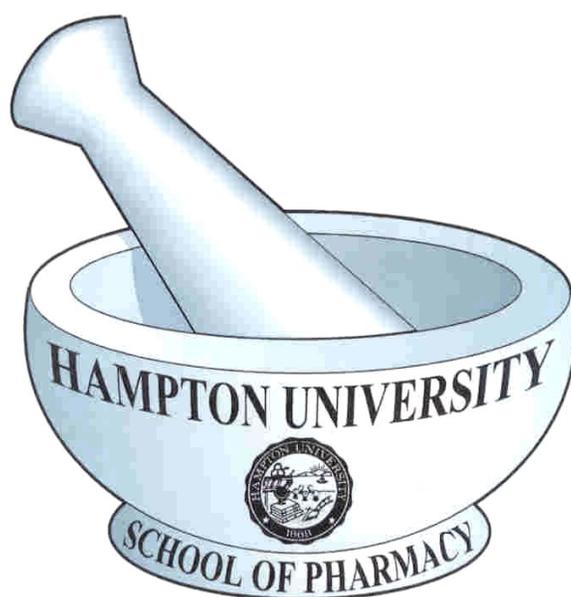


HAMPTON UNIVERSITY

SCHOOL OF PHARMACY

Hampton, Virginia

Professional Student Handbook



Dr. Anand Iyer, PhD, MBA
Dean

Revised Fall 2018

Disclaimer: Please note that policies and procedures described in this document are subject to change. Any changes will be communicated to all parties involved.

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School of Pharmacy

OFFICE OF THE DEAN

Dear Pre-Pharmacy Student:

Welcome to Hampton University School of Pharmacy! You are embarking on an exciting journey that will lead to significant professional and personal growth and fulfillment. You have selected a profession that is dedicated to the service of others, and necessitates strong intellectual capability and high moral and ethical standards. I am pleased that you have selected Hampton University to be your navigator along this adventurous career path that will have a lasting impact on both you as an individual as well as the people that you will serve. You have chosen a versatile profession, which in the hands of a creative, self-motivated and directed individual such as yourself can be a springboard to numerous career pathways into the future.

This Pre-Professional Student Handbook is designed to help you successfully navigate your journey through both the pre-professional program and prepare you for pharmacy school. It provides important guidelines on all pertinent academic aspects related School personnel, procedures and timelines, and provides descriptions on the curriculum, grading policies, absences, dress code, student resources and related documentation. The Pre-Professional Student Handbook will be periodically updated as necessary when programmatic improvements are made, and such changes will be communicated to you through appropriate channels.

The School of Pharmacy is devoted to helping you develop the attributes of an educated pharmacy professional that is socially responsible and committed to the process of lifelong learning. With this mission in mind, the School will be implementing a new professional program starting in Fall 2019. As part of the new curriculum, select courses currently in the professional curriculum will become pre-requisites. You will be informed of the specific changes, and its impact on your matriculation throughout the course of the coming year.

It is our expectation and your duty to embrace professionalism, exhibit strong character, and commit to giving your best at all times. Hampton University School of Pharmacy is here to help and guide you at every step of the way.

I leave you with the words of the great Welsh poet Dylan Thomas who wrote “Do not go gentle into that good night...Rage, Rage against the dying of the light”. Shine on!



Anand Iyer, PhD, MBA
Dean and Professor

HAMPTON UNIVERSITY SCHOOL OF PHARMACY

VISION STATEMENT

The School of Pharmacy envisions an academic and professional program that produces medically astute pharmacists who use technology to their advantage and to that of their patients. The School of Pharmacy is configured to produce professionals who embrace the value of interpreting and delivering information about drug efficacy in order to produce the maximum therapeutic benefit. The School of Pharmacy envisions the delivery of its programs in an environment constructed to sensitize the pharmacy graduate to the importance of diversity of cultures, the need for lifelong learning, and a lasting respect for health.

MISSION STATEMENT

The mission of the School of Pharmacy is to provide contemporary pharmaceutical education that produces highly skilled pharmacists who deliver quality pharmaceutical care to the people of Virginia and the nation. The program focuses on a strong foundation in pharmaceutical sciences, curricular integration, provision of high-quality pharmaceutical care, lifelong learning, appropriate use of technology, and a vigorous research program. The School promotes and encourages the scholarly and professional development of students, faculty and staff in a multicultural environment. The School offers only one degree, the Doctor of Pharmacy (PharmD.).

The School of Pharmacy subscribes and adheres to the goals of the University Mission to promote learning, character building, and preparation for leadership and service roles, through careful selection of students, activities and attitudes that develop professionalism, and delivery of a rigorous curriculum. Through professional organizations and other linkages, students in the School of Pharmacy participate in activities that provide service to the local community and the state. Although the curriculum primarily serves only the students admitted to the School of Pharmacy, students and faculty are committed to sharing their knowledge and informational resources with the greater University population and beyond.

ACCREDITATION

The School of Pharmacy is accredited by the Accreditation Council for Pharmacy Education (ACPE), the body that accredits Schools and Colleges of Pharmacy in the United States.

GENERAL INFORMATION

DISCLAIMER

The statements set forth in this handbook are for information purposes only and should not be construed as the basis of a contract between a student and the Hampton University School of Pharmacy.

While the provisions of this handbook will ordinarily be applied as stated, the School reserves the right to change any provision listed, including but not limited to academic requirements for graduation. Every effort will be made to keep students advised of any such changes. However, it is the responsibility of each student to keep himself/herself apprised of current graduation requirements by regular consultation with his/her advisor. Also note that are still subject to all procedures and policies detailed under the Hampton University Catalog unless stated otherwise.

RIGHT OF PRIVACY

Hampton University assures the confidentiality of student educational records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, known as the Buckley Amendment.

Students have the right to review their educational records for information purposes and to determine accuracy. Parents of dependent students, as defined by the Internal Revenue Service, have the same rights upon presentation of proof of the student's dependent status and a signed **Release of a Student's Academic Record to Parents** form (see Appendix).

EQUAL OPPORTUNITY

Hampton University adheres to the principle of equal education and employment opportunity without regards to race, sex, color, creed, physical handicap, sexual orientation or national origin. This policy extends to all programs and activities supported by the University.

ACADEMIC NOTICES BULLETIN BOARD AND MONITOR

Students are responsible for the regular monitoring of the **Academic Notices Bulletin Boards**. There are four boards located in the School of Pharmacy: two on the first floor – one in the main office, and one on the first floor beside the teleconference room; one on the second floor across from the Student Affairs Office; and one in the main lobby of the Annex building. In addition, there are two **TV Monitors**, one each in the hallway beside the main office and in the lobby of the Annex that provide School of Pharmacy information.

HAMPTON UNIVERSITY CODE OF CONDUCT

Joining the Hampton Family is an honor and requires each individual to uphold the policies, regulations, and guidelines established for students, faculty, administration, professional and other employees, and the laws of the Commonwealth of Virginia. Members of the Hampton Family embrace the core values of Exceptional Character: Respect, Professionalism, Integrity, and Community. No member shall lie, cheat or steal and each member is required to adhere to and conform to the instructions and guidance of the leadership of his/her respective area. Therefore, in maintaining The Standard of Excellence, the following are expected of each member of the Hampton Family:

RESPECT:

1. To respect himself or herself.

Each member of the Hampton Family will exhibit a high degree of maturity and self-respect and foster an appreciation for other cultures, one's own cultural background, as well as the cultural heritage from which Hampton University was born. It is only through these appreciations that the future of our university can be sustained indefinitely.

2. To respect the dignity, feelings, worth, and values of others.

Each member of the Hampton Family will respect one another and visitors as if they were guests in one's home. Students, faculty, and staff should engage in behaviors that are uplifting and encouraging. Moreover, to accost, bully, cajole, or proselytize students, faculty or staff, parents or others, use vile, obscene or abusive language or exhibit lewd behavior, is in direct violation of the Hampton University Code, on or off campus.

PROFESSIONALISM:

3. To foster a personal professional work ethic within the Hampton University Family.

Every member of the Hampton Family must strive for efficiency and job perfection. Each individual must exhibit a commitment to serve, and tasks must be executed in a humane and civil manner.

4. To foster an open, fair, and caring environment.

The University will maintain an open and caring environment. It is understood that intellectual stimulation is nurtured through the sharing of ideas. In cases where issues arise, each member of the Hampton Family is assured equal and fair treatment.

INTEGRITY:

5. To respect the rights and property of others.

Each member of the Hampton Family will only engage in activities that are legal and ethical, both on and off campus. No member shall lie, cheat or steal. Other transgressions include, but are not limited to, harassment of any form, possession of weapons such as knives and firearms, involvement in possession, use, distribution and sale of illegal drugs, theft, vandalism or hazing. Violators will be subject to all applicable provisions listed in the Faculty Handbook, Personnel Policies Manual for Administrative/Professional and Nonexempt Employees, the Official Student Handbook, the Hampton University Code, and statutes of the Commonwealth of Virginia.

6. To practice personal, professional, and academic integrity

Personal, professional, and academic integrity is paramount to the survival and potential of the Hampton Family. Therefore, individuals found in violation of Hampton University's policies against lying, cheating, plagiarism, or stealing are subject to disciplinary action that could possibly include dismissal from the University.

COMMUNITY:

7. To promote inclusion, while striving to learn from differences in people, ideas, and opinions.

Each member of the Hampton Family will support equal rights and opportunities for all regardless of age, sex, race, sexual orientation, religion, disability, ethnic heritage, socio-economic status, political, social, or other affiliation or disaffiliation.

8. To promote the ethical use of technology and social media

As a Hampton Family we embrace the digital age. Each member of the Hampton Family is expected to use technology in a responsible and respectful manner. Individuals should utilize their best judgment before posting content and should specifically refrain from cyber bullying or using social media to cheat. Uses of technology or social media posts that violate any of the aforementioned tenets of this Code will subject one to disciplinary action.

9. To be fully responsible for upholding the Hampton University Code.

Each member of the Hampton Family will embrace all tenets of the Code of Conduct, Policies, and the Honor Pledge and is encouraged to report all violators to the appropriate administrator or the Council for Institutional Culture and Values.

GENERAL MATRICULATION RULES AND GUIDELINES

1. Students are required to keep abreast of school/class activities by checking e-mail, bulletin boards and postal mail.
2. Students are required to follow the dress code when within the facilities of the School of Pharmacy as an integral part of their training and professionalism.
3. Each student is assigned to a faculty member for advisement on academic matters and professional activities. The advisor will serve as the student's first line of communication in addressing registration and other academic or professional problems.
4. A student must achieve a grade of "C" or higher in each pharmacy course in the professional curriculum, including introductory and advanced pharmacy practice experiences. If a student achieves a "C-" or lower grade in a pharmacy course, he/she will have to retake the course the next time it is offered in the curriculum sequence. Since courses are typically offered only once each academic year, the failure to achieve a "C" or higher grade may result in the student not being able to follow the standard curriculum course sequence, resulting in an extension of the length of his/her professional education. Professional students should not expect pharmacy classes to be offered during summer sessions.
5. A requirement for candidacy for graduation is a NAPLEX-style Comprehensive Examination. Failure to take the examination may delay the graduation of the student.
6. All students are required to enroll in and complete courses in sequence adhering at each level to all prerequisites. No student will be permitted to enroll in a course without having satisfied the prerequisites. A student must complete all courses at their current professional level before advancing to the next professional level.

7. The faculty of the School of Pharmacy reserves the right to revise the curriculum at any time to assure that students acquire the most current and relevant training possible. If curricular changes become necessary, every effort will be made to apprise students of the change and how it impacts their course of study. However, assurance of well-prepared graduates will prevail as the dominant concern.
8. The School of Pharmacy will graduate only those students it deems ready to accept morally, ethically, and professionally the practice of pharmacy, and consequently reserves the right to withhold the recommendation for graduation of any student who does not conform to those standards of readiness.
9. A student may be dismissed from the program, after due process, by reason of conduct unbecoming of a professional student.

LETTER GRADING POLICY

The standard grading scale of “A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F” is used in awarding grades so that the student’s true academic performance is reflected in the grade received.

A letter grade of “C” grade or better is required for passing all pharmacy courses.

It should be understood that failing a course (C- or below) may affect the academic progression of the student (due to the structure of the curriculum and the associated prerequisite requirements). In addition, academic sanctions may be imposed per HUSOP’s **Academic Progression Policies** (see page 10).

Letter grades are determined as follows:

A+ (98-100); **A** (94-97); **A-** (90-93); **B+** (88-89); **B** (84-87); **B-** (80-83); **C+** (78-79); **C** (74-77); **C-** (70-73); **D+** (68-69); **D** (64-67); **D-** (60-63) and **F** (Below 60).

An **Incomplete (I) grade** indicates that a student has not completed all coursework required for a grade; students are allowed up to one academic year to complete the work. An Incomplete will not count as hours passed until a final grade is determined. The student does not need to be enrolled to remove an “I” grade, which converts to “F” if work not completed within a year.

A **“Z”** grade is awarded when no grade is submitted for a particular course or the grade column is left blank before final grades are due. The “Z” will remain on the transcript until a change to the grade is made. The student should contact the course instructor if the “Z” was entered inappropriately and a change needs to be made to that grade.

Please note: Students with an “I” or a “Z” on any courses that are required for matriculation will not be allowed to graduate from the program. This may delay graduation of the student.

ASSESSMENT OF EDUCATIONAL OUTCOMES POLICY

The School of Pharmacy has instituted an Assessment of Educational Outcomes Policy (see Appendix) to assess attainment of desired student learning outcomes and correct underlying causes of ineffective learning experiences.

The policy will also serve to:

- a.** Improve student learning and the achievement of the professional competencies;
- b.** Provide data to evaluate curricular structure, content, organization, and outcomes;
- c.** Lead to continuous improvement of the curriculum and its delivery, and
- d.** Serve as a progression requirement for advancing through the curriculum.

All students will be subject to this policy, and are required to participate in all aspects entailed. Note that some students may require to complete additional requirements beyond what is described within the current policy on a case-by-case basis.

ACADEMIC ENRICHMENT PROGRAM

The School of Pharmacy had established an Academic Enrichment Program (AEP), which is designed to assist students in attaining desired student learner outcomes, and allows the School of Pharmacy to assess and correct underlying causes of ineffective learning experiences. As part of the AEP, students will have an opportunity to engage in pre-exam recitation sessions, participate in remediation sessions following exams and be provided with reassessment sessions when possible after failing an exam. These activities are designed to bridge any knowledge gaps that may exist so that students may be able to better retain the information as they matriculate throughout the program.

While engagement within the AEP is a requirement for select students, all students enrolled in the professional program are welcome to engage with faculty and participate in sessions that are of interest and will serve to benefit overall performance.

POLICY ON MANDATORY CLASS ATTENDANCE

Student attendance in classes is compulsory. A student accumulating one more unexcused absence from a class than the class carries semester credit hours will be dropped from the class and receive an “F” grade in the course.

PROCEDURE:

- 1.** Each faculty will maintain a class attendance roll. This may be accomplished in a variety of methods including, but not limited to, calling the class roll at each class meeting.
- 2.** The course coordinator will keep class attendance roll(s) along with grade roll(s) for each class and will submit grades to the respective Department Chairs and to the Assistant Dean.

3. In accordance with University policy, a student may be given an excused absence upon presentation of the appropriate documentation indicating illness, participation in an institution-sponsored or supported activity (verified by written statement from a faculty sponsor), and a recognizable emergency (approved by the Dean of Men or Women, the Dean or Assistant Dean of the School of Pharmacy, or the Provost).
4. A student seeking an excuse for an absence should follow directions given in the syllabus for the course. Additionally, the student should secure a **Request for Excused Absence/Tardiness Form** from the Main Office (see Appendix). The student should present the form to the appropriate faculty persons along with the documentation.
5. The faculty members should complete his/her portion of the form, sign the documentation, and return both to the student. It is the responsibility of the student to present the form to the appropriate faculty person for the date in question. It is the responsibility of the student to return the completed form with attached documentation to the Office of Student Affairs. A separate form is required for each day.
6. For medical absences in excess of four days, the student will be required to complete a Medical Leave of Absence Form (see Appendix). Before returning to the classroom, the student must be “medically cleared” by their physician. This medical documentation must be presented to the Assistant Dean of Academic and Student Affairs, who will in turn notify the student’s professors.
7. Students who miss an assignment, quiz, exam, etc. due to an excused absence must contact the course instructor by phone or e-mail prior to the absence or immediately upon return to campus. If a student is not able to contact the instructor, the Assistant Dean of Academic and Student Affairs should be notified of the absence and expected duration. In order to make-up missed assignments, students must complete a “Request for an Excused Absence/Tardiness” form (see Appendix) as mandated and must have the absence approved as excused by the professor. It is the responsibility of the student to contact the professor immediately upon return to arrange for promptly completing any missed assignments. Make-up assignments will be handled on an individual basis and will be clearly relayed to the student. Examinations will not be redone and may be rescheduled on a case-by-case basis at the discretion of the instructor.

ACADEMIC PROGRESSION POLICIES

Failure to maintain good academic performance will result in appropriate action by the Admissions and Academic Standards Committee.

The curriculum is to be followed from a course prerequisite standpoint while maintaining the integrity of the courses based on the year offered in the curriculum. Students must pass all courses in each professional level before enrolling in courses in the next level (i.e. all P1 courses must be successfully completed before enrolling in P2 courses; all P2 courses must be successfully completed before enrolling in P3 courses, etc.).

In addition to Hampton University Academic Regulations, the following rules will apply.

SATISFACTORY ACADEMIC PROGRESS:

For satisfactory academic progression towards the PharmD degree, **a student must complete the first three (P1, P2 and P3) professional years** of the Doctor of Pharmacy program at Hampton University within a **maximum time frame of five academic years**. A student who exceeds this five-year maximum time frame will be dismissed from the program. **A student may progress to advanced pharmacy practice experiences in the P4 year only if they have not exceeded the five-year time limit for completing the P1, P2 and P3 didactic coursework.**

Students may request an exception to the requirements of this Satisfactory Academic Progression Policy for documented unexpected circumstances. The Admissions and Academic Standards Committee will review such requests on an individual basis and make a recommendation to the Dean who will render the final decision to approve or disapprove the request.

NOTE: The Admissions and Academic Standards committee may intervene at times other than specifically stated above if it is deemed necessary in order to ensure the academic integrity of the School of Pharmacy.

WARNING:

A student will be placed on academic warning if the following occurs:

1. At least a total of **one grade** of less than a “C” in any professional pharmacy course in any semester within the program.

While on academic warning, the student will be required to meet with his/her advisor to determine steps that may be taken to improve the student’s performance. The student will be expected to adhere to the plan worked out with the student’s advisor. The advisor will inform the Admissions and Academic Standards Committee of the student’s compliance and progress.

The student must write a reflective essay and upload it in their e-portfolio during the first month of the next semester. The student must discuss the alternative plan with their academic advisor during mid-term advisement and follow it. The student must adhere to and follow Academic Enrichment Program (AEP) policies and guidelines.

PROBATION:

A student will be placed on academic probation if **ANY** of the following occurs:

1. At least a total of two grades less than a “C” in professional pharmacy courses within the program. For example, if a student already was on “Warning” and has an additional failing grade (note that the failing grade could be for the same course that is being repeated), then the student will now be placed on “Probation” due to a total of two failing grades. **NOTE:** Two or more grades of “F” or three grades of “C-” or lower in professional pharmacy courses in **one** semester will lead to Dismissal from the program. Please refer to the “Dismissal” section below.
2. A cumulative GPA of less than 2.0 in any semester.

While on academic probation, the student will be required to meet with his/her advisor to determine steps that may be taken to improve the student’s performance. The student will be

expected to adhere to the plan worked out with the student's advisor. The advisor will inform the Admissions and Academic Standards Committee of the student's compliance and progress.

The student must write a reflective essay and upload it in their e-portfolio during the first month of the next semester. The student must discuss the alternative plan with their academic advisor during mid-term advisement and follow it. The student must adhere to and follow Academic Enrichment Program (AEP) policies and guidelines.

NOTE: Each failing grade in the same course will be counted separately. For example, a second grade of "C-" or lower in a course that is being repeated due to a prior failure will be counted twice.

SUSPENSION:

A student will be placed on Suspension if **ANY** of the following occurs:

1. At least a total of **three** grades less than a "C" in professional pharmacy courses within the program. For example, if a student already was on "Warning" and has two additional failing grades, or if a student already on "Probation" has one additional failing grade (note that the failing grade could be for the same course that is being repeated), then the student will now be placed on "Suspension" due to a total of three failing grades. **NOTE:** Two or more grades of "F" or three grades of "C-" or lower in professional pharmacy courses in **one** semester will lead to Dismissal from the program. Please refer to the "Dismissal" section below.
2. A cumulative GPA less than 2.0 for three consecutive semesters.

A student on suspension may apply for readmission consideration by submitting the **Readmission Affidavit** (see Appendix) and an appeal letter to the Admissions and Academic Standards Committee. The Admissions and Academic Standards Committee will review every case separately and reserves the right to interview the student and determine the provisions for each individual situation. The student must appear before the committee if an interview is requested by the committee. The Committee will define the conditions for each individual student and make a recommendation to the Dean. **The final decision rests with the Dean.**

If readmitted, the student will be eligible to enroll for the next regular offering of the failed course(s). Note that such offerings may occur over the summer semester on a case-by-case basis.

NOTE: Suspended students cannot attend classes or go on rotations until they receive an official readmission approval letter for readmission from the Dean.

FINAL READMISSION:

If the request for readmission has been granted, the student **MUST comply with all of the conditions of the Readmission Affidavit.** By signing the affidavit, the student acknowledges understanding that:

1. They will be permanently dismissed from the program if they receive one additional grade below a "C" in any pharmacy course.
2. They must meet with their Faculty Advisor once every two (2) weeks.
3. They must meet with the Assistant Dean of Academic and Student Affairs once every month.

4. *NOTE: Meetings with the Faculty Advisor and Assistant Dean applies to matriculation through the Didactic Program (i.e. until all course requirements of the P3 year are met)*
5. They must document compliance with readmission conditions using the Record of Advisement for Readmitted Students (see Appendix).

NOTE: Students failing to meet the readmission requirement will be dismissed from the program without further recourse (See Dismissal Policy).

DISMISSAL:

A student will be dismissed from Hampton University School of Pharmacy if **ANY** of the following occurs:

1. At least a total of **four** grades less than a “C” in professional pharmacy courses within the program.
2. Two or more grades of “F” or three grades of “C-” or lower in professional pharmacy courses in **one** semester.
3. A cumulative GPA less than 2.0 for four consecutive semesters.
4. Readmitted students failing to meet readmission conditions as described in the readmission affidavit.
5. A student who fails to complete the first three (P1, P2 and P3) professional years of the Doctor of Pharmacy program at Hampton University within a maximum time frame of five academic years.

If a student is dismissed from the School of Pharmacy:

1. A copy of their dismissal letter is distributed to the following University personnel - Registrar’s Office, Chief of Police, Vice President of Business Affairs and Treasurer, Dean of the School of Pharmacy, Assistant Dean of Academic and Student Affairs and Faculty Advisor.
2. The Virginia Board of Pharmacy will be notified of the dismissal.
3. The student is responsible for completing the Change of Major form (if applicable) and submitting it to the Registrar’s Office.
4. The student is not permitted to register for or attend any pharmacy classes.
5. Dismissal for academic deficiency or any other issue cannot be appealed unless for documented unexpected circumstances. An appeal based upon documented unexpected circumstances should be addressed to the Assistant Dean of Academic and Student affairs with pertinent evidence and documentation.

COURSE WITHDRAWAL POLICY

It is the student’s responsibility to request withdrawal from a course in a timely manner and to submit a completed and signed Course Withdrawal form obtained from the main office on or before the deadline. Failure to seek counseling or guidance in a situation that negatively impacts academic performance will not be accepted as a cause to prevent the imposition of the appropriate academic penalty.

For Drug and Disease State Management modules that begin close to or after the University’s withdrawal deadline, a special request in writing must be submitted if a student wants to be

retroactively withdrawn. The request must be made before the student sits for the final exam. The deadline for receipt of the request will be indicated in the syllabus. If a student appears for the final exam of any course, the student is not eligible to be retroactively withdrawn.

REMEDIATION POLICY

Remediation is the process by which a student who receives a failing grade in a course can demonstrate mastery of the material and obtain a passing grade for the course. The student may also re-take the course at the next course offering. Remediation will vary from course to course; therefore, the student should refer to the course syllabus for the remediation policy statement specific to each course.

COURSE REMEDIATION:

Remediation is available to every student who earns less than a grade of “C” but at least a “D+” or higher in a course for the first time. In addition to the option of repeating the course, a student can choose to remediate by taking a comprehensive exam offered at the end of the course. If remediation via a comprehensive exam is available, the student will be given a grade of “Z” for the course and allowed a period of time to self-remediate. At the end of the time allotted for self-remediation, the student will be administered a comprehensive exam that will include all topics covered for that course. If the student earns a score of 74% or greater on the exam, he or she will receive a “C” in the course. Students that remediate via comprehensive examination cannot earn greater than a “C” as a final course grade, irrespective of their consolidated scores for the course. If a student does not earn at least 74% on the comprehensive course exam, the grade that was earned in the course before the remediation exam will be kept. The student is allowed to repeat the course at the next offering if they have not exceeded the number of allowable course failures.

Note that Remediation is not available to any student that receive a grade lower than “D+” for a course, and that student will need to retake the course at its next offering.

Course Remediation is a privilege and as such, the following criteria in addition to the grade stipulation must be met before a student is granted remediation:

- The student must have completed all assignments
- The student must have met with course instructors and advisor
- The student may not remediate a course if the reason for failure is academic or professional misconduct
- Students who withdraw from a course are not eligible for course remediation

REMEDIATION LIMITS:

- A student can remediate via a comprehensive examination **at most two courses per semester**. Further, a student is allowed **a maximum total of four course remediations** via comprehensive exam during their P1 through P3 academic years.
- The student will receive a final remediation letter for any course that he/she has already remediated.

- A student may not be allowed to remediate via comprehensive exam any course that they have already unsuccessfully remediated at any prior instance.
- Only students who have earned less than a “C” but at least a “D+” or higher in a course can use remediation. It cannot be used to improve a course grade by a student that has already passed the course.
- Please note: The **Academic Progression Policy is still in effect** and the School will continue to follow the policies and procedures as indicated in the handbook for course failures.
- A student will **not be allowed to grieve a remediation exam.**

NOTE: The School of Pharmacy will NOT offer any remediation exams for courses that are offered in Summer sessions. Students failing to obtain a passing grade for courses in the summer will therefore not be able to remediate that course in the summer, and will have to wait until the next course offering to retake the course.

REPEATING A COURSE:

Students earning less than a grade of “C” in a course even after remediation have the option of taking the course at the next course offering. Course offerings in the summer are determined at the end of the spring semester of the academic year and vary annually. Summer classes may be offered only for select courses in the curriculum.

POLICY ON MISSED COURSEWORK

In general, students should consult the course syllabus for policies on make-up work for specific courses. Unexcused absences from any assessments, examinations, or assignments are handled at the discretion of the instructor and may result in a score of “zero” for each quiz, examination, or assignment missed without an excused absence.

Students who miss an assignment, quiz, exam, etc. due to an excused absence must contact the **course instructor by phone or e-mail prior to the absence or immediately upon return to campus.** If a student is not able to contact the instructor, the Assistant Dean of Academic and Student Affairs should be notified of the absence and expected duration. In order to make-up missed assignments, students must complete a **Request for an Excused Absence/Tardiness** form (see Appendix) as mandated and must have the absence approved as excused by the professor. **It is the responsibility of the student to contact the professor immediately upon return to arrange for promptly completing any missed assignments.** Make-up assignments will be handled on an individual basis and will be clearly relayed to the student. Examinations will not be redone and may be rescheduled on a case-by-case basis at the discretion of the instructor.

Those students with an excused absence for the final examination will receive an “I” on the student record to show that the course work is incomplete. Every attempt should be made to make-up the

final exam prior to the beginning of the subsequent semester. If the examination is not completed within one calendar year, the “I” will automatically become an “F”.

Absences from Advanced Pharmacy Practice Experiences and missed coursework for APPEs are handled by the Office of Experiential Education.

GRIEVANCE POLICY AND PROCEDURE

STUDENT GRIEVANCE PROCEDURE:

STEP ONE	<p>START AT THE SOURCE OF THE PROBLEM</p> <p>A) Fill out the School of Pharmacy Grievance Form (see Appendix) providing a written description of the grievance.</p> <p>B) Submit a copy of the completed Grievance Form and other pertinent documentation to the instructor and the coordinator of the course.</p> <p><u>NOTE:</u> A review will not be conducted for incomplete grievance requests.</p> <p>C) Schedule a conference with the instructor of the course.</p> <p>D) Schedule a conference with the course coordinator.</p> <p>E) Be prepared to discuss issues of concern clearly. Do not speculate.</p> <p>F) Proceed to the next level of authority if the problem or concern is not resolved.</p> <p><u>NOTE:</u> The instructor must provide their decision in a written format by completing the Grievance Form within five working days of receiving the grievance.</p>
STEP TWO	<p>SCHEDULE A CONFERENCE WITH THE ADMINISTRATIVE HEAD OF THE DEPARTMENT OR ACADEMIC UNIT</p> <p>A) Bring a copy of the School of Pharmacy Grievance Form and other pertinent documentation to the conference.</p> <p><u>NOTE:</u> The Grievance form submitted to the Chairperson must have detailed explanation of the action taken by the instructor and must be signed by the student, instructor and course coordinator.</p> <p>B) Repeat steps E and F as stated in Step One.</p> <p><u>NOTE:</u> The Chair must provide their decision in a written format by completing the Grievance Form within five working days of receiving the grievance.</p>

STEP THREE	<p>SCHEDULE A CONFERENCE WITH DEAN OF THE SCHOOL</p> <p>A) Bring a copy of the School of Pharmacy Grievance Form and other pertinent documentation to the conference.</p> <p><u>NOTE:</u> The Grievance form submitted to the Dean must have detailed explanation of the action taken by the instructor and must be signed by the student, instructor, course coordinator and Chairperson.</p> <p>B) Repeat steps E and F as stated in Step One.</p> <p><u>NOTE:</u> The Dean must provide their decision in a written format by completing the Grievance Form within five working days of receiving the grievance.</p>
STEP FOUR	<p>SCHEDULE A MEETING WITH THE SCHOOL OF PHARMACY GRIEVANCE COMMITTEE</p> <p>A) Bring a copy of the School of Pharmacy Grievance Form and other pertinent documentation to the conference.</p> <p><u>NOTE:</u> The Grievance form submitted to the Grievance Committee must have detailed explanation of the action taken by the instructor and must be signed by the student, instructor, course coordinator, Chairperson and Dean.</p> <p>B) Repeat steps E and F as stated in Step One.</p> <p><u>NOTE:</u> The Grievance Committee must provide their decision in a written format by completing the Grievance Form within ten working days of receiving the grievance.</p>
STEP FIVE	<p>SCHEDULE A CONFERENCE WITH THE PROVOST OR DESIGNEE</p> <p><u>NOTE:</u> If steps One through Four have been omitted, the Provost or designee will refer the case back to the step that was omitted.</p>
PLEASE NOTE <i>(Excerpted from HU's Academic Catalog)</i>	<p><i>Hampton University has policies which have been established to resolve student problems and issues in a fair and impartial manner. Our most important business is to help students learn while maintaining high academic and ethical standards.</i></p> <p><i>It is recommended that each learner "follows the counsel of those wise faculty members who have dedicated their lives to meeting the needs of students who are willing to take responsibility for their own education."</i></p>
STEP SIX	<p>FILE A WRITTEN ACPE COMPLAINT</p> <p>A) If the problem is believed to be the result of the School/ University violating an ACPE accreditation standard¹, the grievance form must cite the ACPE accreditation standard in question and include a detailed narrative of how the School/University has violated the standard. The student must follow steps one through five if they choose to report the grievance to the School before filing the grievance with ACPE.</p> <p>B) Provide ACPE with a copy of the School of Pharmacy Grievance Form and other pertinent documentation.</p> <p>C) For information on filing a written complaint to ACPE against the School of Pharmacy, refer to the <i>Policy on Student Grievance Regarding ACPE Standards</i>.</p>

¹For a full description of the ACPE accreditation standards and guidelines, go to www.acpe-accredit.org

REVIEW OF EXAMINATION GRADES:

Challenges to test grades must be made **within seven working days** of receiving the examination grade. A written appeal must be submitted using the **School of Pharmacy Grievance Form** (see Appendix) and the student must follow the procedures outlined in the section on Grievance Procedures. A review will not be conducted without the necessary paperwork. An appointment should be requested with the instructor, course coordinator and all administrators indicated in the grievance procedure for the review and challenge.

***NOTE:** The same policy applies to challenges to grade on any assessment (quiz, assignment, projects etc.), if applicable and stated in the syllabus.*

FINAL GRADE APPEAL:

A student has the right to file an appeal if there is disagreement with the final grade that has been awarded in a course. The appeal process must be initiated in writing **within ten days of the first day of classes** of the following semester. A written appeal must be submitted using the **School of Pharmacy Grievance Form** (see Appendix) and the student must follow the procedures outlined in the section on Grievance Procedures. A review will not be conducted without the necessary paperwork. An appointment should be requested with the instructor, course coordinator and all administrators indicated in the grievance procedure for the review and challenge.

***NOTE:** Remediation exams cannot be grieved (See Remediation Policy on page 13).*

OTHER ISSUES:

A student has the right to file an appeal for any non-grading issues. The appeal process must be initiated in writing **within ten working days** of occurrence of the issue. A written appeal must be submitted using the **School of Pharmacy Grievance Form** (see Appendix) and the student must follow the procedures outlined in the section on Grievance Procedures. A review will not be conducted without the necessary paperwork. An appointment should be requested with the instructor, course coordinator and all administrators indicated in the grievance procedure for the review and challenge.

POLICY ON STUDENT GRIEVANCE REGARDING COMPLIANCE WITH ACPE STANDARDS

A student has the right to file a complaint against the School of Pharmacy if the student does not feel the School is in compliance with an Accreditation Council for Pharmacy Education (ACPE) Standard (the accreditation standards may be found in the Appendix of the Student Handbook). This complaint must be filed in writing and must follow the procedures outlined in this section. The student has the option to report this grievance to the School or the student may choose to report the grievance directly to ACPE.

As an accredited School of Pharmacy by ACPE, Hampton University has an obligation to assure that it conducts itself with honesty and integrity. Complaints related to ACPE standards, policies or procedures, will be taken seriously and should be placed in writing by the complainant and submitted to the School of Pharmacy or directly to the ACPE office. If submitted directly to the

ACPE office, the complaint will be forwarded 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.

If reporting to the School of Pharmacy:

The grievance must be filed in writing using the School of Pharmacy Grievance Form found in the Appendix section of the Student Handbook. This grievance form along with pertinent documentation must be submitted to the Professional Conduct and Grievance Committee of the School of Pharmacy for review. If a sufficient and agreeable outcome is not reached, the complainant has the option to escalate the grievance to the level of the Dean of the School of Pharmacy. If a sufficient and agreeable outcome is not reached at the level of the Dean, the complainant has the option to escalate the grievance to the level of the Accreditation Council for Pharmacy Education (ACPE).

Upon receipt of the complaint the Professional Conduct and Grievance Committee shall, based upon the complaint and information from such further investigation deemed necessary, promptly determine the facts surrounding the issue, determine the validity of the complaint, and attempt to develop a plan to resolve the issue.

If, thereafter, based upon the complaint and the investigation, the Professional Conduct and Grievance Committee determines that a complaint is not related to the standards or policies, the complainant is so advised in writing with a copy to the office of the Assistant Dean of Academic and Student Affairs. The complaint may then be escalated to the Office of the Dean of the School of Pharmacy and the same procedures will be followed regarding investigation of the filed complaint. If, thereafter, based upon the complaint and the investigation, the Dean of the School of Pharmacy determines that a complaint is not related to the standards or policies, the complainant is so advised in writing with a copy to the office of the Assistant Dean of Academic and Student Affairs. The complaint may then be escalated to the Executive Vice President and Provost of the University for further investigation. If, thereafter, based upon the complaint and the investigation, the Executive Vice-President and Provost determines that a complaint is not related to the standards or policies, the complainant is so advised in writing with a copy to the office of the Assistant Dean of Academic and Student Affairs. The complaint may then be escalated to ACPE for further investigation. A record of all complaints is kept on file in the office of the Assistant Dean of Academic and Student Affairs.

If filing a complaint directly to the Accreditation Council for Pharmacy Education (ACPE):

The complaint must be filed in writing directly to the Accreditation Council for Pharmacy Education (ACPE). This complaint must be filed via email to csinfo@acpe-accredit.org. The complaint should contain the School of Pharmacy Grievance Form found in the Appendix section of the Student Handbook along with pertinent documentation.

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 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.

For a further information regarding complaints regarding ACPE standards, go to <https://www.acpe-accredit.org/complaints/default.asp>

ACADEMIC DISHONESTY

It is the policy of the School of Pharmacy that academic dishonesty is inconsistent with good professional behavior. The School of Pharmacy has the responsibility of preparing students to enter a profession in which honesty is of utmost importance. The pharmacist is viewed as one of the most trusted professionals, and students must understand the importance of being honest and trustworthy in all aspects of the profession. Accordingly, the penalty for academic dishonesty is severe and may include permanent dismissal from the program.

Plagiarism is defined as “taking and using as one’s own the writing or ideas of another.” All materials used to meet assigned requirements of a course, from any source, must be given proper credit by citing the source. **A student caught plagiarizing may be given an “F” in the course and could be subject to dismissal from the University.**

STUDENT DRESS CODE POLICY

A student that does not conform to the dress code may be asked to leave the classroom. In such cases, the student will also be marked absent, which will be counted attendance limits per the attendance policy.

The Standards of Professional Attire apply to female and male students enrolled within Hampton University’s School of Pharmacy. Pharmacy is a profession that has a mission to assure the safe and effective utilization of medications in patients. For this reason, the HUSOP dress code is intended to contribute to the overall professional development of the pharmacy student. Students are required to dress professionally every day. The purpose of the dress code is to make the student aware that there is a standard of professional dress that should be adhered to in order to have an effective transition into the professional world.

Professional dress attire should be followed for all didactic and experiential students (P1 through P4) students, during lectures, presentations on campus, Student Forum Seminars, P4 Rotation Meetings or specific days designated by faculty and/or administrative staff.

*PROVISIONS OF THE HUSOP DRESS CODE APPLY TO BOTH **FEMALE AND MALE** STUDENTS ENROLLED IN HAMPTON UNIVERSITY’S SCHOOL OF PHARMACY*

The following items of clothing which are NOT permitted to wear include:

- a. Hats, caps or head scarves should not be worn indoors (*Please note this does not apply to headgear considered as a part of religious or cultural dress*)

- b. Flip flops / tennis shoes
- c. Party or event styled T-shirts and/or sweatshirts with inappropriate or vulgar lettering or messages
- d. Denim and/or jean clothing of any color (including frayed, torn, dirt-washed, etc.)
- e. Pajamas or pajama slippers worn as formal dress clothing
- f. Shirts worn outside of the pants or un-tucked
- g. Pants worn below the waist
- h. Undershirts worn as outer wear
- i. Mini-skirts, shorts, pants/bottoms shorter than mid-calf
- j. Skirts shorter than two (2) inches above the knee when sitting
- k. Sweatpants, spandex, jeggings, or exercise attire
- l. Tank tops and/or athletic T-shirts
- m. Spaghetti straps, halter tops, tube tops, low cut tops, or tops exposing the midriff
- n. Tight clothing is prohibited

HUSOP STUDENT PROFESSIONAL DRESS STANDARDS:

Clothing and shows are encouraged to be professional, clean and appropriately styled. In addition, the following specific recommendations must be followed:

FEMALE STUDENT	MALE STUDENT
<ul style="list-style-type: none"> ✓ Tattoos must be covered at all times. ✓ Jewelry should be conservative. Large or dangling jewelry (i.e. bracelets or earrings) is unacceptable. ✓ Jewelry in pierced noses, lips, tongues or other exposed body areas, other than ears is not permitted unless for religious/cultural reasons. ✓ Shirts, blouses or tops should cover shoulders. ✓ Nails should be well groomed, manicured and of short to medium length. ✓ Artificial nails and nail jewelry should not be worn in a laboratory setting. ✓ Hair should be neat, clean, and a color found in nature and not extreme in style. ✓ Daily bathing and the use of deodorant are encouraged. ✓ Perfume should be used sparingly, particularly in patient contact areas. ✓ Women must wear pant socks or appropriate hosiery. (e.g. white, black, brown, navy and skin tone) ✓ Make-up should be natural in appearance; heavy use of make-up is discouraged. 	<ul style="list-style-type: none"> ✓ Tattoos must be covered at all times. ✓ Jewelry in pierced noses, lips, tongues or other exposed body areas, other than ears is not permitted unless for religious/cultural reasons. ✓ Nails should be well groomed, manicured and of short to medium length. ✓ Beards should be well groomed or closely trimmed. Sideburns and mustaches should be well groomed. ✓ Hair should be neat, clean, trimmed, and a color found in nature and not extreme in style. ✓ Daily bathing and the use of deodorant are encouraged. ✓ Cologne or aftershave should be used sparingly, particularly in patient contact areas. ✓ Men must wear a shirt and a tie. ✓ Men must wear socks.

ENFORCEMENT OF HUSOP STUDENT PROFESSIONAL DRESS STANDARDS:

- a. Standards of HUSOP Student Professional attire are intended to be self-regulated. Pharmacy students are encouraged to utilize mature and professional judgment in observance of the dress code.
- b. The HUSOP Student Professional Dress Standards fall under the HUSOP Code of Conduct.
- c. Violations of the HUSOP Student Professional Dress Standards should be reported to the Office of Academic and Student Affairs and may be subjected to review.
- d. HUSOP students that are inappropriately dressed/groomed may be dismissed from classes, laboratory sessions, seminars or experiential rotations to comply with the student professional dress standards.

EXCEPTIONS TO HUSOP STUDENT PROFESSIONAL DRESS STANDARDS:

- a. After Hours and Weekend Attire: HUSOP students are encouraged to wear neat clothing that is appropriate for a professional seminar, event, luncheon or dinner.
- b. HUSOP students should wear specific dress/attire (i.e. laboratory jacket and/or scrubs) when instructed by the professor or institutional policy. Scrubs may be worn to all approved laboratory sessions. Scrubs **MUST** be Hunter Green (JC Penny Reference Color #28 or Jeness Uniforms). A laboratory coat must be worn over the scrubs to attend laboratory classes. Sneakers may be worn with the scrub uniform, but should not be worn at any other time.
- c. HUSOP students who have medical conditions that will prevent observance to the HUSOP Student Dress Code Policy should discuss these issues with the HUSOP Office of Academic and Student Affairs.

ADVISEMENT

The Office of Academic and Student Affairs assigns each student a faculty advisor. The advisor is the first person that should be consulted when academic problems arise. Faculty advisors have access to their advisee's transcripts and would be available to discuss: academic policies, academic problems, career opportunities, curriculum and personal circumstances. Most advisors are prepared to go beyond the routine advising function and serve as mentors. The Assistant Dean of Academic and Student Affairs and the Coordinator of Student Affairs are also available to assist when necessary.

Student Advisement Forms are available to both faculty and students (see Appendix).

The student advisement process requires a coordinated effort between the following:

- A. Office of Academic and Student Affairs
 1. Provide faculty training programs
 2. Assign students to individual faculty advisors
 3. Monitor the advising process
- B. Faculty Members
 1. Participate in training programs provided by the Office of Academic and Student Affairs

2. Conduct mid-semester advisements
 3. Advise students during Spring and Fall pre-registration
 4. Meet with advisees at least once per semester
 5. Monitor academic progress and assist the student in seeking appropriate help
 6. Provide copies of mid-semester and student registration advisement records (See Appendix) on each advisee to the Office of Academic and Student Affairs
- C. Student Advisees
1. Meet with faculty advisor or designee each semester at mid-semester
 2. Meet with faculty advisor or designee during pre-registration
 3. Meet with faculty advisor or designee at least once per semester

STUDENT INFORMATION SHEET

Each student in the School of Pharmacy is required to have a **Student Information Sheet** (see Appendix) on file in the Academic and Student Affairs Office. The form will be distributed during Orientation Week. This form must be kept current and it is the duty of each student to inform the Office of Student Affairs of all subsequent changes or additions. Change of name, address, telephone numbers or marital status is extremely important and should be reported immediately. The student should also update personal information on HUNet as needed.

SCHOOL COMMITTEES

Students are assigned to selected standing committees of the School of Pharmacy. The Dean and the Office of Academic and Student Affairs will determine who will be appointed to committees. Every effort will be made to schedule meetings at a time that student members can participate.

TUTORING SERVICES IN THE SCHOOL OF PHARMACY

The School of Pharmacy recognizes that sometimes students may desire additional assistance with understanding course content in order to be successful in matriculating through the program. The School of Pharmacy offers tutorial services through the various student organizations within the School of Pharmacy. All tutors have been approved by the Office of Academic and Student Affairs and the course coordinator of the course in which tutorial services is being offered. If you wish to register as a tutor, please complete the Student Tutor Forms (see Appendix) and submit to the Office of Academic and Student Affairs. This section provides guidance with the types of help that tutors may provide and what should be avoided to prevent academic dishonesty.

Tutors can assist students by explaining course materials in an in-depth, one-on-one basis, reviewing students' solutions to sample problems and exams, and answering general questions concerning course material. However, it is important that tutors not help complete assignments or provide solutions to graded homework assignments. A tutor can provide general help with reviewing an assignment before it is submitted, but should never complete the assignment for the student. Completion of assigned homework by a tutor is an act of academic dishonesty and will

be handled as such. The nature of help provided by a tutor should be similar to that provided by an instructor during office hours.

Generally, tutors are students who have previously taken the course for which they are tutoring and who have earned an exemplary grade in the class. Students serving as tutors within the School of Pharmacy are providing voluntary service and do not receive remuneration. The student and the tutor should work out a time that is conducive to both of their schedules to allow them to meet for tutorial services. Tutoring should occur outside regular class time.

STUDENT EMPLOYMENT

The School of Pharmacy recommends that students limit their employment during the academic semesters, especially during the first professional year.

The School does not expect students to work while they are enrolled in the advanced pharmacy practice experience courses in their last year. These courses require a full-time commitment (minimum 40 hours/week).

ADDITIONAL STUDENT EXPENSES

Through the course of study, students will need to bear expenses for several activities that are a required part of the curriculum. These expenses include certifications and training, background checks, access to proprietary software and resources that are required as a part of the course of study and preparatory material for the NAPLEX. A list of projected expenses for the professional program has been provided in the Appendix. Students are encouraged to plan ahead and ensure that they have the funds ready to bear the costs related to these required activities.

CRITERIA FOR FINANCIAL AID ELIGIBILITY

Students will require a minimum of twelve (12) credit hours in order to be eligible for financial aid for courses offered in fall and spring semesters. Students will require a minimum of six (6) credit hours in order to be eligible for financial aid for courses offered in summer semesters.

POLICY ON SUBSTANCE ABUSE

Hampton University adheres to requirements of the Federal Drug Free Work Place Act of 1988, regarding the possession, use, distribution or sale of illegal substances on campus and on University affiliated properties.

Hampton University prohibits the illegal use, possession, transport, manufacture, distribution, promotion or sale of alcohol, drugs, drug paraphernalia or look-alike drugs while performing work or matriculating at Hampton University, or on Hampton University properties.

Students are referred to the University's Student Handbook: Living, Learning, Leadership and Service for a detailed explanation of this policy.

HEALTH INSURANCE

Health insurance is recommended while enrolled in the School of Pharmacy. The student assumes the cost for this insurance. All professional and graduate students are eligible to enroll in a plan offered by the University and should contact Student Accounts for more information.

APPROPRIATE USE OF TECHNOLOGY POLICY

Hampton University provides and maintains technologies to advance teaching, learning, research, and administrative activities in support of the University's mission. The University views access to all of its technology resources as a privilege that is granted to members of the University community so long as it is used responsibly. Hampton University reserves the right to monitor and investigate violations or suspected violations of policy and security.

Students utilizing technology resources shall be held to the standards of conduct set forth in the Student Handbook. The faculty and staff shall be held to the standards of conduct set forth elsewhere in the Faculty and Staff Handbooks, respectively. All University rules, particularly those pertaining to the Code of Conduct and the consequences of acts of dishonesty, harassment, plagiarism, piracy and illegal or inappropriate use of software are applicable to the use of computers, cell phones, personal data assistants (PDAs), and other technologies.

Users can have a reasonable expectation of privacy, except those times when system administrators find cause to investigate network activity for purposes related to operations and compliance with University policy and federal and state laws. The vice president of student affairs will process violations of University policy by students. The director of human resources and the provost will process violation of University policy by faculty and/or staff. Infringements made known to the assistant provost for technology by the Recording Industry Association of America (RIAA), Business Software Alliance, MGM and NBC Universal Properties and the like will be processed by the assistant provost for technology with written notification to the vice president of student affairs or director of human resources and/or provost where applicable.

Users found in violation of this policy may direct appeals to the vice president for student affairs, the director of human resources and/or the provost within three business days. A written response will be provided within ten business days.

The following is intended to ensure that all members of the University computing community can be afforded privacy in his/her work; that no one will be unwillingly subjected to abusive behavior of others using the system; that the resources available to the community are not consumed by only a few individuals; and that electronic vandalism does not destroy computer resources. It should be understood clearly that the following points are illustrative and not all-inclusive.

1. Only authorized persons defined as students, faculty, staff and members of Hampton University sanctioned programs, may use Hampton University's computing facilities

and equipment (computers, printers, networks, software, etc.) for legitimate purposes relating to teaching, coursework, research, and administration at Hampton University.

2. Members of an academic community are entitled to privacy of their work. It is a violation of University policy for an individual faculty, staff or student to share their own login information with others to use, to obtain a password that belongs to someone else, or to access another user's files or e-mail account on the network. These violations are forms of theft and will not be tolerated.
3. Any faculty, staff or student may not access any file that is not their own unless that file has been made publicly accessible. This access prohibits the reading, writing, and editing of directories and passwords belonging to others. This prohibition includes, but is not limited to, files left on a computer hard drive or any removable storage device, i.e., zip disks, thumb drive, CD-ROM/DVD. Posting a message under someone else's name is prohibited.
4. Taking advantage of another person who inadvertently leaves a computer without logging off is no different than entering an unlocked room and stealing, reading a personal letter, or destroying property.
5. Using any technology resource to annoy or harass or defame is prohibited. This applies to the use of phone mail, electronic mail, conferencing, news group bulletin boards and message facilities. This includes but is not limited to flooding individuals or news groups with large volumes of electronic mail designed to disrupt and/or annoy.
6. The Virginia Code, Section 18.2-372 & 374 sets forth the definition of obscene material. The code also states that the distribution, production or sale of obscene items is illegal, and punishable by law. Federal law also criminalizes the transportation of such materials in interstate commerce. Hampton University must comply with these laws and will enforce them among all students, faculty, staff and visitors.

Using the Hampton University network to view pornographic materials is a violation of University policy. It is also a violation of University policy to attempt to circumvent network security systems. Furthermore, the use of Hampton University computers and network services to create or post pornographic and/or obscene material on a Hampton University computer or server or onto any online community such as Face Book, My Space or Black Planet, is a violation of University policy. It is also against University policy to utilize any university technological resource to create, post or maintain any derogatory information pertaining to another individual. **Violators will be subject to the disciplinary action of expulsion and/or termination.**

7. Knowingly engaging in any activity that might damage the operating systems or the data stored on any computer, removing or modifying the system files, or disrupting services is a violation of University Policy.
8. Knowingly distributing a virus or any attack on the network resources or any individual computer is a violation of University Policy.

9. Disseminating chain letters, sending unauthorized mass emails for personal gain and other "spreading schemes" is an inappropriate use of the network. Users participating in such activities may have their e-mail privileges restricted or revoked and may also be subject to disciplinary action of expulsion and/or termination.
10. The Virginia Code 18.2-152.5, *states, a person is guilty of the crime of computer invasion when he uses a computer network and intentionally examines without authority any employment, salary, credit or any other financial or personal information relating to any other person. "Examination" under this section requires that offenders to review the information relating to any other person after the time at which the offender knows or should know that he is without authority to view the information displayed.*

Hampton University must comply with these laws and will enforce them among all students, faculty, staff and visitors.

11. Attempting to circumvent the action of system software written to implement protection mechanisms is prohibited. Protection mechanisms include but are not limited to the establishment of accounts, passwords, disk quotas, and time and space limitations. Any attempt to get around the protection mechanisms established by the University is a violation of the disciplinary code. If you find that some action on your part has placed you in violation of the mechanisms, you must report the incident to the Assistant Provost for Technology and/or the Dean of Men or Dean of Women.
12. Unauthorized copying and/or downloading of music, software or other media constitute a violation of copyright laws. Such behavior is a violation of University Policy and the United States laws. Activity not authorized by copyright owners, their agents, or the law is prohibited and may be punishable by law. All unauthorized media must be removed from any computer on the university's network.
13. The University's systems or networks cannot be used for personal gain; for example, selling access to your user id or to university systems or networks, or by performing work for profit with university resources in a manner not authorized by the university.

VIOLATIONS

Violations of Appropriate Use of Technology Policy should be reported promptly to the Director of Management Services @ 728-6544 or the Assistant Provost for Technology @ 728-6788.

POLICY ON USE OF SOCIAL MEDIA:

Social Media is defined as media designed to be disseminated through social interaction, created using highly accessible publishing techniques that can be easily expanded on demand. Examples include but are not limited to Facebook, Twitter, LinkedIn, YouTube, Flickr, MySpace and blogs. Social media is a powerful communications tool that has a significant impact on professional and organizational reputations.

The following guidelines must be followed by all students, faculty and staff at Hampton University School of Pharmacy:

1. Content that is threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal, may not be posted.

2. Privacy laws must be respected. Good judgment and common sense should be exercised at all times. Confidential information about the University, faculty, staff, preceptors or students may not be posted on social media sites.
3. Think before you post. There's no such thing as a "private" social media site. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. Archival systems save information even if you delete a post. Be thoughtful about the type of photos you upload.
4. In keeping with the traditions of Hampton University and the Code of Conduct, be respectful, thoughtful and professional. Remember that as a member of the Hampton University community, postings can impact the image of the University as well as your own.

E-MAIL ACCOUNTS:

All Pharmacy students are required to **obtain and maintain** a Hampton University e-mail account (john.smith@my.hamptonu.edu). The account is provided through the Academic Technology Mall, located on the 5th Floor of the Harvey Library. Any difficulties experienced by the student should be rectified immediately by going to the ATM. School of Pharmacy communication is via e-mail and failure to receive the communication because of an inactive e-mail account is not an excuse. **Students must only use their Hampton email account for University-related email communication.**

E-MAIL ETIQUETTE:

School of Pharmacy students should follow basic etiquette rules in e-mail communications:

1. Include a courteous greeting or closing to ensure that your message does not appear terse or demanding.
2. Address your contact with the appropriate level of formality. Include the recipient's title (Dr., Dean, Mrs., Mr., etc.) when appropriate.
3. In order to avoid confusion, include all relevant details or information necessary to understand your request or point of view.
4. Use proper spelling, grammar and punctuation. Type in complete sentences. Improper grammar and incorrect spelling reflects poorly on the sender. E-mails with no full stops or commas are difficult to read and can sometimes even change the meaning of the text.
5. Include the words "please" and "thank-you" to ensure a respectful, professional tone.
6. Do not send emotionally charged e-mails. Multiple instances of !!! or ??? are perceived as rude or condescending.
7. Do not write in CAPITALS. **IF YOU WRITE IN CAPITALS, IT SEEMS AS IF YOU ARE SHOUTING.**
8. Do not discuss confidential information in e-mail.
9. Read e-mails before you send them to check for spelling and grammar mistakes. Read your email through the eyes of the recipient to help you send a more effective message and avoid misunderstandings and inappropriate comments.
10. Always remember that your e-mail may be forwarded to others. Do not include content that you do not wish to see posted on a bulletin board.

TELECOMMUNICATIONS:

Advances in technology are commonly found throughout the School of Pharmacy as well as personal technology that students may have in their possession. The use and possession of

cellular telephones, BlackBerry phones, I-Phones, tablet computers, etc. are allowed; however, the use of these items must not disturb the learning environment. While in the classrooms, labs, or otherwise designated learning environments, all aforementioned devices **must be turned off or set to silent operational mode (vibrate)**. Students are not permitted to possess cell phones or similar devices during exams. Students who fail to observe these stipulations for authorized use and possession of these devices will be subject to confiscation of the device by faculty or subject to disciplinary action through the appropriate channels in the School of Pharmacy.

COMPUTERS:

As part of its educational mission the School of Pharmacy acquires and maintains computers, computer systems and networks. These computing resources are intended for university-related purposes including direct and indirect support of the university's instruction, research and service missions; university administrative functions; student and campus life activities; and the free exchange of ideas within the university community and with the wider local, national, and world communities. As such, the School of Pharmacy is bound by the University's Appropriate Use of Technology Policy. Also be aware that only the School's Network Administrator or the manufacturer of the computer equipment in use in the School or provided to the student by the School are authorized to repair said equipment. When a student graduates or separates from the School of Pharmacy for any reason, he/she must return the School of Pharmacy issued laptop to the School of Pharmacy Network Administrator. The student may be given the option to purchase the laptop at a price determined by the University upon graduation.

POLICY ON CHILDREN AND/OR DEPENDENTS IN CLASSROOM OR LEARNING ENVIRONMENTS

The School of Pharmacy recognizes the diverseness of our student body and understands that many persons enrolled in the program may have responsibilities to/for their spouse and/or children. As a result, the school makes every effort to schedule the majority of the academic coursework within the times of 8 am to 5 pm so that students may also balance their personal/family obligations. For those academic courses and/or school activities that occur outside of 5 pm, students will be provided advanced notice of the event so that appropriate arrangements can be made by the students to attend. **With respect to classrooms, labs, or other structured learning environments infants, small, young, or young-adult children are not permitted to attend classes under any circumstance. The School of Pharmacy does not provide childcare on-site, so students are strongly encouraged to obtain dependable childcare that will not interfere with their academic responsibilities.** This policy does not apply to those School of Pharmacy activities in which open invitations to family/friends, etc. are extended.

EXPERIENTIAL EDUCATION

The School of Pharmacy meets the requirements of the Virginia Board of Pharmacy's approved 1600-hour Supervised Experiential Program. This program allows the student to take the Virginia Pharmacy Licensure Examination, the NAPLEX, as well as other state examinations,

upon completion of their college career. The experiential program allows the student to become a Registered Pharmacist (after successfully passing the State Board Examination) in a sequential and orderly process. The experiential program consists of a variety of clinical and non-clinical experiences designed to provide the student with professional experience and life-long learning through the use of a structured and supervised program of study.

All Pharmacy Students will receive a **Hampton University School of Pharmacy Experiential Program Handbook**. Guidelines and policies are listed in the manual and must be adhered to for successful completion of the program.

To successfully complete the curriculum and graduate from the School of Pharmacy at Hampton University, the student is required to obtain 310 hours of Introductory Pharmacy Practice Experiences (IPPEs) and 1600 hours of Advanced Pharmacy Practice Experiences (APPEs). Please refer to the Doctor of Pharmacy Curriculum for more information. The Office of Experiential Education (OEE) coordinates the all aspects of experiential education. Any questions or queries related to the scheduling of rotations should be directed to the OEE. The Director of Experiential Education is responsible for the coordination and management of all experiential education activities.

GPA REQUIREMENTS FOR STUDENT LEADERSHIP POSITIONS

Students that are wish to be appointed to leadership positions (such as Class President, Vice-President, Secretary, Treasurer, etc.) must have a professional GPA of 3.0 or higher. For students entering the professional program, their entering GPA will be used to calculate eligibility. On the other hand, only the professional level GPA will be used for students that are already in the professional program and wish to apply for leadership positions.

Students that already hold leadership positions will have to maintain the minimum GPA level throughout matriculation, and will be evaluated at the start of each fall semester. Students that fail to meet the minimum GPA requirement of 3.0 will be required to vacate their positions, and will be eligible to reapply for vacant positions only after they exceed this minimum threshold.

STUDENT ORGANIZATIONS

Academy of Students of Pharmacy (ASP)

The Virginia Academy of Student Pharmacists is a student organization of the American Pharmacists Association. Members of this organization are also affiliated with the Virginia Pharmacists Association as well as the American Pharmacists Association. This organization promotes the profession of pharmacy through community service, public relations, and social awareness activities.

Student National Pharmaceutical Association (SNPhA)

SNPhA is an educational service association of pharmacy students who are concerned about the profession of pharmacy, healthcare issues, and the scarcity of minority representation in these areas. This being established, the purpose of SNPhA is to plan, organize, coordinate and execute

programs geared toward the improvement of the health, educational, and social environment of minority communities.

The Rho Chi Pharmaceutical Honor Society, Gamma Xi Chapter

Rho Chi is the national honor society for pharmacy and as such it is recognized in national and international academic circles. The fundamental objective of Rho Chi is to promote the advancement of the pharmaceutical sciences through the encouragement and recognition of sound scholarship. Students who have completed one-third of their professional curriculum, have a minimum GPA of 3.00 and are in the upper 20% of their class are eligible for membership.

Student Chapter of the American Society of Health Systems Pharmacist

The mission of the Hampton University Student Society of Health-System Pharmacy is to make students aware of pharmacy practice in health systems; provide information to students about career directions in and credentials needed for pharmacy practice in health systems; and encourage membership and participation in the state society (Virginia Society of Health-Systems Pharmacy - VSHP) and the American Society of Health-Systems Pharmacy (ASHP) as a student and upon graduation. The society will provide students with the experience and tools to continue professional development and commitment to a career in clinical pharmacy.

Student Chapter of the National Community Pharmacists Association

The mission of the Hampton University Student Chapter of the National Community Pharmacists Association (NCPA) is to foster in students a dedication to the continued growth and prosperity of independent community pharmacy in the United States. NCPA represents the professional and proprietary interests of independent community pharmacists and is committed to restoring, maintaining, and promoting the health and well-being of the public they serve. The goal of this student organization is to increase awareness of the opportunities of owning your own pharmacy and to spread the NCPA message of the rewards and challenges of independent community pharmacy.

**Students are referred to the Hampton University Official Student Handbook:
Living, Learning, Leadership and Service for additional information and
guidelines.**

APPENDIX

ACPE ACCREDITATION STANDARDS

SECTION I: EDUCATIONAL OUTCOMES
Standard 1: Foundational Knowledge
Standard 2: Essentials for Practice and Care
Standard 3: Approach to Practice and Care
Standard 4: Personal and Professional Development
SECTION II: STRUCTURE AND PROCESS TO PROMOTE ACHIEVEMENT OF EDUCATIONAL OUTCOMES
Standard 5: Eligibility and Reporting Requirements
Standard 6: College or School Vision, Mission, and Goals
Standard 7: Strategic Plan
Standard 8: Organization and Governance
Standard 9: Organizational Culture
Standard 10: Curriculum Design, Delivery, and Oversight
Standard 11: Interprofessional Education (IPE)
Standard 12: Pre-Advanced Pharmacy Practice Experience (Pre-APPE) Curriculum
Standard 13: Advanced Pharmacy Practice Experience (APPE) Curriculum
Standard 14: Student Services
Standard 15: Academic Environment
Standard 16: Admissions
Standard 17: Progression
Standard 18: Faculty and Staff - Quantitative Factors
Standard 19: Faculty and Staff - Qualitative Factors
Standard 20: Preceptors
Standard 21: Physical Facilities and Educational Resources
Standard 22: Practice Facilities
Standard 23: Financial Resources
SECTION III: ASSESSMENT OF STANDARDS AND KEY ELEMENTS
Standard 24: Assessment Elements for Section I: Educational Outcomes
Standard 25: Assessment Elements for Section II: Structure and Process

For a full description of the ACPE accreditation standards and guidelines, go to www.acpe-accredit.org

SCHOOL OF PHARMACY HAMPTON UNIVERSITY

Standards For Technical Requirements of the Pharmacy Curriculum

Pharmacy students must possess skills and abilities that allow them to complete the curriculum and practice the profession of pharmacy. Hampton University's School of Pharmacy has an ethical responsibility for the safety of patients for whom the student will contact as a student and for whom the graduate will serve during his/her career. Patient safety is the guiding principle under which the School establishes requirements for physical, cognitive, and emotional capabilities of matriculating students and graduates. The technical standards include: observational communications, motor, intellectual-conceptual (integrative and qualitative) behavioral and social skills and abilities.

The University is committed to enabling students with disabilities to complete the course of study by providing reasonable accommodations. However, some accommodations cannot be made because they are unreasonable and ultimately jeopardize patient safety. For example: **The use of a trained intermediary is not acceptable because of the inherent use of the observation and selections skills of the intermediary to judge and assess rather than those of the pharmacy student.**

The major points are further delineated below.

Observation. The student must be able to visually observe and interpret presented information. This will necessitate the functional use of vision, hearing and somatic senses.

Communication. The student must be able to communicate effectively and appropriately with patients, caregivers, faculty/staff and members of the health care team. These skills include the appropriate use of spoken and **written** English: **hearing, reading, and interpreting** at a level adequate for the timely delivery of information.

Motor. The student must have sufficient **motor function** and skills necessary to perform task in the training and practice of pharmacy. Examples of such task may include the compounding of medicinals, administration of drugs or the provision of basic cardiac life support. Such actions require the **coordination of both gross and fine muscular** movements, **equilibrium**, and functional **use of the senses**.

Students should perform a critical self-analysis to ascertain the degree of compliance with the technical requirements. Evidence of non-compliance should be communicated to the Office of Student Affairs of the School of Pharmacy immediately.

**HAMPTON UNIVERSITY
SCHOOL OF PHARMACY**

Request for Excused Absence/Tardiness

Date of Absence: _____

Today's Date: _____

Student Name: _____

HUID#: _____

	Accepted	Not accepted*
	Instructor Signature	
1. Class (es) _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

*Must provide rationale. Use back of this form.

Reason for the request**:

**Documentation must remain attached to this form.

Student Signature

**HAMPTON UNIVERSITY
SCHOOL OF PHARMACY**

The United States Family Educational Rights and Privacy Act II of 1974 states that a student must authorize, in writing, the release of his academic record.

RELEASE OF STUDENT'S ACADEMIC RECORD TO PARENTS

I, _____,
(PRINT FULL NAME OF STUDENT)

direct Hampton University School of Pharmacy to release my grades and all other information included within my academic records to:

_____, _____
(NAME OF RELATIVE) (RELATIONSHIP)

(ADDRESS OF PARENT / GUARDIAN)

whose name and address I shall maintain with the Registrar as my next-of-kin, in Hampton University's computer-based address system.

(Student's Signature)

(Date)

**HAMPTON UNIVERSITY
SCHOOL OF PHARMACY
READMISSION AFFIDAVIT**

I, _____, acknowledge receipt and agree to the following conditions for readmission into the School of Pharmacy:

1. I must achieve a C grade or better in each course taken. I understand that any additional grades less than a “C” in results in permanent dismissal. No further request for readmission will be considered.
2. I must meet with my faculty advisor every other week and it is my responsibility to schedule the meetings. Failure to comply will result in permanent dismissal.
3. I must meet with the Assistant Dean of Academic & Student Affairs once a month and it is my responsibility to schedule the meetings. Failure to comply will result in permanent dismissal.
4. I must document meetings with my faculty advisor and the Assistant Dean of Academic & Student Affairs on the Record of Advisement for Readmitted Students form. This form must be returned to the Assistant Dean of Academic and Student Affairs at the end of each semester. Failure to comply will result in permanent dismissal.

Signature of Student

Student HU ID#

Date

Rev. 8/2018

**HAMPTON UNIVERSITY
SCHOOL OF PHARMACY
Record of Advisement for Readmitted Students**

Student Name _____ HUID# _____

Faculty Advisor _____ Semester _____

Meetings with Faculty Advisor:

Date _____ Signature of Faculty Advisor _____

Meetings with Assistant Dean:

Date _____ Signature of Assistant Dean _____

This form must be returned to the Assistant Dean of Academic and Student Affairs at the end of each semester. A new form will be issued to the student at the start of the next semester.

NOTE: This applies for the duration of matriculation from the Didactic Program (i.e. until all course requirements of the P3 year are met)

- Student must meet with his/her Advisor **once every 2 weeks**
- Student must meet with the Assistant Dean of Academic and Student Affairs **once every Month.**

Students failing to meet this requirement may be dismissed from the program without further recourse.

Rev. 8/2018

Date _____ School Term _____ Classification : **P**__

HUSOP Student Information Sheet For Professional Students

Student Name: _____

Birthdate: _____ **HU ID#** _____

Gender: **Male**_____ **Female**_____

Race: **Black**_____ **White**_____ **Hispanic/Latino**_____ **African**_____

American Indian/Alaska Native _____ **Asian**_____ **Other**_____

U.S. Citizen: **Yes**__ **No**__ **If No: Nation of Citizenship**_____

State of Residency _____

Education: (*Prior to PI status*)

Degree: **Y**__ **N**__

If Yes: **Associate**__ **Bachelors**__ **Masters**__ **Doctorate**__

If No: **Years of College** **1-2 yrs college**__ **3+yrs college**__

Campus or Local Address: _____

Phone: **(cell)**_____ **(work)**_____

E-Mail:(HU) _____ **(Personal)**_____

Permanent Address: _____

Phone: _____

Emergency Contact _____

Emergency Contact Phone: _____

HAMPTON UNIVERSITY
SCHOOL OF PHARMACY
Grievance Form for Didactic Courses (Revised 8/18)

Student Name: _____ HU ID: _____ Date: _____

Student HU Email: _____ Signature: _____

Detail of grievance provided by the student

Issue at hand (check all that apply)	Name of Instructor	Course Number	Date Occurred	Instructor Decision	
				Agree	Disagree
<input type="checkbox"/> Grading Error					
<input type="checkbox"/> Grading Challenge					
<input type="checkbox"/> Final Grade Error/Challenge					
<input type="checkbox"/> Other					

NOTE: Incomplete forms will not be reviewed.

NOTE: For final grade appeal, please include grievance details for any other assessment (exam/ quiz/assignment etc.) grieved in the course.

Details of resolution provided by the instructor

If issue is not resolved at the current level, please indicate below accordingly (both Faculty and Student must affix signatures). The instructor must return the original completed form to the student. If the issue is resolved at any level, then a copy must be retained at that level, and additional copies must be provided to Instructor of record, Course Coordinator and Office of Academic and Student Affairs. **Resolutions at each level should be conducted Face-to-Face.**

Resolution Level	Issue Resolved		Faculty Signature	Date	Agreement with the Resolution			Date
	Yes	No			Student's Response		Signature	
					Yes	No		
Instructor								
Course Coordinator								
Department Chair								
Dean								
Chair, Grievance Committee								

NOTE: The course coordinator signs and dates the form to acknowledge receipt of grievance information and is not involved in decision-making regarding the grievance resolution.

NOTE: All signing officials other than the instructor must provide details about their analysis and decision in a separate sheet and attach it to the original grievance form.

What are your professional goals upon graduation?

What is your present GPA?

What do you consider to be your academic strengths and weaknesses?

Please complete the following two charts. Feel free to attach a resume if you prefer.

EMPLOYMENT EXPERIENCE:

Employer/ Address	Position Title	Job Responsibilities/Experiences Gained	Dates of Employment

PREVIOUS EDUCATION:

Education	Name of Institution	Dates Attended	Degree Attained	GPA (3.5-4.0, 3.0-3.4; 2.5-2.9; 2.0-2.4)
Graduate School				
Undergraduate School				
Undergraduate School				
Other Institution				

Student Registration Advisement Record

Student Name _____ Date _____

Entering Class of Fall _____

CLASSES

COURSE NUMBER	COURSE NAME

I have met with my advisor to discuss my progress in the professional program.

I have discussed elective offerings with my advisor.

I had the opportunity to address any concerns that I have encountered.

I have asked and answered any questions and/or concerns I had regarding my future in this program.

I am aware of recommendations/advice that my advisor has given me to strengthen my weaknesses.

I am aware that my advisor is always available to help me, and I have been informed how to contact her/him.

Student Signature

Date

Advisor Signature

Date

PIN # _____

**Fall P1
Mid-Semester Advisement Record**

Student Name _____ Date _____

Course	Mid-term Grade	Rating (1 to 5)
Pharmaceutics/Biopharmaceutics I		
Anatomy & Physiology		
Physiological Chemistry		
Pharmaceutical Care I		
Profession of Pharmacy IV		

In the table above, indicate on a scale of 1 to 5 how you are doing in each class (where 5 is exceptionally well and 1 is struggling).

How often do you study and how do you study?

Have you met with your professors?

Have you purchased the required textbooks?

Do you have a study group?

Do you work? If yes, how many hours a week?

In what extracurricular activities are you involved?

What area of pharmacy do you want to pursue post-graduation?

Do you intend to apply for a residency?

Are you having any other difficulties (family, health, financial, social, relationships, etc.) that may be impacting your academic progress?

Are you aware there are counseling services available?

Comments/Concerns from Advisee:

Comments/Concerns from Advisor:

What is your plan of action?

Transcript Reviewed (Check Box)

Student Signature _____ Date _____

Advisor Signature _____ Date _____

Spring P1 Mid-Semester Advisement Record

Student Name _____ Date _____

Course	Mid-term Grade	Rating (1 to 5)
Pharmaceutics/Biopharmaceutics II		
Medicinal Chemistry I		
Biostatistics/Literature Evaluation		
Pharmaceutical Care II		

In the table above, indicate on a scale of 1 to 5 how you are doing in each class (where 5 is exceptionally well and 1 is struggling).

How often do you study and how do you study?

Have you met with your professors?

Have you purchased the required textbooks?

Do you have a study group?

Do you work? If yes, how many hours a week?

In what extracurricular activities are you involved?

Have you begun working on your professional portfolio? We will review your progress during the Spring mid-semester advisement or before.

What area of pharmacy do you want to pursue post-graduation?

Do you intend to apply for a residency?

Are you having any other difficulties (family, health, financial, social, relationships, etc.) that may be impacting your academic progress?

Are you aware there are counseling services available?

Comments/Concerns from Advisee:

Comments/Concerns from Advisor:

What is your plan of action?

Transcript Reviewed (Check Box)

Student Signature _____ Date _____

Advisor Signature _____ Date _____

Fall P2 Mid-Semester Advisement Record

Student Name _____ Date _____

Course	Mid-term Grade	Rating (1 to 5)
Pharmacokinetics		
Medicinal Chemistry II		
Microbiology/Immunology		
Pharmaceutical Care III		
Health Care Administration I		

In the table above, indicate on a scale of 1 to 5 how you are doing in each class (where 5 is exceptionally well and 1 is struggling).

How often do you study and how do you study?

Have you met with your professors?

Have you purchased the required textbooks?

Do you have a study group?

Do you work? If yes, how many hours a week?

In what extracurricular activities are you involved?

What area of pharmacy do you want to pursue post-graduation?

Do you intend to apply for a residency?

Are you having any other difficulties (family, health, financial, social, relationships, etc.) that may be impacting your academic progress?

Are you aware there are counseling services available?

Comments/Concerns from Advisee:

Comments/Concerns from Advisor:

What is your plan of action?

Transcript Reviewed (Check Box)

Student Signature _____ Date _____

Advisor Signature _____ Date _____

Spring P2 Mid-Semester Advisement Record

Student Name _____ Date _____

Course	Mid-term Grade	Rating (1 to 5)
DDM I		
DDM II		
Health Care Administration II		
Pharmaceutical Care IV		
Introduction to Clerkships		

In the table above, indicate on a scale of 1 to 5 how you are doing in each class (where 5 is exceptionally well and 1 is struggling).

How often do you study and how do you study?

Have you met with your professors?

Have you purchased the required textbooks?

Do you have a study group?

Do you work? If yes, how many hours a week?

In what extracurricular activities are you involved?

What area of pharmacy do you want to pursue post-graduation?

Do you intend to apply for a residency?

Are you having any other difficulties (family, health, financial, social, relationships, etc.) that may be impacting your academic progress?

Are you aware there are counseling services available?

Comments/Concerns from Advisee:

Comments/Concerns from Advisor:

What is your plan of action?

Transcript Reviewed (Check Box)

Student Signature _____ Date _____

Advisor Signature _____ Date _____

Fall P3 Mid-Semester Advisement Record

Student Name _____ Date _____

Course	Mid-term Grade	Rating (1 to 5)
DDM IV		
DDM V		
Patient Assessment		
Pharmaceutical Care V		
Introduction to Research Methods		
Elective		

In the table above, indicate on a scale of 1 to 5 how you are doing in each class (where 5 is exceptionally well and 1 is struggling).

How often do you study and how do you study?

Have you met with your professors?

Have you purchased the required textbooks?

Do you have a study group?

Do you work? If yes, how many hours a week?

In what extracurricular activities are you involved?

What area of pharmacy do you want to pursue post-graduation?

Do you intend to apply for a residency?

Are you having any other difficulties (family, health, financial, social, relationships, etc.) that may be impacting your academic progress?

Are you aware there are counseling services available?

Comments/Concerns from Advisee:

Comments/Concerns from Advisor:

What is your plan of action?

Transcript Reviewed (Check Box)

Student Signature _____ Date _____

Advisor Signature _____ Date _____

Spring P3 Mid-Semester Advisement Record

Student Name _____ Date _____

Course	Mid-term Grade	Rating (1 to 5)
DDM VII		
Pharmacy Practice Laboratory		
Pharmacy Law & Ethics		
Elective		
Elective		

In the table above, indicate on a scale of 1 to 5 how you are doing in each class (where 5 is exceptionally well and 1 is struggling).

How often do you study and how do you study?

Have you met with your professors?

Have you purchased the required textbooks?

Do you have a study group?

Do you work? If yes, how many hours a week?

In what extracurricular activities are you involved?

What area of pharmacy do you want to pursue post-graduation?

Do you intend to apply for a residency?

Are you having any other difficulties (family, health, financial, social, relationships, etc.) that may be impacting your academic progress?

Are you aware there are counseling services available?

Comments/Concerns from Advisee:

Comments/Concerns from Advisor:

What is your plan of action?

Transcript Reviewed (Check Box)

Student Signature _____ Date _____

Advisor Signature _____ Date _____

**Hampton University
School of Pharmacy**

Projected Student Expenses for the PharmD program

Item	Cost	P1 year	P2 Year	P3 Year	P4 year	Total
Shadow Health®	\$99	X		X		\$198
CPR/Blood-Borne Pathogens/ACLS Certification	\$55	X		X		\$110
Intern License (Virginia Only)	\$15	X				\$15
Background Check	\$100	X	X	X	X	\$400
Access Pharmacy®	\$45	X				\$45
Exam Soft®	\$65	X	X	X	X	\$260
Blue Coat*	\$60			X		\$60
White Coat*	\$40	X				\$40
Compounding Training	\$50			X		\$50
Immunization Certification	\$150			X		\$150
OSCE & OSCE Practice Sessions at EVMS	\$100			X		\$100
RxPrep® & Pre-NAPLEX	\$350				X	\$350
Cost/year		\$419	\$165	\$679	\$515	\$1778
Required Additional Costs to be paid to HUSOP/year						\$450/year

Other Expenses (As required)

Summer IPPE**	\$600	X	X			\$1200
Parking & Tolls *	\$150	X	X	X	X	\$600
Additional miscellaneous out-of-pocket expenses for items not listed above		\$750	\$750	\$150	\$150	\$1800

*Estimated costs

** Student may apply for and obtain financial aid

Revised August 2018

**HAMPTON UNIVERSITY
SCHOOL OF PHARMACY**
Student Medical Leave Of Absence Form

STUDENT INFORMATION

Student Name:		
Last	First	MI

Student Date of Birth ____ / ____ / ____

OTHER INFORMATION

Address:	City:	State:	Zip:
----------	-------	--------	------

Mobile Phone No.:	Other Phone No:
-------------------	-----------------

Email address:

PHYSICIAN / HEALTH CARE PROFESSIONAL CERTIFICATION INFORMATION

Physician Name:			
Last	First	MI	
Address:	City:	State:	Zip:

Please fill in the blanks:

I, _____, do hereby certify that I have examined the student
_____ and

have determined that he/she must take a medically necessary leave of absence beginning on ____ / ____ / ____
and may return to the classroom on ____ / ____ / ____.

Physician's Signature: _____ Date _____

Please note: If for medical reasons, you cannot return on the date indicated by the physician, you must contact the Assistant Dean of Academic and Student Affairs and submit a new Medical Leave of Absence form.

Please submit this form to the Assistant Dean of Academic and Student Affairs.

FOR OFFICE USE ONLY

Assistant Dean's Signature: _____ Date _____

APPLICANT INFORMATION						
Last Name:				First:		
Street Address:			Apartment/Unit #:			
City:				State:	ZIP:	
Phone:				Hampton U. E-mail Address		
Student ID #:						
Class Rank:	P1 <input type="checkbox"/>	P2 <input type="checkbox"/>	P3 <input type="checkbox"/>	P4 <input type="checkbox"/>	Current Cumulative Pharmacy GPA:	
Have you tutored Before? (Circle One)	Yes / No	If yes, when?		If yes, where?		
Semester and Year Requesting approval:	Fall / Spring/ Summer _____					

COURSE(S) IN WHICH REQUESTING TO BE A TUTOR.
 (PLEASE NOTE YOU MUST BE APPROVED BY YOUR ACADEMIC ADVISOR OR THE CO-ORDINATOR OF THE COURSE YOU ARE REQUESTING TO TUTOR)

Course:		Advisor/Coordinator Signature:	

Signature: _____	Date: _____
------------------	-------------

 (Official Use Only)

Official GPA per Office of Academic Affairs: _____

Status: Accepted _____ Denied _____ Date: _____

Dean of Academic and Student Affairs: _____

CURRENT DOCTOR OF PHARMACY CURRICULUM
(Effective only through entering **professional class**
of Fall 2018)

First Professional Year		Fall	Spring
Course Number	Course Title	Credit Hour	Credit Hour
PHA 361	Pharmaceutics/Biopharmaceutics I	4.0	
PHA 361L	Pharmaceutics Laboratory	1.0	
PHA 321	Anatomy and Physiology	4.0	
PHA 321L	Anatomy and Physiology Laboratory	1.0	
PHA 301	Pharmaceutical Care I	3.0	
PHA 311	Physiological Chemistry	3.0	
PHA 320	Pharmaceutical Calculations I	2.0	
		Total 18.0	
PHA 362	Pharmaceutics/Biopharmaceutics II		4.0
PHA 362L	Pharmaceutics Laboratory		1.0
PHA 314	Medicinal Chemistry I		4.0
PHA 332	Biostatistics/Literature Evaluation		3.0
PHA 302	Pharmaceutical Care II		3.0
PHA 330	Introduction to Pharmacy Practice		2.0
			Total 17.0
Summer Session			
PHA 370	Community IPPE	1 credit hr. (4 weeks, 160 hrs)	
Second Professional Year		Fall	Spring
PHA 463	Pharmacokinetics	5.0	
PHA 413	Medicinal Chemistry II	4.0	
PHA 423	Microbiology/Immunology	4.0	
PHA 431	Health Care Administration I	2.0	
PHA 401	Pharmaceutical Care III	3.0	
		Total 18.0	
PHA 432	Health Care Administration II		3.0
PHA 402	Pharmaceutical Care IV		3.0
PHA 480	Drug and Disease Management I		3.0
PHA 482	Drug and Disease Management II		3.0
PHA 484	Drug and Disease Management III		4.0
			Total 16.0
Summer Session			
PHA 470	Institutional IPPE	1 credit hr. (3 weeks, 120 hrs)	

Third Professional Year		Fall	Spring
Course Number	Course Title	Credit Hour	Credit Hour
PHA 501	Pharmaceutical Care V	3.0	
PHA 573	Patient Assessment	1.0	
PHA 573L	Patient Assessment Lab	1.0	
PHA 581	Drug and Disease Management IV	3.0	
PHA 583	Drug and Disease Management V	3.0	
PHA 585	Drug and Disease Management VI	4.0	
PHA 531	Introduction to Research Methods	1.0	
PHA 570	Elective IPPE* (30 hours)	1.0	
	Elective	2.0	
		Total 18.0 OR 19.0	
PHA 532	Pharmacy Law and Ethics		2.0
PHA 574	Pharmacy Practice Laboratory		4.0
PHA 586	Drug and Disease Management VII		4.0
PHA 588	Drug and Disease Management VIII		4.0
PHA 570	Elective IPPE* (30 hours)		1.0
	Elective		2.0
	Elective		2.0
			Total 18.0 or 19.0

Note: Students must register for PHA 570 Elective IPPE* for only one semester i.e. either the Fall OR Spring of the Third Professional Year. Students must pay additional tuition for the credit hour.

Fourth Professional Year		Three-Semester Period: Summer, Fall & Spring
PHA 650	Seminar I	1.0
PHA 651	Seminar II	1.0
PHA 652	Seminar III	1.0
PHA 670	Community APPE	4.0
PHA 671	Institutional APPE	4.0
PHA 673	Nuclear Pharmacy APPE **	4.0
PHA 674	Compounding APPE **	4.0
PHA 675	Academic Pharmacy APPE **	4.0
PHA 676	Managed Care APPE **	4.0
PHA 680	Research I APPE **	4.0
PHA 681	Research II APPE **	4.0
PHA 683	Geriatrics APPE **	4.0
PHA 685	Administration/Management APPE **	4.0
PHA 690	Internal Medicine APPE	4.0
PHA 691	Ambulatory Care APPE	4.0
PHA 693	Pediatrics APPE **	4.0
PHA 694	Psychiatry APPE **	4.0
PHA 695	Drug Information APPE **	4.0
PHA 684, 696 -698	Special Interests APPE **	4.0
PHA 699	Advanced Internal Medicine APPE**	4.0
** Any 4		Total 35.0 over 3 semesters

potential disease states in which the drugs are utilized, self-administration techniques, consideration in selection of a product, and patient counseling. Prerequisite: Successful completion of all P-1 and P-2 level courses.

PHA 531 Introduction to Research Methods Lec. 1./Credit 1.

This course introduces students to the basic concepts of research. Basic concepts will include understanding the research question, hypothesis, methodology, data collection and analysis, results, and conclusion. Students will develop and write a mini proposal that encompasses these basic principles. This proposal will be implemented and completed by the end of the course. Students will also gain experience with writing abstracts and developing scientific posters to present findings of research studies. Prerequisite: Successful completion of all P-1 and P-2 level courses.

PHA 532 Pharmacy Law and Ethics Lec. 2./Credit 2.

The basic principles of law are reviewed as they relate to the practice under federal, state, and local regulation. The special problems involving the control of narcotics, poisons, and other controlled substances are reviewed. Some laws relative to business activities and discussions of professional ethics are also included. Prerequisite: Successful completion of all P-1 and P-2 level courses.

PHA 533 Managed Health Care Credit 2.

This course is designed to introduce professional pharmacy students to the complexity of our healthcare delivery system and to provide fundamental information on management of pharmaceuticals in various payer segments. Emphasis will be placed on understanding the key players in the health care system, the fundamentals of formulary management, key issues that affect the pharmaceutical industry, and opportunities for pharmacists in managed care.

PHA 570 Elective IPPE Credit 1.

The longitudinal elective introductory pharmacy practice experience (IPPE) will be offered in both the fall and spring semesters, and is designed to expose students to multiple areas of pharmacy practice. Opportunities are available in community, institutional, ambulatory care and internal medicine, and covers areas such as administration, disease state management, geriatrics, home health, managed care, nutrition and simulation. Other elective opportunities are available upon approval by the Director of Experiential Education. Prerequisites: Successful completion of all P-1 and P-2 level didactic courses.

PHA 573 & 573L Patient Assessment & Lab Lec. 1./Lab 1./Credit 2.

This course is designed to develop knowledge in assessment, data collection, interpretation and evaluation of the patient physical state. Additional techniques of patient interviewing, charting, medication profiling, and advisement will also be covered. Prerequisite: Successful completion of all P-1 and P-2 level courses.

PHA 574 Pharmacy Practice Lab Lab 4./Credit 4.

This laboratory experience will simulate the actual practice of pharmacy in both retail and institutional settings. Students will learn the fundamentals of processing and filling a prescription or doctor's drug order. He or she will gain experience in compounding medications, preparing sterile products, recommending over-the-counter medications, and counseling patients. *Prerequisite: Successful completion of all P-1, P-2 level courses, and P-3 Fall semester courses. *Exceptions to this prerequisite policy will only be granted at the Dean's discretion.

Elective Courses

PHA 515 Principles of Drug Design Credit 2.

This course is designed to provide the interested student with specific information concerning those concepts and techniques involved in the identification and preparation of new drug entities. Successful completion of this course would provide the student with advanced knowledge concerning the chemical aspects of drug action and toxicity.

PHA 522 Toxicology and Poison Control Lec. 2./Credit 2.

This course provides the basic concepts of toxicology. This course also serves to alert pharmacy students to commonly occurring exposures; to instruct students as to what symptoms are presented and the actions or recommendations to make in instances of accidental poisoning.

PHA 533 Managed Care Credit 2.

This course is designed to introduce professional pharmacy students to the complexity of our healthcare delivery system and to provide fundamental information on management of pharmaceuticals in various payer segments. Emphasis will be placed on understanding the key players in the health care system, the fundamentals of formulary management, key issues that affect the pharmaceutical industry, and opportunities for pharmacists in managed care.

PHA 535 Independent Study I Credit 2.

The objectives of the course are to provide students with an opportunity to explore and analyze health care topics in depth. The exploratory aspect of the course requires students to perform and complete an independent project (of their choice with approval by the course coordinators) related to an administrative principle, concept of trend that currently impacts the profession of pharmacy. The analytical aspect of the course requires students to participate in weekly briefings that will discuss traditional and controversial pharmacy administration issues.

PHA 536 Independent Study II Credit 2.

The objectives of the course are to provide students with an opportunity to explore and analyze health care topics in depth. The exploratory aspect of the course requires students to perform and complete an independent project (of their choice with approval by the course coordinators) related to an administrative principle, concept of trend that currently impacts the profession of pharmacy. The analytical aspect of the course requires students to participate in weekly briefings that will discuss traditional and controversial pharmacy administration issues. Students who complete PHA 535 must complete a different independent project for PHA 536.

PHA 561 Analytical Methods in the Pharmaceutical Sciences Credit 2.

This course sequence is designed to provide the student the opportunity to learn various assay procedures and research methodologies in chemistry, pharmacology, chemotherapy, pharmaceuticals and enzymology.

PHA 562 Clinical Pharmacokinetics Credit 2.

This course is designed to focus on strategies of developing and operating clinical pharmacokinetic or Therapeutic Drug Monitoring Services (TDMS). The course does not focus on manipulating pharmacokinetic equations to calculate drug dosages. It addresses the following areas: the environment in which the services are offered, the process involved in individualizing drug dosing, therapeutic/pharmacodynamic monitoring and patient outcome assessment. The course will further address more detailed dosing concepts in special populations than provided in the foundation course in pharmacokinetics.

PHA 563 Introduction to Public Health Credit 2.

The objective of this elective course is to provide students with an understanding of the concepts and the importance of public health as a science and its goal of maximum health for all. Students will gain a thorough understanding of public health promotion and disease prevention strategies especially relating to underserved, at-risk populations.

PHA 564 Advanced Dosage Form Technology Credit 2.

**PHA 594 Prescription Drug Therapy Review: Top 200 Drugs
Credit 2.**

This course involves the study of the top 200 most commonly prescribed drugs. Students will learn trade names, generic names, available strengths, available dosage forms, appropriate dosing guidelines, common adverse drug reactions, patient counseling information and clinically significant drug-drug interactions.

PHA 595 Clinical Oncology Credit 2.

This course provides an introduction to the pathology and treatment of neoplastic diseases with an emphasis on the patient and the application of clinical pharmacy concepts.

PHA 596 Entrepreneurial Pharmacy Practice Credit 2.

This course is intended to be a practical look at independent pharmacy. The goal of the course is to provide students with “hands-on” exposure as to what is involved in starting, owning and running an independent pharmacy business. Each session will focus on a unique aspect of independent pharmacy ownership or pharmacist driven business along with the management skills required to effectively operate the business. Students will learn to critically appraise and discuss independent store ownership/management or pharmacy related business issues through lectures, readings, discussions and a project. The project will require the design, development and completion of some of the steps necessary to open an independent pharmacy business.

PHA 597 Geriatric Pharmacotherapy Credit 2.

This course will review the basic physiological changes occurring with increasing age and define their impact on pharmacokinetics of drugs in the geriatric patient. Managerial, pharmaceutical, and consultant aspects of pharmacy services provided to long term care facilities and alternate types of care available to the elderly patient will be emphasized. Health care issues impacting geriatric patient care and future trends in pharmacy services for geriatric patients will also be presented. Students will attend geriatric case study presentations of senior Pharm. D. students and participate in discussions to gain experience with therapeutic uses.

PHA 650, 651, 652 Seminar I, II and III (one credit each) Total Credit 3.

The Seminar Series is a three course requirement that is designed to provide students with the skills, techniques, and competencies required to successfully navigate the advanced pharmacy practice experiences. In addition, this course provides the student an opportunity and experience in preparing and presenting pharmacy related topics to colleagues and other healthcare professionals in a formalized manner. Prerequisites: Successful completion of all P-1, P-2, and P-3 courses.

Advanced Pharmacy Practice Experiences (APPEs)

PHA 670 Community APPE Credit 4.

This rotation is designed to assist the student in actively participating and experiencing the distributive functions of pharmacy in the community pharmacy practice setting. The community pharmacy practice setting experience is divided into six main areas of experience: prescription processing and compounding, over the counter products, patient counseling and education, pharmacy administration and management, pharmacy law, and team interaction/education. Prerequisite: Successful completion of all P-3 level courses.

PHA 671 Institutional APPE Credit 4.

This rotation is designed to assist the student in actively participating and experiencing the distributive functions of pharmacy in the institutional or outpatient pharmacy practice settings. This experience is divided into the following areas of experience: drug distribution,

manufacturing activities, dissemination of drug and product information, patient counseling and education, pharmacy administration and management, pharmacy law, compounding, OTC medications and team interaction/education. Prerequisite: Successful completion of all P-3 level courses.

PHA 673 Nuclear Pharmacy APPE Credit 4.

This elective rotation is designed to introduce the student to nuclear pharmacy and its applications to clinical nuclear medicine. The student will be exposed to the fundamentals of radiopharmaceutical preparation and utilization within a centralized nuclear pharmacy. Prerequisites: Successful completion of all P-3 level courses.

PHA 674 Compounding Pharmacy APPE Credit 4.

This elective rotation is designed to enhance the basic skills of compounding. Skills that will be developed and refined in this rotation include basic and advance compounding, pharmacy math, patient counseling on unique drug formulations, determining the correct ratio of hormone product for hormone replacement therapy. This rotation might also include skills developed in a community pharmacy setting such as the ability to process and dispense medication, and patient education regarding medical conditions. Prerequisites: Successful completion of all P-3 level courses.

PHA 675 Academic Pharmacy APPE Credit 4.

This elective rotation is designed to enhance the student's awareness of a career in academia. The experience will allow the student to develop a teaching style that complements their style and strengths, and expose the student to the wide range of responsibilities associated with a didactic based academic career. The student will be given firsthand experience in the academic responsibility of teaching, scholarship, and service to the pharmacy profession and the academic institution. Prerequisites: Successful completion of all P-3 level courses.

PHA 676 Managed Care APPE Credit 4.

This elective rotation is designed to introduce students to the concepts in this discipline. Students will be exposed to how pharmacists play a large role in decision making for clinical policies with respect to drug utilization, including prior authorization policies, quantity limits, etc. Experience within the managed care space allows students to understand the decisions made by managed care organizations that lead to concurrent drug utilization review edits at the point of sale and beyond. Prerequisites: Successful completion of all P-3 level courses.

PHA 680 Research I APPE Credit 4.

This elective rotation is intended to provide an opportunity for Doctor of Pharmacy students to acquire experience in the various aspects of research of discovery, integration, application or teaching. The rotation is a five-week experience in which the student will participate in a collaborative research process with faculty from the department of pharmacy practice and/or pharmaceutical sciences. Given the time limit, the intent is to expose the student to techniques and behavioral skills for identifying research questions or problems, performing literature searches, defining discipline-related terminology, demonstrating the development of lab techniques, patient care or teaching skills, and reflecting on lesson learned on conducting biomedical, clinical and translational research. Prerequisite: Successful completion of all P3 level courses.

PHA 681 Research II APPE Credit 4.

This elective rotation is intended to provide an opportunity for Doctor of Pharmacy students to acquire experience in the various aspects of research of discovery, integration, application or

