



STUDENT HANDBOOK 2012-2013

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 will take these vows voluntarily with the full realization of the responsibility with which I am entrusted by the public."

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Message from the Dean



Welcome to the Roosevelt University College of Pharmacy!

As members of the new Class of 2015, I am especially delighted to welcome you to the Roosevelt University family and the profession of pharmacy. I believe you will find the next three years in the College of Pharmacy stimulating and transformative. Our ultimate goal is to produce highly-qualified pharmacists who are **competent**, **committed**, and **compassionate** in the care they provide to patients.

You are about to begin a program that has been designed to prepare pharmacists to meet the universal vision of pharmacy practice. This vision involves educating pharmacists to become the healthcare professionals responsible for providing patient care that ensures optimal medication therapy outcomes. Pharmacists of the $21^{\rm st}$ Century will be more involved in the care of patients than at any time in their history. We have collectively developed a curriculum, experiential model and approach to teaching, learning and assessment that will exceed the expectations for pharmacy preparation.

While enrolled in the College of Pharmacy, I hope you will take advantage of the learning opportunities that will be made available to you by an extremely talented pharmacy faculty and staff. These individuals are here to help you attain your academic goals and prepare you to enter the profession of pharmacy as eventual leaders in your community and chosen areas of interest.

If there is anything I can do to assist you, please feel free to stop by my office. Good luck with the upcoming year, and I look forward to interacting with you over the next three years and beyond.

Professionally,

George E. MacKinnon III, PhD, RPh

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College of Pharmacy Student Handbook Use

The *College of Pharmacy Student Handbook* contains information, policies and procedures specific to students enrolled in the Doctor of Pharmacy program. General University information, policies, and procedures, which College of Pharmacy students are also expected to follow, can be found in the *Roosevelt University Student Handbook*, which can be found on-line under the Current Students tab on the main campus webpage.

Topics of interest that can be found in the *Roosevelt University Student Handbook* include (but are not limited to):

- Campus Safety
- Career Development
- Center for Campus Life
- Computer Laboratories
- Counseling Center
- Disability Services
- Financial Aid
- Grade Reports
- Health Insurance
- Identification Cards
- Learning and Support Services
- Libraries
- RU Access
- RU Online
- Student Accounts
- Technology Help Desk
- Transcripts
- Tutoring Center
- Writing Center

Questions, issues, or concerns and requests for assistance can also be brought to the staff in the Office of Enrollment and Student Services, Room 236.

Pledge of Professionalism

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

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

DEVELOP a sense of loyalty and duty to the profession of pharmacy by being a builder of community, one able and willing to contribute to the well-being of others and one who enthusiastically accepts the responsibility and accountability for membership in the profession.

FOSTER professional competency through life-long learning. I must 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 Maimonides and a Code of Ethics as set forth by my profession.

INCORPORATE into my life and practice dedication 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 care giver.

The profession of pharmacy is one that demands adherence to a set of rigid ethical standards. 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 must strive to uphold these standards as I advance toward full membership in the profession of pharmacy.

Mission Statement

In support of the Roosevelt University mission of social justice, the College of Pharmacy embraces a student-centered approach to learning that will produce graduates who are *competent, committed and compassionate*. Roosevelt University pharmacists will be prepared to meet the universal vision of pharmacy practice, whereby pharmacists will be the healthcare professionals responsible for providing patient care that ensures optimal medication therapy outcomes (www.roosevelt.edu/pharmacy). This mission is achieved through innovative teaching, experiential training, mentoring, scholarship, intellectual and personal reflection, and community engagement.

Visions for the College of Pharmacy

The College of Pharmacy is committed to providing outstanding pharmacy education and developing pharmacy leaders who will serve their respective communities through the following:

Leadership

The College has adopted educational outcomes consistent with its mission focused on producing pharmacists who are competent, committed to their profession, and compassionate. These attributes will be instilled in all faculty, staff and students by developing an environment whereby all members of the College community will be respectful of others' contributions to their unique disciplines, the College, University and professional communities. As a community of scholars, all members will freely seek out others to understand present knowledge and pursue new knowledge with appreciation for the ever changing world as supported by the interconnection of living and learning.

Teaching/Learning

The College's innovative integrated, three-year curriculum will be delivered using a student-centered approach that incorporates appropriate instructional design technologies. The interactive learning environment will afford students opportunities to learn from other students, faculty, practitioners and patients being ever mindful of their personal and social responsibilities on- and off-campus.

Scholarship

The College faculty will engage in scholarly endeavors that demonstrate the value of pharmacists in patient-centered care. The biopharmaceutical science and clinical and administrative science faculty will engage students in productive research projects in areas at the forefront of their discipline. Interdisciplinary and inter-professional collaboration among biopharmaceutical science faculty, clinical and administrative science faculty, and external collaborators will be encouraged.

Community Outreach

The College will be an intellectual contributor and valued partner in discussions in professional and local communities related to safe and appropriate medication use, health promotion and disease prevention, as the pharmacy students aspire to become socially-conscious citizens contributing to the betterment of society.

Nondiscrimination Statement

Roosevelt University has been committed from its inception to a policy of nondiscrimination. No person shall be discriminated against because of age, ancestry, citizenship, color, creed, disability, gender, gender identity, marital status, military status, national origin, parental status, race, religion, sexual orientation, source of income, unfavorable discharge from military service, veteran status, or as a result of being the victim of domestic or sexual violence in its programs and activities.

Accreditation

Roosevelt University has been granted continued and full accreditation by the Higher Learning Commission of the North Central Association of College and Schools since 1946. The last comprehensive visit conducted by the Higher Learning Commission occurred in 2006, and the institution was granted another ten years of accreditation with no major follow-up requirements.

The College of Pharmacy will seek accreditation for the Doctor of Pharmacy program from the Accreditation Council for Pharmacy Education (ACPE), which has delineated an extensive accreditation process. This is required by the National Association of Boards of Pharmacy (NABP) as an eligibility criterion of applicants seeking to take the North American Pharmacy Licensing Examination (NAPLEX). Roosevelt University is following the process outlined in College or School New Application Procedures, which can be found HERE. For a Doctor of Pharmacy program to be approved, ACPE accreditation involves a three-step process: pre-candidate status, candidate status, and full accreditation.

Pre-candidate status denotes a developmental program, which is expected to mature with stated plans and within a defined period of time. Pre-candidate status is awarded to a new program of a college or school of pharmacy that has not yet enrolled students in the professional program, and authorizes the school to admit its first class.

Candidate accreditation status is awarded to a Doctor of Pharmacy program that has students enrolled, but has not yet had a graduating class.

Full accreditation is awarded to a program that has met all ACPE standards for accreditation and has graduated its first class. Graduates of a class designated as having candidate status have the same rights and privileges of those graduates from a fully accredited program. ACPE conveys its decisions to the various boards of pharmacy and makes recommendations in accord with its decisions. Decisions concerning eligibility to licensure, by examination or reciprocity, reside with respective state boards of pharmacy in accordance with their state statutes and administrative rules.

The Doctor of Pharmacy program of the Roosevelt University College of Pharmacy was granted a Pre-candidate Site Visit at the June 24-27, 2010 meeting of the ACPE Board of Directors, based upon an on-site evaluation conducted on March 17, 2010 and discussions with University and College officials. As part of the evaluation process for ACPE, the Site Team visited the Roosevelt University campus from November 10-12, 2010. The ACPE

Board of Directors awarded Pre-candidate Status to the Roosevelt University College of Pharmacy on January 21, 2011.

A Candidate Site Visit occurred on April 10-12, 2012 for the purpose of considering the awarding of Candidate accreditation status to the Doctor of Pharmacy (PharmD) program at Roosevelt University College of Pharmacy. As a result of this review, the Roosevelt University's Doctor of Pharmacy program has been granted Candidate Status by the Accreditation Council for Pharmacy Education, 2135 South LaSalle Street, Suite 4100, Chicago, IL 60503, 312-644-3575; 312-664-4652 (FAX); www.acpe-accredit.org.

Besides ACPE, the Doctor of Pharmacy program must also be approved by the Higher Learning Commission. Per their instructions, the request to offer the Doctor of Pharmacy program was submitted to the Higher Learning Commission in September 2010, and a site visit occurred in March 2011.

College of Pharmacy Terminology

AAA - Annual Academic Assessment - comprehensive assessments that occur in May during the first two years of pharmacy study.

APPE - Advanced Pharmacy Practice Experiences - Clinical rotations performed by third-year pharmacy students

BPS - Biopharmaceutical Sciences

CAS - Clinical and Administrative Sciences

COP - College of Pharmacy - One of Roosevelt's six academic colleges

ESS - Enrollment and Student Services

IPE - Interprofessional Practice Experiences - Supervised pharmacy experiences with a Preceptor, located in a variety of health care settings and beginning the second year of pharmacy study.

IPPE - **Introductory Pharmacy Practice Experiences** - Supervised pharmacy experiences with a Preceptor, located primarily in community pharmacy sites and beginning the first year of pharmacy study.

OEE - Office of Experiential Education

OSCE – Objective Structured Clinical Examination

PharmD - Doctor of Pharmacy degree

Preceptor - A practicing pharmacist who will supervise IPPE, IPE and APPE experiences.

PS1 - First year of pharmacy school. Students are referred to as P1s

PS2 - Second year of pharmacy school. Students are referred to as P2s

PS3 - Third year of pharmacy school. Students are referred to as P3s

PS4 - Fourth year of pharmacy school

SIR II - On-line course evaluation form

White Coat Ceremony - This ceremony, held during the fall term of the first professional year, signifies the official welcome of pharmacy students into the profession.

Departmental Information

Office of the Dean

The Dean serves as the college's chief executive and academic officer and provides leadership for the College. As such, the Dean is responsible to the University's Provost and Executive Vice President and through him to the President, for the effectiveness of all programs and responsibilities assigned to the College. The Dean represents the College of Pharmacy to the professional and external communities and to the broader University community. The Dean also serves as the final appeals officer for instances of student academic and behavioral misconduct. Both the Administrative Council and the Council of Committee Chairs report to the Dean.

A current list of the Dean's administrative team can be found **HERE**.

Academic and Student Services

The Office of Academic and Student Services, led by an associate dean, oversee enrollment and student services, assessment, accreditation, faculty development, and manages all of the academic services related to the curriculum, including course scheduling, course registration, submission of new and revised courses to the Registrar's Office, program accreditation (both professional and regional), and all general academic affairs issues. The Associate Dean will also provide direction and consul to the Curriculum, Assessment, Promotion and Graduation, and Admission Committee.

The Office of Academic and Student Services will assure the achievement of academic standards of the professional program consistent with ACPE accreditation requirements and support the University with respect to regional accreditation as it relates to the College. Responsibilities with respect to curriculum and assessment include fostering a culture of assessment, developing and implementing an assessment plan, developing and implementing curricular mapping strategies throughout the didactic and experiential components, coordinating assessment measures to collect information related to the attainment of desired student learning outcomes, supporting the use of curricular progress assessments, and formulating assessment policies. In addition, the office of Academic and Student Services will assist the Library and Learning Resources Committee with the instructional design technologies and pedagogical activities used in the delivery of the curriculum with the department chairs and supporting personnel, work with the Assessment Committee and the Office of Enrollment and Student Services in securing pertinent student data to track student outcomes related to pre-pharmacy studies and postgraduate work, and assist the Office of Experiential Education in assessing the educational outcomes of the pharmacy practice experiences.

Biopharmaceutical Sciences

The Department of Biopharmaceutical Sciences, led by a chair, is responsible for faculty recruitment and retention, departmental leadership and mentorship, faculty evaluations, budgetary preparation, and scholarship development among biopharmaceutical science faculty. Through the leadership of the chair, the biopharmaceutical science department will foster collaboration among faculty from the disciplines of biology, chemistry, immunology,

pharmacology, and pharmaceutical sciences within the College, as well as collaborative efforts with the College of Arts and Sciences in course delivery and scholarly activities that will focus on bioinformatics, biomedical technologies, pharmacogenomics, and other translational research areas.

A current list of Biopharmaceutical Science faculty can be found **HERE**.

Clinical and Administrative Sciences

The Department of Clinical and Administrative Sciences, led by a chair, is responsible for faculty recruitment and retention, departmental leadership and mentorship, faculty evaluations, budgetary preparation, clinical services development, and residency program development. Through the leadership of the chair, the clinical and administrative sciences department will identify practice sites for clinical faculty, establish a practice plan for clinical services (including medication therapy management services), stimulate scholarly agendas across the departments and into external sites, and develop value-added services that support the practice communities in which students and faculty are engaged.

A current list of Clinical and Administrative Science faculty can be found **HERE**.

Enrollment and Student Services

Led by a Director of Enrollment and Student Services, the Office of Enrollment and Student Services is responsible for prospective student recruitment and enrollment, new and continuing student orientation, coordination of student services for continuing students, outreach to referring universities and colleges, championing the development of a professional culture within the college of pharmacy, and oversight of student organizations, student conduct and general advising within the College.

A current list of enrollment and student services staff can be found **HERE**.

Experiential Education

The Office of Experiential Education is responsible for the development and coordination of introductory, interprofessional, and advanced pharmacy practice experiences, service-learning experiences, and professional community outreach. Led by a director, the Office of Experiential Education is instrumental in identifying preceptors and practice sites, determining training needs of the preceptors, managing the Pharmacy Mentor Program, and maintaining the academic standards of the experiential education program and sites consistent with ACPE accreditation requirements, as well as Illinois Board of Pharmacy practice requirements. The Office of Experiential Education also assists the chair of clinical and administrative sciences in identifying practice sites for clinical faculty that support medication therapy management services and a practice plan for clinical services.

A current list of experiential education staff can be found **HERE**.

Academic Resources

Academic Calendar

The academic calendar for the College of Pharmacy, which is different from the University Academic Calendar, can be found <u>HERE</u>.

Approved Course Electives

Elective course will allow students to develop areas of personal interest or expand their understanding of a subject, but not imply direct application to pharmacy. The list of elective courses, along with the link to the Elective Course Request Form will be mailed to each student during the respective course enrollment period. Since some of the courses on the approved course elective list may not be offered through the College of Pharmacy, course enrollment is not guaranteed. The College of Pharmacy Curriculum Committee will conduct ongoing review of the list for quality assurance. Elective courses not on the approved course elective list can be taken with permission from the Office of Enrollment and Student Services.

Faculty-Sponsored Research

Research opportunities will be available beyond the required coursework beginning in the summer term of the PS2 year. Through these experiences, students will demonstrate the ability to identify and evaluate challenges in existing therapeutic approaches/outcomes, and work towards solutions to these challenges. Students will be allowed to use elective courses during the second year to continue with their research. Students who are interested in working with faculty on a voluntary basis before the second summer term can arrange this with the respective faculty member.

Bookstore

The University offers a virtual textbook service where you can order textbooks on-line and have them delivered to your home. The link to the Bookstore can be found <u>HERE</u>.

Course Curriculum

The comprehensive course curriculum can be found <u>HERE</u>. Individual course descriptions can be found in the on-line <u>Graduate Catalog</u>.

Course Registration

Block registration for all pharmacy courses, including the elective courses, will be coordinated by the Office of Enrollment and Student Services. For the academic terms in which electives are taken, students will submit their Elective Course Request Form electronically to the Office of Enrollment and Student Services by a predetermined deadline so that elective courses can be assigned along with the other courses in the block.

Course Withdrawal Policy

Since the courses each term are offered in a block format, students are unable to withdraw from one course without having to withdraw from the entire block. Each course within a block prepares students for courses in subsequent terms. And, the courses are only offered annually during a specified term. The term withdrawal policy can be found under the *Academic Standards and Progression Policies* section of this Handbook.

Laptop and Technology Support

During PS1 Orientation, students will be issued a personal laptop. Issuing a laptop to each student will guarantee a consistent hardware and software platform and allow faculty to enhance delivery of their course content and optimize the curricular experience.

Some of the additional benefits of the program include: University licensed pre-loaded software (Microsoft Windows for Mac, Pharmacy Course Software, and other course related software), laptop loaner support through the College's Office of Enrollment and Student Services (while enrolled in the College of Pharmacy), full support through the University's Technology Office and area Apple Service Centers, opportunity for greater collaboration with faculty and peers through online courses and tools, it can be used as a tool for keeping coursework and projects organized, and furthers your technological competence which is important for this field.

Your laptop comes with an Apple Care Warranty that covers things such as accidental damage to your laptop. When addressing any service need you may have, Roosevelt University will adhere to the terms and conditions of the warranty. The Apple Care Warranty can be found at www.apple.com/support/products.

Roosevelt University is not responsible for loss or damage to personal property. All personal property brought to Roosevelt University is brought at the owner's risk. Roosevelt University assumes no liability of any kind for all personal property.

For questions about the Pharmacy Laptop Program, contact the Office of Enrollment and Student Services, Room 236.

<u>Library and Learning Resources</u>

Access to the electronic learning resources for pharmacy students can be accessed <u>HERE</u>. Printed texts and materials can be found in the Library.

<u>Lockers</u>

Each pharmacy student will be assigned a locker located in the College of Pharmacy to store textbooks, lab coats, and other personal belongings. Student will be expected to provide their own locks.

Experiential Education

Approximately 30 % of the PharmD curriculum is comprised of experiential education. The main goal of experiential education is to apply the facts, information, and concepts students gained from didactic coursework in real life pharmacy practice settings. During the majority of these experiences, or rotations, students participate in providing direct patient care under the supervision of licensed pharmacists and or specialized faculty members known as preceptors.

The Experiential Education program at Roosevelt University College of Pharmacy has the following three levels that are integrated longitudinally in the curriculum: (1) Introductory Pharmacy Practice Experiences (IPPE); (2) Inter-Professional Practice Experiences (IPE); and (3) Advanced Pharmacy Practice Experiences (APPE). The IPPE, IPE, and APPE provide excellent opportunity for the students to develop an array of skills including professionalism, communication, problem solving, critical thinking, and professional competence. During APPE rotations, students are expected to demonstrate their achievement of these essential skills needed to practice pharmacy.

Introductory Pharmacy Practice Experiences (IPPE)

The Introductory Pharmacy Practice Experiences (IPPEs) occur during the first year of the pharmacy curriculum. Students participate in four different IPPE rotations and complete 320 hours in both community and institutional settings.

Interprofessional Practice Experiences (IPE)

The Interprofessional Practice Experiences (IPE I & II) occur during the second year of the pharmacy curriculum. Students complete 160 hours of collaborative practice involving other health disciplines, such as, but not limited to, medicine, nursing, psychology and physical therapy-to reinforce the importance of team-based, patient-centered care. IPEs are scheduled on Fridays during the winter and spring terms of the second professional year.

Advanced Pharmacy Practice Experiences (APPE)

The entire PS3 year is comprised of Advanced Pharmacy Practice Experiences (APPEs). Students will complete six rotations, each is six weeks long, for a minimum of 1440 APPE hours. There are four required pharmacy practice experiences: Community, Hospital or Health-System, Ambulatory Care, and Impatient/Acute Care General. In addition, there are two elective APPE rotations that take place in various pharmacy or other health-related settings. These experiential sites will include local, regional, and national locations. An individualized experiential schedule will be developed based on students' experiences, preferences, and interests for future careers in pharmacy.

Academic Standards and Progression Policies

Each College of Pharmacy student has an academic standing determined by his or her Roosevelt cumulative grade point average and individual course grades. Student progression through the College of Pharmacy requires satisfactory completion of all didactic coursework and pharmacy professional practice experiences (IPPE, IPE, and APPE). The

Promotion and Graduation Committee will work with a designated officer in the Office of Enrollment and Student Services to track student progress towards the successful completion of the PharmD program, and provide decisions and remedies for students who are deficient.

Good Academic Standing

To be in good academic standing, College of Pharmacy students must meet the following criteria:

- 1. Maintain a cumulative grade point average of 2.0 or above.
- 2. Earn a grade of "C" or above in graded courses or a "P" in pass/fail courses.
- 3. Remediate a course grade below a "C". Successful remediation of deficient grades is defined as follows:
 - a. A grade lower than a "C" must be successfully remediated as determined by the course coordinator (students remediating a course Grade of "C-", "D" or "F" will earn a grade no higher than a "C").
 - b. A "Fail" designation in a professional practice experience (IPPE, IPE, and APPE) must be successfully remediated as determined by the Experiential Education Office (students remediating professional practice experiences must receive a "Pass" designation). No more than two "Fail" designations can be earned within each academic year.
- 4. No more than two grades lower than a "C" can be earned initially within an academic year. The three academic years are defined as Terms 1-4, Terms 6-9, and Terms 10-12.

Academic Probation

Students are placed on probation following the completion of any term in which their grade point average falls below 2.0, or who initially earn lower than a "C" in a course. Every student eligible for academic probation will be required to meet with the Promotion and Graduation Committee to develop a student-specific action plan.

Probation is a temporary status that equips students with an action plan to improve their grade point average or course performance and eliminate an unacceptable grade from their academic record. Probation also allows a student to register for courses that will be offered in the upcoming term or terms, depending on the length of the Probation. Once students are returned to good academic standing, they are expected to remain in good standing throughout the remaining academic terms of the program. Students may be suspended or dismissed from the pharmacy program if:

- Students fail to comply with the specific action plan and do not return to good academic standing by the time period established by the Promotion and Graduation Committee;
- 2. Upon return to good standing subsequently earns a cumulative grade point average below 2.0.

Students who earn lower than a "C" grade in any didactic course or a "Fail" designation in a professional practice experience will be required to remediate that particular course or clinical experience. Didactic courses will be remediated under the supervision of the course coordinator and may involve re-taking a written examination, successful completion of an oral examination, special project, an activity identified by the course faculty, or repeating the course during a summer term. Professional practice experiences (IPPE, IPE, and APPE) will be remediated during the next available cycle (i.e., the failed professional practice experience must be repeated). Students will be returned to good academic standing once all academic conditions have been met.

Students will not be permitted to enroll in the advanced professional practice experiences (APPE) until they successfully complete (including remediation) the didactic coursework and introductory (IPPE) and inter-professional (IPE) practice experience requirements of the Doctor of Pharmacy program.

Students who do not remediate a course successfully will be required to enroll in a special enrichment course designed to help raise their level of knowledge to an acceptable standard. This special enrichment course will occur during Term 5 and/or at the end of Term 9. Students who must complete a special enrichment course at the end of Term 9 will not be allowed to begin the Advanced Professional Practice Experience (APPE) until the special enrichment course is completed successfully.

Students are only allowed to enroll in one special enrichment course during their pharmacy program. Students who do not remediate a course successfully more than once must attend a hearing conducted by the Promotion and Graduation Committee, who may recommend suspension or dismissal from the program.

Academic Suspension

Students who earn a lower than a "C" in more than one (1) course in one (1) academic term, or students on probation who fail to return to good academic standing will be suspended and unable to register for further courses until a hearing is conducted by the Promotion and Graduation Committee. Once the hearing has concluded, the Promotion and Graduation Committee will forward its recommendation to the Dean of the College of Pharmacy and Graduate Dean for a final decision.

Academic Dismissal

Students under suspension may be dismissed from the PharmD program for continued failure to comply with the action plan and return to good academic standing. A hearing will be conducted by the Promotion and Graduation Committee and a recommendation will be forwarded to the Dean of the College of Pharmacy for a final decision.

Non-Academic Dismissal

Students also may be dismissed from the pharmacy program for non-academic reasons other than grades, including but not limited to the program's determination that the student fails to meet dispositional or other technical standards required for the profession.

Reinstatement Procedures

Students who are dismissed may appeal the decision through the Office of Enrollment and Student Services to the pharmacy program's Promotion and Graduation Committee. The Promotion and Graduation Committee sends a recommendation and any supporting documents to the College Dean, who presents the case to the Executive Committee of the Graduate Council.

The full Graduate Council considers the Executive Committee's recommendation for or against reinstatement. The Graduate Council's decision is final. Students who successfully appeal will be permitted to register for one additional term.

Notification

In all cases of appeal from suspension to dismissal, the Office of the Graduate Dean will notify the students in writing of the outcome of the appeal, with copies to the Office of Enrollment and Student Services.

Examination and Assignment Make-up Policy

If a student is unable to participate in a scheduled examination or assignment, it is the student's responsibility to notify the course instructor before the scheduled class session is to begin. The faculty member will determine if the student will be excused from the examination or assignment, and how and when the student will make up the examination or assignment, if appropriate.

Leave of Absence

Students in good standing who choose to take a leave of absence for personal, medical, or other reasons must submit this decision to the Office of Enrollment and Student Services before the beginning of the academic term in which the leave will take effect. The leave of absence will be granted for one calendar year. If the leave of absence is for longer than one calendar year, the student must re-apply to the pharmacy program by the application deadlines established by the Office of Enrollment and Student Services. The Office of Enrollment and Student Services will notify the Promotion and Graduation Committee about any student who is granted a leave of absence.

Term Withdrawal

Students who decide to withdraw from an academic term once it has begun must do so with the Office of Enrollment and Student Services. Once the withdrawal is approved, the student will be able to return to the pharmacy program the following academic year at the start of the appropriate term. If the withdrawal is longer than one calendar year, the student must re-apply to the pharmacy program by the application deadline dates established by the Office of Enrollment and Student Services. Students may also be administratively withdrawn from the College of Pharmacy for performance or personal reasons. Students may be eligible for a tuition refund based on the withdrawal date. The tuition refund schedule can be found HERE.

Graduation Requirements

Students must complete the pharmacy curriculum in accordance with progression guidelines to be eligible for graduation. Students are eligible to graduate upon the recommendation of the Promotion and Graduation Committee when all of the following criteria have been met:

- 1. Students must successfully complete the courses comprising the PharmD curriculum as approved by the College of Pharmacy faculty.
- 2. Student must complete a minimum of 12 hours of course electives.
- 3. Students must be in academic good standing:
 - a. Students must have a cumulative GPA or 2.0 or above
 - b. Students cannot have any grades lower than a "C" in courses applied towards the PharmD degree.
 - c. Students cannot have any "no credit" grades in courses applied toward the PharmD degree.

Students must complete the Doctor of Pharmacy program within five years of matriculation.

Student Policies and Procedures

Student policies may be amended based on the students' admission date. Please refer to the most current Handbook for current policies and procedures.

Student Complaints Policy

Accreditation Council for Pharmacy Education (ACPE) Complaints Policy

ACPE has an obligation to assure itself that any institution which seeks or holds a preaccreditation or accreditation status for its professional program(s) conducts its affairs with honesty and frankness. Complaints from other institutions, students, faculty, or the public against a college or school of pharmacy, including tuition and fee policies, and as related to ACPE standards, policies or procedures, shall be placed in writing in detail by the complainant and submitted to the ACPE office. The complaint shall be submitted to the institution for response. Requests for confidentiality shall be respected to the extent any such information is not necessary for the resolution of the complaint.

The Executive Director shall, based upon the complaint, the response, and information from such further investigation deemed necessary, promptly determine the facts surrounding the issue, determine the validity of the complaint, and resolve the issue; provided, however, where the Executive Director deems it necessary or appropriate, the matter shall be considered at the next regular meeting of the Council. The time frame for resolution is generally within six months. A record of complaints regarding a specific college or school of pharmacy, including student complaints received or made available, is kept for consideration on file at the Council office. Such records of complaints are considered during scheduled evaluations, or a special evaluation, as the case may require.

The procedure shall provide for treatment of complaints in a timely manner that is fair and equitable to all parties. The complainant shall be advised of the decision or action as soon as possible. When ACPE has cause to believe that any institution with which it is concerned is

acting in an unethical manner or is deliberately misrepresenting itself to students or the public, it will investigate the matter and provide the institution an opportunity to respond to the allegations. If, on the basis of such investigation, after notice to the institution and opportunity for institutional response, ACPE finds an institution has engaged in unethical conduct or that its integrity has been seriously undermined, ACPE will either:

- a. request that the institution show cause, within a stated time period, why adverse action should not be taken, or
- b. in extreme cases, immediately discontinue its relationship with the institution by denying or withdrawing pre-accreditation or accreditation status.

A complaint against a college or a school of pharmacy must be related to the standards or the policies and procedures of ACPE and must be submitted in writing to the Executive Director. Under existing practices, when a complaint is received, it is submitted to the college or school affected for response. If, thereafter, based upon the complaint and the response, the Executive Director determines that a complaint is not related to the standards or policies, the complainant is so advised in writing with a copy to the school or college, and the matter is treated as resolved.

Anonymous complaints pertaining to accreditation matters are retained and, depending on circumstances, may or may not be forwarded to the school or college involved, depending somewhat on the severity of the complaint. This decision is made by the Executive Director. Where a complainant has threatened or filed legal action against the institution involved, ACPE will hold complaints in abeyance pending resolution of the legal issues and the complainant is so advised.

If the Executive Director finds a complaint to be extremely serious in nature charging egregious conduct that may warrant adverse action by the Council, or involves an interpretation which the Executive Director believes should be made by the Council, the complaint will be submitted to the Council for determination at the next regular meeting. Extraordinary remedies available for complaints covering extreme cases are set forth in paragraphs (a) and (b) above.

ACPE has an obligation to respond to any complaints which may be lodged against it by any institution, student, faculty or third party in respect to the application of ACPE's standards, policies and procedures where the complaining party is directly affected thereby. Any such complaint shall be submitted in writing. The Executive Director shall promptly determine the facts surrounding the issues and shall attempt to resolve the matter in consultation with the Public Interest Panel established pursuant to Article V of the ACPE By-Laws. Complaints which cannot be resolved by the Executive Director shall be considered and resolved at the next regular meeting of the Council. The time frame for resolution is generally within six months.

If you wish to file a complaint, please e-mail: csinfo@acpe-accredit.org (regarding a professional degree program) ceinfo@acpe-accredit.org (regarding a continuing education provider)

Roosevelt University College of Pharmacy Complaints Policy

Any person may file a formal written complaint to the Roosevelt University College of Pharmacy regarding its Doctor of Pharmacy Program. Complaints may include, but are not limited to, admissions policies, grading issues, inappropriate student or faculty conduct, or failure to comply with a College of Pharmacy or Roosevelt University policy. All complaints will be processed by the College of Pharmacy Office of Academic and Student Services. When complaints involve a specific course, the College of Pharmacy encourages the complainant to contact the instructor as the first step in the resolution process. Instructors will notify their Department Chairs and the Associate Dean for Academic and Student Services of the complaint as soon as possible.

<u>Procedure for Formal Complaints</u>: To initiate a formal complaint, a typed, signed and dated statement with full contact information of the person submitting the complaint must be provided to the College of Pharmacy Office of Academic and Student Services. The complaint must provide adequate detail so the complaint can be addressed fully. If the complaint is related to a course, a statement detailing previous discussions and meetings with the instructor must be included.

Formal complaints will be reviewed upon receipt by the Associate Dean for Academic and Student Services. Depending upon the nature of the complaint, it will either be addressed by the Associate Dean, or forwarded to the appropriate College of Pharmacy Standing Committee or administrative office for review, advice and/or response. Complaints may require meetings or hearings with the complaining party, College of Pharmacy faculty, staff, and/or other members of the Roosevelt University community. The person submitting the complaint will receive a response or update from the Associate Dean for Academic and Student Services, and/or the appropriate committee or administrative office within 45 days. The time sensitivity of complaints will be taken into consideration and the Office of Academic and Student Services and/or the appropriate committee or administrative office will work as quickly as the circumstance allows. All complaints and written documentation of actions related thereof will be held securely by the Office of Academic and Student Services. The outcomes of complaints may be appealed to the Office of the Dean within 10 days. The Dean will subsequently make a final decision regarding the complaint.

An Accreditation Council for Pharmacy Education (ACPE) representative may inspect all complaint records filed with the Roosevelt University College of Pharmacy during an on-site evaluation.

Student Code of Conduct and Academic Policies

Pharmacy students are expected to adhere to all academic and behavioral expectations as outlined in the Roosevelt University Code of Student Conduct. All forms of misconduct shall be subject to discipline.

The Roosevelt University Code of Student Conduct makes explicit those activities which are contrary to the general interests of the University community or which threaten to disrupt the teaching and learning in which members of the community are engaged. Students enrolled in the University are expected to conduct themselves in a manner compatible with the University's function as an educational institution. Misconduct for which students are

subjected to discipline may occur on the University Campus or off campus if the misconduct occurs at a University activity or activity related to the University or the misconduct may impact the University or educational environment and includes, but is not limited to, the following:

- 1. Academic dishonesty such as cheating, using unauthorized material on examinations, submitting the same paper for different classes without acknowledgement, the fabrication of information or making up sources, improper collaboration, and plagiarism;
- 2. Forgery, alteration, or misuse of University documents, records or identification, or knowingly furnishing false information to the University;
- 3. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities, including its public service functions, or of other authorized activities on University premises;
- 4. Physical abuse, sexual assault, intimidation, verbal abuse, harassment or conduct which threatens or endangers the health or safety of any person;
- 5. Theft of or damage to University property or the property of any other person;
- 6. Unauthorized entry to or use of University facilities;
- 7. Violation of University policies or campus regulations, including campus regulations concerning the registration of student organizations; the use of University facilities; or of the time, place, and manner of public expression;
- 8. Violation of acceptable use of electronic resources policy or student email policy;
- 9. Violation of rules governing residence in University-owned or controlled property;
- 10. Failure to comply with directions of University officials acting in the performance of their duties:
- 11. Conduct which adversely affects the student's suitability as a member of the academic community;
- 12. Use, possession or distribution of controlled or illegal substance such as drugs, drug paraphernalia, or look-alike drugs and use of alcohol contrary to law or to University regulations;
- 13. The storage, possession or use of firearms, fireworks, explosives or weapons of any kind, including replicas or facsimiles, anywhere on campus. Students who are deputized law enforcement officers and are legally qualified to carry firearms may do so while on-campus after checking in with security, and if their presence does not constitute a disruption as defined under Student Code #3.
- 14. The assistance or encouragement of others to commit violations of the Code of Student Conduct or failure to report violations.

Discipline for violation of the Code of Student Conduct may include:

- 1. Oral or written reprimand;
- 2. Suspension from the University or a University program or activity for a specific period of time;
- 3. Expulsion from the University, a program or activity on a permanent basis;
- 4. Denial of re-admission to the University or a University program or activity;
- 5. Restitution;
- 6. Probation:
- 7. Completion of community service.

In addition to the discipline enumerated herein, violations of the Code of Student Conduct may result in criminal charges or civil complaints being filed. Also, academic dishonesty may result in academic penalties or sanctions.

The <u>Roosevelt University Student Handbook</u>, which is revised annually, can be found online under the Current Students tab on the main University webpage. Copies of the <u>Student Handbook</u> are also available at the Academic Success Center, Room 125.

The College of Pharmacy adheres to all of the academic and code of conduct policies of Roosevelt University, with the exception of the policies or procedures specific to pharmacy students, which then override the University academic or code of conduct policies. The College of Pharmacy policies and procedures are presented below.

Academic Dishonesty

Instances of academic dishonesty violate the very spirit of the University. They undermine the student's own learning; they are unfair to other students who do their own work, they violate the trust between professor and student; and they diminish the value of the degree for all students. Therefore, academic dishonesty is taken very seriously at Roosevelt University, with consequences ranging from failing the assignment or course to being expelled from the University.

Roosevelt University students are responsible for following the Code of Student Conduct published in the <u>Student Handbook</u> that includes the standard of academic integrity. There are many forms of academic dishonesty. In the broadest sense, it is any act that enhances a student's grade unethically and unfairly. Acts of academic dishonesty include, but are not limited to, submitting someone else's work as the student's own, in whole or in part (plagiarism); failing to acknowledge assistance received; using unauthorized assistance in exams (e.g., using or having notes or having unauthorized advance knowledge of the test); recycling of work without acknowledgment (e.g., submitting the same paper for different classes); the fabricating of information or making up sources; and collaborating improperly.

Students may obtain more extensive guidelines concerning academic integrity from the Office of the Provost as well as from instructors. Depending on the severity of the violation, an instructor may fail a student on the individual assignment or test, may lower the student's grade in the course, or may fail the student in the course.

Students may grieve the decision of the instructor by following the academic dishonesty appeal procedure outlined in the <u>Roosevelt University Student Handbook</u>. The instructor may also file a complaint against the student under the Code of Student Conduct which may result in further discipline including expulsion from the University.

Procedures for Handling Final Grade and Academic Dishonesty Appeals

The procedure for appeal of final grades and allegations of academic dishonesty can be found in the *Roosevelt University Student Handbook*.

Procedures for Handling Student Concerns Other Than Final Grade Appeals*

If a student has a concern about a faculty member other than a final grade appeal, the procedure for addressing this concern can be found in the <u>Roosevelt University Student Handbook.</u>

*For sexual harassment concerns, see the Anti-Harassment Policy in this Handbook.

Additional College of Pharmacy Student Code of Conduct and Academic Policies

In addition, the College of Pharmacy expects all of its students to incorporate these principles into their regular learning and practice experiences:

- 1. The College of Pharmacy has an obligation to prepare students who are technically and professionally competent and who exhibit awareness and the capacity to conduct themselves in a moral and ethical manner. Only the highest standards of ethical behavior are expected from those who enter the pharmacy profession.
- 2. All students will be expected to treat faculty, staff, other students, and those individuals with whom they interact in a respectful manner.
- 3. Appropriate classroom, laboratory, and experiential site behavior will be expected of all College of Pharmacy students, including but not limited to:
 - a. Arrive at class prepared to learn with all assignments completed;
 - b. Disruptive behavior such as conversations while an instructor is lecturing or student is speaking and use of profanity in oral, written or electronic communications is not acceptable;
 - c. Wear clean and pressed laboratory coats in laboratories;
 - d. Dress in appropriate attire for class (at the discretion of the instructor), experiential sites, and other College of Pharmacy activities (See Dress Code Recommendations).
- 4. When patient contact is required as part of either classroom or experiential learning activities, the Professional Code of Ethics shall govern all interactions with patients. The Code of Ethics for Pharmacists can be found below.

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.

I. 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.

II. 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.

III. 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.

IV. 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.

V. 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.

VI. 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.

VII. 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.

VIII. 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.

^{*}adopted by the membership of the American Pharmacists Association October 27, 1994.

Laboratory Safety Rules and Guidelines

It is essential that the environment in teaching laboratories be a safe one. Safety is a continuous process and requires informed participation by faculty, lab instructors and students. These rules have been devised to enhance the safety of students in the laboratory.

- 1. I will inform my instructor if I am pregnant, immune-suppressed, allergic to any substances used in the laboratory, and/or have any other condition that may require special precautionary measures.
- 2. I will wear safety goggles in all chemistry laboratories, and safety glasses in biology labs. For chemistry, safety glasses that do not cover the entire eye are not appropriate.
- 3. I will wear a lab jacket in all laboratories. For chemistry the lab coat must be cloth.
- 4. I will wear socks and shoes that cover the entire foot and heel. I understand that sandals are not appropriate in the laboratory; as exposed skin is vulnerable to chemical spills.
- 5. I will wear pants while in the laboratory. I understand that shorts and skirts are not allowed.
- 6. I will tie back long hair to keep it away from flames and chemicals.
- 7. I will not eat, drink, smoke, or apply cosmetics in the laboratory.
- 8. I will not engage in horseplay in the laboratory or use a cellular phone during experiments.
- 9. I will be prepared to do the experiment by reading the procedures before the lab period. I understand that a lack of preparation can lead to injury.
- 10. I have been informed as to the locations of the exits, fire alarms, fire extinguishers, fire blankets, safety shower, eyewash, first aid kit, broken glass container and spill kits.
- 11. I will keep my bags and books at the front of the laboratory so that they are out of the way. I understand that bags left on the floor between lab benches can be a safety hazard.
- 12. I will turn off my Bunsen burner or gas valve after use, or any that are left unattended.
- 13. I will keep containers of alcohol, acetone and other flammable liquids away from flames.
- 14. I will immediately report all spills and injuries, regardless of how minor, to my instructor or laboratory assistant.
- 15. I will clearly label all solutions and samples generated during the laboratory session. I have been informed as to the location of labeling tape for this purpose.
- 16. I will dispose of wastes in their appropriate containers, as directed by my instructor or laboratory assistant.
- 17. I will properly clean my workspace and equipment after completing my laboratory work.
- 18. I will wash my hands prior to leaving the laboratory.
- 19. I understand that I am not allowed to work in the laboratory without supervision by my instructor or a trained laboratory assistant.

Student Safety Contract for Handling Human Blood

While handling human blood, all students must conform to the requirements of the <u>Occupational Exposure to Bloodborne Pathogens Standard</u> from the <u>Occupational Safety and Health Administration (OSHA)</u>. The following rules are adapted from the <u>Needlestick Safety and Prevention Act</u> issued by **OSHA** in 2001.

- 1. I will be properly attired throughout any experiment utilizing human blood such to minimize exposed skin. This includes gloves, safety glasses, lab coats, pants, and shoes that cover the entire foot. I understand that I will be asked to leave the laboratory if I am not properly attired.
- 2. I will discard of any needle or lancet used to draw blood into a biohazard bag.
- 3. Before disposing of needles or lancets, I will cap or contain the exposed needles so that they do not poke through the biohazard bag and harm someone.
- 4. If I am stuck by a needle or get blood or other potentially infectious materials in my eyes, nose, mouth, or on broken skin, I will immediately flood the exposed area with water and clean any wound with soap and water or a skin disinfectant. I will report this immediately to my instructor or lab assistant and seek immediate medical attention.
- 5. I will dispose of all chemical wastes containing human blood in their appropriate containers, as directed by my instructor or laboratory assistant.
- 6. I will properly clean my workspace and equipment after completing my laboratory work with disinfectant.
- 7. I will wash my hands prior to leaving the laboratory.

Dress Code Expectations

Roosevelt University College of Pharmacy, as a professional, doctoral-level program, has an expectation that students adopt standards of dress that are consistent with a career in pharmacy. Companies and organizations will require particular apparel standards. It is the College of Pharmacy's obligation to assist you in learning how to dress appropriately. The following standards, therefore, apply to all pharmacy students:

- 1. Students will display mature discernment about appropriate attire for College events and activities, including attire that is clean, neat, and in proper taste.
- 2. Shirts must be worn during all College of Pharmacy events and activities (excluding recreational events).
- 3. Clothes covering one's legs may be encouraged by instructors for reasons of safety.
- 4. Shoes must always be worn in classrooms and laboratories. Guidelines as to the types of shoes that need to be worn in laboratories is covered in the *Laboratory Safety Rules and Guidelines* found in the Handbook.
- 5. Individual faculty members may have additional dress requirements related to their courses. Where applicable, these additional requirements will be included in the course syllabi.
- 6. When off-site during an experiential segment of the pharmacy program, students are expected to follow these dress standards:
 - a. Students are to dress in a professional manner at all times and must comply with the dress code standards of the College of Pharmacy and the dress code policies of the experiential sites.
 - b. Jeans, shorts, and t-shirts are never to be worn.
 - c. Caps or other forms of headgear cannot be worn for reasons other than religious or medical.
 - d. Hosiery for women is required and shoes must be closed toe (no flip-flops).
 - e. Student should bring a clean, pressed white Lab jacket to wear at the practice site if necessary.

f. Individual sites may have more restrictive dress codes (including jewelry restrictions). Students will be expected to follow these additional dress codes while at those individual sites.

Substance Abuse Policies

Students enrolled in the College of Pharmacy are expected to follow Roosevelt University's Code of Student Conduct policy on alcohol and substance use. This policy can be found in the Roosevelt University Student Handbook.

In addition, the College of Pharmacy expects all pharmacy students participating in experiential and clinical experiences to be free from the influence of drugs and alcohol. All violations by students on experiential and clinical sites will be referred to the Associate Dean for Academic and Student Services for adjudication. Acting on behalf of Roosevelt University and the College of Pharmacy, the Associate Dean may impose disciplinary sanctions against any student who is found to be in violation of the law or policies related to the unlawful possession, use or distribution of alcohol and/or drugs.

Clinical facilities site personnel may require that students submit to and pay for substance abuse testing prior to beginning or at any time during the clinical practicum.

While at the clinical facility, if there is reasonable suspicion based on the student's behavior, observed or reported, that the student is using or under the influence of drugs or alcohol, the student shall be tested for drugs and alcohol. Additionally, while the hearing process is pending, both the Associate Dean for Academic and Student Services, and/or the Director of Experiential Education have the authority to suspend the student from all classroom and experiential activities.

Faculty and/or Preceptor Response to Suspected Drug and/or Alcohol Use at a Clinical Site

If a preceptor or faculty member observes or receives information that a student is using or may be under the influence of drugs or alcohol while at a experiential or clinical site, he or she must take the following steps:

- 1. Remove the student from patient care, contact, and/or direct work with or access to all pharmaceuticals.
- 2. Contact the Director of Experiential Education in the College of Pharmacy.
- 3. Meet with the student in private and inform him or her of the behavior or performance that has been observed. When possible, the faculty and/or preceptor should include a second person in the meeting (another faculty member or clinician) to serve as an independent observer and witness.
- 4. During the meeting, the faculty member or preceptor should ask the student to self-disclose all alcohol or drugs that have been ingested, and to turn over all drugs that are in the student's possession. If the student has stored alcohol or drugs in an area other than where this meeting is occurring, accompany the student to the place where the alcohol and drugs are stored for retrieval.
- 5. Substance abuse testing will be done at the student's expense. The chain-of-custody testing process must be used, and the Drug Abuse Profile must include: Amphetamines, Barbiturates, Benzodiazepines, Cannabinoids, Cocaine, Ethanol, Opiates, and Phencyclidine.

- 6. If testing is available at the clinical facility, the faculty member or preceptor will accompany the student to the location where the drug testing will be done. If testing is not available, the faculty member or preceptor will inform the student that he or she must provide a urine sample at an accredited health agency within 5 hours of leaving the facility. The results of this testing must be provided to the Director of Experiential Education once the results are available.
- 7. If a student refuses testing or to release the results of the tests to the Director of Experiential Education, the tests will be considered positive and the student may be subject to immediate suspension pending a formal hearing.
- 8. As a safety precaution, do not let the student drive home if the person is found to be intoxicated or under the influence or a controlled substance. Have the student contact a friend or family member to drive the student home. If none are available, contact a cab to drive the student home.

<u>Incident Report Procedure</u>

The faculty member or preceptor will document, in writing, the behavior(s) or the performance issue/concerns observed. A detailed description of the observation should be provided, including dates, times and names of all parties involved. This written documentation should be delivered or faxed to the Director of Experiential Education. All written documentation and drug testing results are to be placed in the student's file and will be provided to the Associate Dean for Academic and Student Services for adjudication. The clinical agency has the responsibility to report this situation to the Illinois Department of Financial and Professional Regulation or other appropriate Boards of Pharmacy.

Hearing Procedures

After referral to the Associate Dean for Academic and Student Services, a formal hearing shall be conducted between the student and the Promotion and Graduation Committee. Based upon the evidence presented at the hearing, the following behavioral decision may be imposed:

- A. Written Reprimand;
- B. Probation:
- C. Suspension from the College of Pharmacy for a pre-determined period of time;
- D. Substance use treatment and/or counseling;
- E. Community service;
- F. Expulsion from the College of Pharmacy

In addition to the behavioral decision imposed by the Promotion and Graduation Committee, criminal charges may also be filed.

Once the decision has been rendered, the Associate Dean for Academic and Student Services will inform the student of the decision, as well as the Director of Experiential Education, and the College Dean. In the event such behavioral decision includes suspension or the requirement of treatment or counseling, the student will be considered for readmission into the College of Pharmacy only upon successful completion of all requirements imposed by the Promotion and Graduation Committee.

Appeal of Behavioral Decision

A student may appeal the decision of the Promotion and Graduation Committee to the Dean of the College of Pharmacy under the following conditions:

- 1. There is evidence that the student's due process rights were violated.
- 2. New evidence has emerged that, if available during the initial hearing, may have affected the outcome of the behavioral decision.

The Dean may uphold the original decision, make modifications to the decision, dismiss the behavioral decisions, or order a new hearing. Beyond ordering a new hearing, the decision rendered by the Dean is final.

Privacy Rights of Students

The Family Educational Rights and Privacy Act (FERPA) protect the students' privacy and educational records. Information about FERPA is located in the *Roosevelt University Student Handbook*.

Anti-Harassment Policy

(The policy can also be found in the *Roosevelt University Student Handbook*)

Roosevelt University is committed to the preservation of the dignity and worth of all members of the University community. To ensure an environment for working and learning in which all individuals (faculty, staff, students and visitors) are treated with respect, harassment in any form is unacceptable and cannot be tolerated.

Because interpersonal relationships (romantic or sexual) between supervisors and the employees they supervise either directly or indirectly or between faculty and their students involve an imbalance of power, all such interpersonal relationships are prohibited and will subject employees to discipline. In such situations, it is difficult, if not impossible, to determine whether such a relationship is truly consensual and, therefore, if a complaint of sexual harassment is filed, the University will presume that the relationship was not truly consenting unless proven otherwise.

Policies and procedures dealing with sexual harassment, discrimination, equal opportunity, and sexual assault can be found in the *Roosevelt University Student Handbook*.

Transportation Policy

The Roosevelt University College of Pharmacy requires that all students provide their own transportation during their introductory, interdisciplinary and advanced pharmacy practice experiences. The College cannot guarantee that students will be placed at sites within area public transportation. Transportation expenses such as gasoline, tolls, insurance, and other automotive services are the student's responsibility.

College of Pharmacy Ceremonial Events

White Coat Ceremony

The White Coat Ceremony formally welcomes first-year students to the College of Pharmacy as colleagues dedicated to patient care. The presentation of the white coat represents passage into the pharmacy profession, with all the associated rights, opportunities and responsibilities. During the ceremony, students recite the Pledge of Professionalism, committing their professional careers and practices to excellence in pharmacy. Along with first year students, faculty, staff, family and friends are invited to attend the event.

Hooding and Commencement Ceremony

The Roosevelt University College of Pharmacy will hold one hooding and one commencement ceremony per year. These ceremonies will be held in accordance with the dates that are scheduled by Roosevelt University for the spring commencement program.

Students who have completed all course requirements and who have completed all but one APPE may be permitted to participate in hooding and commencement ceremonies provided that they are enrolled in and will complete the remaining APPE in accordance with the College of Pharmacy curriculum timetable.

Students who plan to graduate and/or participate in the annual commencement ceremony must file the appropriate graduation forms with the Registrar's Office. The graduation application form is available on-line HERE:

Access to Campus Facilities

All University facilities, unless otherwise noted, are open to faculty, staff and students during the hours of operation. Each department establishes its office hours within the building hours listed below. Building and office hours are subject to change. Please call the Information Desk at 847-619-7300 to verify hours of operation.

Any individual, excluding current students, under the age of 18 is not allowed on campus unless accompanied by an adult. Local authorities may be contacted to assist the child if deemed necessary by University personnel.

Although the University strives to provide an open, academic environment, loiterers are required to leave when requested by Campus Safety and University officials.

Access to College of Pharmacy Facilities

Outside of normal College of Pharmacy business hours, but while the campus is still open, enrolled College of Pharmacy students may gain access to College of Pharmacy classrooms and facilities, south parking lot entry door, and elevator by the use of their ID card. The ID card will activate the locking mechanisms on main entry doors, classrooms, and the elevator. The ID cards will only work on research labs if permission is granted by the

appropriate faculty and access registered with Campus Safety and the Registrar's Office, who manages key control access.

Parking

Students are able to park in any available Roosevelt University parking space. Parking stickers are not required to park on-campus. Students must follow all appropriate parking rules and regulations.

Building Hours

Monday – Friday 7:30am – 10pm Saturday 7:30am – 5pm

Sunday 9am – 5pm Holidays closed

Emergency Information

Campus Safety – ext. 8989, 847-619-8989, www.roosevelt.edu/security
Use the campus safety telephones located within the facility and parking lots to reach Campus Safety. You can also dial 911 from any public telephone at no charge.

The University is committed to maintaining a safe and secure environment. Call Campus Safety when an immediate response is required or if you observe an assault, theft, loitering, suspicious behavior or packages, smoke, fire, or flooding. All students and employees are encouraged to immediately report anything that may affect security to the Campus Safety office. This includes lost keys, defective locks and broken windows. Give the location and description of the problem. The Campus Safety Office at the Schaumburg Campus is located in Room 102. Roosevelt University publishes a security report annually to inform its community of the security policy, procedures and crime statistics in compliance with the "Student-Right-To-Know and Campus Security Act of 1990." This report is accessible at the Roosevelt University website, www.roosevelt.edu/security.

Fire

In case of fire, pull the nearest fire alarm and then call the fire emergency number, Give your name and location, and follow instructions. Whenever an alarm is sounded, follow the posted evacuation procedures, assist in evacuating any persons with disabilities in the vicinity, and close doors behind you. Do not telephone to ask if you should leave. Follow all instructions given by the University's designated fire wardens or evacuation team leaders.

Emergency Evacuation Assistance

In the event of an emergency evacuation of a Roosevelt University building, assistance for safe evacuation is available to all students, faculty, staff and visitors. If you feel you may require evacuation assistance, please contact the Campus Safety Office. Information about your needs will be kept confidential and used only by officials responding to the building emergency.

Medical

If the situation is life-threatening, call 9-911 immediately from any campus house phone or from any public phone. Fire department paramedics will respond. Institute first-aid measures if possible.

Tornado

If you hear the outdoor warning sirens, go to an interior hallway, washroom or room without glass windows. A tornado watch means that tornados are expected; a tornado warning means that a tornado has been sighted.

Psychological

Call Campus Safety at ext. 8989 from any house phone or 847-619-8989. Call if you observe someone acting in an acutely self-destructive or extremely inappropriate manner. Give the location and describe the person's behavior.

Other Important Telephone Numbers

Police (non-emergency) 847-619-3586 Physical Resources 847-619-8980

Closings and Cancellations

In case of inclement weather:

- Check the Roosevelt website at <u>www.roosevelt.edu</u>
- Call 847-619-7300 and press * for a message.
- Listen to radio stations WMAQ 670 and WBBM 780 on the AM band.
- Watch television channels 2,5,7,9,32, and CLTV
- If the University is open, but you are concerned about a specific class, call the individual college office.

Students can also sign up for the emergency text messaging service that announces campus closings, delayed opening, or campus emergency information. Signing up for the emergency text messaging service is easy:

- 1. Visit <u>www.roosevelt.edu</u>
- 2. Click the emergency text messaging link or type "emergency text" in the search engine in the upper right corner of the page.
- 3. Follow the instructions to sign up, confirm and validate your cell number. Be sure to follow all of the steps to ensure your registration is complete.

Address all questions to Campus Safety at 312-341-4167 or 312-341-4173.

Welcome Center

Main Entrance, Rotunda 847-619-7300 ext. 0

Monday – Friday 8am – 7pm Saturday 8am – 5pm Sunday closed

- Campus directory
- Shuttle information
- Location of offices and rooms and University phone numbers
- Lost and found service