



Roosevelt University
College of Pharmacy

STUDENT HANDBOOK 2017 - 2018

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Message from the Dean



Welcome to the 2017-18 academic year! The faculty and staff of the College of Pharmacy are looking forward to the opportunities that lie ahead. As members of the Roosevelt University community, we are all challenged to live the mission of the founders of this institution: to promote mutual understanding, to value diversity and inclusion, and to take action toward social justice. As members of the College of Pharmacy, we must be **committed** to the values of **competent and compassionate** patient care. Now more than ever before, pharmacists are called to contribute to the patient care team, to provide direct patient care through Medication Therapy Management and within the Patient-Centered Medical Home, as well as to join inter-professional, team-based health care initiatives. State and national efforts toward provider status for pharmacists have gained momentum and, when ratified, will dramatically expand the role of pharmacists. Your faculty and staff are dedicated to providing you the education and experiences to prepare you to provide excellent patient care in a variety of institutional and community practice settings and to be ready for new and emerging practice models.

This Student Handbook is effective Fall term 2017 until the beginning of Fall term 2018. It is provided to you as an important resource on policies and procedures followed in the College of Pharmacy and is a supplement to the University Student Handbook. Use it as a guide and a reference. Of course, if you have any questions about the Handbook, please ask us for assistance.

With best wishes for a challenging and enlightening year,

A handwritten signature in black ink that reads "Melissa Hogan". The signature is written in a cursive, flowing style.

Melissa Hogan, PharmD
Dean, Roosevelt University College of Pharmacy

College of Pharmacy Student Handbook Use

The Roosevelt University *College of Pharmacy Student Handbook* (“COP Student Handbook”) contains information, policies and procedures specific to students enrolled in the Doctor of Pharmacy program. General University information, policies, and procedures can be found in the [Roosevelt University Student Handbook](#) and Graduate Student University (collectively “University Student Policies”). The COP Student Handbook serves as a supplement for College of Pharmacy students. College of Pharmacy students are expected to adhere to both University Student Policies and the policies in the COP Student Handbook.

Questions, issues, or concerns and requests for assistance can also be brought to the staff in the Office of Enrollment and Student Services, Room 430.

Roosevelt University College of Pharmacy Pledge of Professionalism

As a Doctor of Pharmacy student at the Roosevelt University College of Pharmacy, I pledge to display professionalism through my COMMITMENT, COMPETENCE, AND COMPASSION.

As a Doctor of Pharmacy Student, I will strive for **COMMITMENT** through continued self-development, taking pride in the profession of pharmacy, making ethically sound decisions, being prepared, displaying professional attire, manner, and conduct, and being respectful of myself and other persons at all times.

As a Doctor of Pharmacy Student, I will strive for **COMPETENCE** by acquiring requisite knowledge and skills, through creativity and innovation, by being conscientious and trustworthy, behaving with integrity, creating only original and/or properly attributed work, honoring patient confidentiality, being accountable, demonstrating leadership, and through effective and appropriate communication with patients, families, caregivers and other healthcare professionals at all times.

As a Doctor of Pharmacy Student, I will strive for **COMPASSION** through my service to the profession, participating in patient-centered care, showing empathy towards patients, families, caregivers, and by displaying cultural and psychosocial awareness at all times.

I take this pledge voluntarily to fulfill the responsibilities and expectations that are upon me in the academic program at Roosevelt University College of Pharmacy with the expectation that I will strive to uphold the principles herein, at all times.

Mission Statement

The Roosevelt University College of Pharmacy (“RUCOP” or “COP” or “College of Pharmacy”) embraces a patient-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, where they will be the health care professionals responsible for overall medication management to ensure optimal patient therapy outcomes.

Vision Statement

In support of the University's vision to create socially conscious citizens, the College of Pharmacy is committed to providing outstanding pharmacy education and developing pharmacy leaders who will advance pharmacy practice and improve public health by serving their respective communities through our core values.

Core Values

- I. **Integrity and Civility:** Demonstrating these values through personal and professional actions
- II. **Professionalism and Ethics:** Serving as role models for students and professionals
- III. **Leadership:** Engaging in Inter-professional health care practices
- IV. **Teaching:** Providing integrated, innovative, and interactive educations with an emphasis on continuous/lifelong learning
- V. **Service and Community Outreach:** Partnering with professionals and local communities

Non-Discrimination Statement

It is the policy of Roosevelt University to comply with federal and state laws that prohibit discrimination in the University's educational programs and activities. For additional information, please refer to the University's ***Anti-Discrimination Policy and Procedure in the University Student Handbook***.

Technical Standards for Admission, Promotion and Graduation

Roosevelt University also complies with the Accreditation Council for Pharmacy Education ("ACPE"), the pharmacy accrediting agency, which requires that the University communicate the required skills, disclosures, and professional and technical standards required to matriculate and graduate from the program. The following technical standards for admission, promotion, and graduation – in addition to academic achievements – are those that Roosevelt University considers essential in order to earn the PharmD degree and to be able to practice within any field of pharmacy practice. The goal of the Roosevelt University College of Pharmacy is to matriculate, educate, and graduate pharmacists who are committed, competent, and compassionate. Earning a Doctor of Pharmacy (PharmD) degree requires the mastery of a coherent body of knowledge as well as the possession and development of superior and required technical skills.

Communication: A pharmacy student must be able to communicate clearly, effectively, and efficiently with patients and their families, co-workers, and other members of a health care team. This includes the ability to ask questions, listen carefully to answers provided by patients and their families, co-workers, or other health care team members, and record information accurately. Essential communication skills include nonverbal, verbal, and written communications. Students also must be able to effectively and professionally communicate with and supervise technical support staff. Mastery of both written and spoken English is required.

Visual, Auditory, Tactile and Motor Competencies: A pharmacy student must possess sufficient visual, auditory, tactile, and gross and fine motor skills to participate in various activities including, but not limited to: completing laboratory exercises in pharmaceutical compounding and preparing products to be dispensed to patients, performing cardiopulmonary resuscitation ("CPR"), demonstrating the use of devices for patient use (injection devices, blood pressure monitors, self-monitoring devices), measuring blood pressure using stethoscope and sphygmomanometer, compounding sterile products in a laminar flow hood, drawing up and administering injections using a needle and syringe, and performing a basic physical exam on patients (i.e. via palpation, auscultation, percussion and other diagnostic techniques). Such actions require coordination of both gross and fine muscular movement, equilibrium, and functional use of the senses of hearing, touch, and vision. Students must be able to execute motor movement to provide general care and emergency treatment to patients. Students must be able to observe experiments and demonstrations in the basic and clinical sciences. Students must also be able to observe a patient

accurately at a distance and close at hand. Observation necessitates the functional use of the sense of vision, hearing, and touch.

Intellectual: A pharmacy student must possess strong intellectual, conceptual, integrative and quantitative abilities to master a complex body of knowledge. The capacity to learn must be effective and efficient. Reasoning abilities must be strong enough to elicit, analyze and synthesize complex information from a wide array of source material. It is expected that a pharmacy student learn through a variety of instructional modalities, including classroom instruction, small group discussion, laboratory assignments, individual study of materials, written papers, individual and group assessments, clinical simulations with standardized patients, oral presentations, and computer-based technology.

Stamina: A pharmacy student is expected to possess the physical, mental, and emotional stamina necessary to maintain a high level of productivity and accuracy under challenging workloads and stressful situations, and to be ever vigilant of patient safety. Physical stamina includes, but is not limited to the ability to: stand for 8 hours at a time without additional support, ambulate quickly, and be fully alert and attentive at all times within didactic, laboratory, and clinical settings. Pharmacy students will be expected to be available and capable of full participation in classes, labs, and exams between the hours of 7:00 a.m. and 7:00 p.m. Monday through Friday. Pharmacy students are expected to be available and capable of full participation in rotations for any shifts, including on weekends, as assigned by preceptors in conjunction with the Office of Experiential Education. Students will be notified if there are any expectations of availability outside the stated hours.

Behavior, Ethics, and Integrity: A pharmacy student must consistently demonstrate collegiality, integrity, and ethical behavior. They must work collaboratively and effectively as a member of a healthcare team and should be able to adapt and learn to function in an unpredictable clinical environment. Students must be able to work within the regulatory and/or institutional limits of their educational program along with state and federal laws, make decisions based on thoughtful and careful consideration of the facts, and modify behaviors based on constructive feedback from faculty and colleagues. Students must demonstrate compassion and a concern for others, motivation, and accept responsibility for his or her own personal actions (or in some case inactions) and decisions. They must be able to develop mature and collegial relationships with those whom they are working with including peers, faculty, staff, and preceptors.

All PharmD students in the Roosevelt University College of Pharmacy are required to obtain at matriculation, and maintain until graduation, a Pharmacy Technician license from the Illinois Department of Professional and Financial Regulation. Students completing rotations outside of the state of Illinois are required to obtain and maintain licensure according to the rules and regulations of that state. If at any time the student is reprimanded or any license is revoked, the student must notify the Office of Enrollment and Student Services and the Office of Experiential Education within 24 hours of notification from the Board of Pharmacy.

Failure to Meet Technical Standards

Applicants to the College of Pharmacy should review these Technical Standards carefully. Offers of admission are contingent upon applicant attestation that they are capable of complying with the Technical Standards.

Roosevelt University College of Pharmacy may dismiss any enrolled student who does not meet these Technical Standards at any point while enrolled in College of Pharmacy. In the event that a student is found to violate or fail to satisfy *any* Technical Standard(s), that student will be referred to the Roosevelt University College of Pharmacy Promotion and Graduation Committee. This Committee will evaluate the case and may either render a decision on the sanction for the student and/or refer the student to the appropriate body within the College or the University, such as the Roosevelt University Office of Student Conduct or Academic Success Center. Consequences for violation of and/or failure to satisfy the Technical Standards range from verbal and/or written warning up to dismissal from the program. Further details regarding violations of technical standards may be found in the RUCOP progression policy.

Applicants/Students with Disabilities

Roosevelt University College of Pharmacy will engage in an interactive process with qualified individuals with disabilities who request accommodations for such disabilities, in a manner consistent with applicable federal, state, and local law. Roosevelt University College of Pharmacy reserves the right to deny admission to any applicant who cannot meet the Technical Standards, with or without reasonable accommodations. In the event that an enrolled student develops and/or demonstrates a disability that was not apparent when admitted and which adversely affects their ability to meet Technical Standard(s), the College will engage in an interactive process to support the student. If the student cannot meet Technical Standards with reasonable accommodations, the College of Pharmacy reserves the right to dismiss the student from the program.

Applicants/Students with Academic Accommodations

Students who require academic accommodations must follow the procedure described in the [Roosevelt University Student Handbook](#) for requests for accommodations. Accommodations are provided for students on a term-by-term basis. Students who have been granted accommodations will be provided a letter from the Academic Success Center that details their specific accommodations for that term.

It is possible for a student to have been granted an accommodation by the Academic Success Center, but to decline to exercise that accommodation in a particular class or for a particular activity. Thus, students retain the right to determine when to exercise their accommodations. Students are responsible for providing faculty with a copy of their letter of accommodations each term and informing faculty in writing if they choose to exercise any aspect of the accommodations listed on the letter. Faculty will arrange student accommodations no sooner than 5 working days after that faculty is informed that the student will exercise the accommodations. Thus, if a student delays in providing their letter of accommodations, receives accommodations after the start of term, or decides to exercise accommodations previously unexercised, the student will not receive accommodations for a particular activity if that activity occurs less than 5 working days after the faculty is informed of the accommodations.

Accreditation

College of Pharmacy Accreditation

Roosevelt University College of Pharmacy's Doctor of Pharmacy program is accredited by the Accreditation Council for Pharmacy Education, 135 South LaSalle Street, Suite 4100, Chicago, IL, 60503, 312-664-3575; FAX 312-664-4652, website www.acpe-accredit.org.

On June 20, 2011, the Higher Learning Commission, a Commission of the North Central Association, voted to extend Roosevelt University's accreditation to include the Doctor of Pharmacy program at the Schaumburg campus.

University 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 2016 and the institution was granted another ten years of accreditation with no major follow-up requirements.

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 three terms (Terms 1 - 3) of pharmacy school. Students are referred to as P1s.

PS2 - Second three terms (Terms 4 - 6) of pharmacy school. Students are referred to as P2s.

PS3 - Third three terms (Terms 7 - 9) of pharmacy school. Students are referred to as P3s.

PS4 - Final terms of pharmacy school in which students are on APPE rotations. Students are referred to as P4s.

White Coat Ceremony - This ceremony, held early in 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 of Pharmacy'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 ("Provost") and 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 Administrative Council reports to the Dean.

Academic Programs and Accreditation

The Office of Academic Programs and Accreditation, led by an associate dean, oversees the Office of Assessment and Academic Services, 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 also provides direction and counsel to the Curriculum, Assessment, and Promotion and Graduation Committees.

Office of Assessment

The Office of Assessment is responsible for curricular and programmatic assessment and outcomes management for the College. Led by a director, additional responsibilities with respect to curriculum and assessment include fostering a culture of assessment, development and implementation of the assessment plan, coordinating assessment measures to collect information related to the attainment of desired student learning outcomes and formulating assessment policies. Working collaboratively with and providing direction to the Assessment Committee, evidence-based decision making will lead to continuous, program quality improvement and the optimization of student success.

Office of Enrollment and Student Services

Led by an Assistant Dean for 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.

Office of 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 an Assistant Dean, 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.

Academic Resources

Academic Calendar

The academic calendar for the College of Pharmacy, which is different from the University Academic Calendar, can be found [HERE](#).

Approved Course Electives

Elective courses will allow students to develop areas of personal interest or expand their understanding of a subject outside the core curriculum. An Elective Course Guide, along with the link to the Elective Course Request Form will be emailed 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 and some COP courses have enrollment caps, course enrollment is not guaranteed. Additionally, During Term 5 PS2 students will have the opportunity to earn elective credit by participating in faculty-led research electives.

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 [HERE](#).

Course Curriculum

The comprehensive course curriculum can be found here:

<https://www.roosevelt.edu/colleges/pharmacy/pharmd-curriculum>

Course Registration

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

Laptop and Technology Support

During PS1 Orientation, each student is issued a laptop for use throughout your course of study in the College of Pharmacy ("Student Laptop"). 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, and the opportunity for greater collaboration with faculty and peers through online courses and tools. Each Student Laptop comes with an Apple Care Warranty that covers things such as accidental damage to the laptop. Roosevelt University adheres to the terms and conditions of the warranty. The Apple Care Warranty can be found at www.apple.com/support/products.

The Student Laptop is owned by the University until graduation and use of the Student Laptop is subject to all University policies, including but not limited to the Student Code of Conduct. If at any point a student withdraws or is dismissed from the program the laptop and charger must be returned to the Office of Enrollment and Student Services. Students shall not install software to a Roosevelt issued device or alter it in any other way. The Roosevelt University Information Technology Services department is responsible for all service to the laptops. If at any time a laptop or any installed software is malfunctioning, the student should visit the Office of Student Services so that a work order may be generated for IT to evaluate your computer. It is the student's responsibility to ensure that the device and all installed software are functioning properly for all uses in the classroom, exams, and assignments.

For questions about the Pharmacy Laptop Program, contact the Office of Enrollment and Student Services, Room 430.

Library and Learning Resources

Access to the electronic learning resources for pharmacy students can be accessed [HERE](#). Printed texts and materials can be found in the Library.

Lockers

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

No personal property should be left unattended. Also, personal possessions cannot be left in hallways during exams. Roosevelt University is not responsible in any way, including for loss or damage, to personal property. All personal property brought to Roosevelt University is brought at the owner's risk.

Experiential Education

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

The Experiential Education program at Roosevelt University College of Pharmacy has two levels that are integrated longitudinally in the curriculum: (1) Introductory Pharmacy Practice Experiences ("IPPE"); (2) Advanced Pharmacy Practice Experiences ("APPE"). The IPPE and APPE provide opportunities for the students to develop an array of skills including professionalism, communication, problem solving, critical thinking, and professional competence. Throughout the experiential curriculum, interprofessional practice is modeled, particularly in clinical rotations.

Introductory Pharmacy Practice Experiences (IPPE)

The IPPEs occur during Terms 2, 3, 4 and 6 of the pharmacy curriculum. Students participate in four different IPPE rotations and complete 320 hours in both community and institutional settings. IPPEs are scheduled for eight hours on Fridays for 10 weeks of the term.

Interprofessional Practice Experiences (IPE)

Didactic interprofessional experiences occur during the second year of the pharmacy curriculum. Students work collaboratively through guided activities with other health discipline students such as, but not limited to, medicine, nursing, psychology and physical therapy, in order to develop the skills needed to work effectively in team-based, patient-centered care. Students gain interprofessional experience on their IPPE and APPE rotations.

Advanced Pharmacy Practice Experiences (APPE)

The entire P4 year is comprised of APPEs. Students complete six 6-week rotations, for a minimum of 1440 APPE hours. There are four required pharmacy practice experiences: Community, Hospital or Health-System, Ambulatory Care, and Inpatient/Acute Care General. In addition, there is a Special Populations Elective and an Elective that the student chooses. All APPE rotations take place in various pharmacy and other health care 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, as well as site availability.

Student Code of Conduct

The Roosevelt University Student Code of Conduct is available [HERE](#). All students of Roosevelt University, including College of Pharmacy Students, are held to these standards of student conduct. Any students who violate the Code will follow the misconduct process as described in the Roosevelt University Student Handbook. Violation of any College of Pharmacy policy is considered to be a violation of RU Code of Student Conduct and shall be reported and handled through the University misconduct process.

Complaints and Appeals

There are four main categories of complaints and/or appeals that a College of Pharmacy student may have:

1. A complaint exclusively about a grade should be addressed through the ***College of Pharmacy Grade Appeal Process*** (see below).
2. A complaint related exclusively to the Accreditation Council for Pharmacy Education ("ACPE") should be addressed through the ***Accreditation Council for Pharmacy Education Complaints Policy*** (see below).
3. A complaint that is not about a final grade or ACPE accreditation, but concerns an action or policy of the instructor/course coordinator/staff member or the actions of another student may be addressed in one or two ways:
 - a. Many complaints can be handled through the ***Student Complaints Policy*** (see below); and/or
 - b. In any situation where a student observes a student, staff member, faculty member, or any other person exhibiting concerning behaviors (*e.g.*, emotional distress, extreme classroom disruption, suicidal or homicidal thoughts, threats of harm, discrimination, harassment, bullying), the student should also contact the Behavioral Assessment Team at bat@roosevelt.edu or (312) 341-2323. For more information, please see: <https://www.roosevelt.edu/contact/report-concerning-behavior>.

Students Complaints Policy

In the event that a student disagrees with an action or policy of an instructor, course coordinator, staff member, or the actions of another student, the student should follow the proper chain of command. The student should continue up the chain of command until resolution is reached:

1. Arrange a meeting with the instructor /staff member to discuss the complaint.
2. Arrange a meeting with the course coordinator (if different from the instructor) or supervisor to discuss the complaint and actions taken to date to resolve it.
3. Arrange a meeting with the appropriate Department Chair or Assistant/Associate Dean to discuss the complaint and actions taken to date to resolve it.

4. Arrange a meeting with the Dean to discuss the complaint and actions taken to date to resolve it. When arranging this meeting, the student should provide in writing the nature of the complaint, along with the actions they have taken to resolve it. A complaint sent to the Dean is considered a Formal Complaint and will be kept on file. 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.

College of Pharmacy faculty and staff are expected to be responsive to student concerns to the extent that they are able. However, faculty and staff are trusted to use their judgment in responding to student complaints and not all student complaints can be immediately addressed. Additionally, if the complaint is regarding another student or the behavior of a University employee, it is possible that the complainant may not be informed of the resolution of the concern because of student privacy law and/or employment law. The complainant should not assume that their concern has not been addressed if they have not been told the resolution or consequence of their complaint.

College of Pharmacy Grade Appeal Process

In matters relating to grades, the instructor's judgment is normally deemed final and conclusive. Students may appeal the professional judgment exercised by an instructor in assigning a grade only when the student believes that one of the following circumstances occurred:

1. Grades resulting from deviations in the instructor's established and announced grading procedures.
2. Errors in application of grading procedures.
3. Modification of grades for non-academic reasons.
4. Gross error in judgment by the instructor.

Because the College of Pharmacy's academic calendar is different from the calendar followed by other colleges at the University, students will follow this procedure for grade appeals which differs from the University process:

Instructor Conference

The student must first request, in writing, a conference with the instructor to explain the reason for the appeal and seek a resolution. The request must be made no later than three (3) calendar days (72 hours) after the grade is posted. The instructor will respond and schedule a meeting that will take place within seven (7) calendar days, except in extenuating circumstances based on instructor availability. The instructor will provide a written decision via official university email correspondence with explanation to the student and department chair within seven (7) calendar days of the meeting.

Department Chair/Program Director Conference

If the student is not satisfied with the instructor's resolution to the grade appeal, the student must request, in writing, to meet with the instructor's department chair or program director. This request to meet with the instructor's department chair or program director must be made within three (3) calendar days (72 hours) of the date of receipt of the decision from the instructor. The written request should specify the student's reason for appeal and provide supporting evidence, where appropriate. The department chair or program director conducts an investigation, prepares a written report of his/her findings, and delivers the findings through official university email correspondence to the student and the dean of the college within 7 (seven) calendar days of the student conference.

College Dean Conference

If the student desires to appeal the findings and decision of the department chair or program director, a written request for a conference with the college dean or dean's designee must be filed by the student within three (3) calendar days (72 hours) of receipt of the decision by the department chair or program director. The written request should specify the student's reason for appeal and provide supporting evidence, where appropriate. The college dean or dean's designee will provide a copy of the appeal to the instructor, and the instructor will respond, in writing, prior to the date of the student conference with the dean or dean's designee. The college dean or dean's designee will confer with the student and prepare a concise written report of his/her findings and deliver the findings through official university email correspondence to the student within fourteen (14) calendar days of the student conference.

Appeal to the Provost

If the student desires to appeal the decision of the college dean, the student may appeal to the provost within three (3) calendar days (72 hours) of the issuance of the decision of the college dean or dean's designee. The student must submit, in writing, the appeal and supporting documentation to the Office of the Provost. The provost or provost's designee will examine all the documents relevant to the case and collect additional information, if necessary. The provost or provost's designee will make a determination and inform the student of the decision in writing, delivered through official university correspondence. The Office of the Provost will keep a record of all meetings, conferences, and investigations relevant to the case. The decision of the provost or provost's designee is final.

Accreditation Council for Pharmacy Education (ACPE) Complaints Policy

ACPE has an obligation to assure itself that any institution which seeks or holds a pre-accreditation 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 record 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 with ACPE, please email: csinfo@acpe-accredit.org (regarding a professional degree program)

Academic Standards & Progression and Other Policies

Each College of Pharmacy student has an academic standing determined by his or her Roosevelt cumulative grade point average and individual course grade performance. Student progression through the College of Pharmacy requires satisfactory completion of all didactic coursework and pharmacy practice experiential rotation courses: Introductory Pharmacy Practice Experience (IPPE), Interprofessional Pharmacy Experience (IPE), and Advanced Pharmacy Practice Experience (APPE) courses. The Promotion and Graduation Committee will track student progress towards the successful completion of the PharmD program and provide decisions and remedies for students who do not meet satisfactory completion requirements.

Good Academic Standing, Suspension, and Academic Probation

In order for students to graduate from the College of Pharmacy, they must meet both didactic course and pharmacy practice experiential rotation course requirements. To be in good academic standing in the College of Pharmacy, students must meet the following criteria:

1. Be a student in “good standing,” as that term is defined in the Roosevelt University academic catalog.
2. Satisfactorily fulfill all Didactic course completion requirements.
3. Satisfactorily fulfill all Professional Practice Experience course completion requirements.

A student who is not in good standing will be suspended or placed on academic probation, subject to the terms and procedures set forth in the University’s Academic Standing Policy, located in the Academic Catalog. That Policy also contains the procedures that a student must follow to appeal the suspension or probation.

Didactic Course and Pharmacy Practice Experiential Rotation Course Satisfactory Completion Requirements

Didactic courses and pharmacy practice experiential rotation courses include all of the required and elective offerings that students complete within the pharmacy program. This includes all foundational, administrative science, integrated sequence, pharmaceutical care, elective courses, and Introductory Pharmacy Practice Experience (IPPE), Interprofessional Pharmacy Experience (IPE) and Advanced Pharmacy Practice Experience (APPE) rotation courses. To satisfactorily complete these courses, students must:

1. Earn no more than one “D” grade in any didactic course or pharmacy practice experiential rotation course (IPPE, IPE, or APPE).
 - a. The Promotion and Graduation Committee will automatically place students who earn a “D” grade in any course or rotation on probation.
 - i. The student will have a hearing scheduled to develop a student-specific action plan and determine terms of probation.
 - ii. The scheduled date for Promotion and Graduation Committee student hearings is reflected on each term schedule distributed to students at the start of the term. Hearing dates are subject to change and students will be notified via email that the date has been changed.
 - iii. Students who do not respond to electronic notification of hearing or do not show up to their scheduled hearing will forfeit the right to a hearing with the Promotion and Graduation Committee.
 - b. Students who earn more than one “D” grade in any didactic course or experiential course in the PharmD program will be dismissed from the Doctor of Pharmacy program upon the receipt of a second “D” grade.
2. Students who earn an “F” grade in any didactic course or experiential rotation will be dismissed from the Doctor of Pharmacy program.

Academic Dismissal

Students shall be dismissed from the Doctor of Pharmacy program if:

1. They fail to comply with the terms of probation set forth by the Promotion and Graduation Committee and/or do not return to good academic standing by the time period established by the Promotion and Graduation Committee.
2. Upon return to good academic standing, the student subsequently earns a “D” grade in a course, “F” grade in a course, or has a cumulative grade point average below 2.0.

Dismissed students must vacate their lockers and return all University owned materials (lab coat, laptop & charger, and Roosevelt ID) within seven days of notification of dismissal.

Repeated Courses

Please see [Course and credit information](#) in the University Academic Catalog.

Student Notification of Promotion and Graduation Committee Decisions

In all cases of hearings, probation, dismissal or appeals, students will be notified in writing with a letter from the Promotion and Graduation Committee mailed to the official home address on file with the University via registered mail requiring a signature. A printed copy will also be available for student pick up from the Executive Secretary in the Dean’s Office; students must sign to attest to receipt of the letter.

Progression to Advanced Pharmacy Practice Experience Courses

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

Violation of College Technical Standards

The Roosevelt University College of Pharmacy Student Handbook contains the Technical Standards for the Doctor of Pharmacy program. Violations of the Roosevelt University College of Pharmacy Technical Standards will be reported to the Promotion and Graduation Committee. The following procedure will be followed for reported violations of technical standards:

1. Report is made to the Chair of the Promotion and Graduation Committee
2. Promotion and Graduation Committee will gather information regarding the violation
3. Promotion and Graduation Committee may hold a hearing regarding the violation and/or will refer the violation to the appropriate body within the College or University depending on the nature of the violation
4. If the Promotion and Graduation Committee holds a hearing regarding the violation a decision letter will be provided to the student as described in the Student Notification of Promotion and Graduation Committee Decisions section of this document
5. Appeals of Promotion and Graduation decisions regarding violation of technical standards will follow procedures previously described in this document. Appeals of decisions of University departments or committees will follow that committee or department specific appeal procedure.

Consequences for failure to comply with technical standards range from verbal and or/ written warning up to dismissal from the program.

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 Associate Dean 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 Associate Dean. The Associate Dean will notify the Promotion and Graduation Committee about any student who is granted a leave of absence.

Term Withdrawal

Please see [Course and credit information](#) in the University Academic Catalog. Students who decide to withdraw from an academic term once it has begun must do so with the College of Pharmacy's Office of Enrollment and Student Services. The tuition refund schedule can be found [on the Registrar's Office web page](#).

Time Limit for Completion of Program

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

Update: Approved by the Promotion and Graduation Committee by a majority vote on June 24, 2016.

Promotion and Graduation Hearings

Any student earning a grade below C- shall have a hearing before the Promotion and Graduation Committee. The date and time for these hearings are presented at the beginning of each term on the block schedule sent out by the College. All students who are not in good academic standing due to grade point average or a grade(s) earned below a C- are expected to be available for hearings on this day and time. Any date or time changes for Promotion and Graduation Committee hearings will be communicated via email. The Chair of the Promotion and Graduation Committee shall send an email after grades are reported notifying students of their hearing time.

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 via email or phone 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. Students are responsible for timely follow-up with course coordinator for make-up of any material missed due to an excused absence.

College of Pharmacy Examination Policy and Procedure

This document presents policies and procedures to be observed during quizzes and examinations and serves to extend the Roosevelt University Code of Student Conduct described in the Roosevelt

University Student Handbook. These policies are available on all COP Blackboard course sites. Failure to adhere to these policies will result in disciplinary action in accordance with College and University policy as described in the Roosevelt University Student Handbook.

All quizzes and exams are to be taken by students on campus in the assigned classroom unless otherwise authorized by the instructor. Students with testing accommodations will be proctored and follow the RUCOP Exam Policy and Procedure during their exam.

All electronic quizzes and exams will be administered in exam software provided by the COP (Respondus®, ExamSoft®, or other exam software).

Proctors will be monitoring the room as students take their exam. If at any time a student is suspected of academic dishonesty, their person, computer, and exam area will be examined.

Practical exams and Objective Structured Clinical Exams (OSCE) may have a separate exam policy. Consult your course syllabus and posted exam instructions for policy regarding these exams. Make-up of labs, practical assignments, practical, and OSCE exams for unexcused absences are not possible. Consult course syllabi and posted exam instructions for details.

Before an examination in the COP, students will:

- Contact course coordinators prior to the start of the class/exam in the event you are unable to make it to an exam or a quiz at the scheduled time. Contact should be made by email or voicemail message if sending an email is not feasible immediately. Students arriving late to a written or computerized exam will **not** be given any extra time and students will **not** be allowed to begin an exam **once the first submission has been made**. Students arriving late to a practical exam or Objective Structured Clinical Exam will not be allowed to begin the exam once the first group of students have begun the exam. *All consequences pertaining to this matter, particularly extenuating circumstances, are left at the discretion of the course coordinator.* For all students that are granted an approval for excused absences, **all make-up exams will be scheduled during finals week** (week 11 of the term). *Makeup exams for students with extenuating circumstances may be scheduled at the discretion of the course coordinator.* The content and format for all make-up exams will be at the discretion of the course coordinator. Make-up exams are not possible for unexcused absences from practical or OSCE exams; students with unexcused absences forfeit points for those exams.
- Enter the exam room beginning 15 minutes before the start of the exam but no later than 5 minutes before the start of the exam so that all computers can be checked for Lockdown Browser (or any other tool utilized by the College of Pharmacy to administer an exam).
- Bring only their school-assigned laptop, laptop charger, and a writing utensil with them to the examination room. Screen covers on laptops are not permitted during exams/quizzes.
- Store all other personal belongings in designated lockers. No personal effects such as book bags, purses, cell phones, etc. may be stored anywhere in the classroom or hallways.
- Ensure their school-issued laptop is charged, restarted, and that exam software is functioning properly.
- Remove any electronics from their persons including, but not limited to, cell phones, smart watches, etc.

During an examination in the COP, students will:

- Store all cell phones, tablets, electronic watches, fitness tracking devices, mechanical and battery-powered watches, and any other device worn on the wrist are prohibited during an exam in the student's locker. No devices that connect via Wi-Fi, Cellular, or Bluetooth (other than the COP-issued laptop) may be in a student's possession during an examination.
- Take all exams using exam software specified by the College of Pharmacy unless otherwise instructed.
- Raise their hands to inform proctors of any technical complications experienced during the examination period.
- Make all examination-related calculations and annotations on paper provided by proctors, and then return the paper at the end of exam with their name written on the top of the paper. Students will ensure that during an examination, the scratch paper is hidden from other students view when not in use.
- Raise their hands to be allowed to use the restroom; only one student may leave the testing room at any one time. Students must sign-out to use the restroom, and must show that they have nothing in their pockets before proceeding to the bathroom. At the discretion of the course coordinator, students may be escorted to the restroom.
- Submit exam and exit exam software under the supervision of a proctor.
- Close their laptop upon completion of the exam and leave their laptop in the exam room until the exam is over.
- Exit the room when exams are administered in the COP, exit the room when exam is submitted and proceed to the first floor. Return to the 2nd floor or exam room only after the exam time has ended.
- Students may bring their keys to an examination. Students should consult with the course syllabus/instructor prior to bringing food and/or water to an exam. All items brought into an exam are subject to inspection by course faculty and proctors.

Violation of the Roosevelt University College of Pharmacy Exam Policy and Procedure is considered a violation of the Roosevelt University Code of Student Conduct. All violations of the Exam Policy and Procedure will be handled at course level by course coordinators and will be reported to the Roosevelt University Office of Student Conduct. Refer to the Roosevelt University Student Handbook for details on process and disciplinary actions for violations of the Code of Student Conduct.

Before and during an examination in the COP, instructors will:

- Ensure that the minimum number of proctors are present for the examination. If the exam is given in Alumni Hall, there will be a minimum of 3 proctors present during the examination. If the exam is given in either or both of SCH 201 and SCH 265, a minimum of 2 proctors will be present in each room.
- Remove all unclaimed materials from tables in the exam room prior to start of a(n) quiz/exam.
- Ensure all white boards are wiped clean prior to the start of a(n) quiz/exam. Arrange this with the Executive Secretary in the Dean's Suite with advance notice prior to exam date.
- Provide non-graphing calculators and colored scratch paper for use during exams. Students are responsible for returning calculators and scratch paper to faculty at the end of exam.
- Take attendance at the start of the exam to ensure all students taking the exam are in the classroom.
 - Mark the time of arrival for any student arriving late to the exam
 - Mark the time of the first submission of the exam
- Actively proctor the classroom during all exams. Active proctoring includes:

- Moving about the classroom to observe all students taking the exam.
- Monitoring students for wandering eyes.
- Moving about the classroom to monitor for use of unapproved devices or hidden prohibited documents or communication between students (electronics, notes, email, messaging, etc.).
- Monitor for recording (in any fashion) of exam questions and/or answers by the student.
- Investigating any instances of behavior that leads the proctor to suspect academic dishonesty.
- Collecting any scratch paper from students when they are finished with the exam.
- Course faculty and proctors will check each computer to confirm that it is running exam software, and after checking, the student will turn the computer so that the screen faces the center of the table, away from that student.
- Ensure that all of the examination policies and procedures are being followed as indicated above.

Members of the Professionalism Workgroup are available to help proctor exams with advance notice.

What To Do If A Student Is Observed Violating Exam Policy:

- As a proctor your responsibility is to preserve the integrity of the exam and you should do everything in your power to assure the academic process is fair to all students.
- If you observe a student cheating on an exam or violating any part of the RUCOP Exam Policy and Procedure at any time, you should:
 - Observe the student in an unobtrusive manner to confirm your suspicion
 - Collect any evidence of the academic dishonesty (book, notes, electronics etc.) and document:
 - Student Name
 - Course number, date, and time exam was taken
 - Report the violation(s) to the course coordinator
- **Consequences Of Violation Of RUCOP Exam Policy And Procedure At Course Level**
 - At a minimum the student will receive a 10% reduction of the score on the exam/quiz.
 - Additional penalties are at the discretion of the course coordinator and may include a score of zero on the exam/quiz or failure in the course.
- **Violation Of RU Student Code Of Conduct**
 - All violations of the RUCOP Exam Policy and Procedure must be reported at the university level as a violation of the RU Code of Student Conduct found in the RU Student Handbook. Copy Department Chair on all correspondence regarding violation of Student Code of Conduct.
 - Either the proctor observing the violation or the course coordinator may report the violation.
 - Reports are made [here](#).
 - Contact person for violation of RU Code of Student Conduct violations is:
 - Conduct Specialist Jamar Orr x 2016 (jorr05@roosevelt.edu)

General Faculty Guidelines for Exams:

- Require secure exam software for all exams and/or quizzes

- Regardless of the technology used and our best efforts to proctor exams, you should assume your previous exam questions are available for students prior to exams. Do not reuse questions from previous exams without making modifications, slight variations to concept, wording and/or answer choices. Calculations questions should be modified so correct answers cannot be memorized. Consider changing question format from MCQ, T/F, fill in the blank, or short answer.
- Set exam settings to randomize questions for each exam/quiz and show only one question at a time.
- At all times possible, randomize answer order for each question
- Consider prohibiting backtracking on exams to mimic NAPLEX-examination

Note: Specific instructions outside of the general guidelines may be developed and communicated by a course faculty member/team to students. These instructions should be posted on the course Blackboard site at least 24 business hours before the exam date.

Standards of Professional Attire

Upon acceptance and matriculation into Roosevelt University College of Pharmacy, students begin a process of developing the knowledge, skills and attitudes that comprise the fundamental core of the profession of Pharmacy. Although assimilation of competencies and transformation to Doctoral Pharmacy Practitioners takes several years, early initiation of professional behaviors facilitates the developmental and professionalization process.

Throughout history, health professions have adopted standards of attire for their practitioners to collectively identify themselves as professionals and provide assurance to patients that they are interacting with individuals who can be trusted in performing services. In today's health care system, the concept of pharmaceutical care has introduced pharmacists as providers of patient care. Pharmacists are assuming a greater responsibility and a more active role in maintaining the health of the populations they serve. Image alone will not assure the desired excellence in pharmaceutical care; however, it often provides the basis for the public's perception of the profession and particularly guides first impressions.

Abiding by the standards of attire at the Roosevelt University College of Pharmacy is a component of the educational process that internalizes esteem and emphasizes professionalization.

Appropriate Attire and Grooming For Students at the Roosevelt University College Of Pharmacy

The following standards for attire apply to all students enrolled in Roosevelt University College of Pharmacy:

General Personal Care Standards

- 1. Adequate precautions should be taken to maintain good personal hygiene.** These precautions include regular bathing, use of deodorants and regular dental hygiene.
- 2. Hair maintenance:**
Hair should be neat and clean, styled off the face and out of the eyes. If close contact with patient occurs (*e.g.*, physical assessment procedures), hair longer than shoulder length should be secured and tied back.

3. Other personal care considerations:

- 3.1 Cologne, perfume or aftershave is not recommended in the patient care setting due to patient allergies and sensitivities.
- 3.2 Make-up should be used in moderation.
- 3.3 Nails should be well groomed, clean, manicured, and of short to medium length to facilitate patient care activities.
- 3.4 Jewelry and accessories should be modest and non-distracting.
- 3.5 Beards and mustaches should be clean and well groomed.

Appropriate Attire Standards in the Context of Patient Care or Public Interactions:

Defined to include but not limited to the following situations:

- Advanced Pharmacy Practice Experiences (APPE)
- Introductory Pharmacy Practice Experiences (IPPE)
- Inter-professional Practice Experiences (IPE)
- Pharmaceutics Laboratories
- Pharmaceutical Care Laboratory Courses
- Patient care projects or health fairs
- Professional meetings
- When prior notification is given (i.e. a patient or guest lecturer will be in class)
- Any context where the student is representing the college or university in public

1. **An approved Roosevelt University College of Pharmacy identification badge** must be worn on the student's person and visible at all times. (All students are expected to conform to this standard at all times). Students should NEVER wear a badge provided by an IPPE, IPE, or APPE rotation site outside that institution as it implies the student is employed by and represents that institution.

2. Attire:

2.1 Women: Clean, professionally styled clothing and shoes (*i.e.*, dresses or skirts of at least knee length, non-denim tailored slacks, and appropriate tops). A clean, white, long sleeved waist-length white coat is required in appropriate contextual settings. Open-toed or open-backed shoes are not appropriate in any of the above-described clinical settings.

2.2 Men: Clean, professionally styled clothing and shoes including a collared dress shirt with or without an appropriately knotted/secured necktie. A clean, white, long sleeved waist-length white coat is required in appropriate contextual settings. Open-toed or open-backed shoes are not appropriate in any of the above-described clinical settings.

In the event of a discrepancy between these standards and the IPPE/APPE Manual or site requirements, the APPE Manual or preceptor/site dress requirements shall supersede this standard for students on rotations.

3. Items specifically not permitted under any condition while on rotations outside the college of pharmacy:

- 3.1 Hats, caps, or other items worn on the head (except garments considered a part of religious or cultural dress).
- 3.2 Denim clothing or jeans of any color;
- 3.3 Shorts, capri or cargo pants, culottes, skorts or mini-skirts;
- 3.4 Sweatpants, sweatshirts, T-shirts with or without print, or midriff tops

- 3.5 Athletic shoes, causal sandals, (e.g., flip-flops, Birkenstocks, or beach shoes.) Open-toed or open-backed shoes are not appropriate in any clinical setting or patient care areas.
- 3.6 Scrubs (tops or pants);
- 3.7 Leggings worn as pants;
- 3.8 Large jewelry or accessories that could interfere with patient care or safety.
- 3.9 Jewelry in pierced noses, lips, tongues or other exposed body areas, other than ears (except garments considered a part of religious or cultural dress).

4. Exceptions:

- 4.1 Activities in specific laboratories, courses and patient areas in which the instructors or institutional policy supersedes this policy.
- 4.2 Any medical conditions that inhibit adherence should be discussed with the individual course coordinators or preceptors.

Enforcement of Attire Standards

- 1. Standards of Attire are intended to be self-regulated.
- 2. Students inappropriately dressed or groomed may receive a grade reduction or be dismissed (from classes) and requested to comply with the standards set forth in this document or be subject to dress code violation consequences described in a course syllabus.
- 3. Actions judged to be violations of this standard, course syllabi or IPPE/IPE/APPE manuals will be considered unprofessional behavior and may result in disciplinary action by the course coordinator or site preceptor and a report of violation of Roosevelt University Code of Student Conduct to the Office of Student Conduct.
- 4. Other policies may be implemented as warranted to ensure adherence to these standards.

Additional Student Policies and Procedures

By signing your acknowledgement of receipt and understanding of the RUCOP Student Handbook you attest that you have read, understood, and will abide by this policy and all other policies contained in the Handbook. Failure to do so is considered a violation of the Roosevelt University Code of Student Conduct.

Protocol for Student Conduct when attending sessions with Guest Lecturers and Speakers

In order to display professional courtesy at all times while guests are on campus and to project professionalism and respect, students should:

- Use electronic devices (i.e., laptops, tablets) only for educational purposes and refrain from other uses.
- Refrain from using cell phones in the classroom. If needed, the students should excuse themselves from the classroom to take an emergency phone call.
- Make all efforts to avoid disruptions to guest speakers.
 - Remove any needed belongings from the classroom for outside class hours
 - Arrive on time and leave at the appropriate time
 - Limit conversations in the hallway that may be disruptive

Illicit Drug Policies

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

Drug screens are required upon matriculation and throughout the Roosevelt University College of Pharmacy educational experience. Random drug screens are required at least once per year during P1 through P3 years and twice in the P4 year. Some rotation sites have additional drug screen requirements with which students must comply. Information obtained in drug screens may inhibit students from completing introductory or advanced practice experiences and thus may delay graduation or may result in dismissal from the program. All expenses associated with drug screens are at the expense of the College unless the student tests positive for any illicit substances; in the event that the student tests positive, he/she is responsible for the cost of the test and any subsequent tests. Students who do not consent to required drug screens, refuse to provide information necessary to conduct a drug screen, do not provide samples within the specified time frame, or provide false or misleading information or samples in regard to the drug screen will be subject to disciplinary action up to and including dismissal from the program. Drug screen results will be disclosed to experiential rotation sites if requested.

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 College of Pharmacy reserves the right to require immediate testing for drugs and alcohol. The Associate Dean for Academic Programs and Accreditation, and/or the Director of Experiential Education have the authority to suspend the student from all classroom and experiential activities pending results of such testing for drugs/alcohol.

Students will be notified of drug screens via email to their official Roosevelt email address and will be given 48 hours to follow instructions in the email and provide a sample. Failure to provide a sample within 48 hours of notification is considered refusal to complete the screen and will be subject to disciplinary action.

Faculty and/or Preceptor Response to Suspected Drug and/or Alcohol

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 an 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. Police will be contacted if deemed appropriate by the faculty/preceptor.
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 Associate Dean or Director of Experiential Education, the tests will be considered positive and the student shall be subject to immediate suspension pending a formal hearing with the Promotion and Graduation Committee.
8. As a safety precaution, faculty/preceptor should not allow the student drive home if the person is found to be intoxicated or under the influence of a controlled substance. If no ride is available, the preceptor will advise the student to hire a taxi or use a rideshare service.

Incident Report Procedure

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 Programs and Accreditation 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 Programs and Accreditation, 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, the student will be reported to the Office of Student Conduct, which will address the report following its own procedures.

Once the decision has been rendered, the Associate Dean for Academic Programs and Accreditation 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. Appeals will follow the procedure described in the RUCOP Progression Policy.

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

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, inter-professional 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, parking, and other automotive services are the student's responsibility.

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.

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 an unaccompanied 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 (9:00am-5:00pm), 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 work on research labs only if permission is granted by the appropriate faculty and access registered with Campus Safety, who manages key control access. College of Pharmacy students have access to the two pharmacy classrooms, Pharmacy Student Resource Center, and select University classrooms during posted hours, which vary depending on the time of year.

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.

Emergency Information

Campus Safety Office: SCH 102, Phone- Ext. 8989, 847-619-8989, www.roosevelt.edu/security

Campus safety telephones are located in various locations within the building and parking lots and will connect directly to Campus Safety. Public telephones are also available in building hallways and can be used to dial 911 in the event of an emergency.

Students are encouraged to call Campus Safety for any concerns including assault, theft, loitering, suspicious behavior or packages, smoke, fire, or flooding. Additionally, students are encouraged to immediately report any non-emergencies that may affect security to the Campus Safety office. This includes lost keys, defective locks and broken windows.

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

Fire doors within the College of Pharmacy remain closed but unlocked for safety. These doors should not be propped open. These doors include: Entrance to College at top of stairs, door to Dean's Office Suite, and door to Experiential Education suite. Classroom doors (SCH 201 and SCH 265) are generally kept closed during class time, but may be opened for air circulation.

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

In the event of a medical or psychological emergency, call 9-911 immediately from any campus house phone or from any public phone.

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.

Closings and Cancellations

In case of inclement weather:

- Check the Roosevelt website at www.roosevelt.edu

- Call 847-619-7300 and press * for a message.
- Listen to AM radio stations WMAQ 670 and WBBM 780
- Watch television channels 2,5,7,9,12, and CLTV

The University may communicate emergency information via text message. Students should ensure that their cell phone numbers are entered correctly in RUAccess. Messages may include university closings, delayed opening, or campus emergency information.

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

Campus Resources

Academic Success Center

The Academic Success Center is located in SCH 125. It provides academic support for Roosevelt University students. Information regarding services and hours is available here: <https://www.roosevelt.edu/StudentSuccess/AcademicSuccessCenter.aspx>.

Counseling Center

The Counseling Center is located in SCH 114 and provides psychological and counseling services to Roosevelt University students. Information regarding services and hour is available here: <https://www.roosevelt.edu/Counseling.aspx>.

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 at least five of six APPE rotations are 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](#).