIPAA or FERPA violations are also violations of the Code of Professional Conduct, and as such, are subject to disciplinary action within the School as well. To avoid legal ramifications, students should adhere to the following guidelines:

- Students must take all precautions they would normally use in public forums to maintain patient privacy, as well as bullying or disparaging comments of any kind to any party, when using social media. Comments could be in violation of HIPAA, FERPA, Professional Code of Conduct, or the Civility and Anti-Bullying Statement.
- Online discussions of specific patients should be avoided, even if all identifying information is excluded. It may be possible for someone to identify the patient from the context of the discussion.
- Under no circumstances is it appropriate or legal to post photos of patients or patient body parts on social media without the specific written permission of the patient.
- Medical advice and professional interactions with patients through social media should be avoided.
- Students should not report protected academic information of another student. Such information includes, but is not limited to: course grades, evaluations, examination scores, honor council findings, judicial outcomes, or adverse academic actions.

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<sup>12</sup> American Medical Association [AMA]. AMA Policy: Professionalism in the Use of Social Media. [Online] [www.ama-assn.org/ama/pub/meeting/professionalism-social-media.shtml](http://www.ama-assn.org/ama/pub/meeting/professionalism-social-media.shtml) [Accessed 17 October 2012]

<sup>13</sup> Statement on the Use of Social Media by Pharmacy Professionals. American Society for Health Systems Pharmacists. [Online] [www.ashp.org/DocLibrary/BestPractices/AutoITStSocialMedia.aspx](http://www.ashp.org/DocLibrary/BestPractices/AutoITStSocialMedia.aspx) [Accessed 17 October 2012]



In addition to the general standards of all healthcare professionals and the legal requirements that apply to electronic communication and posting on social media sites, Presbyterian College School of Pharmacy holds all students responsible for adherence to the Code of Professional Conduct. Accessible postings on social media, websites, or other electronic means are subject to the same professional standards as any other personal interaction. Violation of any of the following will constitute a violation of the Code of Professional Conduct; if it is brought to the attention of the School, appropriate disciplinary action may be taken.

- Presbyterian College faculty, staff and administrators will often use e-mail to communicate with students. This information may be important and/or time-sensitive. Thus, it is expected that all pharmacy students are connected to e-mail and check it frequently.
- Students must not utilize websites and/or applications in a manner that interferes with work or academic commitments. Use of email, text, social media sites, or other websites should not be used in class unless it is directly related to the subject material presented and use is expressly permitted by the instructor.
- Students should not use social media to communicate with faculty and staff.
- Students must not represent themselves as another person.
- No external websites may be created by student organizations. Social media may be used (e.g. Facebook, Twitter, blogs) but it should have disclaimer that it is not an official site of Presbyterian College
- Students may not present themselves as an official representative or spokesperson for Presbyterian College or Presbyterian College School of Pharmacy. When speaking to news sources, always indicate that your views are your own. Do not speak for the College, School, or any national organization.
- Students must show proper respect for the laws governing copyright and fair use or fair dealing of copyrighted material owned by others, including Presbyterian College own copyrights and brands. Students should never quote more than short excerpts of someone else's work, and should always attribute such work to the original author or source.
- When pharmacy students see content posted by colleagues that appears unprofessional they have a responsibility to bring that content to the attention of the individual, so that he/she can remove it and/or take other appropriate actions. If the behavior significantly violates professional norms and the individual does not take appropriate action to resolve the situation, the student should report the matter to the Office of Professional and Student Affairs.

The following actions are strongly discouraged as these are considered unprofessional and reflect poorly on the individual, the pharmacy profession, the School of Pharmacy, and Presbyterian College:

- Unconcern for others' right to privacy. Students should maintain the privacy of colleagues, faculty and staff unless they have been given permission to use the person's likeness or name on their site.
- Display of vulgar language.
- Display of language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity, or sexual orientation.
- Presentations or photographs that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity.

## Assessment of Professionalism

To assure growth as a professional and compliance with the Code of Professional Conduct, student professionalism will be assessed in a variety of ways including:

- Peer evaluation of professional behavior related to group activities
- Preceptor evaluation of professional behavior on introductory and advanced pharmacy practice experiences
- Self-reflection via standardized instruments and maintenance of a professionalism portfolio
- Faculty assessment of progress via evaluation of the Growth and Assessment Portfolio

Students, faculty, staff, and preceptors are encouraged to report incidences of misconduct to the Assistant/Associate Dean for Professional and Student Affairs and/or the Office of Experiential Education. A system of early alerts and warnings will be used to (1) identify students not developing satisfactorily as a professional and (2) provide opportunities and instruction for professional improvement with the development of a Plan for Professional Improvement. The student's faculty advisor will be involved with this intervention process and will work in concert with the Assistant/Associate Dean for Professional and Student Affairs. Although the Presbyterian College School of Pharmacy desires to foster student success as much as possible, students must face disciplinary action if they behave in an unprofessional manner.

A student may be placed on professional alert or professional warning by the Assistant/Associate Dean for Professional and Student Affairs without consultation or appeal to allow for professional development. In matters that may lead to professional probation or dismissal, the matter shall be referred to the Ethics, Honor, and Professionalism Committee of the Student Affairs Council for handling in accordance with the procedures as set forth in this Bulletin.

The stages of the Professional Alert System are detailed below:

### Professional Alert

- A student may be placed on professional alert by the Assistant/Associate Dean for Professional and Student Affairs when ANY of the following occur:
  - Instructor(s) report early-in-the-semester attendance or timeliness problems;
  - Failure to meet with his/her advisor during the fall or spring advising window;
  - Failure to prepare a Plan for Personal and Professional Growth by the fall deadline;
  - Participation in professional activities is below expected standards;
  - Violation of the Professional Attire Policy for a second time;
  - Failure to complete 90% of course, instructor and preceptor evaluations;
  - Failure to complete the annual student satisfaction survey
  - Office of Experiential Education Noncompliance; or
  - Violation of the E-Professionalism Policy;
- When a student is placed on professional alert, he/she will receive a formal letter from the Assistant/Associate Dean for Professional and Student Affairs informing the student of the alert and requesting that he/she meet with his/her faculty advisor within one week. The letter is copied to the student's faculty advisor and is included in the student's file. There is no appeal for professional alert, as this gives the advisor and/or the Assistant/Associate Dean for Professional and Student Affairs the opportunity to aid in the student's professional development.

Students placed on professional alert are required to meet with their faculty advisor within one week of receiving notification from the Office of Professional and Student Affairs. At the meeting with his/her faculty advisor, the student and advisor will develop a Plan for Professional Improvement.

## Professional Warning

- A student may be placed on professional warning by the Assistant/Associate Dean for Professional and Student Affairs when ANY of the following occur:
  - Excessive absences or tardiness to classes, pharmacy practice experiences, or professional activities ;
  - Participation in professional activities is continually below expected standards;
  - Unsatisfactory progression on Growth and Assessment Portfolio for one year;
  - Repeated violations of the Professional Attire Policy;
  - Disruptive behavior in class, during pharmacy practice experiences, during a professional activity, or in the School of Pharmacy building;
  - Violation of the School of Pharmacy Code of Professional Conduct;
  - Unsatisfactory peer (average), faculty advisor, or preceptor (average) professionalism evaluation;
  - Repeated documentation of Office of Experiential Education Noncompliance
  - Continued failure to complete 90% of all course, instructor and preceptor evaluations;
  - Continued failure to complete the annual student satisfaction survey
  - Repeated violations of the E-Professionalism Policy or Professional Attire Policy; or
  - Positive drug screen and/or criminal background check (including violation of federal, state, or local laws)
- When a student is placed on professional warning, he/she will receive a formal letter from the Assistant/Associate Dean for Professional and Student Affairs informing the student of the warning and requesting that he/she meet with his/her faculty advisor within one week. The letter is copied to the student's faculty advisor and is included in the student's file. There is no appeal for professional warning, as this gives the advisor and/or Assistant/Associate Dean for Professional and Student Affairs the opportunity to aid in a student's professional development.
- Students placed on professional warning are required to meet with their faculty advisor within one week of receiving notification from the Office of Professional and Student Affairs. At the meeting with his/her faculty advisor, the student and advisor will develop a Plan for Professional Improvement. Students on professional warning will not be allowed to hold office in student organizations, receive School travel funding, or represent PharmD students on any College or School of Pharmacy committees or any professional organization, unless overridden by the Assistant Dean for Professional and Student Affairs on a case by case basis.

## Professional Probation

- A student may be placed on professional probation when ANY of the following occur:
  - Excessive absences or tardiness to classes, pharmacy practice experiences, or professional activities after being placed on professional warning;
  - Unsatisfactory progression on Growth and Assessment Portfolio for more than one year;
  - Continued disruptive behavior in class, during pharmacy practice experiences, during a professional activity, or in the College of Pharmacy building;
  - Violation of the School of Pharmacy Code of Conduct;
  - Unsatisfactory peer, faculty, or faculty advisor, or preceptor professionalism evaluation for a second time;
  - Failure to meet conditions of Plan for Professional Improvement by deadline;
  - Positive drug screen and/or criminal background check (including violation of federal, state or local laws);
  - Significant and repeated violations of the Professional Attire Policy either within the School of Pharmacy or on experiential sites

- Continued failure to complete 90% of course, instructor and preceptor evaluations after being placed on professional warning
  - Continued failure to complete the annual student satisfaction survey after being placed on professional warning
- When a student is placed on professional probation, he/she will receive a formal letter from the Assistant/Associate Dean for Professional and Student Affairs informing the student of his/her professional probationary status, and details of the probationary procedure. The letter is copied to the student's faculty advisor and is included in the student's file.
  - Upon occurrence of any of the situation(s) listed above, a team appointed by the Ethics, Honor, and Professionalism committee will investigate the situation and present findings to the Committee. The committee will then vote on whether a hearing is warranted and will follow the judiciary procedures as outlined in the PCSP Bulletin.
  - Students on professional probation will not be allowed to hold office in student organizations, receive School travel funding, or represent PharmD students on any College or School of Pharmacy committees or any professional organization.
  - Once the terms and sanctions of the student's probationary status have been set by the Ethics, Honor, and Professionalism Committee, the Assistant/Associate Dean for Professional and Student Affairs will work together with the student's faculty advisor to monitor the student's progress and ensure they are following through with the set terms and sanctions.
  - The professional probation decisions made by the Ethics, Honor, and Professionalism Committee may be appealed. Any appeal must be submitted in writing to the Dean of the School of Pharmacy by the stated deadline in the letter of probation. The Dean's decision in the appeals process is final.

### **Professional Dismissal**

- A student may be dismissed from the program when ANY of the following occur:
  - Excessive absences or tardiness to classes, pharmacy practice experiences, or professional activities after being placed on professional probation;
  - Disruptive behavior in class, during pharmacy practice experiences, during a professional activity, or in the School of Pharmacy building after being placed on professional probation;
  - Unsatisfactory peer, faculty or faculty advisor, or preceptor professionalism evaluation after being placed on professional probation for a third time;
  - Failure to meet conditions of Plan for Professional Improvement or other conditions stipulated by professional probation by the stipulated deadline; or
  - Violation of the Code of Professional Conduct after being placed on professional probation.
  - Positive drug screen and/or criminal background check (including violation of federal, state or local laws) after being placed on professional probation; or
  - Continued failure to complete all course and instructor evaluations after being placed on professional probation;
  - Continued failure to complete the annual student satisfaction survey after being placed on professional probation; or
  - Significant and repeated violations of the Professional Attire Policy either within the School of Pharmacy or on experiential sites after being placed on professional probation.
- Upon occurrence of any of the situation(s) listed above, a team appointed by the Ethics, Honor, and Professionalism committee will investigate the situation and present findings to the

Committee. The committee will then vote on whether a hearing is warranted and will follow the judiciary procedures as outlined in the PCSP Bulletin.

- The professional dismissal decisions made by the Ethics, Honor, and Professionalism Committee may be appealed. All appeals must be submitted in writing to the Dean of the School of Pharmacy by the stated deadline in the letter of dismissal. The Dean's decision in the appeals process is final.
- A dismissed student will receive written notification from the Dean of the School of Pharmacy. The notice will include procedures for appeal, and notice of loss of registration and financial aid. The School of Pharmacy will also notify the appropriate State Board of Pharmacy for return of the student's Pharmacist-Intern license.

## **Judicial Procedures of the Ethics, Honor, and Professionalism Committee**

### **Philosophy**

All members of the Presbyterian College School of Pharmacy community are obliged to promote actions which are consistent with the College's mission, School of Pharmacy's mission, and the Code of Conduct of both Presbyterian College and the School of Pharmacy. Any information that reasonably indicates a possible violation of any code, rule, or policy governing conduct within the School of Pharmacy should be brought to the attention of the Assistant/Associate Dean for Professional and Student Affairs. Students should self-report any violations they commit.

If the Assistant/Associate Dean for Professional and Student Affairs determines that the matter in question is a possible violation of the Pharmacy Honor Code, the Assistant/Associate Dean for Professional and Student Affairs will refer the matter to the Pharmacy Honor Council for handling in accordance with its policies and procedures.

Infractions regarding on-campus housing or College student organizations shall be referred to and dealt with by the mechanisms established for the College as a whole.

As set forth in the "Assessment of Professionalism" section of the *PCSP Bulletin*, the Assistant/Associate Dean for Professional and Student Affairs may take action without the involvement of the Ethics, Honor, and Professionalism Committee in matters that may lead to a professional alert or professional warning. All other potential infractions shall be referred to the Ethics, Honor, and Professionalism Committee for handling in accordance with this section.

The overarching goals of the disciplinary process are fairness, appropriate accountability for conduct, education, and wherever possible, reconciliation and assistance to all students in pursuing their goals in the profession of pharmacy.

### **The Ethics, Honor, and Professionalism Committee**

The Ethics, Honor, and Professionalism Committee is charged with investigating and hearing alleged violations of the Professional Code of Conduct and determining whether violations have occurred. Upon determining such violations, the Committee is empowered to impose appropriate sanctions, up to and including expulsion from the School of Pharmacy and College. The Ethics, Honor, and Professionalism Committee consists of two (2) student members, three (3) faculty members, and one (1) pharmacist preceptor. Members of the Committee are appointed by the Dean. The Assistant/Associate Dean for Professional and Student Affairs is an *ex officio* member of the Ethics, Honor, and Professionalism Committee.

## **Procedures**

### Reporting a Violation

Students who have violated the Code of Professional Conduct are encouraged to self-report by contacting any member of the Ethics, Honor, and Professionalism Committee or the Assistant/Associate Dean for Professional and Student Affairs.

When students, faculty members, or administrators suspect a student of having violated the Code of Professional Conduct, they should encourage that student to self-report. The matter must also be brought to the attention of the Assistant/Associate Dean for Professional and Student Affairs, regardless of whether the suspected student reports himself or herself.

### Investigations

The Ethics, Honor, and Professionalism Committee shall have the ability and responsibility to investigate any charges of violations brought to its attention. To facilitate the investigation of alleged violations, an investigative team will be appointed by the Ethics, Honor, and Professionalism Committee. This team, composed of two faculty member(s) and/or preceptor(s), shall act as a neutral agent, gathering what information is available concerning the possible violation and reporting to the Ethics, Honor, and Professionalism Committee. The investigation shall include the ability to obtain and review documents and to interview witnesses. All students, faculty, and staff of the College shall cooperate with investigation by the Ethics, Honor, and Professionalism Committee and any appointed investigative team. The results of the investigation shall be summarized in a written report; upon receiving the report of the investigative team, the Ethics, Honor, and Professionalism Committee will vote to determine whether a hearing will take place.

- (i) Should the Committee find the information sufficient to merit a hearing, a written statement shall be provided to the Assistant/Associate Dean for Professional and Student Affairs including the student's name and the charge to be made. The accused will be given a copy of the investigative report following the Committee meeting.
- (ii) Should the Committee find the information insufficient to merit a hearing, one copy of all information pertaining to the investigation shall be kept in the Office of Professional and Student Affairs files for up to one year, and disclosure of the matter shall be a right reserved solely to the student(s) in question. This information can only be reused if evidence pertaining to the same accusation becomes available.

### Charges

Should the Ethics, Honor, and Professionalism Committee find the information sufficient to merit a hearing, the accused student shall be provided written notice of the date, place, and time of the hearing, along with a description of the violation in question. Unless otherwise agreed upon by the accused student(s), hearings shall be convened no sooner than seventy-two (72) hours and no later than ten (10) business days following the delivery of this written notice. The Ethics, Honor, and Professionalism Committee, in consultation with the accused student(s), may grant exceptions. Requests to change the date, time, or place of the hearing shall be ruled upon by the Ethics, Honor, and Professionalism Committee.

### Student Rights

Before proceedings take place, the Chair of the Ethics, Honor, and Professionalism Committee must be certain that any student charged understands that he/she has the following rights:

- To be assisted in the defense by a student, faculty, or staff member of the Presbyterian College community as his/her advocate. This advocate must not be a member of the Ethics, Honor, and Professionalism Committee.
- To call and to question witnesses; or, in extraordinary circumstances where the Ethics, Honor, and Professionalism Committee or Assistant/Associate Dean for Professional and Student Affairs deems it necessary to shield a witness, to have witnesses questioned by way of a third party; and
- To testify on his/her own behalf and to refuse to answer questions.

Pending resolution of the matter and any permitted appeal, the student's status remains unaltered except in cases where the Ethics, Honor, and Professionalism Committee has determined that concerns regarding the physical or emotional welfare of others or the safety of persons or property justify removing the charged student from the School of Pharmacy or imposing some other restriction on conduct pending resolution of the matter.

### Hearings

- In hearings, the Chair of the Ethics, Honor, and Professionalism Committee shall preside, with a chosen member of the Committee to take minutes. For any hearing, the presiding officer shall arrange for at least five (5) members to be present, at least two (2) of whom are student members of the Committee. Any member of the Committee who is a witness to the possible violation or who has demonstrable bias against or toward the person charged shall be ineligible to sit on the hearing for that case. If sufficient numbers of Committee members are unable or ineligible to sit on the hearing for a case, the Dean of the School may appoint an *ad hoc* Judicial Committee or a substitute for the absent committee member, consisting of available students and faculty. Such a committee or individual, when employed, shall bear the same authority and responsibilities as the Ethics, Honor, and Professionalism Committee.
- The Assistant/Associate Dean for Professional and Student Affairs shall be present for all cases and shall be available for consultation during hearings but shall have no vote.
- The investigative team, which began investigating the case during the initial inquiries of the Committee, shall serve during the hearing to present the facts of the case as determined during that investigation. The investigative team shall introduce and summarize the circumstances of the case and may present documents, statements, and witnesses during the hearing.
- The student charged may be accompanied by his/her advocate to help in the defense, however the student is responsible and expected to present and respond to the points of the hearing in his/her own words. The student and/or his/her advocate may present documents, statements, and witnesses before the Committee.
- Any party to the proceedings may request the privilege of presenting witnesses. Prior to the hearing, a list of expected witnesses shall be provided to the presiding officer by each party. Witnesses shall be excluded from the hearing until called and shall be instructed by the presiding officer not to discuss the case among themselves or with anyone but (1) the person designated to present the information surrounding the offense or (2) the student's representatives. Once called during the hearing, each witness shall be sworn in and reminded by the presiding officer of his/her pledge to uphold the Honor Code of the School. Following this reminder, the calling party, the opposing party, and finally the Committee itself may question the witness. When the Committee is satisfied and no further questions are forthcoming, the witness shall be dismissed from the hearing room.
- The presiding officer is responsible for maintaining order in the hearing. In the interest of time, he/she may limit the number of witnesses called by either party and may rule that certain information or testimony is irrelevant to the case at hand. He/she shall also rule on requests for recess. Decisions made by the presiding officer may be overturned by majority vote of the Committee.
- Hearings shall be closed to the public, unless the student charged makes a written request for an open hearing twenty-four (24) hours prior to the set date and time. In the event of an open hearing, the presiding officer shall have authority to impose reasonable rules for the number of non-

participants in attendance and for their selection. He/she may also remove from the hearing any person whose behavior proves distracting or inappropriate.

- Only Ethics, Honor, and Professionalism Committee members are allowed to be present during the deliberations.
- The Ethics, Honor, and Professionalism Committee shall produce a written decision setting forth its findings and a recommended sanction, if any.

#### Professional Violations:

Sanction 1: Written reprimand to go in the student's permanent record.

Sanction 2: Written and/or oral apology to the persons affected. This letter should include a reflection addressing what the student has learned from their experience.

Sanction 3: An anonymous letter to the incoming P1 class should be written describing their infraction, punishment, and a reflection addressing what they have learned from the experience.

Sanction 4: Permanent dismissal (egregious acts).

*The Ethics, Honor, and Professionalism Committee has the right to determine and apply other sanctions as they deem appropriate.*

- The decision of the Committee shall be forwarded to the Dean of the School of Pharmacy. A copy of the written decision shall be provided to the charged student and a copy will be placed in his/her student file.
- The decision will be final unless appealed in accordance with the procedures set forth below.
- All disciplinary matters and their outcomes shall be maintained as confidential to the extent reasonably possible. Instances in which confidentiality could not be maintained would be matters affecting the student's application for or eligibility for licensure, matters involving risk of harm to patients or their care, and circumstances where disclosure is compelled by law or court order.

#### **Anonymity Procedures**

The School of Pharmacy is committed to a fair and thorough investigation of all allegations. In circumstances where a witness feels threatened and/or unsafe in providing the information in a proceeding, anonymity may be granted by the Assistant/Associate Dean for Professional and Student Affairs. The granting of anonymity is not a right or a given, but in extraordinary instances it may be allowed, after a balancing of the rights of the charged students and the concerns of the witness. Granting of anonymity could be considered, for example, when there is reasonable cause to believe that the welfare (physical or emotional) of the witness is in material jeopardy or when there is reasonable cause to believe the witness would be subject to intense harassment.

If the Assistant/Associate Dean for Professional and Student Affairs concludes after investigation that a witness should be allowed to testify anonymously, the statements of the anonymous witness will be given to the accused prior to the hearing. The accused may then challenge the statement and present rebuttal questions/information to be answered by the anonymous person through the Assistant/Associate Dean for Professional and Student Affairs.



## **Student Appeal Process**

The appeal process is available to any student who disagrees with the decision of the committee. The student will be permitted up to 5 working days to prepare and hand deliver a written appeal to the Dean of the School of Pharmacy. Because the Dean will resolve the appeal on the basis of the written record, all pertinent issues must be fully and clearly stated in the written appeal.

The only permissible grounds for appeal are violations of the procedural due process, absence of sufficient evidence to support the decision, or the justifiable discovery of new evidence not available at the hearing. The terms or severity of the sanction are not appealable.

Pending the Dean's resolution of the appeal, the student's enrollment status will remain unaltered.

# The Honor Code

Each student enrolled in the School of Pharmacy at the Presbyterian College is expected to be academically honest in his/her learning and presentation of information to School of Pharmacy faculty members and his/her peers. The expectation of being honest includes all aspects of academic work including but not limited to the completion of written and/or oral examinations, assignments, and presentations. Appropriate references and citations should be supplied for all information that is not the student's original work – including evaluation, interpretation, or summary of prior work done by another. Presbyterian College students pledge to abstain from all deceit and dishonorable conduct. Though many acts may at times be considered deceitful or dishonorable, students at Presbyterian College agree that lying, cheating, plagiarism, stealing, and failure to enforce the Honor Code are by definition dishonorable and are, therefore, always in violation of the Honor Code.

## Honor Code Violations

- Lying is defined as any attempt to deceive, falsify, or misrepresent the truth. Lying includes but is not limited to:
  - Falsifying or altering academic records.
  - Falsifying or altering clinical reports and/or other patient related notations.
  - Submission of modified or changed tests, answer sheets, or assignments
- Cheating is defined as the employment or rendering of any unacknowledged or unallowed aid in any assigned work. Cheating includes but is not limited to:
  - Unapproved or unauthorized sharing/collaboration or use of external information during graded assessments (e.g. test, quizzes, etc.).
  - Obtaining or gaining access to items which provides an unfair advantage in a graded experience and/or requirement.
  - Falsely distributing, obtaining, using or receiving previously graded academic materials (e.g. tests, cases, etc.).
  - Unauthorized or improper use of an electronic device(s) during an examination. Electronic devices include but are not limited to programmable calculators, PDA's, computers, computer programs, mobile phones, iPods, etc.
  - Misusing, defacing, or tampering with academic resources or materials.
  - Assisting a fellow student in committing an act of cheating or dishonesty.
- Plagiarism is defined as the presentation of the words or ideas of another person as one's own without proper citation. Plagiarism includes but is not limited to:
  - The use of any commercial term paper preparation service.
  - Copying internet or electronic database sources for term papers, journal clubs, or case presentations.
  - Submission of another student's work or group work as one's individual effort.
- Stealing is defined as the appropriation of money or property belonging to another person, organization, or the College or the borrowing of such property without the knowledge and permission of the owner.
- Failure to enforce the Honor Code is defined as any act of omission that permits violations of the Honor Code to occur or to go unreported and is of itself, a violation of the Honor Code.

All students enrolling at Presbyterian College are bound not only to abstain from the above, but also to report such acts committed by fellow students. When events of a questionable nature occur, it is the

responsibility of each student to promptly communicate that information to the Pharmacy Honor Council. Determining whether or not a violation of the Honor Code has occurred is the responsibility of the Pharmacy Honor Council. Failing to report such events amounts to the toleration of dishonor in the community and shall itself be considered a violation of the Honor Code.

### **Pledged Work**

All academic work at Presbyterian College falls under the Honor Code. Quizzes, tests, examinations, projects, and papers to be graded are governed by and should be accompanied by the pledge:

“On my honor, I pledge that I have neither given nor received any unacknowledged aid on this assignment.”

This pledge is followed by an act of student acknowledgement, usually a signature. Unacknowledged aid includes aid that is not allowed by the instructor.

### **Honor Code Penalties**

The normal penalty for a first violation of the Honor Code is immediate suspension for one academic year. If the violation involves cheating, plagiarism, or lying to gain academic advantage in a course, a grade of “F” will be imposed in that course and in any other course in which the instructor of that course certifies the student was failing as of the date of violation, with withdrawals assigned in all other courses. In the event that the student has already earned a final grade or grades in a course or courses taken during the term of the violation, any grade of a “C” or higher will be replaced with a “W” and any course which the student has already earned either a “D” or a “F” will remain unchanged. The normal penalty for a second violation of the Honor Code is immediate and permanent expulsion from the College. More information regarding possible Honor Council penalties is available under the penalty phase description found in the following Procedure section.

## **The Pharmacy Honor Council**

### **Responsibilities**

The Pharmacy Honor Council is charged with investigating and hearing alleged violations of the Honor Code and determining whether violations have occurred. Upon determining such violations, the Council is empowered to impose appropriate sanctions, up to and including expulsion from the School of Pharmacy and College. The Pharmacy Honor Council reserves the right to refer certain cases to the Ethics, Honor, and Professionalism Committee.

The Honor Council is also responsible for assisting in the education of new students concerning the Honor Code. Every three years, the Pharmacy Honor Council, with the assistance of the Dean of the School, shall conduct a full review of the Code, recommending reforms appropriate for its upkeep. The revisions will be accepted upon the approval of the faculty and Dean of the School.

### **Membership**

The Honor Council of the School of Pharmacy will be composed of no fewer than 20 student members with a minimum of 2 members from each class. Each November, the Pharmacy Honor Council will solicit applications for Council membership; new members will be selected by the Pharmacy Honor Council. Students will typically begin membership in the spring of a given year, but new members may apply to fill vacancies. Student members of the Pharmacy Honor Council normally serve until the end of their fourth professional year and are expected to remain on campus through exams each semester during professional years 1–3 for hearings.

The Pharmacy Honor Council shall also include all faculty members at the School of Pharmacy. They shall select two of their members to serve on the Executive Committee, one of which will be chosen as the Faculty Coordinator of Honor Council hearings and one to serve as Faculty Co-Coordinator. The term of service will be one year. At the end of the one-year term, the Co-Coordinator will be endorsed as Faculty Coordinator the following year. The Faculty Coordinator shall schedule two faculty members for every hearing and shall keep the official record of faculty participation. The School of Pharmacy Assistant/Associate Dean for Academic Affairs and Assistant/Associate Dean for Professional and Student Affairs are *ex officio* members of the Pharmacy Honor Council.

The Chair of the Pharmacy Honor Council may ask for the resignation of any student member when there is evidence that his/her behavior threatens the integrity of the Council. If the member in question refuses to resign, the entire student membership of the Council shall be called to consider the matter. Nine (9) student members shall constitute a quorum, and a 2/3 vote is required to remove a student from the Council.

### **Leadership**

The Executive Committee of Honor Council shall consist of the Honor Council Chair, the Assistant Chair, the student Secretary of the Council, and the two faculty members selected as outlined above, with the Assistant/Associate Dean for Academic Affairs and Assistant/Associate Dean for Professional and Student Affairs serving as advisors. The officers of Chair, Assistant Chair, and student Secretary will be elected by the Pharmacy Honor Council from the student membership and will serve a term of one year. The Executive Committee shall conduct the initial investigation of possible Code violations and is responsible for the activities of the Honor Council, including training Honor Council members and designing the orientation and education program for new students and faculty. The Executive Committee is also responsible for hearing appeals of Honor Council decisions based on procedural error or new evidence.

The Chair of the Pharmacy Honor Council shall call and preside over all meetings of the Executive Committee, hearings, and meetings of the full Council. He/she shall appoint assistants for the defense of students charged, shall coordinate the selection of members before hearings, and shall review the minutes of each hearing. The Chair of the Council must be of third year standing with at least one year of Council experience.

The Assistant Chair shall aid in the execution of Council affairs. In the absence of the Chair, the Assistant Chair shall preside over any meeting of the Executive Committee, hearing, or full meeting of the Council. For any hearing over which he/she presides, the Assistant Chair shall also assume responsibility for appointing assistants for the defense of students charged, coordinating the selection of members before hearings, and reviewing minutes. The Assistant Chair must be of second year standing with at least one year of Council experience. At the end of the one year term, the Assistant Chair will be endorsed as Chair of the Pharmacy Honor Council the following year.

The student Secretary of the Pharmacy Honor Council shall be responsible for keeping minutes of hearings, for maintaining files of past hearings, and for the official correspondence of the Council. He/she shall also coordinate the solicitation and review of applications for membership each fall.

The Assistant Chair for each ensuing year is selected in the spring by majority vote of the current Pharmacy Honor Council student membership. After the election of the incoming Assistant Chair, a student Secretary is selected by majority vote. Elected Executive Committee officers shall assume their responsibilities on April 1st.

## Procedures

In extraordinary circumstances, the Dean of the School, at any time and in consultation with the Chair of the Pharmacy Honor Council, may find it to be in the best interest of the School to forego the usual Pharmacy Honor Council procedures. In such instances, the Dean will determine a just means for handling such extraordinary circumstances. When alternative measures are employed for the resolution of student misconduct, students shall retain the same rights otherwise granted under the Honor Code.

### Reporting a Violation

Students who have violated the Honor Code are encouraged to self-report by contacting the Pharmacy Honor Council, the Assistant/Associate Dean for Academic Affairs, or the Assistant/Associate Dean for Professional and Student Affairs as appropriate. When students, faculty members, or administrators suspect a student of having violated the Honor Code, they should encourage that student to self-report. The matter must also be brought to the attention of the Pharmacy Honor Council and to the Assistant/Associate Dean for Academic Affairs or Assistant/Associate Dean for Professional and Student Affairs as appropriate, regardless of whether the suspected student reports himself or herself. Contact information for the Pharmacy Honor Council is provided on the intranet. Honor Council members are prepared to consult with students who have concerns but who are uncertain how to proceed.

### Investigations

#### Participants

- The Executive Committee of the Honor Council and the appropriate Officer of the School (the Assistant/Associate Dean for Academic Affairs or the Assistant/Associate Dean for Professional and Student Affairs) shall conduct preliminary investigations into reported violations. At least four (4) members of the Committee, including at least two (2) student members and at least one (1) faculty member, must be present, and the vote of three (3) members is required to convene an Honor Council hearing. In the event that any of its student members are unavailable, the remaining student member(s) may appoint another Honor Council student member to fill the necessary role on an interim basis.
- In the event that any of its faculty members are unavailable, the remaining faculty member(s) may appoint another Honor Council faculty member to fill the necessary role on an interim basis.

#### Procedure

- Any information received or discovered by a member of the Honor Council that would indicate a possible Honor Code violation must be communicated immediately to the Chair, or in the absence of the Chair, to the Assistant Chair.
- Immediately upon reception of such information by the Executive Committee, an investigative team may be appointed from the Pharmacy Honor Council membership if deemed necessary. This team, composed of one or two student Pharmacy Honor Council members, shall act as a neutral agent, gathering what information is available concerning the possible violation and reporting to the Executive Committee.
- Upon receiving the report of the investigative team, the Executive Committee will vote to determine whether a Honor Council hearing will take place.
  - Should the Committee find the information sufficient to merit a hearing, a written statement shall be provided to the appropriate officer of the School including the student's name and the charge to be made. The accused and an appointed assistant will be given a copy of the investigative report following the Executive Committee meeting.

- Should the Committee find the information insufficient to merit a hearing, one copy of all information pertaining to the investigation shall be kept in the Pharmacy Honor Council files for up to one year, and disclosure of the matter shall be a right reserved solely to the student(s) in question. This information can only be reused if evidence pertaining to the same accusation becomes available.

## **Charges**

Should the Executive Committee find the information sufficient to merit a hearing before the Honor Council, the accused student shall be provided written notice of the date, place, and time of the hearing, along with a description of the violation in question. Unless otherwise agreed upon by the accused student(s), hearings shall be convened no sooner than seventy-two (72) hours and no later than ten (10) business days following the delivery of this written notice. The Pharmacy Honor Council Executive Committee, in consultation with the Pharmacy Honor Council and the accused student(s), may grant exceptions. Requests to change the date, time, or place of the hearing shall be ruled upon by the Executive Committee.

## **Student Rights**

Before proceedings take place, the Chair of the Council must be certain that any student charged understands that he/she has the following rights:

- To be assisted in the defense by an appointed student member of the Pharmacy Honor Council;
- To be further assisted in the defense by a student of his/her choosing;
- To call and to question witnesses; or, in extraordinary circumstances where the Executive Committee deems it necessary to shield a witness, to have witnesses questioned by way of a third party; and
- To testify on his/her own behalf and to refuse to answer questions.

## **Hearings**

Between academic semesters and during the summer months, it may be impractical for the Pharmacy Honor Council to conduct hearings. At such times, the Dean of the School, in consultation with the Chair of the Honor Council, may appoint an *ad hoc* Judicial Committee, consisting of available students, faculty, and administrators. Such a committee, when employed, shall reflect as much as possible both the proportions and membership of the Pharmacy Honor Council and shall bear the same authority and responsibilities.

## **Participants**

- In Honor Council hearings, the Chair or Assistant Chair of the Council shall preside, with the student Secretary serving to record minutes. The Assistant Chair may be present for training purposes. Members of the Executive Committee shall be ineligible to sit as voting members of the Council.
- For any hearing, the presiding officer shall arrange for seven (7) members in total to be present. Five (5) student members of the Pharmacy Honor Council shall be in attendance, at least one of whom is third year standing and one of whom is second year standing, with the remaining member to be selected from any class. In addition, the Chair shall notify the Faculty Coordinator, who shall provide two (2) faculty representatives for the hearing. Any member of the Council who is a witness to the possible violation or who has demonstrable bias against or toward the person charged shall be ineligible to sit on the hearing for that case.
- The Assistant/Associate Dean for Academic Affairs or the Faculty Coordinator shall be present for all academic cases and the Assistant/Associate Dean for Professional and Student Affairs or the Faculty Coordinator for all non-academic cases. They shall be available for consultation during hearings but shall have no vote.
- The investigative team, which began investigating the case during the initial inquiries of the Executive Committee, shall serve during the hearing to present the facts of the case as determined during that

investigation. This person or team shall introduce and summarize the circumstances of the case and may present documents, statements, and witnesses before the Council.

- The student charged may be accompanied by his/her appointed assistant and any other student he/she may have selected to help in the defense. These assistants may speak for the student charged and may present documents, statements, and witnesses before the Council.
- Prior to the hearing, a list of expected witnesses shall be provided to the presiding officer by each party. Witnesses shall be excluded from the hearing until called and shall be instructed by the presiding officer not to discuss the case among themselves or with anyone but (1) the person designated to present the information surrounding the offense or (2) the student's representatives. Character witnesses are normally called during the penalty phase of the hearing but may be called earlier at the discretion of the Chair.
- Once called during the hearing, each witness shall be sworn in and reminded by the presiding officer of his/her pledge to uphold the Honor Code of the School. Following this reminder, the calling party, the opposing party, and finally the Council itself may question the witness. When the Council is satisfied and no further questions are forthcoming, the witness shall be dismissed from the hearing room.
- The presiding officer is responsible for maintaining order in the hearing. In the interest of time, he/she may limit the number of witnesses called by either party and may rule that certain information or testimony is irrelevant to the case at hand. He/she shall also rule on requests for recess. Decisions made by the presiding officer may be overturned by majority vote of the Council.
- Hearings shall be closed to the public, unless the student charged makes a written request for an open hearing twenty-four (24) hours prior to the set date and time. In the event of an open hearing, the presiding officer shall have authority to impose reasonable rules for the number of non-participants in attendance and for their selection. He/she may also remove from the hearing any person whose behavior proves distracting or inappropriate.

#### Procedure Finding Phase

- To begin each hearing, the presiding officer shall read the specification of the charge aloud and shall verify that the student charged received notification at least seventy-two (72) hours in advance of the hearing. The student charged shall then be asked to declare whether he/she did or did not violate the Honor Code.
- If it is declared by the student that he/she did violate the Honor Code, the presiding officer shall move immediately to the procedures for the penalty phase of the hearing.
- If it is declared by the student that he/she did not violate the Honor Code, the presiding officer shall first recognize the investigative team to make an opening statement and then the student or student's representatives to make an opening statement. After the opening statements, the presiding officer shall recognize the investigative team to present relevant documents and to call witnesses with knowledge of the matter.
- Following the presentation of witnesses by the investigative team, the presiding officer shall recognize the student charged. The student or the student's representatives may then present relevant documents and call witnesses to support his/her declaration.
- Following the presentation of witnesses by the student charged, the presiding officer shall call for summary statements from each side, beginning with the statement of the student charged. At the conclusion of these statements, all parties shall be asked to withdraw from the room so that deliberations of the Council may begin. Deliberations shall be closed to all but voting members of the Council (student and faculty jurors) with the exception of the presiding officer and the recording secretary.
- The presiding officer shall instruct the Council that its decision must be based solely upon the information received during the hearing. Discussion may then take place. If the Council feels that more information is required, deliberations may be temporarily adjourned, and the hearing reconvened for questioning of parties or witnesses. At the end of discussion, the presiding officer

shall call for a vote by secret ballot. The votes of four (4) members of the Council shall be required in order to find that the student has violated the Honor Code.

- Following deliberations, all parties are called back into the hearing room, and the presiding officer announces the finding.
  - If it is found that the student has not violated the Honor Code, the case shall be closed, and all records of the hearing destroyed.
  - If the student is found responsible for having violated the Honor Code, the hearing shall continue into the penalty phase.

#### Penalty Phase

- If it is declared by the student charged, or found by the Council through deliberation, that he/she has violated the Honor Code, then the opportunity shall be offered to make statements, present information, and call witnesses in mitigation before the Council. Character witnesses may also be called at this time.
- Following statements, evidence, and witnesses presented by the student, the investigation team and/or professor involved may be called upon to present further information or to address misleading statements made in mitigation. The professor may be used as a consultant to aid in determining proper sanctions, but the sanction(s) determined by the Honor Council will be final. If character has been offered as cause for mitigation, the appropriate officer of the School may also be called upon at this time to provide relevant disciplinary or academic records. After offering the student the opportunity to respond to this information, the presiding officer shall clear the room of all but voting members of the Council, and deliberations shall begin.
- The purpose of deliberations during the penalty phase shall be to determine whether to impose the normal penalty or to impose a different penalty, either reduced or stricter. The Pharmacy Honor Council may deviate when in its judgment the offender understands, accepts, and can live faithfully under the Honor Code. However, personal circumstances affecting the accused that may result from the penalty shall not be considered mitigating. The presiding officer shall remind the Council that normal penalty for a first violation of the Honor Code is immediate suspension for two academic terms and that normal penalty for a second violation is immediate and permanent expulsion from the School and College. Discussion may then take place. At the end of discussion, the presiding officer shall call for a vote by secret ballot. Four (4) votes are required in order to deviate from the normal penalty.
  - If Council decides to impose the normal penalty, deliberations are adjourned.
  - If the Council decides to deviate from the normal penalty, it may elect from the following sanctions (more than one sanction may be imposed):

#### Academic Violations:

Sanction 1: Failure of the course

Sanction 2: Failure of the assignment

Sanction 3: Remand the decision regarding academic sanctions for the relevant course to the course coordinator

Sanction 4: Written reprimand to go in the student's permanent record

Sanction 5: Written and/or oral apology to course coordinator and/or instructor responsible for the assignment; this letter should include a reflection addressing what the student has learned from their experience

Sanction 6: An anonymous letter to the incoming P1 class should be written describing their infraction, punishment, and a reflection addressing what they have learned from the experience

Sanction 7: Permanent dismissal (egregious acts)



### Professional Violations:

Sanction 1: Remuneration

Sanction 2: Remand the decision regarding professional sanctions to the Ethics, Honor, and Professionalism Committee

Sanction 3: Written reprimand to go in the student's permanent record

Sanction 4: Written and/or oral apology to the persons affected; this letter should include a reflection addressing what the student has learned from their experience

Sanction 5: An anonymous letter to the incoming P1 class should be written describing their infraction, punishment, and a reflection addressing what they have learned from the experience

Sanction 6: Permanent dismissal (egregious acts)

*The Honor Council has the right to determine and apply other sanctions as they deem appropriate.*

- Discussion shall continue until a single penalty is agreed upon or until alternative penalties are designed and voted upon. Four (4) votes shall be required for the selection of a lesser penalty.
- Following deliberations, all parties will be called back into the hearing room, and the presiding officer will inform the student that their penalty will be given to them by the Assistant/Associate Dean of Academic Affairs or the Assistant/Associate Dean for Professional and Student Affairs in writing within 24-48 hours. The student will be advised that he/she may appeal the Council's decision to the Executive Committee in the case of procedural error or new evidence; the hearing will then be adjourned.
- In the absence of an appeal, the accused is informed by the Assistant/Associate Dean for Academic Affairs or Assistant/Associate Dean for Professional and Student Affairs when and how the penalty is to be carried out.
- In the event of a suspension or expulsion, school, tuition and fees may be partially refunded, the amount to be based upon the proportion of days remaining in the term from the day the suspension or expulsion was initially imposed as a penalty. There will be no refund after the ninth week of the term of enrollment. The student exhausts the appeals process when the Dean upholds the Pharmacy Honor Council decision. The effective date of refund, if applicable, is the date of the final decision. The student may attend classes during the appeals process provided that he/she meets the cost of the schools and fees. In the event of a suspension, a student readmitted to Presbyterian College School of Pharmacy will receive no transfer credit for coursework taken during the period of suspension. Re-entry and remediation is automatic and not subject to appeal to the Academic Standards Committee.

## **Procedure for Appeals**

### **Petition for Appeal**

The Executive Committee shall accept for consideration two types of appeal: (1) those claiming a procedural error that may have affected the outcome of the case; (2) those presenting new evidence relevant to the case. A petition for appeal must be submitted in writing to the Assistant/Associate Dean for Academic Affairs, Assistant/Associate Dean for Professional and Student Affairs, or the Chair of the Honor Council within forty-eight (48) hours of the decision of the Honor Council. The petition must state the nature of the appeal (procedural error or new evidence) and must explain its grounds. When the petition is accepted for consideration, the Chair of the Honor Council will attempt to convene the Executive Committee within forty-eight (48) hours of its acceptance.

### **Hearing of Appeals**

The meeting of the Executive Committee to consider an appeal petition shall be closed to the public. The Executive Committee shall use the transcript of the original hearing to determine if the appeal petition has merit on the grounds of procedural error or new evidence. The Committee may request the testimony of representatives from the investigation team and the defense team if necessary; in the case of an appeal on the grounds of new evidence, the Committee may also call upon other witnesses, including new witnesses if needed.

When members of the Executive Committee agree that all relevant information has been obtained, deliberations shall begin. Following discussion, a vote shall be called. Four (4) votes, including at least two (2) student votes, shall be required to uphold an appeal and to remand the case to the Honor Council.

### **Final Appeals**

#### **SCENARIO A: EXECUTIVE COMMITTEE DENIES THE APPEAL**

- If the Executive Committee denies an appeal, the accused may make a formal appeal to the Dean of the School, within 48 hours of the Executive Committee's decision to deny the student's appeal. The Dean has the authority to: (1) allow the outcome to stand, (2) remand the case to the Pharmacy Honor Council, or (3) set aside the verdict.
- If the Executive Committee denies the appeal but the Dean remands the case, the subsequent decision of the Pharmacy Honor Council may be appealed only to the Dean who then has the option to (1) allow the outcome to stand or (2) set aside the verdict.

#### **SCENARIO B: EXECUTIVE COMMITTEE REMANDS THE CASE**

- If the Executive Committee remands the case to the Pharmacy Honor Council, the subsequent decision of the Pharmacy Honor Council may be appealed only to the Dean, within 48 hours of receipt of the Executive Committee's decision who then has the option to (1) allow the outcome to stand or (2) set aside the verdict.

#### **GENERAL PRINCIPLES OF APPEAL**

When remanding a case or setting aside a verdict, the Dean would make the grounds for that decision known to the Pharmacy Honor Council and the Executive Committee. The decision of the Dean, or of the Pharmacy Honor Council in the case of a remand, is final and shall not be reconsidered in the absence of compelling new evidence.

# Academic Standards, Requirements, & Expectations

## Curricular Competencies

The professional pharmacy curriculum at Presbyterian College entails a competency-based framework, using integrated content and teaching, problem-based approaches when appropriate, and experiential exposure threaded throughout. The curriculum is designed to provide knowledge, teach models of care management, allow students to demonstrate their understanding, and allow plentiful experiential opportunities for practice. Finally, the goal of the academic program is transform students from dependent to independent learners as they progress through the curriculum.

The School of Pharmacy has ten general outcomes, referred to as the *Presbyterian College 10 Competencies*, which are:

- I. **COMMUNICATION AND EDUCATION:** The student will effectively communicate verbally and nonverbally when interacting with an individual, group, or organization.
- II. **EVIDENCE-BASED DECISIONS AND PROBLEM-SOLVING:** The student will demonstrate competency in using drug information skills to promote evidence-based practice. The student will effectively evaluate information and critically think through issues to provide appropriate solutions to drug-related problems.
- III. **DISPENSING OF PHARMACEUTICALS:** The student will demonstrate the ability to assess and evaluate a patient's medication orders; effectively procure appropriate products; prepare, dispense, distribute, and, if necessary, administer medications in an effective manner in order to contribute to beneficial health outcomes and management. The student will provide accurate and appropriate counseling to a patient on the use of the medication.
- IV. **PROVIDING PHARMACEUTICAL CARE TO PATIENTS:** The student will exercise appropriate clinical judgment to provide optimal pharmaceutical care to patients with common disease states. The student will provide therapeutic guidance by responding to the many factors that influence health, disease and disability, besides those of a biological nature. These factors include socio-cultural, familial, psychological, economic, environmental, legal, political, and spiritual aspects of health care seekers and of health care delivery. Through sensitivity to the interrelationships of individuals and their communities, the student will respond to the broader context of pharmacy practice.
- V. **INTERPROFESSIONAL INTERACTION AND TEAMWORK:** The student will demonstrate effective interprofessional and team behaviors in a variety of social and professional situations and circumstances. The student will perform effectively on teams and in different team roles in a variety of settings.
- VI. **ETHICAL AND LEGAL JUDGMENT:** The student will recognize the ethical dimensions of pharmacy practice and health policy; identify alternatives in difficult ethical choices; analyze systematically the conflicting considerations supporting different alternatives; and formulate, defend, and effectively carry out a course of action that takes account of these ethical complexities. The student will combine a willingness to recognize the nature of the value systems of patients and others with commitment to his/her own system and the ethical choices necessary to maintain his/her own ethical integrity.

- VII. PERSONAL AND PROFESSIONAL GROWTH: The student will approach the practice of pharmacy with awareness of his/her limits, strengths, weaknesses and personal vulnerabilities. The student will establish personal values, priorities, and coping strategies in order to balance personal and professional commitments. The student will appropriately respond to constructive criticism. The student will develop a lifelong interest in learning and will actively set clear learning goals, pursue them, and apply the knowledge gained to the practice of his/her profession.
- VIII. MANAGEMENT SKILLS: The student will be able to effectively manage human, financial, technological, and physical resources related to the practice of pharmacy.
- IX. ADVANCEMENT OF PHARMACY AND HEALTH CARE: The student will be able to identify issues of public, professional and institutional concern and works for the common good to bring resolution.
- X. PROMOTION OF HEALTH, WELLNESS, AND PUBLIC WELFARE: The student will be involved in community and professional efforts to promote health, wellness, and public welfare. The student will provide guidance by responding to the social determinants of health. These factors include socio-cultural, familial, psychological, economic, environmental, legal, political, and spiritual aspects of health care seekers and of health care delivery. Through sensitivity to the interrelationships of individuals and their communities, the student will respond to the broader context of pharmacy practice.

Student mastery of the *Presbyterian College 10 Competencies* will be measured each semester by course performance, yearly via the Growth and Assessment Portfolio (GAP), and at the completion of didactic coursework by a Third Year Competency Examination (TYCE).

### **Third Year Competency Exam**

The Third Year Competency Exam (TYCE) is a competency-based examination to assess student proficiency in certain *Presbyterian College 10 Competencies*. Competencies I, II, III, IV, and V will be measured by the TYCE. The TYCE will be administered to all students in early April of the third professional year. All P3 classes will be cancelled on the day of the exam. Students will be provided information concerning the grading rubric, content, and expectations of the exam during the P3 spring semester. Students must earn a satisfactory rating for all competencies to pass the exam and begin the fourth year advanced pharmacy practice experiences.

Students failing to earn a satisfactory rating for one or more competencies in his/her Third Year Competency Exam (TYCE) will be placed on academic warning and must remediate the TYCE. A competency-specific plan for academic progress will be devised for the remediation student by a faculty facilitator and the Assistant/Associate Dean for Academic Affairs. Before progressing to the P4 year, remediating students must successfully complete their plan for academic progress and earn a satisfactory rating in all competencies of the TYCE. Delays in successful TYCE remediation may delay graduation from the program.

### **Interprofessional Education (IPE)**

Upon graduation, students must be prepared to provide entry level patient-centered care in a variety of practice settings as a contributing member of an interprofessional team. In addition to other program requirements, beginning with the Class of 2019, students will be required to participate and successfully progress through the IPE co-curricular requirements that will occur during the spring of the P2 year and fall of the P3 year. This co-curricular program will be offered in conjunction with Edward Via College of Osteopathic Medicine and other partners. Students will be placed on interprofessional teams and will be expected to participate in all required activities including virtual discussion boards, collaborative patient

case discussions and a simulation event. A schedule of dates will be provided to students in the fall of their P2 year in preparation for the year ahead. Students will be assessed periodically throughout the program to ensure they are competent in the domains of IPE. If the student does not successfully progress through the program, he/she will be placed on academic warning and required to remediate by repeating the element of the program in which they were deemed deficient. A student must successfully complete the program in order to graduate. Delays in successful IPE remediation may delay graduation from the program.

### **Credit Hour Requirements for Full Time Status**

To be considered a full time student within the School of Pharmacy, students are required to take at least six (6) credit hours per term.

# Curriculum for the Doctor of Pharmacy Degree

## PharmD Curriculum for the Class of 2018

First Professional Year							
Fall				Spring			
No.	Title	Hr	No.	Title	Hr		
5100	Pharmacy Orientation <sup>a</sup>	1	5201	Introductory Pharmacy Practice Experience I	1		
5101	Introduction to Pharmacy	2	5202	Health Care Systems and Socioeconomics	3		
5102	Drug Literature Evaluation/Evidence Based Medicine	2	5203	Principles in Pathophysiology	5		
5103	Medical Immunology	3	5204	Principles of Drug Delivery	4		
5104	Human Biochemistry	3	5205	Health Ethics	3		
5105	Practice Integrated Lab Sequence I	2	5206	Practice Integrated Lab Sequence II	2		
5106	Medication Safety Management	2	5299	Deans Hour	0		
5107	Pharmaceutical Calculations	2					
5199	Deans Hour	0					
		<b>Total Hours<sup>b</sup></b>	<b>17</b>			<b>Total Hours 18</b>	
Second Professional Year							
Fall				Spring			
6101	Introductory Pharmacy Practice Experience II	2	6201	Introductory Pharmacy Practice Experience III	2		
6102	Pharmacokinetics	3	6202	MTM I (Respiratory)	2		
6103	Principles of Pharmacology/ Medicinal Chemistry	4	6203	MTM II (Renal)	2		
6104	Principles in Human Genetics & Pharmacogenomics	2	6204	MTM III (CVS I)	2		
6105	Measuring Therapeutic Parameters	3	6205	MTM IV (CVS II)	2		
6106	Practice Integrated Lab Sequence III	2	6206	MTM V (Self-Care & Wellness)	2		
6108	Pharmacy Administration I	2	6207	MTM Case Study I	1		
			6209	Practice Integrated Lab Sequence IV	1		
			6210	Pharmacy Administration II	2		
			xxxx	Elective	2		
		<b>Total Hours</b>	<b>18</b>			<b>Total Hours 18</b>	
Third Professional Year							
Fall				Spring			
7101	Introductory Pharmacy Practice Experience IV	2	7201	Introductory Pharmacy Practice Experience V	1		
7102	MTM VI (Infectious Disease)	3	7202	MTM X (Psychiatry)	2		
7103	MTM VII (GI/Nutrition)	2	7203	MTM XI (Musculoskeletal)	2		
7104	MTM VIII (Endocrine/Reproduction)	2	7204	MTM XII (Hematology/Oncology)	2		
7105	MTM IX (Neurosensory)	2	7205	MTM XIII (Special Populations)	2		
7106	MTM Case Study II	1	7206	MTM XIV (Clinical Toxicology)	2		
7108	Practice Integrated Lab Sequence V	1	7207	MTM Case Study III	1		
7109	Clinical Research Design/Biostatistics	3	7209	Pharmacy Law	2		
xxxx	Elective	2	7210	Practice Integrated Lab Sequence VI	1		
			7211	Pharmacotherapy Outcomes	2		
			xxxx	Elective	2		
		<b>Total Hours</b>	<b>18</b>			<b>Total Hours 19</b>	
Fourth Professional Year <sup>c</sup>							
8101-8112	Acute Care Pharmacy Practice Experience					4 hours	
8121-8124	Advanced Community Pharmacy Practice Experience					4 hours	
8131-8134	Advanced Institutional Pharmacy Practice Experience					4 hours	
8141-8144	Ambulatory Care Pharmacy Practice Experience					4 hours	
8161-8177	APPE Elective Courses ( <i>electives selected from these courses or the required areas, 8101-8144</i> )					20 hour	
8299	Capstone I					1 hour	
8399	Capstone II					1hour	
						<b>Total Hours</b>	<b>38 hours</b>
<b>Total Semester Credit Hours....146</b>							

<sup>a</sup> Course Descriptions are included in Appendix E.

<sup>b</sup> One hour credit for PHRM 5100 is completed during the week before regular classes begin. Students actually have 18 course credit hours during the semester.

<sup>c</sup> The 4<sup>th</sup> year is divided into 3 terms: Summer (May-August), Fall (September-December), and Spring (January-April). Students must successfully complete 9 month-long rotations during their P4 year. Each rotation is 4 credit hours. Students must take one course each in acute care, advanced community, advanced institutional, and ambulatory care APPEs. Students must also take 5 additional APPE courses selected from these 4 categories and/or the APPE elective courses.

# Curriculum for the Doctor of Pharmacy Degree

## PharmD Curriculum for the Class of 2019

First Professional Year					
Fall			Spring		
No.	Title	Hr	No.	Title	Hr
5100	Pharmacy Orientation <sup>a</sup>	1	5201	Introductory Pharmacy Practice Experience I	1
5102	Drug Literature Evaluation/Evidence Based Medicine	2	5202	Health Care Systems and Socioeconomics	3
5103	Medical Immunology	3	5204	Principles of Drug Delivery	4
5104	Human Biochemistry	3	5205	Health Ethics	3
5105	Practice Integrated Lab Sequence I	2	5206	Practice Integrated Lab Sequence II	2
5107	Pharmaceutical Calculations	2	5207	Principles in Pathophysiology I	3
5108	Intro to Pharmacy, Interprofessionalism, and Patient Safety	3	5208	Principles of Pharmacology/Medicinal Chemistry I	2
5109	Therapeutics of Self-Care	3			
		<b>Total Hours<sup>b</sup></b>	<b>19</b>		
				<b>Total Hours</b>	<b>18</b>
Second Professional Year					
Fall			Spring		
6101	Introductory Pharmacy Practice Experience II	2	6201	Introductory Pharmacy Practice Experience III	2
6102	Pharmacokinetics	3	6202	MTM I (Respiratory)	2
6104	Principles in Human Genetics & Pharmacogenomics	2	6203	MTM II (Renal)	2
6105	Measuring Therapeutic Parameters	3	6204	MTM III (CVS I)	2
6106	Practice Integrated Lab Sequence III	2	6205	MTM IV (CVS II)	2
6108	Pharmacy Administration I	2	6210	Pharmacy Administration II	2
6109	Principles in Pathophysiology II	2	6211	MTM V (GI/Nutrition)	2
6110	Principles of Pharmacology/ Medicinal Chemistry II	2	6212	Clinical Assessment for Pharmacy Students I	1
			XXXX	Elective	2
		<b>Total Hours</b>	<b>18</b>		
				<b>Total Hours</b>	<b>17</b>
Third Professional Year					
Fall			Spring		
7101	Introductory Pharmacy Practice Experience IV	2	7201	Introductory Pharmacy Practice Experience V	1
7109	Clinical Research Design/Biostatistics	3	7209	Pharmacy Law	2
7110	MTM VI (Infectious Disease)	5	7211	Pharmacotherapy Outcomes	2
7111	MTM VII (Endocrine/Reproduction)	2	7212	MTM IX (Psychiatry)	2
7112	MTM VIII (Neurosensory)	2	7213	MTM X (Musculoskeletal)	2
7113	Clinical Assessment for Pharmacy Students II	1	7214	MTM XI (Hematology/Oncology)	2
XXXX	Elective	2	7215	MTM XII (Special Populations)	2
			7216	MTM XIII (Clinical Toxicology)	2
			7217	Clinical Assessment for Pharmacy Students III	1
			XXXX	Elective	2
		<b>Total Hours</b>	<b>17</b>		
				<b>Total Hours</b>	<b>18</b>
Fourth Professional Year <sup>c</sup>					
8101-8112	Acute Care Pharmacy Practice Experience				4 hours
8121-8124	Advanced Community Pharmacy Practice Experience				4 hours
8131-8134	Advanced Institutional Pharmacy Practice Experience				4 hours
8141-8144	Ambulatory Care Pharmacy Practice Experience				4 hours
8161-8177	APPE Elective Courses ( <i>electives selected from these courses or the required areas, 8101-8144</i> )				20 hours
8299	Capstone I				1 hour
8399	Capstone II				1hour
				<b>Total Hours</b>	<b>38 hours</b>
<b>Total Semester Credit Hours....145</b>					

<sup>a</sup> Course Descriptions are included in Appendix E.

<sup>b</sup> One hour credit for PHRM 5100 is completed during the week before regular classes begin. Students actually have 18 course credit hours during the semester.

<sup>c</sup> The 4<sup>th</sup> year is divided into 3 terms: Summer (May-August), Fall (September-December), and Spring (January-April). Students must successfully complete 9 month-long rotations during their P4 year. Each rotation is 4 credit hours. Students must take one course each in acute care, advanced community, advanced institutional, and ambulatory care APPEs. Students must also take 5 additional APPE courses selected from these 4 categories and/or the APPE elective courses.

# Curriculum for the Doctor of Pharmacy Degree

## PharmD Curriculum Beginning with the Class of 2020

First Professional Year						
Fall			Spring			
No.	Title	Hr	No.	Title	Hr	
5102	Drug Literature Evaluation/Evidence Based Medicine <sup>a</sup>	2	5201	Introductory Pharmacy Practice Experience I	1	
5103	Medical Immunology	3	5202	Health Care Systems and Socioeconomics	3	
5104	Human Biochemistry	3	5204	Principles of Drug Delivery	4	
5105	Practice Integrated Lab Sequence I	2	5205	Health Ethics	3	
5107	Pharmaceutical Calculations	2	5206	Practice Integrated Lab Sequence II	2	
5108	Intro to Pharmacy, Interprofessionalism, and Patient Safety	3	5207	Principles in Pathophysiology I	3	
5109	Therapeutics of Self-Care	3	5208	Principles of Pharmacology/Medicinal Chemistry I	2	
5110	Pharmacy-Based Immunization Delivery	1				
		<b>Total Hours</b>	<b>19</b>			<b>Total Hours</b>
						<b>18</b>
Second Professional Year						
Fall			Spring			
6101	Introductory Pharmacy Practice Experience II	2	6201	Introductory Pharmacy Practice Experience III	2	
6102	Pharmacokinetics	3	6202	MTM I (Respiratory)	2	
6104	Principles in Human Genetics & Pharmacogenomics	2	6203	MTM II (Renal)	2	
6105	Measuring Therapeutic Parameters	3	6204	MTM III (CVS I)	2	
6106	Practice Integrated Lab Sequence III	2	6205	MTM IV (CVS II)	2	
6108	Pharmacy Administration I	2	6210	Pharmacy Administration II	2	
6109	Principles in Pathophysiology II	2	6211	MTM V (GI/Nutrition)	2	
6110	Principles of Pharmacology/ Medicinal Chemistry II	2	6212	Clinical Assessment for Pharmacy Students I	1	
			XXXX	Elective	2	
		<b>Total Hours</b>	<b>18</b>			<b>Total Hours</b>
						<b>17</b>
Third Professional Year						
Fall			Spring			
7101	Introductory Pharmacy Practice Experience IV	2	7201	Introductory Pharmacy Practice Experience V	1	
7109	Clinical Research Design/Biostatistics	3	7209	Pharmacy Law	2	
7110	MTM VI (Infectious Disease)	5	7211	Pharmacotherapy Outcomes	2	
7111	MTM VII (Endocrine/Reproduction)	2	7212	MTM IX (Psychiatry)	2	
7112	MTM VIII (Neurosensory)	2	7213	MTM X (Musculoskeletal)	2	
7113	Clinical Assessment for Pharmacy Students II	1	7214	MTM XI (Hematology/Oncology)	2	
XXXX	Elective	2	7215	MTM XII (Special Populations)	2	
			7216	MTM XIII (Clinical Toxicology)	2	
			7217	Clinical Assessment for Pharmacy Students III	1	
			XXXX	Elective	2	
		<b>Total Hours</b>	<b>17</b>			<b>Total Hours</b>
						<b>18</b>
Fourth Professional Year <sup>b</sup>						
8101-8112	Acute Care Pharmacy Practice Experience					4 hours
8121-8124	Advanced Community Pharmacy Practice Experience					4 hours
8131-8134	Advanced Institutional Pharmacy Practice Experience					4 hours
8141-8144	Ambulatory Care Pharmacy Practice Experience					4 hours
8161-8177	APPE Elective Courses ( <i>electives selected from these courses or the required areas, 8101-8144</i> )					20 hours
8299	Capstone I					1 hour
8399	Capstone II					1hour
		<b>Total Hours</b>				<b>38 hours</b>
<b>Total Semester Credit Hours....145</b>						

<sup>a</sup> Course Descriptions are included in Appendix E.

<sup>b</sup> The 4<sup>th</sup> year is divided into 3 terms: Summer (May-August), Fall (September-December), and Spring (January-April). Students must successfully complete 9 month-long rotations during their P4 year. Each rotation is 4 credit hours. Students must take one course each in acute care, advanced community, advanced institutional, and ambulatory care APPEs. Students must also take 5 additional APPE courses selected from these 4 categories and/or the APPE elective courses.



# Curriculum for the Doctor of Pharmacy Degree

## PharmD Curriculum Beginning with the Class of 2021

First Professional Year					
Fall			Spring		
No.	Title	Hr	No.	Title	Hr
5102	Drug Literature Evaluation/Evidence Based Medicine <sup>a</sup>	2	5201	Introductory Pharmacy Practice Experience I	1
5103	Medical Immunology	3	5202	Health Care Systems and Socioeconomics	3
5104	Human Biochemistry	3	5204	Principles of Drug Delivery	4
5105	Practice Integrated Lab Sequence I	1	5205	Health Ethics	3
5107	Pharmaceutical Calculations	2	5206	Practice Integrated Lab Sequence II	2
5108	Intro to Pharmacy, Interprofessionalism, and Patient Safety	3	5207	Principles in Pathophysiology I	3
5109	Therapeutics of Self-Care	3	5208	Principles of Pharmacology/Medicinal Chemistry I	2
5110	Pharmacy-Based Immunization Delivery	1			
<b>Total Hours</b>		<b>18</b>	<b>Total Hours</b>		<b>18</b>
Second Professional Year					
Fall			Spring		
6101	Introductory Pharmacy Practice Experience II	2	6201	Introductory Pharmacy Practice Experience III	1
6102	Pharmacokinetics	3	6202	MTM I (Respiratory)	2
6104	Principles in Human Genetics & Pharmacogenomics	2	6203	MTM II (Renal)	2
6105	Measuring Therapeutic Parameters	3	6204	MTM III (CVS I)	2
6106	Practice Integrated Lab Sequence III	1	6205	MTM IV (CVS II)	2
6108	Pharmacy Administration I	2	6210	Pharmacy Administration II	2
6109	Principles in Pathophysiology II	2	6211	MTM V (GI/Nutrition)	2
6110	Principles of Pharmacology/ Medicinal Chemistry II	2	6212	Clinical Assessment for Pharmacy Students I	1
			XXXX	Elective	2
<b>Total Hours</b>		<b>17</b>	<b>Total Hours</b>		<b>16</b>
Third Professional Year					
Fall			Spring		
7101	Introductory Pharmacy Practice Experience IV	2	7201	Introductory Pharmacy Practice Experience V	1
7109	Clinical Research Design/Biostatistics	3	7209	Pharmacy Law	2
7110	MTM VI (Infectious Disease)	5	7211	Pharmacotherapy Outcomes	2
7111	MTM VII (Endocrine/Reproduction)	2	7212	MTM IX (Psychiatry)	2
7112	MTM VIII (Neurosensory)	2	7213	MTM X (Musculoskeletal)	2
7113	Clinical Assessment for Pharmacy Students II	1	7214	MTM XI (Hematology/Oncology)	2
XXXX	Elective	2	7215	MTM XII (Special Populations)	2
			7216	MTM XIII (Clinical Toxicology)	2
			7217	Clinical Assessment for Pharmacy Students III	1
			XXXX	Elective	2
<b>Total Hours</b>		<b>17</b>	<b>Total Hours</b>		<b>18</b>
Fourth Professional Year <sup>b</sup>					
8101-8112	Acute Care Pharmacy Practice Experience				4 hours
8121-8124	Advanced Community Pharmacy Practice Experience				4 hours
8131-8134	Hospital/Health System Pharmacy Practice Experience				4 hours
8141-8144	Ambulatory Care Pharmacy Practice Experience				4 hours
8161-8177	APPE Elective Courses ( <i>electives selected from these courses or the required areas, 8101-8144</i> )				20 hours
8299	Capstone I				1 hour
8399	Capstone II				1hour
<b>Total Hours</b>				<b>38 hours</b>	
<b>Total Semester Credit Hours....142</b>					

<sup>a</sup> Course Descriptions are included in Appendix E.

<sup>b</sup> The 4<sup>th</sup> year is divided into 3 terms: Summer (May-August), Fall (September-December), and Spring (January-April). Students must successfully complete 9 month-long rotations during their P4 year. Each rotation is 4 credit hours. Students must take one course each in acute care, advanced institutional, and ambulatory care APPEs. Students must also take 5 additional APPE courses selected from these 4 categories and/or the APPE elective courses.

## Introductory and Advanced Pharmacy Practice Experiences

Students will begin participating in their introductory professional practice experiences (IPPE) in their second semester of pharmacy school. To meet the IPPE requirements students may be required to visit pre-scheduled experiential sites both during and outside of regularly scheduled class times.

Students will begin attending their advanced professional practice experiences (APPE) on/about May 1 immediately following the end of the 3rd professional year. Although most advanced experiences will be located within a 70-mile radius of Clinton, students may request or be offered assignments at locations that are up to a 3-hour drive from Presbyterian College. In addition, students may be allowed to do a limited number of rotations outside of the State of South Carolina if these experiences offer unique opportunities that students may not have locally. In all situations, students are responsible for their own travel expenses to/from their sites and must secure their own housing. The specific schedule for the 4th year APPEs, rotation locations, and assignments will be established by the Office of Experiential Education during the spring semester of the 3rd professional year. The School of Pharmacy reserves the right to modify assignments and rotation schedules based upon preceptor availability.

## Grading Policy

The grading policy for didactic courses, laboratory courses, and advanced pharmacy practice experiences (APPEs) is shown below. Introductory pharmacy practice experiences (IPPEs), New Student Orientation, and other courses, if designated in the course syllabus, are graded pass-fail.

A	93 and above
A-	90 – 92
B+	87 – 89
B	83 – 86
B-	80 – 82
C+	77 – 79
C	70 – 76
D	65 – 69
F	below 65
I	Incomplete (becomes F if not removed during first 4 weeks of the following semester)
S	Satisfactory
U	Unsatisfactory

**Didactic and Laboratory Courses:** Each course team (instructor of record and other faculty participating in the course) will develop a set of course objectives that include relevant knowledge, skills, values and habits within the discipline(s) associated with the course.

Each course team is expected to assess general class response and understanding at least once during the course, although frequent, short assessments are preferred.

To pass the course, students must earn a "C" or better, or "S," depending on the grading scale used in the course. Assessments will provide feedback to students regarding strengths and weaknesses in the curricular competencies and suggestions for improvement and additional learning. Assessments shall be returned to the students in a timely fashion in order to maximize learning. Experiential assessments will be explained within the *Pharmacy Experiential Program Manual*. As long as students pass each experiential component, they will be allowed to proceed, but feedback from each component assessment will be expected to be used to correct misperceptions and drive further learning.

**Experiential Courses:** The Office of Experiential Education, in consultation with School of Pharmacy faculty and the Experiential Program Review Committee, will develop templates for the following rotation types: acute care, advanced community, advanced institutional, ambulatory care, direct-patient care electives, and non-patient care electives. Preceptors are expected to customize these syllabus templates or submit their own syllabus to the OEE for approval.

The OEE, with the continued collaboration of School of Pharmacy faculty and appropriate committees, will also develop assessment instruments that will be used for all introductory and advanced experiential courses. With the exception of week-long IPPEs, students will receive both a midpoint and a final assessment for each experiential assignment. In order to pass an IPPE or APPE, the student must receive a grade of "S" for IPPEs or a minimum grade of "C" for APPEs on the final assessment.

## **Examinations and Assessments of Student Learning**

In an effort to aid the upholding of the Honor Code and to ensure that examination results for all students represent fair and accurate measurement of their individual knowledge and skills, it is necessary to maintain a standardized and secure testing environment. Therefore, unless otherwise directed by the examination/assessment proctor, students will refrain from the use of reference, study, or other materials or devices during examinations and other assessments. Students who engage in any of the following behaviors during examinations or other assessments without the express permission of the proctor will be considered to have committed an honor code violation:

- Accessing a cell phone or any other electronic communications devices;
- Using notes, books, reference material, or other aids;
- Attempting to aid an individual or receive aid to complete the examination/assessment;
- Offering, disclosing, reproducing, transmitting, receiving, utilizing, or making available information regarding the examination/assessment to others by any means or for any purpose.

During scheduled examination/assessment periods, all students will be asked to place all personal belongings that they may have with them (including, but not limited to, books, bags, purses, computers, tablets, cell phones, programmable calculators, other programmable devices, outerwear (hats, coats), and photographic devices) at the front of the classroom where they can be retrieved when the student turns in their examination/assessment materials to the proctor. Students who receive accommodations to test in a separate location will be asked to leave their personal belongings in the main examination room with the test proctor or in another secure location where they can be retrieved when the student turns in their examination/assessment materials.

## **Re-grading Policy**

Difficulties with assessment items on examinations should be communicated in writing to the examiner after the examination has been graded. Students may request in writing to have an assessment re-graded at the instructor's discretion and in the time frame specified within the course syllabus. Requests for re-grading of a question should be supported by appropriate justification (classroom text book, course materials, primary literature, etc.) and not based upon opinion or supposition. Re-grading requests submitted inappropriately will not be reviewed and re-grading may result in the lowering, increasing, or no change of the score.

## Remediation

In order to progress to the next professional year, a student must earn a grade of "C" or higher (or "S" when pass/fail is applied) in all courses taken. In order for a student who earns less than a "C" grade or a "U" grade in a professional pharmacy course(s) to continue in the professional program, the student would be required to take the deficient course at the time of its next regular offering. Grades earned in a remedial course count as any other course with respect to the student's official transcript and calculation of cumulative grade point average. Both the initial course grade and the repeat grade earned by the student will appear on the transcript and will be used in calculation of the student's grade point average.

## Appeal of Final Letter Grade

### Overview

It is the right and responsibility of the faculty to establish student grades. As outlined below, this right shall be abrogated only if clear and convincing evidence is presented by the student as specified herein. The appeal process for students who question a final grade in a course is as follows:

#### Non Experiential Courses\*

Initial Appeal	Subsequent Appeal (in order)
Course Coordinator	1. Department Chair 2. Assistant/Associate Dean for Academic Affairs 3. Dean

\*Exceptions: If the course coordinator is the Assistant/Associate Dean for Academic Affairs, the appeal goes directly to the Dean for final decision.

#### Experiential Courses

Initial Appeal	Subsequent Appeal
Course Coordinator (Executive Director for Experiential Education)	1. Assistant/Associate Dean for Academic Affairs 2. Dean

### Permitted Actions

- Only the final course grade may be appealed. Individual assignment grades (exams, quizzes, etc.) should be discussed with the instructor or course coordinator throughout the semester.
- All recognized appeals by students should be written and delivered to the appropriate individual (course coordinator, Chair, Assistant/Associate Dean for Academic Affairs, or Dean) either electronically or by hard copy. The individual appealing is responsible for assuring the receipt of the appeal.
- The appeal process does not allow for grading or re-grading of individual assignments by anyone other than the course coordinator.
- Decisions at the Chair level or higher can include:
  - denial of the appeal
  - upholding the appeal, at which point the final course grade will be changed

### Evaluation Criteria

Grade appeals will be granted only if the student presents clear and convincing evidence of one or more of the following:

1. Procedural or clerical error by the instructor or preceptor that had a negative impact on the student's grade;
2. The grading being arbitrary, capricious or outside accepted norms with resultant negative impact on the student's grade.

### **Procedures and Timeline**

1. Students must first attempt to resolve the issue with the course coordinator (or preceptor in the case of IPPE or APPE courses).
2. If the student decides to formally appeal the final grade, he/she should provide a written appeal, including rationale/justification for the appeal, to the course coordinator within 3 business days from the final grade submission in BannerWeb. In the case of IPPE and APPE courses, appeals will be due within 3 business days of the grade being posted in E\*Value.
3. The course coordinator should notify the student upon receipt of the appeal, but the student is responsible for assuring the receipt of the appeal. If the course coordinator cannot be contacted, the student should notify the next person in the appeal process (see table under "Overview" above) and ask for assistance in contacting the coordinator.
4. Course coordinators will e-mail or mail a written decision to the student within 3 business days of receiving the appeal. If the course coordinator fails to provide a decision within 3 days, the student should notify the next person in the appeal process to intervene in obtaining the decision or furthering the appeal.
5. After receiving the course coordinator's decision, the student has 3 business days to appeal the final grade, in writing, to the next person in the appeal process. It is the student's responsibility to provide evidence to support the appeal. The Chair or Dean will investigate the appeal. The investigation will include discussing the matter with the course coordinator and may include requesting the coordinator to support the accuracy and fairness of his/her grading. The student's written appeal constitutes authorization for the Chair or Dean to access the student's educational files and grades pertaining to the appeal.
6. The Chair or Dean has 3 business days from the date of receiving the appeal to render a decision and provide the decision to all parties.
7. In the case of experiential courses and those coordinated by the Assistant/Associate Dean of Academic Affairs, the Dean's decision is final. If the Chair's decision is to deny the appeal, the student has 3 business days to appeal the grade, in writing, to the Assistant/Associate Dean for Academic Affairs.
8. The Assistant/Associate Dean for Academic Affairs will discuss the information with the course coordinator and Department Chair. The Assistant/Associate Dean has 3 business days from the date of receiving the appeal to render a decision and provide the decision to all parties.
9. If the Assistant/Associate Dean's decision is to deny the appeal, the student has 3 business days to appeal the grade to the Dean of the School. The student may also elect to meet with the Dean to present information directly related to the appeal. The Dean will provide a final decision to all parties within 3 business days of receiving the appeal. The Dean's decision is final.
10. If the Chair or Assistant/Associate Dean for Academic Affairs' decision is to grant the appeal, the course coordinator has 3 business days to appeal, in writing, to the Dean. The course coordinator may meet with the Dean to present information directly related to the appeal. The Dean will provide a final decision to all parties within 3 business days of receiving the appeal. The Dean's decision is final.

*NOTE: Timelines may be extended if necessary evidence or individuals are not available.*<sup>14</sup>

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<sup>14</sup> The Appeal of Final Letter Grade policy was adapted from the Drake College of Pharmacy Handbook.

## School of Pharmacy Grade Point Average

The grade point average (GPA) used for the purposes of annual progression, graduation, academic standing or academic awards is calculated by Presbyterian College Office of the Registrar. Cumulative GPAs are calculated by dividing the total grade points earned by the total number of semester credit hours completed. To determine academic standing, grade point averages are truncated to the second decimal place (or nearest 0.01 point).

If a student remediates a course, both the initial course grade and the repeat grade earned by the student will appear on the official transcripts and will be used to calculate the student's grade point average (GPA).

## Program for Academic Commitment and Excellence (PACE)

A system of early alerts and warnings will be used to (1) identify students having difficulty with the academic rigors of the first three years of the pharmacy program and (2) provide opportunities for assistance with the development of a Plan for Academic Progress. The student's faculty advisor will be intimately involved with this intervention process and will work in concert with the Assistant/Associate Dean for Academic Affairs. Although the Presbyterian College School of Pharmacy desires to foster student success as much as possible, students must meet competency or progression standards to continue in the program. For this reason, provision has been made for students to be placed on academic probation and/or be dismissed from the program if sufficient academic progress is not demonstrated.

### Academic Alert

- A student may be placed on academic alert when ANY of the following occur:
  - Mid-semester grade of "U" in any course;
  - A student's performance or attendance is below expected standards;
  - A student indicates that he/she is having trouble with the rigors of the program; or
  - Formative assessment grades are earned below the "C" level on a consistent basis as monitored by the Assistant/Associate Dean for Academic Affairs.
- When a student is placed on academic alert, he/she will receive a formal letter from the Assistant/Associate Dean for Academic Affairs informing the student of the alert and requesting that he/she meet with his/her faculty advisor within one week. The letter is copied to the student's faculty advisor and is included in the student's file. There is no appeal for academic alert.
- Students placed on academic alert are required to meet with their faculty advisor within one week of receiving notification from the Office of Academic Affairs. At the meeting with his/her faculty advisor, the student and advisor will develop a Plan for Academic Progress which must be approved by the Assistant/Associate Dean for Academic Affairs. Actions in a Plan for Academic Progress could include peer tutoring, additional tutoring or review sessions with professor, formation of peer study groups, mandatory class attendance, study skills counseling, time management counseling, or other steps deemed appropriate under the circumstances.

## Academic Criteria for Progression

To progress to the next professional year, students must satisfactorily complete all courses in a professional year with a "C" or "S" or above before progressing to the next year. In addition, students must maintain a cumulative professional GPA of  $\geq 2.0$  and may repeat a course in the professional program only once. In order to commence advanced pharmacy practice experiences during the P4 year, students must have completed all courses in the P1 – P3 curriculum with at least a grade of "C" or "S" and must have successfully completed the Third Year Competency Exam (TYCE) and interprofessional education (IPE) requirement.

Academic warning, probation, and dismissal are described below. All decisions for academic warning, probation and dismissal will be reviewed by the Academic Standards Committee.

### Academic Warning

- A student may be placed on academic warning when he/she (ANY of the following):
  - Earns less than a "C" grade in any course;
  - Earns a cumulative professional GPA less than 2.3; or
  - Fails to earn a satisfactory rating for one or more competencies in his/her TYCE; or
  - Earns a deficient rating on one or more Interprofessional Education (IPE) element(s) as part of the IPE co-curricular requirement.
- When a student is placed on academic warning, he/she will receive a formal letter from the Assistant/Associate Dean for Academic Affairs informing the student of the warning. The letter is copied to the student's faculty advisor and is included in the student's file. There is no appeal for academic warning.
- The Academic Standards Committee reserves the right to recommend withdrawal of a student on Academic Warning as outlined in the Leave of Absence, Short Term Leave, and Withdrawal section of this Bulletin.
- Students placed on academic warning due to course deficiency or a cumulative GPA less than 2.3 are required to meet with their faculty advisor within one week of receiving notification from the Office of Academic Affairs. If the notification occurs at the end of a semester, the student must meet with their faculty advisor within one week of the beginning of the subsequent term unless the deficiency has already been remediated. At the meeting with his/her faculty advisor, the student and advisor will develop a Plan for Academic Progress which must be approved by the Assistant/Associate Dean for Academic Affairs. Actions in a Plan for Academic Progress could include peer tutoring, additional tutoring or review sessions with professor, formation of peer study groups, mandatory class attendance, study skills counseling, time management counseling, or other steps deemed appropriate under the circumstances. Students placed on academic warning due to failure to satisfactorily complete his/her TYCE will be required to remediate the TYCE as described in the "Third Year Competency Exam" section of the *Bulletin*. Students who earn a deficiency(cies) on one or more IPE element(s) will be required to remediate that/those element(s) as described in the "Interprofessional Education (IPE)" section of the *Bulletin*.

### Academic Probation

- A student may be placed on academic probation when he/she (ANY of the following):
  - Earns less than a "C" grade in two or more courses in any semester or in two or more courses in any one academic year;
  - Earns a "U" in any course in which the pass/fail option is applied;

- Earns a "F" grade in any course;
  - Earns a cumulative professional GPA less than 2.0; or
  - Fails to comply with his/her Plan for Academic Progress when under academic warning.
- Upon occurrence of any of the situation(s) listed above, the Academic Standards Committee will review the student's progress and determine sanctions and terms of probation. The Committee will also determine the process for termination of probationary status. Probation may include peer tutoring, additional tutoring or review sessions with professor, formation of peer study groups, mandatory class attendance, study skills counseling, time management counseling, suspension, required performance standards, or other appropriate remedial steps. Students on academic probation will not be allowed to hold office in student organizations, receive School travel funding, or represent PharmD students on any College or School of Pharmacy committees or any professional organization.
  - When a student is placed on academic probation, he/she will receive a formal letter from the Assistant/Associate Dean for Academic Affairs informing the student of his/her academic probationary status, details of probation, and process/deadline for appeal. The letter is copied to the student's faculty advisor and is included in the student's file.
  - Once a student is placed on Academic Probation, the Assistant/Associate Dean for Academic Affairs will work in concert with the student's faculty advisor to monitor the student's progress and to help the student meet the conditions stipulated by his/her academic probation. The student will be required to meet with Assistant/Associate Dean for Academic Affairs and his/her faculty advisor jointly within one week of notification of his/her probationary status.
  - The Academic Standards Committee reserves the right to recommend withdrawal of the student as a sanction of probation as outlined in the Leave of Absence, Short Term Leave, and Withdrawal section of this Bulletin.
  - The academic probation decisions made by the Academic Standards Committee may be appealed. All appeals must be submitted in writing to the Dean of the School of Pharmacy by the stated deadline in the letter of probation.

### **Academic Dismissal**

- A student may be dismissed from the program when he/she (ANY of the following):
  - Earns less than a "C" grade in any course upon repeating the course, including summer remediation;
  - Earn a "U" in any course in which the pass/fail option is applied upon repeating the course, including summer remediation;
  - Earns a subsequent deficiency after being placed on academic probation;
  - Earns three deficiencies in any academic year;
  - Earns more than one advanced pharmacy practice experience (APPE) course deficiency;
  - Earns deficiencies in more than one course during the fourth professional year (APPEs or fourth professional year capstone courses);
  - Earns a cumulative GPA less than 2.0 in any academic year after being placed on academic probation; or
  - Fails to meet conditions stipulated by academic probation.
- A review of an automatic dismissal by the Academic Standards Committee may be requested by the student by submitting a written petition to the Office of Academic Affairs. The Academic Standards Committee will review all petitions and return a decision to the student.



- Dismissal decisions made by the Academic Standards Committee may be appealed. All appeals must be submitted in writing to the Dean of the School of Pharmacy by the stated deadline in the letter of dismissal.
- A dismissed student will receive written notification from the Dean of the School of Pharmacy. The communication will include notice of loss of registration and financial aid. The School of Pharmacy will also notify the appropriate State Board(s) of Pharmacy that the student has been dismissed from pharmacy school.

### **Advanced Pharmacy Practice Experience (APPE) Deficiency Policy**

A student who fails an APPE course (that is, earns less than a "C" on the final evaluation) will be assigned an additional advanced rotation by the Office of Experiential Education (OEE). The student will be charged additional tuition/fees (determined by the approved part-time per credit hour rate) for any remedial APPE assigned. The type of rotation will be determined in consultation with OEE and will be based on availability, the student's schedule, and other pertinent factors. A student will be scheduled to no more than one additional APPE by OEE. Should a student incur additional deficiencies to include the fourth-year capstone courses, he/she is subject to dismissal according to the academic dismissal policy as outlined in the *Bulletin*.

### **Introductory Pharmacy Practice Experience (IPPE) Deficiency Policy**

In the event a student receives a non-passing grade on an IPPE, he/she will receive a non-passing grade for that IPPE course even though he/she may have successfully passed other IPPE sessions. The student may have to make up (or remediate) all of the hours associated with that IPPE course. If the Academic Standards Committee (ASC) approves the remediation, the Office of Experience Education will coordinate an appropriate rotation or rotations in the time frame approved by the ASC.

### **Lecture Recording Policy**

The School of Pharmacy records core classroom lectures and such recordings are archived and used for summer remediation. It is recognized that the utilization of these recordings may enhance learning and study methods for students; therefore all students placed on academic alert, academic warning, or academic probation are encouraged to access lecture recordings. Students with excused absences are also encouraged to access the recordings of missed lectures. In general, all students will be granted access to recordings of didactic core courses. Release of recorded lectures is at the discretion of the faculty, however, and may be withheld except when access is being provided because of academic alert, warning or probation, an approved academic accommodation, or an excused absence. Students noncompliant with the established class attendance and absence policy of the course are subject to disciplinary action, including the removal of recording access privileges (see Class Attendance and Absence Policy, below).

Classroom lectures are the intellectual property of the instructor and as such are subject to copyright laws. Duplication, alteration, or redistribution of lecture recordings by students is prohibited. Students may not copy or redistribute lecture recordings without the express written permission of the course instructor. Unauthorized duplication, alteration, or redistribution of lecture recordings may violate federal or state law as well as the Pharmacy Honor Code and Code of Professional Conduct. Violation of the Pharmacy Honor Code and/or Code of Professional Conduct may result in disciplinary action as outlined in the Standards for Professional Conduct section of the *Bulletin*.

All recordings are subject to potential technical difficulties and may be unavailable; however, the School of Pharmacy will make every effort to provide recordings in a timely manner.

## Attendance and Absence Policy

### Didactic and Laboratory Courses and Examinations

Attendance at all regularly scheduled classes, laboratories, and examinations is a student's obligation to the attainment of professional excellence. Students must comply with the faculty member's method of monitoring attendance (class roll, pre-class assessments, etc.). Absences from class activities may result in academic penalties. A student who will not be attending class must inform the course coordinator by telephone, e-mail, or letter in advance of the class meeting time, unless otherwise directed by the course instructor in the course syllabus. In extraordinary circumstances, the course coordinator may accept notification after the absence occurs. Failure to inform the course coordinator in accordance with the policy will be deemed an unexcused absence.

In general, excused absences are defined as absences resulting from medical emergencies, sickness, or death in the immediate family. In these instances, student must provide documentation that attests to the validity of the reason for the absence to the course coordinator within 24 hours of return to campus. Without documentation, the absence is considered an unexcused absence. Accumulation of excessive unexcused absences is subject to the professional progression standards and may result in a disciplinary hearing and sanctions. Students are expected to give reason for their absence to individual instructors and to make up all work missed due to the absence (if allowed and as indicated in the course syllabus). If a student is excessively absent, the instructor should report the student to the Assistant/Associate Dean for Professional and Student Affairs.

Promptness is one of several traits that health care professionals should display. Consequently, pharmacy students are expected to be at all class meetings, activities, etc. on time. Tardiness disturbs both the learner and the lecturer; repeated violations will be considered improper professional behavior and may result in disciplinary and/or academic action. If a student is excessively tardy, the instructor should report the student to the Assistant/Associate Dean for Professional and Student Affairs.

### Pharmacy Practice Experiences

A student is expected to be present at his/her assigned site on the days and during the times designated on the School of Pharmacy course schedule (for IPPEs) or the days and times specified by the preceptor (for APPEs) for all scheduled days of the rotation. Except in the case of illness, injury, or emergencies, students should contact the Office of Experiential Education (OEE) before contacting the preceptor to request time off or any change to the published schedule.

**Scheduled Absence:** A scheduled absence is one that is initiated by the PC School of Pharmacy. The School will notify the preceptor in advance. Typically, a student is not required to make up the actual hours missed as a result of a scheduled absence but is responsible for completion of all activities and objectives of the rotation.

**Excused Absence:**

- In the event of an anticipated absence, the student must request an excused absence from OEE well in advance of the need to be away from the site. The student will make up the missed hours in coordination with the OEE and/or the preceptor.
- Absences that are due to personal illness, illness or death of an immediate family member, inclement weather (see Inclement Weather Policy), or unavoidable mishaps such as an automobile accident on the way to the rotation are typically considered excused absences provided that the student communicates with the OEE and the preceptor as soon as the

situation allows. A letter from a physician or other appropriate professional familiar with the circumstances may be required to substantiate the reason. The student should contact the preceptor first with an information email to the OEE. The OEE will consult with the preceptor regarding the student's ability to make up the missed hours and to successfully complete the rotation. In the event that the absence prevents the student from successfully completing the rotation, the student may submit a request to be considered for short-term leave or withdrawal (see Leave of Absence, Short-Term Leave, and Withdrawal Policy).

- Missed rotation hours must be made up before the end of the semester and before the start of the next rotation, whichever comes first.

**Unexcused Absence:** An unexcused absence occurs when a student fails to arrive at the appointed time, leaves prior to the scheduled departure time, or fails to show up at the site for a full day or more without prior permission and/or knowledge of the preceptor or the OEE. If an absence is determined to be unexcused, the student may be subject to the following: grade reduction or failure of the course, professional penalties through the Professional Alert System, and academic penalties as per the school's remediation and progression policies. Consequences may also include rotation reassignment, failure of the IPPE or APPE course, professionalism charges, and delay or prevention of graduation.

**Other Absences:** Students should not plan or request absences from their experiential site due to vacation, outside work obligations, homework assignments, or any other responsibilities.

**Holidays:** Students in their P1, P2, and P3 year are not expected to be at their IPPE site for published school holidays, including spring break. However, P4 students are not eligible for school holidays but should, instead, adhere to the holiday policy of the site.

**Travel Time for Advanced Rotations:** Students who elect to do rotations that require air travel or other extensive travel plans are not guaranteed additional time from a previous or subsequent APPE to accommodate such travel. Students must notify the OEE before finalizing any travel plans that cannot be changed without penalty. The School of Pharmacy is not responsible for reimbursement to the student for any penalties incurred when schedules are made without coordination with and approval by the OEE. Early departure or late arrival at any APPE site due to travel issues could be considered an unexcused absence.

**Removal from Site:** A student may be removed from an experiential site for any reason as determined by the facility. In addition, the Executive Director for Experiential Education has the right to remove a student from a site after consultation with the preceptor, site/district manager, or other appropriate party for any reason. Reasons include failure to complete pre-rotation requirements, unprofessional behavior, request by site to remove the student, etc. Such removal could result in a non-passing grade for that IPPE or APPE course.

A student who does not complete the required number of hours for any rotation could receive a failing grade for that rotation and be required to remediate that entire experiential course.

## **Missed Examination and Assignment Policy**

Missed examinations or assignments are defined as any missed assessments (components of the course on which the student may be graded) that constitute a portion of the final grade for a course or for the year. Students who are absent from any examination must contact the Assistant/Associate Dean for Academic Affairs who is responsible for approving all absences for examinations. Specific guidelines regarding missed examinations or assignments are as follows:

- Valid reasons for missing assessments of any kind may include personal illness, illness or death of an immediate family member, or unavoidable mishaps such as an automobile accident on the way to the examination. Work is not a valid excuse.
- A letter from a physician or other appropriate professional familiar with the circumstances may be required to substantiate the reason.
- When a student misses an examination, it is the student's responsibility to notify the Assistant/Associate Dean for Academic Affairs and provide documentation according to the time limitations specified by the Assistant/Associate Dean for Academic Affairs. The Assistant/Associate Dean will notify the course coordinator as to whether the absence was excused or unexcused. If the absence is deemed excused, the course coordinator will determine the time and method for a make-up exam. If the absence is deemed unexcused, the student will receive a zero.
- When a final examination or an annual competency examination has been missed, the student will receive a zero if the course coordinator or the Assistant/Associate Dean for Academic Affairs is not notified in a timely manner for arrangements to be made.
- Where a reason and/or documentation are not presented, the student will receive a zero for the missed examination or assignment.

## Special Considerations for Learning

Pharmacy education occurs in special environments such as classrooms, laboratories, off campus health care facilities, etc. These environments may expose students to chemicals, body fluids, communicable diseases, etc. Certain student populations need to make an informed decision concerning their participation in particular learning environments.

Students with allergies, chemical sensitivities, disease states, or pregnancy who have concerns about participating in any educational activity should notify the Assistant/Associate Dean for Academic Affairs. Students must be evaluated by an appropriately credentialed health care professional at his/her own expense and must present documentation of the medical evaluation to the Assistant/Associate Dean for Academic Affairs. The Assistant/Associate Dean for Academic Affairs will contact relevant course coordinators or the Executive Director for Experiential Education (for pharmacy practice experiences) and the student's concerns and situation will be presented and reviewed.

A Special Considerations Learning Plan will be developed by the relevant course coordinators, student, and the Assistant/Associate Dean for Academic Affairs. The student must work with the course instructors to ensure that curricular outcomes can be achieved and that all assignments and class expectations (as identified by the course instructor) are met taking in consideration the inability of the student to participate in certain areas/activities. Waivers with respect to the completion of curricular requirements are not available; however, a student may elect to apply for Short-term Leave or a Leave of Absence to ensure that his/her course of study is not adversely affected.

## Transfer Credit Policy

The School of Pharmacy will evaluate the transfer of professional program credit for students who previously attended another college/school of pharmacy on a case-by-case basis. Courses submitted must be from a program accredited by the Accreditation Council for Pharmacy Education and are subject to approval by the Office of Academic Affairs. Requests for transfer credit must be made in writing to the Office of Academic Affairs and include the course number, title, catalog description, and course syllabus for each course for which transfer credit is being requested. The request must also include the course number and title for the course(s) for which credit is being sought. Courses taken at any other college or university for School of Pharmacy professional program credit must be **pre-approved** by the Office of

Academic Affairs prior to matriculation. A student taking any course for credit at another accredited school or college of pharmacy while the student is enrolled at Presbyterian College School of Pharmacy must have the course approved by the Office of Academic Affairs at both institutions.

## **Graduation Policy**

Students who have satisfactorily completed all academic requirements (as indicated by the successful completion of the School of Pharmacy curriculum) and who have been recommended by the School of Pharmacy faculty may be awarded the Doctor of Pharmacy degree, provided that they have met the following standards. They must:

- Earn at least a "C" in any core or elective course for which credit is applied and earn an "S" in any course for the S/U option is applied;
- Maintain a cumulative professional GPA of  $\geq 2.0$ ;
- Earn a satisfactory rating for all competencies in his/her Third Year Competency Exam;
- Complete the programmatic requirement of the Growth and Assessment Portfolio;
- Complete the programmatic requirement of Interprofessional Education;
- Complete 15 hours of approved professional community service; and
- Complete the academic program in five years or less.

Students completing degree requirements during the spring semester are expected to participate in hooding and commencement exercises. Students will take the Oath of a Pharmacist at the hooding ceremony.

Anticipated graduates are candidates who meet all academic requirements within two courses (maximum 8 hours). These students take their expected place in the commencement line-up with all other candidates and walk across the stage to shake hands with the president and dean. A symbol in the commencement program identifies them as anticipated graduates. They will not receive a diploma and no honors are conferred at that time.

## **Academic Awards**

Pharmacy students who are enrolled in at least 12 semester hours with no outstanding grades of "I" or "U" for the fall semester, spring semester, or P4 summer trimester are included on the Dean's list with a GPA of 3.50 or greater or on the President's list with a 4.00 GPA.

Pharmacy students who earn a cumulative GPA of 3.95-4.00 are graduated Summa Cum Laude (with Highest Honors); students earning a cumulative GPA of 3.75-3.94 are graduated Magna Cum Laude (with High Honors); and students earning a cumulative GPA of 3.50-3.74 are graduated Cum Laude (with Distinction).

The grade point average (GPA) used for the purposes of all academic awards is calculated by Presbyterian College Office of the Registrar.

# Co-Curricular Opportunities & Expectations

## Growth and Assessment Portfolio

Students will maintain a portfolio to document, self-reflect, and self-assess their development in the *Presbyterian College 10 Competencies* and specifically in self-awareness, as leaders, as innovators, as professionals, and as promoters and advocates. Satisfactory development in the following *PC Competencies* are measured by the Growth and Assessment Portfolio (GAP).

- I. Communication and Education.
- IV. Providing Pharmaceutical Care to Patients.
- V. Inter-professional Interaction and Teamwork.
- VII. Personal and Professional Growth.
- VIII. Management Skills.
- IX. Advancement of Pharmacy and Health Care.
- X. Promotion of Health, Wellness, and Public Welfare.

Unsatisfactory progression on the GAP for any single year will cause a student to be placed on professional warning and will require remediation of the GAP. A competency-specific plan for professional improvement will be devised for the remediating student by the Assistant/Associate Dean for Professional and Student Affairs. Remediation of the GAP must be completed by May 15 to progress to the next academic year unless otherwise approved by the Assistant/Associate Dean for Professional and Student Affairs; successfully remediated third-year students will begin their advanced pharmacy practice experiences by June. Failure to successfully remediate the GAP by the deadline or a subsequent unsatisfactory progression on the GAP will cause the student to be placed on Professional Probation as specified in the "Assessment of Professionalism" section of the *PCSP Bulletin*.

## Student Participation in Presbyterian College Governance

Pharmacy students are privileged to participate in the governance of Presbyterian College. Appointments to College governance committees will be made on an annual basis and students will serve for one year. Students may be selected to serve up to two years consecutively on the same committee. At any given time, students may serve on only one School of Pharmacy or College governance committee. Student representatives from the School of Pharmacy are invited to contribute to the following committees:

- School of Pharmacy Committee of the Board of Trustees – 1 student, elected by the student body. This committee is responsible for the long-range plans and policies of the School of Pharmacy regarding academics and student life; evaluation of academic and student affairs; matters of academic discipline; faculty and student recruitment; and advancement for the School of Pharmacy.
- Presbyterian College Diversity Council – 1 student, elected by the student body for a two-year term. This council is a group of faculty, students, and staff that is committed to supporting a College culture that promotes the presence and voice of individuals from diverse backgrounds, respects and includes all constituents of the College, and promotes understanding of and respect for human diversity throughout our society.

- Religious Life Council – 2 students, elected by all religious organizations. For the pharmacy school, representatives will be elected by and from the membership of the PC chapter of Christian Pharmacists Fellowship International. This council serves to inform and connect the religious and spiritual life with the governance of the campus. The Council meets bi-monthly to share information regarding the activities and services provided by the various denominational groups represented on campus and plan ecumenical worship, study, fellowship and mission opportunities on campus.
- Student Volunteer Services – 1 student, appointed by the Director of Religious Life and Service in consultation with the Office of Professional and Student Affairs. Student Volunteer Services (SVS) coordinates general community service for Presbyterian College using student volunteer coordinators, fellows, and interns. SVS is a component of the Office of Religious Life.
- PC Yearbook Committee – 1 student as a point of contact with up to 5 assisting editors, appointed by the Assistant/Associate Dean for Professional and Student Affairs in consultation with Campus Life. The PC Yearbook, PaCSaC, is published annually and documents the activities campus-wide for the previous year.

## Student Participation in School of Pharmacy Governance

Pharmacy students are important participants in the governance of the Presbyterian College School of Pharmacy and students are elected or appointed to serve on many of the standing committees of the School of Pharmacy. Appointments to School of Pharmacy governance committees will be made on an annual basis and students will serve for one year. Students may be selected to serve up to two years consecutively on the same committee. At any given time, students may serve on only one standing School of Pharmacy or College governance committee.<sup>15</sup> Student representatives from the School of Pharmacy are invited to contribute to the following committees:

- Curriculum Committee – 1 student, appointed by the School of Pharmacy Executive Committee. The mission of this committee is to (1) review the individual course offerings on a regular basis to ensure that each course meets the goals and objectives; (2) review proposals for new courses, course deletions, and changes in sequence; (3) provide direction for needed course changes.
- Assessment Committee – 1 student, appointed by the School of Pharmacy Executive Committee. The mission of this committee is to facilitate and enhance assessment consistent with the expectations of the President, Dean, ACPE and SACS accreditation requirements.
- Ethics, Honor, and Professionalism Committee – 2 students, appointed by the School of Pharmacy Executive Committee. The mission of this committee is to (1) develop and recommend standards for professionalism, honor, and integrity for the School; (2) establish and administer the judicial process for members of the School of Pharmacy whom deviate from the Code of Professional Conduct.
- Experiential Program Review Committee – 2 students, one being a P3 and one being a P4, appointed by the School of Pharmacy Executive Committee. The mission of this committee is to (1) monitor the quality of the practice sites used for student practice experiences and

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<sup>15</sup> Pharmacy Honor Council, Dean's Council, and Accreditation Self-Study Committees are considered special committees, not standing committees.

standardize practice learning experiences and expectations across the various sites; (2) develop, monitor, and evaluate preceptors.

- Grievance Committee – 2 students, elected by the student body. The mission of this committee is to investigate and recommend responses to student complaints that have not been satisfactorily resolved via the mechanisms detailed in the *PCSP Bulletin*.

The Dean's Council consists of the Class Presidents and Vice Presidents (P1, P2, P3, P4), the President and President-elect of the Pharmacy Student Governance Association, and the Executive Committee of the School of Pharmacy. The Dean's Council addresses issues related to the mission, program, policies, curriculum facilities, accreditation, and student services as well as involving students in strategic planning for the School of Pharmacy.

### **Pharmacy Student Ambassadors Network**

Pharmacy Student Ambassadors are a volunteer organization of students that serve as ambassadors in public relations with prospective students and their families, alumni, preceptors, and members of the community. The Pharmacy Student Ambassadors participate in recruiting efforts by visiting neighboring colleges, universities, and high schools to disseminate recruitment materials, meet with students, and/or present information about the Presbyterian College School of Pharmacy. Pharmacy Student Ambassadors will also give tours of the School of Pharmacy facilities and act as a resource for prospective students. When candidates for admission visit the campus for their interview, Pharmacy Student Ambassadors will give tours of the School of Pharmacy facilities and meet with prospective students. The Pharmacy Student Ambassadors will complete a brief evaluation of the prospective student, which will be included in the prospective student's file for consideration in the admissions decision by the Admissions Committee. The Office of Professional and Student Affairs, overseen by the Director of Admissions, will select interested students and recruit students to participate in the Pharmacy Student Ambassador network.

### **Pharmacy Honor Council**

The Honor Council of the School of Pharmacy is composed of no fewer than 20 student members with a minimum of 2 members from each class. Each November, the Pharmacy Honor Council will solicit applications for Council membership; new members will be selected by the Pharmacy Honor Council. Students will typically begin membership in the spring of a given year, but new members may apply to fill vacancies. Student members of the Pharmacy Honor Council normally serve until the end of their fourth professional year and are expected to remain on campus through exams each semester during professional years 1 – 3 for hearings.



## Student Travel Reimbursement Policy

The School of Pharmacy encourages students to actively participate in local, state, regional, and national professional organizations and has dedicated funds to support student travel for said participation. Students interested in receiving grants for travel to professional meetings and presentations should remit a request to the Office of Professional and Student Affairs and follow the Student Travel Reimbursement Policy. Students on academic probation, professional warning, or professional probation will not be eligible to receive funds for travel to professional meetings/events. Reimbursement will be considered for authorized travel only. Presbyterian College reimburses for travel expenses on the basis of actual and reasonable expenditures incurred.

### Requesting Travel Support

A completed Request for Travel Support form should be submitted before any travel arrangements are made and must be received by the Office of Professional and Student Affairs by the deadline to be considered. Any travel requests received after the cycle deadline will be considered on a case by case basis (i.e. poster acceptances, national competition representatives, etc.)

Cycle	Travel Dates	Funding Request Deadline
1	October – January	September 15
2	February – June	January 15
3	July – September	May 15

No expenditures will be reimbursed without prior approval. The maximum amount to be reimbursed will be determined by the Assistant/Associate Dean for Professional and Student Affairs and will be recorded on the request for travel support form upon approval. The table below lists the maximum amounts that may be approved for reimbursement in student travel situations. Students requesting funding for travel are not guaranteed approval for the maximum amount and funds will be allocated based on the amount of funds available, the number of students requesting travel funding, historical trends in the timing of requests (i.e. balance between cycles 1 – 3), and the reasons for travel.

Situation	Maximum Amount to be Reimbursed
Out-of-state travel ( $\geq$ 500 miles) where student represents the School in an official capacity (i.e. selected to compete in national competition, representative required to attend national meeting for student chapter to retain charter, fulfillment of service to national organization). <i>Maximum amounts are estimated for trips lasting <math>\geq</math> 3 days; shorter trips will receive less funding.</i>	\$1,000
Out-of-state travel ( $\geq$ 500 miles) where student delivers a poster or podium presentation. <i>OR</i> Out-of-state travel ( $<$ 500 miles) where student represents the School in an official capacity (i.e. selected to compete in state competition, representative required to attend state meeting for student chapter to retain charter, fulfillment of service to state organization). <i>Maximum amounts are estimated for trips lasting <math>\geq</math> 3 days; shorter trips will receive less funding.</i>	\$750
Out-of-state travel ( $\geq$ 500 miles) where student is neither representing the School in an official capacity nor delivering a presentation. <i>OR</i> Out-of-state travel ( $<$ 500 miles) where student delivers a poster or podium presentation. <i>OR</i> In-state travel ( $\geq$ 100 miles) where student represents the School in an official capacity (i.e. selected to compete in state competition, representative required to attend state meeting for student chapter to retain charter, fulfillment of service to state organization). <i>Maximum amounts</i>	\$500

Situation	Maximum Amount to be Reimbursed
<i>are estimated for trips lasting ≥ 3 days; shorter trips will receive less funding.</i>	
Out-of-state travel (< 500 miles) where student is neither representing the School in an official capacity nor delivering a presentation. <i>OR</i> In-state travel (≥ 100 miles) where student delivers a poster or podium presentation. <i>Maximum amounts are estimated for trips lasting ≥ 3 days; shorter trips will receive less funding.</i>	\$250
In-state travel (≥ 100 miles) where student is neither representing the School in an official capacity nor delivering a presentation. <i>Maximum amounts are estimated for trips lasting ≥ 3 days; shorter trips will receive less funding.</i>	\$100
In-state travel (< 100 miles) where student represents the School in an official capacity (i.e. selected to compete in state competition, representative required to attend state meeting for student chapter to retain charter, fulfillment of service to state organization) or delivers a poster or podium presentation.	\$50 <i>or</i> Registration Fee <i>(whichever is greater)</i>
In-state travel (< 100 miles) where student is neither representing the School in an official capacity nor delivering a presentation.	Registration Fee

Students receiving travel support are expected to uphold the highest standards of professional conduct while traveling and avail themselves of every opportunity for development and/or education at the meeting. Students who are not compliant with attendance requirements or professional standards may be subject to disciplinary action. A student is eligible for travel funding for a maximum of one trip per year (cycles 1-3) for professional development and a maximum of three trips per year (cycles 1-3) for presentations or other official duties. Anything outside of these circumstances will be evaluated by the Assistant/Associate Dean for Professional and Student Affairs on a case by case basis.

### Standards for Reasonable Travel Services

Students authorized to receive travel support by Presbyterian College may be entitled to reasonable transportation, accommodations and travel services consistent with good business practices. In applying these standards, travelers should use the same care in incurring expenses as they would use if traveling at personal expense.

- Air Transportation
  - Air travel will be via the most economical means and will accommodate the needs and preferences of the traveler whenever possible.
  - Reservations should be made well in advance and preferably no later than 21 days before departure.
  - If travelers make reservations together, each traveler should pay for his/her portion of the charges AND receive a separate receipt.
  - Use of non-refundable airfares is recommended. These fares are usually considerably less expensive than refundable unrestricted fares, and in most cases unused funds can be used as a credit toward future travel.
  - Fees due to reservation cancellations and/or changes are the responsibility of the traveler and will not be reimbursed.
  - Generally, airfares in excess of \$500 will not be reimbursed unless advance authorization is obtained in writing from the Office of Professional and Student Affairs and accompanies the expense report.

- Ground Transportation
  - Travelers are encouraged to carpool whenever possible.
  - A traveler is only authorized to use his/her personal automobile if he/she has both a valid driver's license and current comprehensive auto insurance, including liability. If not, the traveler is not authorized to travel on PC business via a personal auto.
  - When a traveler uses his/her personal automobile for approved PC travel, the School of Pharmacy may pay up to the current business mileage rate authorized by Presbyterian College (currently 40 cents per mile).
  - Gas receipts are not eligible for reimbursement.
  - Car rentals, while normally not reimbursed, will be evaluated on a case by case basis depending on the circumstance and with pre-authorization obtained in writing from the Office of Professional and Student Affairs.
  
- Lodging
  - Hotel accommodations should be chosen based on cost (considering fees, taxes, parking fees (if applicable), available transportation to/from airport, and available transportation to/from conference, proximity to conference location, and safety. The most economical option should be chosen whenever possible.
  - Travelers are encouraged to share rooms whenever possible.
  - If travelers share a hotel room, each traveler should pay for his/her portion of the charges at the hotel AND receive a separate receipt.
  - Fees due to reservation cancellations and/or changes are the responsibility of the traveler and will not be reimbursed.
  - Fees for internet service, phone charges, movies, meals, etc. will not be reimbursed.
  
- Event Registration
  - Travelers are encouraged to register for conferences in time to receive the early bird discounts, if possible.
  - If travelers register together, each traveler should pay for his/her portion of the charges AND receive a separate receipt
  - Registration for additional events (in addition to conference registration fees, e.g. dinners, special sessions) is usually NOT reimbursed but will be evaluated on a case by case basis depending on the circumstance and with pre-authorization obtained in writing from the Office of Professional and Student Affairs.

## Expense Reporting

Reimbursement requires the submission of receipts to the Office of Professional and Student Affairs with a completed Out of Pocket Expense Report within one week of travel completion. If a student will miss class to travel, an Absence Approval Form must be submitted and approved by all relevant course coordinator(s) prior to leaving campus. If a student will miss an examination to travel, an Absence Approval form must be submitted and approved by the Assistant/Associate Dean for Academic Affairs prior to leaving campus. In order to be reimbursed, an Absence Approval Form with all pertinent signatures must accompany the Out of Pocket Expense Report if classes were missed to travel. The types of receipts that may be reimbursed include: transportation (air fare OR mileage reimbursement for use of personal vehicle), hotel accommodations, and conference registration fees. Other costs may be reimbursed at the discretion of the Assistant/Associate Dean for Professional and Student Affairs. Dining receipts are not eligible for reimbursement.

- Actual and reasonable expenses are reimbursed in accordance with the provisions of this policy.
- The traveler must attach original receipts for all items to the Out of Pocket Expense Report.
- Even when traveling in a group, a traveler MUST pay for all expenses him/herself.

- If sharing a room, shuttle, etc. with other travelers, each traveler must pay for his/her portion and receive and submit a separate receipt.
- The traveler may only be reimbursed for amounts and charges paid for by him/herself.
- Travelers should not request reimbursement for charges that were paid for by another traveler.
- Mileage reimbursement for use of personal vehicle is only applicable to the owner of the vehicle.
- The traveler must submit expense reports within one week of travel completion.

## **Leadership Development Program**

The Office of Professional and Student Affairs provides leadership development opportunities to students. All opportunities are provided in conjunction with Phi Lambda Sigma or in conjunction with the Office of Professional and Student Affairs.

The Leaders Embarking And Preparing (LEAP) Retreat is an annual retreat for the purpose of assisting student organization leaders in preparing for the upcoming academic year; building self-awareness in student leaders by identifying strengths and leadership styles; and facilitating teamwork and collaboration by identifying strengths and leadership styles of leadership teams for student organizations.

# Student Organizations

Student organizations provide students opportunities to develop leadership skills, broaden social and professional perspectives, and contribute to the activities and initiatives of the School of Pharmacy. Anticipated outcomes of professional organizations are the sharing of ideas, values, activities, and cultures among faculty, staff and students. Ultimately, active participation in student organizations benefits the School of Pharmacy, the student and the profession. Membership and active participation in professional pharmacy organizations is an expectation of the students enrolled in the pharmacy program. Students are referred to the PSGA bylaws and the Student Organization Handbook for specific information concerning student involvement and responsibilities of professional organizations, clubs, etc.

## Student Organizations Purpose Statement

- Advocate for the profession of pharmacy as a unified group;
- Serve and educate the community;
- Develop students as professionals and leaders;
- Represent Presbyterian College School of Pharmacy;
- Provide networking and collaborative opportunities for students while exposing them to a variety of practice and career opportunities; and
- Engage external constituents with the School of Pharmacy.<sup>16</sup>

## Recognized Student Organizations

The following student organizations are recognized by the School and have representation on the Pharmacy Student Governance Association. All of the policies listed within the Student Organization section of the *PCSP Bulletin* apply to these organizations. The president and president-elect of each organization serve on the Pharmacy Student Governance Association.

1. Academy of Student Pharmacists – American Pharmacists Association, ASP
2. Christian Pharmacists Fellowship International, CPFI
3. College of Psychiatric and Neurologic Pharmacists, CPNP
4. Kappa Epsilon Professional Pharmacy Fraternity, KE
5. National Community Pharmacists Association, NCPA
6. Pharmacy Student Governance Association, PSGA
7. Student National Pharmaceutical Association, SNPhA
8. Student Society of Health-Systems Pharmacists, SSHP

The following student organizations are recognized by the School but do not have representation on the Pharmacy Student Governance Association. Some of the policies listed within the Student Organization section of the *Bulletin* may not apply to these organizations (e.g. election of officers, selection of membership, financial policies).

9. Pharmacy Honor Council
10. Pharmacy Student Ambassadors
11. Phi Lambda Sigma Pharmacy Leadership Society, PLS
12. Rho Chi Honor Society

Students on academic probation or professional warning will not be allowed to hold office in student organizations or represent PharmD students on any College or School of Pharmacy committees or any professional organization.

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<sup>16</sup> Developed and approved by the elected officers of PCSP student organizations at the 2011 Leaders Embarking and Preparing (LEAP) Retreat.

## Pharmacy Student Governance Association

The School of Pharmacy maintains its own governance structure, the Pharmacy Student Governance Association (PSGA). The PSGA is the overarching governing body for student governing issues and concerns. Each class within the School of Pharmacy (P1, P2, P3, P4) elects officers to represent their class on matters of interest. In addition to the president and president-elect of the aforementioned recognized student organizations, PSGA membership is comprised of the PSGA executive committee (president, president-elect, secretary, and treasurer) and the president and vice president from each class. The Assistant/Associate Dean for Professional and Student Affairs is the faculty advisor of the Student Governance Association.

The purpose of the Pharmacy Student Governance Association is to:

- Create opportunity, convey leadership, and promote spirit amongst the student body;
- Coordinate and facilitate student leadership of student organizations of the School of Pharmacy;
- Develop and promote leadership qualities and practices in student leaders; and
- Evoke expression and involvement amongst students.

The Pharmacy Student Governance Association conducts business meetings monthly during the fall and spring semesters; PSGA business meetings are normally held the second Wednesday of each month. Additional meetings may be called by the PSGA faculty advisor or president as needed.

## Founding Chapters of Student Organizations

### Submission of Proposals to Found a PC Chapter of a Professional Student Organization

Initiation to found new Presbyterian College chapters of student organizations must be student driven. Proposals must be submitted and be approved by the Pharmacy Student Governance Association (PSGA) and the School of Pharmacy faculty by March of the previous spring to start an organization in the fall.

Students must submit the following information to the Office of Professional and Student Affairs the day before the February PSGA Executive Committee meeting.

1. Chapter goals for the upcoming year.
  - *NOTE: The national organization may have goals and objectives that must be accomplished within a set timeframe of starting a chapter and these must be considered when setting chapter goals*
2. Rationale for starting chapter at PC and how the organization will fit within the mission of the School of Pharmacy and the purpose of student organizations at PC School of Pharmacy.
3. Draft bylaws.
  - *NOTE: Most national organizations have standard draft bylaws; if available, standard draft bylaws should be followed closely but modified to reflect PC School of Pharmacy organization and governance structure*
  - All organization bylaws should include the following governance structure:
    - Budgets run on a fiscal year, July 1 – June 30. Upcoming annual budget and year-end accounting reports must be submitted to the Office of Professional and Student Affairs by May 1.
    - Officers are elected by members of the organization and take office on April 1.

- A President and President-elect are elected annually with the President-elect assuming the role of President the following April after serving a 1-year term as President-elect.
  - The President and President-elect are voting members of the Pharmacy Governance Association and must attend the monthly business meeting.
  - All officers are required to attend (1) office-specific training for presidents, treasurers, and secretaries in April, (2) a leadership development and planning retreat in August, and (3) a monthly leadership development session.
  - The executive committee of the organization must meet with the faculty advisor at least once per month.
  - Membership dues are collected during the annual membership drive in August/September and include the national organization dues plus local chapter dues.
4. Selection of faculty advisor and letter of support from selected faculty advisor.
  5. List of students that are interested in the organization with signatures.
    - Petitions may be circulated within the student body as a whole; all PharmD students are eligible to indicate support. Faculty and staff signatures should not be solicited.
    - STUDENTS MUST NOT BE COERCED OR BRIBED IN ORDER TO GAIN SUPPORT.

### **Selection Process of Proposals for New Chapters of Student Organizations**

All submitted proposals will be reviewed by the Pharmacy Student Governance Association at the February PSGA business meeting. The alignment of the organization's goals with the mission of the School of Pharmacy, fulfillment of the student organization purpose statement, and student and faculty advisor support will be considered during the selection process. A majority vote is required for approval. If approved by PSGA, a letter of support by PSGA will be presented to the School of Pharmacy faculty within 2 days of the PSGA business meeting. The results of the PSGA vote will be remitted to the person(s) who submitted the proposal within 2 days of the PSGA business meeting. If the proposal did not receive PSGA support, the decision may be appealed to the Dean of the School of Pharmacy. Appeals must be submitted in writing to the Dean within 2 days of receipt of the PSGA voting results.

If approved by PSGA, the submitted proposal for founding a new chapter of a student organization and the letter of support from PSGA will be presented to the School of Pharmacy faculty within 2 days of the PSGA business meeting for consideration at the February faculty meeting. The alignment of the organization's goals with the mission of the School of Pharmacy, fulfillment of the student organization purpose statement, and student and faculty support will be considered during the selection process. A majority vote is required for approval.

### **Initial Officer Election**

Once approved by PSGA and the faculty, students may run for office in the new student organization. Officer elections will be conducted as specified in the student organization for all subsequent elections. For the first officer election of a new charter, any student interested in joining the organization may run for office. Elections will be held for officers the 3<sup>rd</sup> week in March and officers will take office in April. Voting will be conducted online. To vote in the election of officers for a new student organization, students must indicate that they plan to join the organization during the membership drive at the beginning of the fall semester. Any student voting in the election for officers of a student organization will be expected to pay the membership fees for that organization during the membership drive. Students elected as officers of a student organization will be expected to pay the membership fees for that organization during the membership drive.

## **Membership and Officers**

Membership dues may be set at the discretion of the student organization but should be reasonable and not excessive. Dues should include a local chapter fee, which is retained by the local chapter of the student organization. Where applicable, dues should include the membership fee to the state and/or national organization and should be paid by the student organization in accordance with the policies of the state and/or national organization. In order to increase the benefit to its members, the student organization should remit the national organization fee at or close to the time new memberships are solicited. Money from dues should be deposited in the bank account of the student organization and included in organization accounting.

An annual membership drive will be conducted the 2nd week of classes each fall. Student organizations may present information. Members can be actively recruited and membership dues may be solicited during the Membership Drive.

Student organization officers are elected by members of the organization and take office on April 1. Each organization should annually elect a president-elect who will assume the role of president the following April after serving a 1-year term as president-elect. Certain officers should serve on the executive committee of the organization. The executive committee should include the president, president-elect, secretary, and treasurer. It is recommended that the executive committee of the organization meet with the faculty advisor at least once per month. The President and President-elect are voting members of the Pharmacy Governance Association and must attend the monthly business meeting.

A faculty advisor should be selected by the organization who serves at the discretion of the student organization. Whether the selection is made by the general membership or the executive committee of the organization is at the discretion of the organization. The Assistant/Associate Dean for Professional and Student Affairs serves as the faculty advisor to the Pharmacy Student Governance Association and as liaison between administration and student leaders.

## **Organizing Professional Service Learning Activities**

Each student organization should sponsor at least one community service activity per semester (general community service or professional service learning). Philanthropy differs from community service and participation in philanthropy does not fulfill service requirements.

Professional service learning hours count as IPPE hours and must be pre-approved by the Office of Experiential Education. If a professional service learning activity is sponsored by a student organization, the organization may have the activity pre-approved by the Office of Experiential Education and if approved, may advertise the event as a Professional Service Learning event. Please note that hours must be approved in advance. No requests will be considered after the event. Events that are not pre-approved may not be advertised as Professional Service Learning events. Individuals participating in pre-approved Professional Service Learning events do not have to seek additional approval for the hours served.

## **Health Fairs and Screenings**

Any student who is going to participate in a health fair or screening event must be trained by the appropriate persons on the equipment that is being utilized. Documentation of training completion must be obtained prior to participating in an event. Students do not have to be trained if they are only handing out informational materials.



Student organizations participating in or hosting health fairs or screenings must solicit a faculty advisor or sponsor to guide the organization through the planning process in order to ensure that the planned event will enhance student learning and provide an optimal service to the patients in the community.. Presbyterian College School of Pharmacy is committed to following all legal and ethical regulations for health screenings, including pharmacist supervision of students. When conducting a blood pressure, blood glucose/A1C, cholesterol, body composition, or bone density screening, a licensed pharmacist must be present for the entire event. For a health fair with multiple health testing stations, it is ideal for there be at least one licensed pharmacist per station and at least one faculty member present for the entire event. If it is not possible to have a pharmacist or faculty member at each station, a checkout station, supervised by at least one licensed pharmacist or qualified faculty member, may be utilized so that patients can be counseled on their results. Informational stations do not need direct supervision during the event, but materials provided to patients do need to be approved in advance by the faculty sponsor.

The following equipment may be available for student use: manual and automatic blood pressure cuffs (small, medium and large), stethoscopes, automatic blood pressure machines, glucose meters, and body composition analyzers, and Sharps container(s). Additionally, a GE Achilles densitometer, A1c monitor, and a Cholestech monitor may be available by special request and approval from the Wellness Center. All equipment will be checked out through the Equipment Checkout Form. If there are plans to use other equipment you must first discuss your plans with your faculty sponsor to ensure it meets the legal requirements set forth by the CLIA waiver and Health Testing and Policies and Procedures of Presbyterian College School of Pharmacy

During the health fair or screening event, the student coordinator must notify supervising pharmacist immediately if there is not a student trained to perform a screening for a given station. A student who does not have documented training will only be allowed to observe. Student participants must ensure that all patients sign a consent form and are properly counseled on results. If any equipment breaks or is not working properly, please label it as broken and set it apart from the rest so repairs can be made after the event.

After the event, the student coordinator should return equipment to PSCP Wellness Center within one business day and notify the Wellness Center ([pcspwellness@presby.edu](mailto:pcspwellness@presby.edu)) immediately if any equipment did not work properly or was broken during the screening. Consent forms and left-over supplies must be returned to the Wellness Center within 1 business day of event completion. Remember that the consent forms contain Patient Health Information so it is important to maintain patient privacy. Within 48 hours of the screening, complete an Event Outcomes Form and send via e-mail to the Wellness Center and the faculty sponsor. All documentation requirements for professional service hours should be completed within 24 hours. Soon after the event, the student coordinator should e-mail the supervising pharmacist(s) and faculty to thank them for volunteering and assisting.

## Checklist for Planning Health Fairs and Screenings

Activity	Completion Timeframe
Identify students to plan and coordinate the event	6 – 8 weeks prior
Identify faculty sponsor for event	6 – 8 weeks prior
Designate one student to oversee the entire event	6 – 8 weeks prior
Select one student coordinator for each health testing station	6 – 8 weeks prior
Determine if event qualifies student for Professional Service Learning Hours	6 – 8 weeks prior
Set date and secure any necessary funding	6 – 8 weeks prior
Secure faculty/pharmacist supervision	4 – 6 weeks prior
Check availability of equipment	4 – 6 weeks prior
Reserve equipment	4 – 6 weeks prior
Order supplies and gather educational materials	4 – 6 weeks prior
Obtain pre-approval from the Office of Experiential Education for professional service hours, if applicable	4 weeks prior
Verify that all students have completed training requirements for health testing	3 – 4 weeks prior
Complete self-study requirements through the Moodle Course "Pharmacy Training- Student Compliance Training" and skills assessment training <i>Note: Please coordinate a time with faculty sponsor to complete the skills assessment training.</i>	3 – 4 weeks prior
Gather supplies and confirm details	1 – 2 weeks prior
Gather and sort supplies and any educational materials into stations.	1 – 2 weeks prior
Coordinate transportation of equipment to and from the event.	1 – 2 weeks prior
Provide specific details on time, date, location, parking, set up procedures, and a cell phone number of the student overseeing the event to be contacted if there is a problem/question the day of the event.	1 – 2 weeks prior

## **Registering, Scheduling, and Advertising Sponsored Events**

All events must be registered via the online PSGA Event/Activity Registration Form before they are scheduled, advertised, promoted, or announced. Once approved, the Student Affairs Coordinator will work with the student organization to oversee any time conflicts and insure the date of the approved event is placed on the PSGA calendar. This includes social events, fundraisers, fundraising events, professional service learning, and community service activities hosted by a student organization.

Fundraisers by the sale of goods must be in good taste and professional. All student organizations must work together in a professional manner via PSGA and the published calendar to insure fundraising efforts are spread out through the calendar year.

## **Alcohol Policy for Sponsored Events**

No alcoholic beverages are allowed at student organization-sponsored events except for those events approved by the Assistant/Associate Dean for Professional and Student Affairs. Organizations and individuals that host an event on or off campus at which alcohol will be present may be held responsible for the actions and well-being of their members and guests. The location of the event must have an appropriate alcohol license deemed by Presbyterian College. Off campus locations must be approved accordingly. Social event registration forms must be filed with the Office of Professional and Student Affairs at least one week prior to the event. Events serving alcoholic beverages conducted on-campus

must use PC Dining Services, the vendor contracted by Presbyterian College, for bartending services. BYOB is not allowed at on-campus events.

The College expects any group of students, either formally or informally organized, to conform to the laws of South Carolina. Presbyterian College expects those students who are under age 21 to refuse an alcoholic beverage if one is offered. The expectation for off-campus BYOB events is that only those persons of legal age will bring alcohol. At any social event, students and guests shall be required to show photo identification to the designated monitor and comply with all event policies.

If alcoholic beverages are present, non-salty food items and non-alcoholic beverages must be available throughout the event. Social events may not include any form of "drinking contests" in its activities or promotions. Common containers of alcohol may not be used (e.g. kegs). No alcoholic beverages may be awarded as prizes or incentives. Advertisements, posters or invitations from student groups that are intended for public viewing may not mention or depict alcohol or use terms referring to alcohol such as beer or happy hour.

To promote personal responsibility and self-governance, organizations that sponsor social events shall assume the responsibility of enforcing these guidelines. The sponsoring organization shall designate at least two students to serve as monitors for the event. The monitors must not consume alcoholic beverages before or during the event. Monitors must "ID", comply with event policies, issue wrist bands to those of age, and register the organizational members and their guests at the entrance, and they shall assist those responsible for the event. Hosts and monitors are responsible for assisting in making arrangements for the safety of those who appear to be impaired. Campus safety officers and staff members may visit registered events periodically to check with the persons responsible for the event, primarily to offer assistance. If a violation of the law or College policy is observed, the officer will issue a violation and report the incident to the appropriate College official.

## **Fundraising**

All fundraising efforts must support, and not compete with, the College's overall efforts to secure funding for annual operating needs, capital projects and endowed funds. The Office of Advancement is responsible for coordinating the cultivation, solicitation and stewardship of donors for the School of Pharmacy and, therefore, oversees all fundraising appeals to any Presbyterian College constituents: alumni, students, faculty, staff, friends, local businesses, foundations, corporations, and parents of students and alumni. The fundamental principles that guide efforts are that Presbyterian College's overall interests take precedence over the special interests of individual departments, organizations, teams, clubs, or other groups; and that all fundraising on behalf of Presbyterian College must be in compliance with Sec. 501(c)(3) of the Internal Revenue Code, which governs non-profit tax-exempt organizations.

If a fundraising activity is deemed unsuitable by the Assistant/Associate Dean of Professional and Student Affairs, it will not be approved.

Student organizations are not tax-exempt entities and may NOT solicit external monetary donations. Gifts and donations to student organizations are not tax deductible. If gifts-in-kind are received (e.g. guest speaker pays for lunch for members attending his/her talk), the student organization should write a thank you note but cannot imply that the donation is tax deductible. Donations for student travel should be remitted to the Office of Professional and Student Affairs, not to a student organization. Such gifts will be used to augment Presbyterian College student travel funds, and are tax deductible.

When fundraising for charity, all requests for donations, publicity, and print materials should disclose the intended charity and the percentage of profit to be remitted to the charity. The name and contact information of the sponsoring student organization should also be included. Donors not purchasing goods and making monetary gifts should write checks directly to the charity. For monetary gifts, the student organizations raising money should provide a receipt to the donor indicating the charity, the

amount donated, and the value of any goods received in return for the donation. Copies of said receipts or a list of donors should be remitted to the charity. It is the charity's responsibility to provide tax information to the donor. Acknowledgment of the donation may be provided by the student organization, but the acknowledgment should not infer that a gift was received by Presbyterian College or the organization. Student organization funds or School funds should not be used to offset the costs of a fundraising event for charity; instead the donation to the charity should be based on the net revenue of the fundraiser. The amount donated and the results of the fundraiser should be reported in terms of net revenue, or the actual amount donated. The total dollar amount raised should not be reported without disclosing the actual amount donated.

Student organizations should demonstrate responsible giving/fundraising by evaluating the charity before raising money for the charity. If available, a charity rating should be provided with the Intent to Solicit form. Charity ratings may be obtained from Charity Navigator at <http://www.charitynavigator.org/>. If the selected charity is not listed with Charity Navigator, the student organization must provide documentation that the financial health of the organization, accountability and transparency, and outcomes of the intended charity have been investigated. Each student organization may conduct one fundraiser per year for philanthropy. A student organization is not allowed to schedule a Dress Down Day to raise money for the organization's chosen philanthropy. Dress Down Days are reserved for emergency fundraising needs or to allow pharmacy students to participate in campus-wide fundraising efforts as deemed appropriate by the student body and PSGA. A single Dress Down Day may be designated per month; designated days will be scheduled at least one month in advance at the PSGA monthly business meeting. Additional Dress Down Days may be approved at the discretion of the Assistant/Associate Dean for Professional and Student Affairs.

If deemed necessary, each student organization may conduct one fundraiser per year to raise funds for the organization itself. Fundraising for organization should be for a designated purpose. Fundraising simply to increase available funds is not acceptable. Example purposes of fundraisers could include: food at meetings, gifts for speakers, augment travel funds, social events, etc.

The Assistant/Associate Dean for Professional and Student Affairs must approve all fundraising efforts before any fundraising is initiated or external entities contacted. Approval must be granted before any supplies may be ordered, materials sent to printers, etc.; therefore requests should be submitted well in advance of the proposed fundraiser. Individuals or student organizations wishing to raise money for an organization or for charity must submit the appropriate Intent to Solicit form for approval to the Office of Professional and Student Affairs. Once approved, the fundraiser should be scheduled through the Pharmacy Student Governance Association. PSGA does not approve fundraisers, but schedules fundraisers and events to avoid conflicts with other student organization, School, or College efforts. If two approval requests are submitted for the same or similar fundraising events during a semester, priority will be given to (1) a student organization over an individual request, (2) the organization that submitted the required application first, or (3) the individual that submitted the required application first.

## **Financial Policies and Procedures**

Presbyterian College and student organizations run on a fiscal year budget (July 1 – June 30). Student organizations maintain a checking account at a local bank. The Student Affairs Coordinator, organization faculty advisor, treasurer must be listed on the account; the organization may add other officers on the account with the approval of the executive committee of the organization. Monthly bank statements must be remitted to the Office of Professional and Student Affairs, treasurer and faculty advisor of the relevant organization. Monthly budget reports should be presented to the student organization membership.

An EOY financial report must be prepared annually and remitted to the Office of Professional and Student Affairs by May 15. The annual financial report also should be presented to the membership, executive committee, and faculty advisor. The annual financial report must include

- Beginning and ending balance in the organization bank account
- Fundraising information including date, items sold, net amount generated, use of funds raised (e.g. donation, food for member meetings, etc.).
- Revenue by category (i.e. fundraiser for organization, membership dues, etc.)
- Expenditures by category (i.e. fundraiser expenses, affiliate membership dues, food/supplies for membership meetings, food/supplies for events, etc.)

Funds may be requested from the Office of Professional and Student Affairs for the following types of expenses:

- Supplies for community service, professional service learning, community outreach, etc.; or
- Printing for presentations, fundraising events, community service, membership drive, member handbooks, etc..

All requests for OPSA funding must be approved PRIOR to any expenses being incurred by submitting an Expenditure Approval Request (EAR) to the OPSA. All EARs from student organizations must be signed by the treasurer of the organization. If the use of OPSA funds are approved, student organizations may choose the method of payment from:

- Direct payment. OPSA orders and pays for the item in advance using a PC credit card.
- Check request. A check to the payee is requested from the PC Business Office using a Check Request Form. If the payee has not been paid by the College previously, the Business Office will also require a copy of the company's W-9 form with the check request. Check requests should be remitted at least 2 weeks prior to the date of payment.
- Reimbursement. Individual or student organization pays and submits an Out-of-Pocket Expense Report with an original receipt. The Business Office will only reimburse the person who paid for the charges (e.g. if the name on the credit card or invoice isn't your name, they won't reimburse you for payment).

Student travel is a separate fund with its own policies and procedures. Funding requests for student travel should be submitted by the individual(s), not by the student organization. If the student organization has travel funds available to augment School funds, the student organization must develop and follow policies and procedures for reimbursement. Traveling students must follow the Student Travel Policy, regardless of the funding source for travel.

## **Outreach and External Relations**

All outreach and external relations by student organizations should strive to represent Presbyterian College and the School of Pharmacy accurately and positively. Language, graphics, and presentations should be professional. Presentations should be well-conceived and polished before delivered to external constituents. When speaking to news sources, always indicate that your views are your own. Do not speak for the College, School, or national organization. Presbyterian College logos and brands are property of the College and the use of Presbyterian College logos or brands on goods for sale, communications, or publications must be approved by the Office of Communications prior to distribution. Student organizations must adhere to the communications approval process to ensure that the materials distributed are professionally presented and consistent with the Presbyterian College brand. Adulteration of the brand or logo is not permitted.

The Office of Professional and Student Affairs and faculty advisor should be informed of any recognition or press attention (news articles, interviews, etc.) of the organization, sponsored events, or its members as soon as possible so that the news can be included in College and/or School outreach efforts.

Student organizations are expected to avoid copyright infringement by not using copyrighted material without permission. This includes, but is not limited to: photos, logos, text, slogans, phrases, brochures, music. Student organization materials should always cite sources and permissions. If in doubt about copyright permissions, please contact the student organization's faculty advisor for guidance prior to using material.

No external websites may be created; social media may be used (e.g. Facebook, Twitter, blogs) but it should have disclaimer that it is not an official site of Presbyterian College or be a closed group. If others are allowed to post within the social media platform, postings should be moderated. All websites and social media should follow the e-Professionalism Policy as stated in the *PCSP Bulletin*.

A signed media release form is required to post photos on the internet, print media, or any other media that will be viewed externally. PharmD students sign a media release form during orientation, thus additional consent is not required. A list of PharmD students requesting their photographs not be posted will be provided by the School. Photos depicting patients, minors, alcohol, or irresponsible or unprofessional behavior by students should not be posted at any time or in any venue.

PSGA and student organizations are responsible for bulletin board maintenance within the School. Notices should be removed within one week of event. Non-School of Pharmacy organizations or individuals should seek PSGA approval before posting on bulletin boards

## Reports

Student organizations should collect the following information throughout the year and provide it to their membership, executive committee, faculty advisor, and the Office of Professional and Student Affairs in an end of semester report within 5 days of the last final exam for the semester. This information also should be compiled in activity reports and remitted to the Office of Professional and Student Affairs. The mid-year report covers May-November and is due December 15. The end-of-year report covers May-April and is due May 15. The OPSA will provide an excel spreadsheet as a template for both mid-year and end-of-year reports, which includes the following information:

- Dates and attendance at membership and leadership meetings
- Event/activity information including date, description, attendance, community impact (e.g. collected goods, number of persons served, etc.)
- Beginning and ending balance in the organization bank account
- Fundraising information including date, items sold, net amount generated, use of funds raised (e.g. donation, food for member meetings, etc.)
- Revenue by category (i.e. fundraiser for organization, membership dues, etc.)
- Expenditures by category (i.e. fundraiser expenses, affiliate membership dues, food/supplies for membership meetings, food/supplies for events, etc.)

# APPENDICES

## Appendix A: Code of Ethics for Pharmacists

**PREAMBLE:** Pharmacists are health professionals who assist individuals in making the best use of medications. This Code, prepared and supported by pharmacists, is intended to state publicly the principles that form the fundamental basis of the roles and responsibilities of pharmacists. These principles, based on moral obligations and virtues, are established to guide pharmacists in relationships with patients, health professionals, and society.

A pharmacist respects the covenantal relationship between the patient and pharmacist.

Considering the patient-pharmacist relationship as a covenant means that a pharmacist has moral obligations in response to the gift of trust received from society. In return for this gift, a pharmacist promises to help individuals achieve optimum benefit from their medications, to be committed to their welfare, and to maintain their trust.

A pharmacist promotes the good of every patient in a caring, compassionate, and confidential manner.

A pharmacist places concern for the well-being of the patient at the center of professional practice. In doing so, a pharmacist considers needs stated by the patient as well as those defined by health science. A pharmacist is dedicated to protecting the dignity of the patient. With a caring attitude and a compassionate spirit, a pharmacist focuses on serving the patient in a private and confidential manner.

A pharmacist respects the autonomy and dignity of each patient.

A pharmacist promotes the right of self-determination and recognizes individual self-worth by encouraging patients to participate in decisions about their health. A pharmacist communicates with patients in terms that are understandable. In all cases, a pharmacist respects personal and cultural differences among patients.

A pharmacist acts with honesty and integrity in professional relationships.

A pharmacist has a duty to tell the truth and to act with conviction of conscience. A pharmacist avoids discriminatory practices, behavior or work conditions that impair professional judgment, and actions that compromise dedication to the best interests of patients.

A pharmacist maintains professional competence.

A pharmacist has a duty to maintain knowledge and abilities as new medications, devices, and technologies become available and as health information advances.

A pharmacist respects the values and abilities of colleagues and other health professionals.

When appropriate, a pharmacist asks for the consultation of colleagues or other health professionals or refers the patient. A pharmacist acknowledges that colleagues and other health professionals may differ in the beliefs and values they apply to the care of the patient.

A pharmacist serves individual, community, and societal needs.

The primary obligation of a pharmacist is to individual patients. However, the obligations of a pharmacist may at times extend beyond the individual to the community and society. In these situations, the pharmacist recognizes the responsibilities that accompany these obligations and acts accordingly.

A pharmacist seeks justice in the distribution of health resources.

When health resources are allocated, a pharmacist is fair and equitable, balancing the needs of patients and society.<sup>17</sup>

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<sup>17</sup> Adopted by the membership of the American Pharmacists Association October 27, 1994.



## Appendix B: Oath of a Pharmacist

"I promise to devote myself to a lifetime of service to others through the profession of pharmacy. In fulfilling this vow:

- I will consider the welfare of humanity and relief of suffering my primary concerns.
- I will apply my knowledge, experience, and skills to the best of my ability to assure optimal outcomes for my patients.
- I will respect and protect all personal and health information entrusted to me.
- I will accept the lifelong obligation to improve my professional knowledge and competence.
- I will hold myself and my colleagues to the highest principles of our profession's moral, ethical and legal conduct.
- I will embrace and advocate changes that improve patient care.
- I will utilize my knowledge, skills, experiences, and values to prepare the next generation of pharmacists.

I take these vows voluntarily with the full realization of the responsibility with which I am entrusted by the public."<sup>18</sup>

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<sup>18</sup> The revised Oath was adopted by the AACP House of Delegates in July 2007 and has been approved by the American Pharmacists Association.

## Appendix C: Pledge of Professionalism

As a student of pharmacy, I believe that 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 to 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:

- DEVELOP a sense of loyalty and duty to the profession by contributing to the well-being of others and by enthusiastically accepting responsibility and accountability for membership in the profession.
- FOSTER professional competency through lifelong learning. I will strive for high ideals, teamwork, and unity within the profession in order to provide optimal patient care.
- 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.
- DEDICATE my life and practice to excellence. This will require an ongoing reassessment of personal and professional values.
- 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.<sup>19</sup>

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<sup>19</sup> Adapted from the University of Illinois College of Pharmacy's Pledge of Professionalism, 1993. Developed and adopted by the American Pharmaceutical Association Academy of Students of Pharmacy and the American Association of Colleges of Pharmacy Council of Deans Task Force on Professionalism on June 26, 1994.

## Appendix D: Course Descriptions

### Pre-Professional Courses

PHRM 3100 Anatomy and Physiology I

3 C.H.; Prerequisite requirement: BIOL 1151 or equivalent with a grade of "C"

This course concerns the functional anatomy and physiology of the human body, including the integumentary, skeletal, muscular, and nervous systems.

PHRM 3110 Anatomy and Physiology II

3 C.H.; Prerequisite requirement: PHRM 3110 or equivalent with a grade of "S" or "C"

This course concerns the functional anatomy and physiology of the human body, including the cardiovascular, endocrine, excretory, reproductive, digestive, and respiratory systems.

### First Professional Year

PHRM 5102, Drug Literature Evaluation/Evidence Based Medicine (2)

Drug Literature Evaluation and Evidence Based Medicine addresses an area of rapid growth in all areas of pharmacy practice: assuring the intelligent and safe use of drugs through effective utilization of the medical literature. Students will develop the ability to critically evaluate studies published in the medical literature, interpret statistics commonly encountered in clinical studies, and will learn a systematic approach for taking and responding to drug information requests. This course will focus on building the skills necessary to incorporate timely and rigorously analyzed medical literature into a rational decision making process. (Fall P1 year; 1 lecture hour per week and one 2 hour recitation per week; 2 semester credit hours)

PHRM 5103, Medical Immunology (3)

This course will be an introduction to the basic elements of the immune system, the means through which the mechanisms of immunity act in a wide range of clinical conditions, including protection against infectious agents, rejection of tumors, transplantation of tissues and organs, autoimmune and other immunopathologic conditions, and allergy. (Fall P1 year; 3 lecture hours per week)

PHRM 5104, Human Biochemistry (3)

This course will provide students with the fundamental biochemical principles underlying cellular physiology and biological processes. Biochemistry will introduce biomolecules mainly from a structural point of view and present metabolism as well as molecular biology (gene expression and replication) by integrating structure-function relationship of enzymes and DNA-binding proteins, respectively. (Fall P1 year; 3 lecture hours per week)

PHRM 5105, Practice Integrated Laboratory Sequence (PILS) I (1)

Pharmacy-Integrated Lab Sequence (PILS) I is designed to provide students with the pharmacy practice knowledge and skills necessary for prescription and drug order processing and patient counseling. In this laboratory, students will learn the skills needed for practicing in a community pharmacy setting. Material covered will include: basic medical terminology and medical abbreviations; trade name, generic name, and therapeutic class of the top 300 medications; the legal and accurate dispensing of medications governed by state and federal laws; pharmaceutical calculations; and patient counseling of prescription and OTC medications. (Fall P1 year; one 3-hour lab per week)

PHRM 5107, Pharmaceutical Calculations (2)

This course will present a study of the measurement units, mathematical functions and applications essential to the safe and accurate practice of pharmacy. Topics include: unit conversion, dosing calculations, powder volume, radioisotope decay, dilution/concentration and IV calculations and other appropriate pharmaceutical calculations. (Fall P1 year; one 2-hour recitation and one 1-hour lecture per week)

PHRM 5108, Intro to Pharmacy, Interprofessionalism and Patient Safety (3)

This course introduces the pharmacy student to concepts related to pharmacy as a profession, interprofessional collaboration, and patient safety. The history of pharmacy, pharmaceutical care and professionalism will be discussed as well as the roles and responsibilities of other healthcare professionals and working in interprofessional teams. Processes that foster the culture of safety in the healthcare environment will also be presented. (Fall P1 year; 3 lecture hours per week)

PHRM 5109, Therapeutics of Self-Care (3)

This course will focus on the clinical presentation and management of common conditions and ailments that are treated by patients without direct medical supervision. The course will discuss the regulatory aspect of nonprescription medications, as well as the various options available to patients for self-care management and wellness. Students will learn how to differentiate situations that are appropriate for self-management from those that require medical referral. Students will also learn and utilize counseling and communication skills to educate patients on appropriate use of self-care and wellness. (Fall P1 year; 3 lecture hours per week)

PHRM 5110, Pharmacy-Based Immunization Delivery (1)

The purpose of this certificate training program is to prepare student pharmacists with the comprehensive knowledge, skills, and resources necessary to provide immunization services to patients across the life span. (Fall P1 year; 1 lecture hour per week)

PHRM 5201, Introductory Pharmacy Practice Experience (IPPE) I (1)

This experiential course introduces students to the field of community pharmacy. Under the direct supervision of a pharmacist preceptor, the student will observe and be engaged in the following components of community pharmacy practice: operations and workflow, patient and healthcare practitioner communications, patient counseling, self-care recommendations, legal and ethical situations and pharmacy calculations. Students may also participate in patient care activities such as medication therapy management and immunizations. Potential practice sites include: retail chain or retail independent community pharmacy locations. (Spring P1 year; one 4-hour day per week x 12 weeks during the semester; pass/fail only)

PHRM 5202, Health Care Systems and Socioeconomics (3)

This course is designed to help the student develop an understanding of the characteristics, components, and structure of the US health care system. The social, cultural and economic dynamics of the system and emerging issues in health care reform will also be discussed. The methods of pharmacoepidemiology and pharmacoconomics and their roles in healthcare decision-making will be introduced. (Spring P1 year; 3 lecture hours per week)

PHRM 5204, Principles of Drug Delivery (4)

This course provides an overview of pharmaceutical dosage forms, focusing on the physiochemical properties of drugs, excipients, and dosage forms important to the design of drug products. Students will apply dosage form science to the stability, delivery, release, disposition, bioavailability, and therapeutic effectiveness of drug products. (Spring P1 year; 3 lecture hours and 2 recitation hours per week)

PHRM 5205, Health Ethics (3)

This course challenges students to consider all aspects of the ethical decision-making process in order to continually evaluate their own ethical standards in their personal lives and professional careers. Concepts will include solving moral problems facing contemporary pharmacists, such as cultural sensitivity, veracity, fidelity, fetal and women's rights, and aspects of mental health. (Spring P1 year; 3 lecture hours per week)

PHRM 5206, Practice Integrated Laboratory Sequence II (2)

Pharmacy-Integrated Lab Sequence (PILS) II is designed to provide students with the pharmacy practice knowledge and skills necessary for prescription and drug compounding and patient counseling. It is divided into two portions: Compounding and Pharmacy Practice. In compounding, students will learn skills necessary for extemporaneous compounding of non-sterile dosage forms. In Pharmacy Practice, students will focus on developing communication skills necessary for pharmacy practice and practice documentation of patient interviews and clinical services. (Spring P1 year; two 3-hour laboratories per week)

PHRM 5207, Principles in Pathophysiology I (3)

This is the first part of a two-course sequence on disease states. This course incorporates the principles of biochemistry, physiology, and cell biology to study the etiology, molecular pathophysiology, and the resultant clinical effects of general pathological processes such as inflammation and neoplasia, and the specific disease states of the major organ systems. (Spring P1 year; 3 lecture hours per week)

PHRM 5208, Principles of Pharmacology/Medicinal Chemistry I (2)

The first course in a two-part series will provide students with the basic pharmacologic principles of pharmacodynamics and cellular processes and an introduction to structure activity relationships. It will also provide the necessary information required to bridge fundamental chemistry principles with application to medicinal chemistry. (Spring P1 year; 2 lecture hours per week)

## **Second Professional Year**

PHRM 6101, Introductory Pharmacy Practice Experience II (2)

This experiential course introduces students to the health care and hospital systems. Under the direct supervision of a pharmacist preceptor, the students will observe and be engaged in the following components of institutional pharmacy practice: operations and workflow, patient and healthcare practitioner communications, patient counseling, legal and ethical situations, pharmacy calculations and medication use processes. Students may also have the opportunity to have more advanced patient care activities in other disciplines, such as community and retail sites. Potential practice sites include: hospitals, dialysis clinics, home infusion centers, long-term care facilities, inpatient disability and special needs facilities and community pharmacies. (Fall P2 year; 40 hours during the first week of the semester plus one 4-hour day per week x 12 weeks during the semester; pass/fail only)

PHRM 6102, Pharmacokinetic Principles (3)

Course content includes the absorption, distribution, metabolism, and excretion of drugs including physiological factors that influence each process. Emphasis is placed on the use (not the derivation) of pharmacokinetic models and equations. Fundamental pharmacokinetic principles and quantitative relationships will be used to determine approaches in designing and adjusting dosage regimens as well as provide a framework to approach clinically based pharmacokinetic dilemmas such as disease-drug and drug-drug interactions. (Fall P2 year; two 1-hour lectures per week and one 2-hour recitation per week)

PHRM 6104, Principles in Human Genetics & Pharmacogenomics (2)

This course will discuss the importance of DNA variations in the genetic basis for disease and individual responses to environmental factors, as well as for such normal variations in biological processes as development and drug response. (Fall P2 year; 2 lecture hours per week)

PHRM 6105, Measuring Therapeutic Parameters (3)

This course will introduce measurable endpoints for the evaluation of therapy including laboratory markers of diseases and their resolution or progress. (Fall P2 year; 3 lecture hours per week)

PHRM 6106, Practice Integrated Laboratory Sequence III (2)

Practice-Integrated Lab Sequence (PILS) III is designed to provide students with pharmacy practice knowledge and skills necessary for institutional and clinical practice. The course is divided into two portions: Hospital Lab and Recitation. The institutional/hospital lab is an introduction to compounding selected sterile formulations and employing aseptic technique. The students will also become familiar with health system processes, regulation, and medication distribution. The recitation period is an introduction to clinical pharmacy practice with emphasis on documentation and outpatient/inpatient services.

PHRM 6108, Pharmacy Administration I (2)

Students in this course will develop the human resource management skills needed by pharmacists in a variety of practice settings. (Fall P2 year; 2 lecture hours per week)

PHRM 6109, Principles in Pathophysiology II (2)

This is the second course in a two-part sequence on disease states. This course incorporates the principles of biochemistry, physiology, and cell biology to study the etiology, molecular pathophysiology, and the resultant clinical effects of general pathological processes such as inflammation and neoplasia and the specific disease states of the major organ systems. (Fall P2 year; 2 lecture hours per week)

PHRM 6110, Principles of Pharmacology/Medicinal Chemistry II (2)

The second course in a two-part series will build upon pharmacological and medicinal chemical principles covered in the initial sequence. Students will use their newly acquired knowledge base in the evaluation of drug classes according to receptor type, location, and control function. (Fall P2 year; 2 lecture hours per week)

PHRM 6201, Introductory Pharmacy Practice Experience III (2)

This experiential course introduces students to the health care and hospital systems. Under the direct supervision of a pharmacist preceptor, the students will observe and be engaged in the following components of institutional pharmacy practice: operations and workflow, patient and healthcare practitioner communications, patient counseling, legal and ethical situations, pharmacy calculations and medication use processes. Students may also have the opportunity to have more advanced patient care activities in other disciplines, such as community and retail sites. Potential practice sites include: hospitals, dialysis clinics, home infusion centers, long-term care facilities, inpatient disability and special needs facilities and community pharmacies. (Spring P2 year; one 4-hour day per week x 12 weeks during the semester; pass/fail only)

PHRM 6202, Medication Therapy Management I—Respiratory (2)

This course will present pharmacy students with information pertaining to the clinical presentation of common diseases of the respiratory system; chemical properties and pharmacology of common therapeutic agents used to treat respiratory diseases; and therapeutic management of patients with respiratory disorders. (Spring P2 year; three 3-hour lectures per week)

PHRM 6203, Medication Therapy Management II—Renal (2)

This course covers the clinical presentation and pathophysiology of common diseases of the renal system; chemistry and pharmacology of common therapeutic agents used to treat renal diseases; therapeutic management of patients with renal disease and complications. (Spring P2 year; three 3-hour lectures per week)

**PHRM 6204, Medication Therapy Management III—Cardiovascular System I (2)**

This is part one of a two-part series in which the student will be presented with information pertaining to the clinical presentation of common diseases of the cardiovascular system; chemistry, pharmacology, and kinetics of common therapeutic agents used to treat cardiovascular diseases; and the therapeutic management of patients with these disease states. (Spring P2 year; three 3-hour lectures per week)

**PHRM 6205, Medication Therapy Management IV—Cardiovascular System II (2)**

This is part two of a two-part series in which the student will be presented with information pertaining to the clinical presentation of common diseases of the cardiovascular system; chemistry, pharmacology, and kinetics of common therapeutic agents used to treat cardiovascular diseases; and the therapeutic management of patients with these disease states. (Spring P2 year; three 3-hour lectures per week)

**PHRM 6210, Pharmacy Administration II (2)**

Students will develop the financial management skills needed by pharmacists in a variety of practice settings. Financial management case studies will be incorporated as appropriate. (Spring P2 year; 2 lecture hours per week)

**PHRM 6211, Medication Therapy Management V—Gastrointestinal and Nutrition (2)**

This module will present pharmacy students with information pertaining to the principles of nutrition; pathophysiology and clinical presentation of common nutritional diseases and gastrointestinal disorders; chemical properties and pharmacology of common therapeutic agents; and therapeutic management of patients with nutritional disease and gastrointestinal disorders. (Spring P2 year; three 3-hour lectures per week)

**PHRM 6212, Clinical Assessment for Pharmacy Students I (1)**

This course will consist of clinical assessment skills, pharmaceutical calculations and problem-based learning. The course will allow students to develop basic skills in a physical assessment; these skills will include examination techniques and examples of abnormalities. The course will include pharmaceutical calculations, including clinical pharmacokinetics, to refine skills for typical situational problems in any pharmacy setting. Simulated case management format will present students the opportunity to evaluate patient and agent variables and formulate appropriate therapeutic decisions. (Spring P2 year; one 3-hour laboratory per week)

**Third Professional Year**

**PHRM 7101, Introductory Pharmacy Practice Experience IV (2)**

This experiential course introduces students to more direct patient care activities in a variety of pharmacy disciplines. Under the direct supervision of a pharmacy or other healthcare professional, students will observe and be engaged in operations and workflow, patient and healthcare practitioner communications, patient counseling, legal and ethical situations, pharmacy calculations and medication use processes. Students may also participate in patient care activities such as medication therapy management and immunizations. Students are given more independence and responsibility in preparation for APPEs. The course also includes simulated practice experiences that mimic pharmacist-delivered patient care situations (maximum of 40 hours). Potential practice sites include: hospitals, hospice centers, free medical clinics, doctors' offices, home infusion centers, nuclear pharmacies, ambulatory outpatient clinics, correctional facility pharmacies, veterinary hospitals, long-term care facilities, inpatient disability and special needs facilities and community pharmacies. (Fall P3 year; 40 hours during the first week of the semester plus one 8-hour day per week x 6 weeks during the semester; pass/fail only)

PHRM 7109, Clinical Research Design/Biostatistics (3)

This course focuses on the design, implementation, and statistical analysis of research projects related to healthcare. (Fall P3 year; 3 lecture hours per week)

PHRM 7110, Medication Therapy Management VI—Infectious Disease (5)

This course focuses on the management of various infectious diseases with emphasis on the medications with regards to medicinal chemistry and pharmacology and on the diseases states by focusing on the epidemiology, pathophysiology, therapy, and monitoring. (Fall P3 year; three 3-hour lectures per week)

PHRM 7111, Medication Therapy Management VII—Endocrine/Reproduction (2)

This course will discuss the pathophysiology, pharmacology, medicinal chemistry, and the pharmacotherapy of the endocrine and reproductive systems. Course material will focus on understanding the treatment and management of patients with endocrine and/or reproductive disorders. (Fall P3 year; three 3-hour lectures per week)

PHRM 7112, Medication Therapy Management VIII—Neurosensory (2)

This course presents the pathophysiology and clinical presentation of common diseases of the neurological system and sensory organs; chemistry, pharmacology, and kinetics of common therapeutic agents used to treat neurological and sensory organ diseases; and therapeutic management of patients. (Fall P3 year; three 3-hour lectures per week)

PHRM 7113, Clinical Assessment for Pharmacy Students II (1)

This course will consist of clinical assessment skills, pharmaceutical calculations and problem-based learning. The course will allow students to develop basic skills in a physical assessment; these skills will include examination techniques and examples of abnormalities. The course will include pharmaceutical calculations, including clinical pharmacokinetics, to refine skills for typical situational problems in any pharmacy setting. Simulated case management format will present students the opportunity to evaluate patient and agent variables and formulate appropriate therapeutic decisions. (Fall P3; one 3-hour laboratory per week).

PHRM 7201, Introductory Pharmacy Practice Experience V (1)

This experience introduces students to more direct patient care activities in a variety of pharmacy disciplines. Under the direct supervision of a pharmacy or other healthcare professional, students will observe and be engaged in operations and workflow, patient and healthcare practitioner communications, patient counseling, legal and ethical situations, pharmacy calculations and medication use processes. Students may also participate in patient care activities such as medication therapy management and immunizations. Students are given more independence and responsibility in preparation for APPEs. Potential practice sites include: hospitals, hospice centers, free medical clinics, doctors' offices, home infusion centers, nuclear pharmacies, ambulatory outpatient clinics, correctional facility pharmacies, veterinary hospitals, long-term care facilities, inpatient disability and special needs facilities and community pharmacies. (Spring P3 year; one 8-hour day per week x 6 weeks during the semester; pass/fail only)

PHRM 7209, Pharmacy Law (2)

This course presents a case-based approach and introduction of the state and federal legal aspects for the practice of pharmacy. (Spring P3 year; 2 lecture hours per week)

PHRM 7211, Pharmacotherapy Outcomes (2)

Pharmacotherapy Outcomes is a continuation and application of skills learned in previous courses, including Drug Literature Evaluation and Evidence Based Medicine and Clinical Research Design and Biostatistics. Students will refine abilities to use medical and drug information literature in the clinical decision-making process to impact clinical, economic, and humanistic outcomes. (Spring P3 year; 2 lecture hours per week; 2 semester credit hours)



PHRM 7212, Medication Therapy Management IX—Psychiatry (2)

This module will present pharmacy students with information pertinent to the pathophysiology and clinical presentation of common diseases of behavior and cognition; chemistry, pharmacology, and kinetics of common therapeutic agents used to treat psychiatric disorders; and therapeutic management of patients. (Spring P3 year; three 3-hour lectures per week)

PHRM 7213, Medication Therapy Management X—Musculoskeletal (2)

This module will present pharmacy students with information pertaining to the pathophysiology and clinical presentation of common musculoskeletal disorders; chemical properties and pharmacology of the common agents; and therapeutic management of patients with musculoskeletal disorders. (Spring P3 year; three 3-hour lectures per week)

PHRM 7214, Medication Therapy Management XI—Hematology/Oncology (2)

This course discusses the pathophysiology and clinical presentation of the most common cancers that present initially as solid tumors. It further describes the chemistry, mechanisms of action, and pharmacology of chemotherapeutic agents especially with regards to their use in disease management and outcomes. The course also briefly investigates many of the available immunosuppressive therapies used in the treatment of autoimmune disorders and organ transplant. (Spring P3 year; three 3-hour lectures per week)

PHRM 7215, Medication Therapy Management XII—Special Populations (2)

This course focuses on the management of disease states of unique populations including pediatrics, geriatrics, and HIV positive individuals among other populations. This course will focus on the variability in therapy with regards to medicinal chemistry, pharmacology, pathophysiology and therapeutics. (Spring P3 year; three 3-hour lectures per week)

PHRM 7216, Medication Therapy Management XIII—Clinical Toxicology (2)

This course will provide students with the principles involving toxicity of xenobiotics. It includes the mechanisms of toxicity and toxicokinetics; the acute and chronic effect of xenobiotics on the body; interpretation of drug screens; antidotes for toxic exposures; and the clinical management of toxicities. (Spring P3 year; three 3-hour lectures per week)

PHRM 7217, Clinical Assessment for Pharmacy Students III (1)

This course will consist of clinical assessment skills, pharmaceutical calculations and problem-based learning. The course will allow students to develop basic skills in a physical assessment; these skills will include examination techniques and examples of abnormalities. The course will include pharmaceutical calculations, including clinical pharmacokinetics, to refine skills for typical situational problems in any pharmacy setting. Simulated case management format will present students the opportunity to evaluate patient and agent variables and formulate appropriate therapeutic decisions. (Spring P3 year; one 3-hour laboratory per week)

#### **Fourth Professional Year**

PHRM 8299, Capstone I (1)

This course is designed to provide students with the opportunity to present a formal seminar regarding a contemporary topic which is relevant to pharmacy practice, the pharmaceutical sciences, pharmacy administration and/or research in any of these areas. (P4 year; fall semester)

PHRM 8399, Capstone II (1)

This course, scheduled in the student's final semester, is designed to provide an opportunity for reflection on the relationship between didactic and experiential course work; to prepare for the North American

Pharmacist Licensure Examination; and to assess the pharmacy program through survey. (P4 year; spring semester; pass/fail only)

### **Advanced Pharmacy Practice Experiences (APPE)**

#### *Acute Care APPE*

PHRM 8101-8106, Acute Care Pharmacy Practice Experience I-VI (4)

This advanced pharmacy practice experience (APPE) provides clinical pharmacy activity on a variety of adult medicine inpatient services. It exposures students to a variety of disease states, allowing them to actively participate in drug therapy monitoring and the therapeutic decision-making process. Additional competencies to be achieved during this APPE include: (1) how to develop a problem list, (2) how to present a patient, (3) how to develop and implement a monitoring plan, (4) how to take a medication history, (5) how to respond to a drug information request, and (6) a review of the policies and procedures at the institution. (P4 year; 40 hours per week x 4 weeks)

#### *Advanced Community APPE*

PHRM 8121-8124, Advanced Community Pharmacy Practice Experience I-IV (4)

This required advanced pharmacy practice experience (APPE) builds upon the introductory community experience, providing student exposure and involvement in a variety of community pharmacy practice settings. The emphasis is placed on patient counseling, other patient care activities, and/or compounding. (P4 year; 40 hours per week x 4 weeks)

#### *Hospital/Health System Pharmacy APPE*

PHRM 8131-8134, Advanced Institutional Pharmacy Practice Experience I-IV (4)

This required advanced pharmacy practice experience (APPE) builds upon the introductory institutional experience, providing student exposure and involvement in a variety of institutional pharmacy practice settings. Emphasis is placed on regulatory, human resource, patient care, and technology issues as well as drug distribution. (P4 year; 40 hours per week x 4 weeks)

#### *Ambulatory Care APPE*

PHRM 8141-8145, Ambulatory Care Pharmacy Practice Experience I-V (4)

This required advanced pharmacy practice experience (APPE) involves the student in the provision of clinical pharmacy services in the ambulatory care setting. Responsibilities include providing drug therapy for disease states commonly encountered in the outpatient setting; providing drug regimen reviews; and interviewing patients to elicit drug histories, health status, and adherence to therapy. A significant aspect of this rotation will pertain to the long-term management of chronically ill patients. (P4 year; 40 hours per week x 4 weeks)

#### *APPE Electives*

PHRM 8161-8162, Academia Pharmacy Practice Experience I-II (4)

This advanced pharmacy practice experience (APPE) provides the student with hands-on exposure to multiple facets of academia such as teaching, scholarship, service to the profession, administration, and clinical practice. (P4 year; 40 hours per week x 4 weeks)

PHRM 8163-8165, Administrative Pharmacy Practice Experience I-III (4)

This advanced pharmacy practice experience (APPE) focuses on pharmacy facility administration. The student is introduced to the role of the pharmacy manager or director in the overall operational aspects

of the APPE site. Student activities include reviewing pertinent literature, participating in management discussions, and working on assigned projects. (P4 year; 40 hours per week x 4 weeks)

PHRM 8166-8167, Long Term Care I-II (4)

This advanced pharmacy practice experience (APPE) allows the student to participate in daily chart reviews assessing pharmacotherapeutic plans for appropriateness and adherence to state and federal regulations. The student is exposed to a variety of disease states and medical conditions which pertain to elderly patients. Skills will be developed in monitoring drug therapy, patient outcomes, quality of life, and adverse effects in the elderly population. (P4 year; 40 hours per week x 4 weeks)

PHRM 8168-8169, Medication Use Policy & Informatics I-II (4)

This advanced pharmacy practice experience (APPE) focuses in the areas of drug information practice, informatics, and outcomes management. During this APPE, the student will be exposed to each of these areas. Students may elect to complete this rotation at an extramural site such as a pharmaceutical industry information center. (P4 year; 40 hours per week x 4 weeks)

PHRM 8170-8171, Nuclear Pharmacy Practice Experience I-II (4)

This advanced pharmacy practice experience (APPE) provides the student with a supervised, clinical experience in nuclear pharmacy with an emphasis on "Authorized User" requirements; regulatory, technology and distribution issues; and the specialized skills used in a nuclear pharmacy practice setting. (P4 year; 40 hours per week x 4 weeks)

PHRM 8172-8173, Research Pharmacy Practice Experience I-II (4)

This advanced pharmacy practice experience (APPE) allows the student to obtain research experience in focused areas achievable during a one-month rotation. Research emphasis includes statistical application, pharmacokinetic computer modeling, analytical laboratory experience, scientific writing, and patient assessment. (P4 year; faculty approval required; 40 hours per week x 4 weeks)

PHRM 8174-8176, Specialty Pharmacy Practice Experience I-III (4)

This advanced pharmacy practice experience (APPE) allows the student to explore a specific area of interest that may or may not be a traditional career path in pharmacy. Specialty areas will vary according to preceptor and site availability. Potential opportunities may include, but are not limited to, compounding, specialty independent pharmacy, medical missions, pharmaceutical industry, Indian Health Service (IHS), experiences abroad, pharmacy organizations, and health care agencies. (P4 year; 40 hours per week x 4 weeks)

**PHRM 8177, Drug Information Pharmacy Practice Experience (4)**

This advanced pharmacy practice experience (APPE) allows the student to provide drug information services to pharmacists and other healthcare professionals. Emphasis within the rotation is placed on how to properly receive requests for information, conduct a systematic information search, and assimilate the information obtained into an appropriate response form. The student will develop a working knowledge of information resources as well as develop the ability to critically evaluate such resources. The student may also have the opportunity to become involved with the evaluation of drugs for formulary inclusion, quality assurance/drug usage evaluation activities, news publications, and pharmacy and therapeutics committees. (P4 year; 40 hours per week x 4 weeks)

**PHRM 8178-8179, Pharmaceutical Industry Pharmacy Practice Experience I-II (4)**

This advanced pharmacy practice experience (APPE) allows the student to assimilate responsibilities of the industry pharmacist. Emphasis within the rotation is placed on research and development, manufacturing quality control, clinical testing, information support, marketing, and regulatory affairs. The student will develop a working knowledge of information resources as well as develop the ability to critically evaluate such resources. The student may also have the opportunity to become involved with the methods used in pharmaceutical research, theoretical and practical aspects of the pharmaceutical industry, packaging technology, biostatics, drug stability, drug delivery, and intellectual property rights. (P4 year; 40 hours per week x 4 weeks)

**Elective Courses**

**PHRM 6290, Independent Study: Pharmaceutical and Administrative Sciences (2)**

Students may arrange to take this elective with participating faculty members in the department of pharmaceutical and administrative sciences. This is a directed course in which the faculty member and the student will select an area of mutual interest and the student will work with the faculty member pursuing scholarship in this area. (P2 year; spring semester)

**PHRM 6291, Independent Study: Pharmacy Practice (2)**

This course is an independent study elective. Students may arrange to take this elective with participating faculty members in the department of pharmacy practice. This is a directed course in which the faculty member and the student will select an area of mutual interest and the student will work with the faculty member pursuing scholarship in this area. (P2 year; spring semester)

**PHRM 7190, Independent Study: Pharmaceutical and Administrative Sciences (2)**

Students may arrange to take this elective with participating faculty members in the department of pharmaceutical and administrative sciences. This is a directed course in which the faculty member and the student will select an area of mutual interest and the student will work with the faculty member pursuing scholarship in this area. (P3 year; fall semester)

PHRM 7191, Independent Study: Pharmacy Practice (2)

This course is an independent study elective. Students may arrange to take this elective with participating faculty members in the department of pharmacy practice. This is a directed course in which the faculty member and the student will select an area of mutual interest and the student will work with the faculty member pursuing scholarship in this area. (P3 year; fall semester)

PHRM 7290, Independent Study: Pharmaceutical and Administrative Sciences (2)

Students may arrange to take this elective with participating faculty members in the department of pharmaceutical and administrative sciences. This is a directed course in which the faculty member and the student will select an area of mutual interest and the student will work with the faculty member pursuing scholarship in this area. (P3 year; spring semester)

PHRM 7291, Independent Study: Pharmacy Practice (2)

This course is an independent study elective. Students may arrange to take this elective with participating faculty members in the department of pharmacy practice. This is a directed course in which the faculty member and the student will select an area of mutual interest and the student will work with the faculty member pursuing scholarship in this area. (P3 year; spring semester)

PHRM 9001, Spanish for Pharmacists (2)

This course is intended to prepare pharmacy students to successfully interact with Spanish speaking patients. Grammar skills are developed in the context of specific communicative tasks such as giving and asking for medical information/medical history, giving specific instructions and warnings to patients on medications. In addition to the practice and mastery of linguistic forms, students will also be provided with essential pharmaceutical/medical terminology. (P2 or P3 year; two 1-hour lectures per week)

PHRM 9002, Pharmacy Advocacy (2)

This course is designed to expose students to advocacy in the pharmacy profession and advocacy for the healthcare patient. (P2 or P3 year; 2 lecture hours per week)

PHRM 9003, Health Promotion & Disease Prevention (2)

This course is designed to expose the student to pharmacy's role in public health. Ethical and legal issues as well as cultural competence in public health will be discussed. Students will be exposed to prevention strategies and challenges to providing healthcare in rural settings. Bioterrorism and pharmacy's role will be introduced. (P2 or P3 year; 2 lecture hours per week)

PHRM 9004, Case Studies in Leadership and Pharmacy Management (2)

This course is designed to introduce and facilitate the principles of leadership in pharmacy. The student will gain a greater awareness of their personal leadership style as we move through various aspects of pharmacy leadership. Lectures will consist of multiple case-based discussions of leadership challenges found in everyday pharmacy practice. (P2 or P3 year; 2 lecture hours per week)

PHRM 9005, Complementary Medicine (2)

This course will provide students the opportunity to discern the appropriate use of alternative therapies in treating common medical conditions. Students will prepare herbal and aromatherapy remedies as well as explore non-traditional therapeutic options. (P2 or P3 year; 2 lecture hours per week)

PHRM 9006, Advanced Compounding (2)

This course will provide the students the opportunity to learn about such areas of compounding that they are not exposed to in detail during the PILS II compounding course. Topics such as home infusion, veterinary medicine and nuclear pharmacy will be discussed in detail. (P3 year; 2 lecture or lab hours per week)

PHRM 9007, Diabetes Education and Management (2)

This course is an overview of diabetes education and management services. Students will discuss the differences of education versus management and the opportunities for pharmacists to provide such services in practice settings. (P3 year; 2 lecture hours per week)

PHRM 9008, Veterinary Pharmacy (2)

This course is a study of drugs based on therapeutic objectives and the effect of the disease process on pharmacokinetics and pharmacodynamics. The course concentrates on principles of therapeutic decision making in veterinary medicine, particularly dogs and cats, in major disease states. The emphasis will be on the rational selection of appropriate drug using pharmacologic principles and the discussion of risks and benefits of drug treatment. (P3 year; 2 lecture hours per week)

PHRM 9009, Vitamins, Dietary Essentials, & Phytomedicinals (2)

This course will explore vitamins and other dietary essentials, as well as some phytomedicinals, from a medicinal and chemical perspective. Particular emphasis will be placed on those used as nutritive supplements and naturopathic remedies. (P2 or P3 year; 2 lecture hours per week)

PHRM 9010, Drugs of Abuse (2)

This is a two credit hour elective that is open to 2nd year pharmacy students. The elective will be a mixture of lectures, student presentations and guest lecturers which focus on the pathophysiology, toxicology, and social impact of abused drugs, addiction, and drug abuse. Students may be required to provide an educational program module to a group of high school or middle school students on drugs of abuse. There may be additional group activities and student presentations. (P2 or P3 year; 2 lecture hours per week)

PHRM 9011, Missions Experience in Interprofessional/International Healthcare Delivery (2)

This course will provide students with an interdisciplinary, multicultural experience in providing health care in a developing region. The student is responsible for setting up a trip over spring break (for spring registration) or during the summer (for fall registration) and having it approved by the course coordinator. Resources for identifying opportunities are provided on Moodle. All costs are the responsibility of the student. (P2 or P3 year; 2 lecture hours per week)

PHRM 9012, Advanced Ambulatory Care (2)

An elective course focused on collaborative disease state management, ambulatory care pharmacy practice management, and advanced pharmacotherapy of chronic illnesses traditionally managed by pharmacists in ambulatory care settings. (P3 year; 2 lecture hours per week)

PHRM 9013, Delivering Medication Therapy Management Services: A Certificate Program (2)

Students will learn the essential skills necessary to become a successful MTM practitioner and gain clinical expertise in evaluating complicated medication regimens, identifying medication-related problems, and making recommendations to patients, caregivers, and health care professionals. (P3 year; 2 lecture hours per week)

PHRM 9014, Drug Induced Disease (2)

This course is designed to introduce students to diseases that can be induced by drug therapy, appropriate management and monitoring of such occurrences, and application of knowledge learned in pathophysiology, therapeutic parameters, and MTM to appropriately assess a patient's current status. Drug-induced disease can often be mistaken for other disease processes; therefore it is vital for the pharmacist to recognize such in order to provide optimal pharmaceutical care to the patient and education to the physicians. This course will allow students to continue to build upon their baseline knowledge to become dynamic and thorough pharmacy practitioners. (P3 year; 2 lecture hours per week)

PHRM 9015, Case Studies in Health Care Innovation (2)

The US health care system is in a state of great transformation as a result of health care reform, technological advances, and changing population demographics. This course will utilize Harvard Business Review Case Studies to explore how real companies are responding to these market forces with an in-depth evaluation of topics such as health insurance exchanges, virtual physician visits, mental health policy and consumer genomics. (P3 year; 2 lecture hours per week)

PHRM 9016, Cosmetics and Their Application (2)

Topics covered in this course include face powders, rouge, eye make-up, lipsticks, tattooing, hair dyes, hair straighteners, hair conditioners, depilatories, shampoos, shaving cream, hand and body lotions, anti-wrinkle cream, botox, nail polish and removers, and perfume. (P2 year; 2 lecture hours per week)

PHRM 9017, Death and Dying (2)

The Death and Dying course develops knowledge and skills in the psycho-social, ethical and spiritual aspects of dying: an approach to caregiving that is relationship-centered, including community development and cross-cultural issues. (P2 year; 2 lecture hours per week)

PHRM 9018, Applied Geriatrics in Pharmacy (2)

This course will explore the basics of gerontology and geriatric pharmacotherapy. Classroom activities will be applied in a service learning environment through a partnership with geriatric community residents. (P3 year; 2 lecture hours per week)

PHRM 9019, Postgraduate Preparatory Elective (2)

This course is intended to expose and prepare pharmacy students for the postgraduate process. The course will focus on pharmacy residencies, but will also include education about fellowships and other postdoctoral opportunities. The course is designed to (1) increase the knowledge of a student interested in postgraduate training; (2) make the student aware of the application process, and (3) further identify, develop, and/or refine skills needed for the postgraduate application process. (P3 year; 2 lecture hours per week)

PHRM 9020, Entrepreneurial Development (2)

This course is required for students wishing to complete the Presbyterian College School of Pharmacy's Center for Entrepreneurial Development (CED) certificate. Offered in spring of the second year, students will complete the Kauffman Foundation's "Planning the Entrepreneurial Venture" Fasttrac certificate over the course of the semester. This course is intended to provide foundational knowledge need to successfully launch and business. Students will develop an individual business plan throughout the course and will present this plan during their third year, as another component that is required for the CED certificate. (P2 year; 2 lecture hours per week)

PHRM 9021, Translational Research Methods (2)

This course is designed to provide an overview of the translational research process. Upon completion of this course, students should have improved understanding of translational research and its application to pharmacy. (P2 or P3 year; 2 lecture hours per week)

PHRM 9022, Tobacco Use, Addiction and Cessation (2)

This course will explore the history of tobacco including products, marketing, industry influences and impact along with the concepts of managing addiction and promoting tobacco cessation. (P2 year; 2 lecture hours per week)

PHRM 9023, Certificate Programs in Medication Therapy Management Services and Patient Centered Diabetes Care (2)

Students enrolled in this elective course will have the opportunity to complete two certificate programs over the course of the semester. Descriptions for each certificate program are listed below.

(1) Delivering Medication Therapy Management Services is an innovative and interactive certificate training program that explores the pharmacist's role in providing MTM services to patients.

(2) The Pharmacist and Patient-Center Diabetes Care Certificate Training Program is an educational experience designed to equip pharmacists with the knowledge, skills, and confidence needed to provide effective, evidence-based diabetes care. (P3 year; 2 lecture hours per week)

PHRM 9024, Leadership Development (2)

The course includes the study of leadership as well as the application of leadership theories, concepts, and skills. Students will develop their own leadership potential through the completion of personal and leadership self-assessments, values exploration, and leadership skill applications. (P2 or P3 year; 2 lecture hours per week)

PHRM 9025, Social Entrepreneurship & Research in Pharmacy (Trip to Cuba) (2)

The course is designed to expose students to various ideas and implementation strategies of social entrepreneurship and research projects as they relate to pharmacy as a community service. This course will provide students with an interdisciplinary, multi-cultural experience in servicing communities utilizing entrepreneurship and research strategies. Students will receive seminars and visit different sites that will facilitate the understanding of social challenges and business and research opportunities in Cuba. The course also includes talks to better understand the cultural and economic situations in Cuba and how pharmacy research and entrepreneurship could foster a strong long lasting friendly relationship between Cuba and the United States. (Spring P2/Fall P3 year; 2 credit hours)



## Appendix E: Presbyterian College's Civility and Anti-Bullying Statement

### A. STATEMENT OF AIMS

Bullying and a lack of civility can foster a climate of fear and disrespect that seriously impairs physical and psychological health and creates conditions that can negatively affect any living, learning, and/or working environment. Presbyterian College's Mission Statement affirms that "the compelling purpose of Presbyterian College, as a church-related college, is to develop within the framework of Christian faith the mental, physical, moral, and spiritual capacities of each student in preparation for a lifetime of personal and vocational fulfillment and responsible contribution to our democratic society and the world community." This guiding statement specifically calls upon our community "to help students attain a sense of dignity, self-worth, and appreciation of other persons of diverse backgrounds."

In accordance with these core aims, Presbyterian College is issuing this statement to educate our College community about bullying and to promote civility and respect for everyone. The College's conduct policies are designed to protect community members from any such behaviors, as defined below, taken against a community member, including those based on any federally protected class, including race, gender, sexual identity/orientation, ability/disability status, class, religion or culture, or based on affiliation with any College recognized group or organization. Such behaviors are antithetical to our community and can cause substantial harm. Accordingly, serious cases could give rise to severe penalties.

The purpose of this statement is to establish clear expectations, and to emphasize the applicability of the College's longstanding rules to the particular problem of bullying.

### B. DEFINITIONS

1. Bullying is defined as the unwelcome acts of an individual or group of individuals that are intended to humiliate, harass, mentally or physically injure or intimidate, and/or control another individual or group of individuals; and which are sufficiently severe or pervasive to have a material impact on the ability of a member of the community to participate in the living, learning, and/or working environment of Presbyterian College.

2. Such aggressive and hostile acts can occur as a single, severe incident or repeated incidents, and may be observed in the following forms, which are not exclusive:

- Physical Bullying includes striking, pushing, shoving, kicking, and/or tripping another; assaulting or threatening a physical assault; or damaging a person's work or living area, personal property, or work product.
- Verbal/Written Bullying includes ridiculing, insulting or maligning a person, either verbally or in writing; addressing abusive, threatening, derogatory or offensive remarks to a person; and/or attempting to exploit an individual's known intellectual or physical vulnerabilities.
- Nonverbal Bullying includes directing objectively threatening or intimidating gestures toward a person or invading personal space after being asked to move or step away. Nonverbal bullying may also involve stalking, unconsented photography or recording of private acts, and/or the disclosure of private facts or images of a person as to which the person has a reasonable expectation of privacy.
- Cyber bullying is defined as bullying an individual using electronic media or devices, including but not limited to the internet, interactive and digital technologies, social media, and/or personal electronic devices. Cyber bullying may include verbal/written bullying and/or nonverbal bullying.

### C. ACADEMIC FREEDOM, FREE SPEECH, AND NORMAL SOCIAL INTERACTION

Freedom of expression and thought are as essential for a thriving academic community as are the guiding principles of our mission statement that emphasize civil social conduct. As a community of imperfect human beings who learn, live, and work together, Presbyterian College must honor both goals. Honestly held and reasonable differences of opinion are protected at Presbyterian College, in and out of the classroom. Discussion of an academic subject, even when the ideas are controversial, is protected. Disagreements and criticism, even when strongly asserted, are not bullying if they are aimed at ideas and actions, rather than at hurting or humiliating individuals. And while kindness and civility are virtues and aims of the College, not every unkind or uncivil remark or act is punishable. Social interactions sometimes result in hurt feelings. This is always unfortunate, but a social slight, criticism, or rebuff is not bullying unless it satisfies the definition above.

### D. REPORTING AND ADDRESSING INCIDENTS

The College will address conduct of students, faculty, or staff who engage in bullying. All incidents of bullying should be immediately reported to a member of the Campus Life Staff (Student incidents), the Faculty Advocate (Faculty incidents), and/or Human Resources (Faculty and Staff incidents). In case of emergency, contact Presbyterian College Campus Police.

*For Faculty and Non-Faculty Handbooks:* Employee behavior that has been reported as bullying will be addressed under the appropriate handbook and policies as published by Human Resources

*Garnet Book:* Student behavior that has been reported as bullying will be referred to Student Conduct for handling. Charges for bullying conduct may include: Computer and Technology Misuse, Discrimination and Harassment, Disorderly Conduct and Disruption of College Activities, Harm to Person/Threat to Safety or Well-Being, and/or Stalking. These can be serious charges with sanctions up to and including Suspension or Expulsion as possible outcomes.

*Pharmacy Student Handbook:* Student behavior that has been reported as bullying will be referred to the Office of Professional and Student Affairs and the Ethics Honor and professionalism Committee for handling. Charges for bullying conduct may include: Computer and Technology Misuse, Discrimination and Harassment, Disorderly Conduct and Disruption of College Activities, Harm to Person/Threat to Safety or Well-Being, and/or Stalking. These can be serious charges with sanctions up to and including Suspension or Expulsion as possible outcomes.