

# APPALACHIAN COLLEGE OF PHARMACY STUDENT HANDBOOK AND COURSE CATALOG



Appalachian College of Pharmacy ©  
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**IMPORTANT NOTICE:** The contents of the Appalachian College of Pharmacy (ACP) Student Handbook and Course Catalog are subject to change. Students are responsible for staying informed of current and updated policies and procedures and course changes which may be published to ACP's website or ACP's Student Intranet whether or not such changes have been directly received by the student. It shall not be a defense for a failure to follow any rule or policy or to any HEP charge filed against a student that he or she was not personally aware of or understood the rules, policies, and procedures or the sanctions set forth herein. Nor is ACP liable for a student's claim that new policies caused harm to the student's ability to meet the requirements, deadlines, or guidelines as posted. All students are charged with notice and understanding of the policies herein and revisions made to policies upon same being posted on the ACP website or Student Intranet.

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# 1. Academic Calendar 2024-2025

## Summer Term 2024

May 6, 2024	First day of classes: Summer Term (P2/P3)
May 27, 2024	Memorial Day
June 10, 2024	Start of IPPEs (P2)
June 24, 2024	Start of APPEs (P3)
August 28-30, 2024	Orientation (P1)
August 30, 2024	End of Summer Term (P2/P3)

## Fall Term 2024

September 2, 2024	First day of APPEs (P3)
September 2, 2024	Labor Day
September 3, 2024	First day of classes: Fall Term (P1/P2)
November 25-29, 2024	Thanksgiving Break
December 18, 2024	End of Fall Term (P1/P2/P3)

## Spring Term 2025

January 6, 2025	First day of classes: Spring Term (P1/P2)
January 13, 2025	APPEs resume (P3)
February 17, 2025	President's Day
March 3-7, 2025	Spring Break
April 25, 2025	End of Spring Term (P1/P2/P3)
May 3, 2025	Graduation, Class of 2025

## Advanced Pharmacy Practice Schedule 2024-2025 (P3, Class of 2025)

### Summer Term:

June 24 – July 26, 2024	Advanced Pharmacy Practice Experience I
July 29 – August 30, 2024	Advanced Pharmacy Practice Experience II

### Fall Term:

September 2 – October 4, 2024	Advanced Pharmacy Practice Experience III
October 3 – October 4, 2024	APPE Forum and Career Fair
October 7 – November 8, 2024	Advanced Pharmacy Practice Experience IV
November 11 – December 13, 2024	Advanced Pharmacy Practice Experience V

### Spring Term:

January 13 – February 14, 2025	Advanced Pharmacy Practice Experience VI
February 17 – March 20, 2025	Advanced Pharmacy Practice Experience VII
March 23 – April 24, 2025	Advanced Pharmacy Practice Experience VIII
April 29 – May 2, 2025	APPE Forum, NAPLEX Review

## **2. Snow Schedule**

Notification of schedule changes will be made via the college's One Call Now system. This system will notify you by email, text message (if you opt to) and telephone call about the schedule change. This is generally done two (2) hours prior to normal class starting times. The college will also notify WCYB-TV and post the notification on the college website or Student Intranet. Please dress appropriately for snowy or icy conditions.

## **3. Function of Policies**

### **a. Terms and Policies**

Note: The name "Appalachian College of Pharmacy" shall also include the acronym "ACP" and the two terms are interchangeable. All pronouns used herein, such as "him," "his," "himself," or "he," shall be considered as non-gender references and include both male and female in their meanings. When the term "Dean" or "dean" standing alone is used herein, it is assumed to mean ACP's academic dean, also known as ACP's chief academic officer, unless otherwise indicated. When the phrase "ACP community" is used, that term normally includes trustees, administration, faculty, preceptors, staff, and students, and any other persons on campus or at ACP-sponsored events such as, but not limited to, vendors, guests, and representatives from other schools and communities unless such interpretation regarding a specific policy is clearly inapplicable. In such a case, the term shall include only ACP trustees, administration, faculty, preceptors, staff, and students.

The function of these policies is to provide comprehensive rules governing students at ACP. Newly adopted standards will be incorporated in the Student Handbook and Course Catalog as an interim revision and will be posted to and available on the ACP intranet. Newly adopted standards shall have immediate effect upon being posted on the ACP intranet.

### **b. Notice of These Policies Are Assumed and Constructive**

The policies and procedures set forth herein and posted to the ACP website or intranet are constructive notice of same to all affected ACP students and employees from the date of posting until further revised.

## **4. Enrollment**

Enrollment at ACP is a privilege. ACP reserves the right to dismiss a student at any time it is deemed necessary to safeguard standards of scholarship, conduct, and orderly operation of the institution subject only to the policies and procedures applicable herein and relevant law.

## **5. Availability**

ACP will make reasonable efforts to provide access to these standards to interested people via its intranet or website. If the intranet or website is down or inaccessible, interested persons should call or e-mail ACP's Information Technology (IT) department for information.

## **6. Tuition and Fees (Subject to Change)**

Tuition and fees are approved each year by ACP's Board of Trustees and may change annually without individual notice to students and applicants.

## **7. Program Neutral Policy**

All policies of the Appalachian College of Pharmacy also apply to the Doctor of Public Health (DrPH) program and the Certified Pharmacy Technician (CPhT) program, with the exception of the attendance policy and immunization policy. The attendance and immunization policies do not apply as the DrPH and CPhT programs are asynchronous distance education programs.



# I. INTRODUCTION

- A. VISION, MISSION, AND CORE VALUES OF THE APPALACHIAN COLLEGE OF PHARMACY
- B. HISTORY OF THE APPALACHIAN COLLEGE OF PHARMACY
- C. CERTIFICATION AND ACCREDITATION
- D. FACILITIES
- E. BOARD OF TRUSTEES
- F. COLLEGE ADMINISTRATION
- G. FACULTY
- H. ADMINISTRATIVE STAFF

## **A. VISION, MISSION, AND CORE VALUES OF THE APPALACHIAN COLLEGE OF PHARMACY**

The mission of ACP is unique among pharmacy schools across the nation and clearly distinguishes ACP as a leader in the effort to educate and train pharmacists to serve in medically underserved regions.

### **1. Vision Statement**

The Appalachian College of Pharmacy through quality and innovative education, service and scholarship, will improve the general health and well-being of the residents of rural or underserved populations, particularly vulnerable populations within Central Appalachia. ACP will educate health professionals to embrace knowledge and technology to optimize patient care and health outcomes in an interdisciplinary healthcare environment and will collaborate with stakeholders to develop centers of excellence to address identified needs in rural health.

### **2. Mission Statement**

The Appalachian College of Pharmacy, a college of higher education provides academic, scientific, and professional education to address the health-related needs of rural and underserved communities, particularly those in Appalachia, through education, service, and scholarship. The philosophy of the College is to cultivate a learning community committed to education, community outreach, and professional development.

### **3. Core Values**

ACP is committed to the following core values:

#### **a. Excellence**

To meet and exceed, through continuous quality improvement, the highest standards of academic excellence and professionalism in service.

#### **b. Professionalism**

To create a climate that encourages personal development of ethical behavior, responsibility, dependability, and commitment among students, faculty, staff, and administration.

#### **c. Social Responsibility**

To develop a commitment to social responsibility; to contribute to the health and well-being of patients, the community, and society in medically underserved regions; and to shape public policy and health promotion at all levels.

#### **d. Collaboration**

To work with other educational institutions, the healthcare community, and other specialties and organizations to foster collaboration among students, faculty, staff, and the community.

#### **e. Lifelong Learning**

To provide meaningful and innovative experiences that encourage and develop a lifelong commitment to learning and the professional development of students, faculty, staff, preceptors, alumni, and other health professionals.

Revised August 2023

## **B. HISTORY OF THE APPALACHIAN COLLEGE OF PHARMACY**

ACP was founded in August 2003 as the University of Appalachia by Frank Kilgore, assistant county attorney for Buchanan County, Virginia. The Buchanan County Board of Supervisors and Buchanan County Industrial Development Authority requested that Mr. Kilgore establish a higher education institution as an economic, educational, and healthcare development project. ACP is strategically positioned in Buchanan County, Virginia, which shares borders with Kentucky and West Virginia in the center of the Appalachian coalfields. The Appalachian region faces significant economic and educational barriers, as well as healthcare challenges. A previous report to the Virginia Legislature documented that residents of Southwest Virginia have difficulty obtaining and paying for healthcare, including dental and pharmaceutical care. By bringing higher education and advances in healthcare to the region, ACP is well-positioned to be a catalyst for positive changes in economic development, education, and healthcare.

ACP became certified to operate its three-year Doctor of Pharmacy program in Virginia under the name University of Appalachia on June 20, 2005, by the State Council for Higher Education of Virginia (SCHEV). ACP's certification with SCHEV has been renewed annually. ACP was awarded pre-candidate accreditation status with the Accreditation Council for Pharmacy Education (ACPE) in June 2005 and was awarded candidate accreditation status by ACPE in June 2007, permitting ACP's graduates to sit for the national pharmacy licensure examinations. The University of Appalachia was renamed the Appalachian College of Pharmacy in February 2009. In January 2010, ACP was awarded accreditation status by ACPE and was subsequently awarded accreditation status by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) with an effective date of January 1, 2011.

ACP matriculated its first class in August 2005 and graduated its first class in the spring of 2008. The first two years of the Doctor of Pharmacy program are offered predominantly on campus in Buchanan County, Virginia, and the third year of the program is offered at experiential sites throughout the region, the United States of America, and foreign locations. In addition to the rigorous course work in the accelerated pharmacy curriculum, community service has been and remains a focus for ACP. All PharmD students have an early and ongoing exposure to volunteerism through the Pharmacists in Community Service (PICS) program, whereby each student must complete 100 hours of community service in order to fulfill graduation requirements. Since 2005, ACP has laid the groundwork for growth and quality by continuing to develop new programs, expand outreach and scholarship, and obtain grants that are mission-focused.

On March 17, 2021, Appalachian College of Pharmacy signed an agreement with the Harvey W. Peters Research Foundation of Roanoke, the single member of Edward Via College of Osteopathic Medicine of Blacksburg, Virginia, which makes ACP a sister institution with VCOM in a new educational consortium.

In December 2022, ACP signed a memorandum of understanding with the Southwest Virginia Higher Education Center creating a partnership to allow ACP to offer classes at the Southwest Virginia Higher Ed Center. ACP students who complete their first year of pharmacy school are given the opportunity to apply for class at the Southwest Virginia Higher Ed Center. Beginning with the fall 2023 term, a small cohort of students will be chosen to take class at the Southwest Virginia Higher Ed Center located at 1 Partnership Cir, Abingdon, VA 24210.

## C. CERTIFICATION AND ACCREDITATION

### 1. State Council of Higher Education for Virginia:

The Appalachian College of Pharmacy is certified to operate in Virginia by the [State Council of Higher Education for Virginia](#) (SCHEV). After utilizing the college's grievance process, any unresolved complaints regarding matters within the jurisdiction of SCHEV may be appealed to:

**SCHEV**  
**James Monroe Building**  
**101 North Fourteenth Street**  
**Richmond, Virginia 23219**  
**Telephone: 804-225-2600**  
**Fax: 804-225-2604**

### 2. Accreditation Council for Pharmacy Education:

The Appalachian College of Pharmacy is accredited by the Accreditation Council for Pharmacy Education (ACPE).

If any student elects to submit a complaint to ACPE regarding an unresolved complaint involving an accreditation standard, he or she may do so according to the ACPE procedure found at <https://www.acpe-accredit.org/complaints/> or by mail at the following address:

**Accreditation Council for Pharmacy Education**  
**190 S. LaSalle Street**  
**Suite 2850**  
**Chicago, Illinois 60602-5109**

### 3. Southern Association of Colleges and Schools Commission on Colleges:

Appalachian College of Pharmacy is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award doctorate degrees.

Questions about the accreditation of Appalachian College of Pharmacy may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

Accreditation and certification documents are available for review on the website of the accrediting body, or upon written request to the Registrar.

## D. FACILITIES

ACP operates an eight-acre campus consisting of three buildings located in Oakwood, Virginia. In the fall of 2005, ACP acquired a historical high school building (Garden Hall) and the campus in Oakwood, Virginia. Renovation began on the circa 1940 building in January of 2006, and it was opened in August of 2006. Garden Hall has been fully renovated with new furnishings and fixtures and houses most of ACP's operational offices. This two-story building provides approximately 25,000 square feet and contains a gymnasium, library, pharmaceuticals laboratory, faculty research laboratory, board room, faculty and student lounges, the Business Office, the Office of Student Affairs, the Financial Aid Office, and other faculty and staff offices.



**Garden Hall**



**McGlothlin Hall**



**Mountain Care Center**

In June of 2009, ACP opened a newly constructed academic building, "McGlothlin Hall." The new facility provides approximately 30,000 square feet and is the center of ACP's educational activities. McGlothlin Hall contains two large lecture halls, multiple purpose classrooms, faculty research facilities, conference room, the Academic Affairs Office, Office of the Dean, and faculty and staff offices. Architecturally, McGlothlin Hall was designed and constructed to complement Garden Hall and is named in honor and memory of Woodrow and Sally McGlothlin who supported education and Buchanan County throughout their adult lives.

In January of 2010, ACP acquired a building and property adjacent to the campus. The Dragon's Den Café is located in the newly renovated building.

In July of 2011, ACP furthered its mission to address the health-related needs of the community by establishing the Mountain Care Center, located just a few miles from campus. ACP leases this facility from Buchanan General Hospital for a token, in-kind amount. The Center is approximately 1,430 square feet and includes an area dedicated to pharmacy services and an area for wellness and preventative healthcare. Community outreach and services provided at the Center include medication assistance, medication therapy management, smoking cessation programs, diet and nutrition counseling, and various health screenings. The Center may also serve as an avenue to conduct translational research.

In September 2013, ACP purchased another property in Oakwood, which provides overnight accommodations for visiting faculty. The facility provides additional storage space and room for program expansion and future development.

In December 2022, ACP signed a memorandum of understanding with the Southwest Virginia Higher Education Center creating a partnership to allow ACP to offer classes at the Southwest Virginia Higher Ed Center. ACP students who complete their first year of pharmacy school are given the opportunity to apply for class at the Southwest Virginia Higher Ed Center. Beginning with the fall 2023 term, a cohort of approximately 20 students will be chosen to take class at the Southwest Virginia Higher Ed Center located at 1 Partnership Cir, Abingdon, VA 24210.

## **E. BOARD OF TRUSTEES**

The Appalachian College of Pharmacy is a Virginia-registered non-stock corporation. All corporate powers shall be exercised by or under authority of, and the business and affairs of this College shall be controlled by, its Board. The Board may delegate the management of the day-to-day operation of the College to the President provided that the business and affairs of the College shall be managed and all corporate powers shall be exercised under the ultimate direction of the Board. The Board will make policies, rules and regulations for the operation of the college. Additional powers, duties, and responsibilities of the governing Board of Trustees are contained in the Corporate By-Laws of the Appalachian College of Pharmacy and in the Faculty Handbook, which are on file in the Office of the Director of Academic Records Admissions and Financial Aid and are available on request in the Dean's office.

Please see our website, [www.acp.edu](http://www.acp.edu), for a complete updated listing of the members of the Appalachian College of Pharmacy Board of Trustees.

### **Trustees Appointed by the ACP Board of Trustees / Harvey W. Peters Foundation:**

Lucius Ellsworth, PhD, Chairman  
Term expires: July 2025  
Wise, Virginia

Jeffrey Akom, PharmD  
Term expires: July 2025  
Danville, Virginia

Sue E. Cantrell, M.D.  
Term expires: April 2026  
Big Stone Gap, Virginia

Scott Cole, PharmD, Vice Chairman  
Term expires: September 2025  
Tazewell, Virginia

Sherri Dawson, EdD., Secretary  
Term expires: July 2025  
Abingdon, Virginia

Honorable Patrick Johnson, J.D.  
Term expires: October 2026  
Grundy, Virginia

Susie Mullins, PhD  
Term expires: December 2024  
Richlands, Virginia

Dixie Tooke-Rawlins, DO, FACOPF  
Term expires: March 2027  
Blacksburg, Virginia

John G. Rocovich, Jr., JD, LLM  
Term expires: March 2027  
Roanoke, Virginia

Jim Viers, PhD  
Term expires: October 2026  
Blacksburg, Virginia

### **Trustees Appointed by the Buchanan County Board of Supervisors:**

J. Carroll Branham  
Term Expires: October 2025  
Grundy, Virginia

Tim Hess  
Term Expires: March 2027  
Council, Virginia

Craig Horn, B.A.  
Term Expires: September 2026  
Pilgrims Knob, Virginia

Frannie Minton, RN, B.S.  
Term Expires: October 2025  
Pilgrim's Knob, Virginia

Roger Rife, B.A.  
Term Expires: September 2026  
Grundy, Virginia

Ginger Robertson  
Term Expires: December 2025  
Grundy, Virginia

Rebecca Thornbury, J.D., BPharm  
Term Expires: September 2026  
Grundy, Virginia

Eural Viers, PharmD, Treasurer  
Term Expires: September 2026  
Vansant, Virginia

## F. COLLEGE ADMINISTRATION

**Michael G. McGlothlin, J.D.**                      President

J.D., Marshall Wythe School of Law of the College of William and Mary

The President is the general manager and chief executive officer of the college subject, however, to the control of the Board. The President performs all duties incident to the office of President and such other duties as from time to time may be assigned by the Board.

**Susan L. Mayhew, PharmD**                      Provost and Dean

PharmD, University of Tennessee

The Provost and Dean is the chief academic officer of the College and has the power to make independent decisions within the framework of general operating policies established by the College. The Provost and Dean directs the strategic planning process for the College in collaboration with the President and the Provost and Dean ensures that the mission of the college is achieved.

**James E. Florence, DrPH**                      Dean, Department of Public Health

DrPH, Loma Linda University, School of Public Health

The Dean of the Department Health is the academic officer for the Department of Public Health. The Dean of the Department of Public Health is responsible for development and leadership of the Public Health program.

**M. Wade McGeorge, J.D.**                      Associate Dean of Student and Alumni Affairs

J.D., Appalachian School of Law

The Assistant Dean for Student and Alumni Affairs is the chief student affairs officer for the College and provides leadership to the Student Affairs Office. The Assistant Dean for Student and Alumni Affairs ensures compliance with accreditation standards related to student affairs.

**Marcy Hernick, Ph.D.**                      Associate Dean of Academic Affairs and Assessment

Ph.D. Purdue University; BS Pharm, Albany College of Pharmacy

The Assistant Dean of Academic Affairs and Assessment provides leadership for and manages all aspects for the curriculum of the college. The Assistant Dean of Academic Affairs and Assessment provides leadership for academic and institutional assessment activities.

**J. Andrew “Andy” Bowman, PharmD, RPh**                      Assistant Dean for Strategic Partnerships  
& Engagement

PharmD, Campbell University

The Assistant Dean for Strategic Partnerships & Engagement actively seeks out academic, service and research partnerships to enhance the programs of the college. The Assistant Dean for Strategic Partnerships & Engagement provides service and active leadership to the internal and external affairs of the college and seeks philanthropic and grant opportunities.

**Richard S. Nicholas, PharmD**      Assistant Dean of the Department of Public Health  
PharmD, Idaho State University; ND, Bastyr University

The Assistant Dean of the Department Health is the assistant academic officer for the Department of Public Health. The Assistant Dean of the Department of Public Health is responsible for development and leadership of the Public Health program.

**Kristen C. Nicar**      Department Chair of Pharmacy Practice  
PharmD, Medical College of Virginia

The Department Chair of Pharmacy Practice has overall management responsibility for the faculty and programs of education, research and service based in the department of pharmacy practice. The Department Chair of Pharmacy Practice supervises, assigns and evaluates all faculty and staff based in the department.

**C. Randy Mullins, PharmD**      Department Chair of Pharmaceutical Sciences  
PharmD, University of Kentucky

The Department Chair of Pharmaceutical Sciences has overall management responsibility for the faculty and programs of education, research and service based in the department of pharmaceutical sciences. The Department Chair of Pharmaceutical Sciences supervises, assigns and evaluates all faculty and staff based in the department.

**Holli R. Harman, B.S.**      Chief Financial Officer  
B.S., Concord College

The Chief Financial Officer ("CFO") has overall management responsibility for the college's budget and financial needs. The CFO manages the daily financial activities of the college, which includes budget preparation and control, accounting, purchasing, and business planning and management.

**Karen S. Brown, Ed.S.**      Director of Academic Records ("Registrar"), Title IX  
Adjudicator and Section 504 Coordinator  
Ed.S., University of Virginia

The Director of Academic Records ("Registrar") maintains and ensures the integrity and confidentiality of highly sensitive academic records, oversees academic registration, and completes state and federal reports. The Title IX Adjudicator hears and decides Title IX complaints. The Section 504 Coordinator ensures the college's compliance with Section 504 of the ADA.

**Edgar F. Talbott, III, PharmD**      Director of Safety and Information Technology  
PharmD, Appalachian College of Pharmacy

The Director of Information Technology is responsible for the College's information management systems, local area computer network, telephone systems, voice, video, and data telecommunication systems, internet and intranet systems and information systems support. The Director of Safety has overall management of campus safety.

**Angie M. Mutter**, EdD  
EdD, Liberty University

Director of Student Success and Library Learning Center

The Director of Student Success and Library Learning Center is responsible for identifying and working with academically “at risk” students with the goal of improving student success and student learning. The Director of Student Success and Library Learning Center provides career counseling services. The Library Learning Center Director has overall management responsibility for the college's library and manages the library programs, services, and resources, including developing plans for the allocation of resources and staff.

**R. Jason McGlothlin**, M.B.A.

Director of Admissions, Director of Student Services and  
Alumni Affairs, Visa and Immigration Administrator

M.B.A., King University

The Director of Admissions oversees the admissions process. The Director of Student Services and Alumni Affairs is responsible for overseeing student recruitment activities, coordinating student events, developing student recruitment material, and developing and coordinating an active alumni program.

**Tina D. Fletcher**, M.B.A.

Director of Financial Aid

M.B.A., King University

The Director of Financial Aid ensures the college's compliance with state and federal regulations governing financial aid.

**Elshamly A. Abdelfattah**, PharmD   Assistant Dean of Health Innovations and Collaborative  
Practice

PharmD, University of Tennessee

The Director of Health Innovations is responsible for developing health innovations and facilitating new programs with health care facilities.

**Amy C. Cochran**, PharmD

Director of Experiential Education (APPE, IPPE)

PharmD, Bernard J. Dunn School of Pharmacy

The Director of Experiential Education (APPE, IPPE) assists the Department Chair in developing, managing and assessing programs within the experiential curriculum and in developing, nurturing and maintaining a full complement of experiential sites and preceptors to support the educational program.

**Randall C. Cole, PharmD**

Director of Pharmacists in Community Service (PICS)

PharmD, Appalachian College of Pharmacy

The Director of Pharmacists in Community Service (PICS) identifies, expands, and improves programs and initiatives to support the community service mission of the College. The PICS Director provides education, research and scholarly activities relevant to community service and outreach programs.

**J. Kristen Preston**, PharmD

Director of Inter-Professional Education

PharmD, University of Kentucky

The Director of Inter-Professional Education oversees the college's interprofessional education and facilitates interprofessional education with participating institutions.

**Caterina Hernandez, Ph.D.** Title IX Coordinator

Ph.D., University of Georgia

The Title IX Coordinator oversees the college's Title IX program, investigates Title IX complaints and ensures compliance with Title IX regulations.

**Ted W. Hagen II, Ph.D.** Director of Continuing Education (CEA), Director of Research

D. Min., Union Theological Seminary; Ph.D., Education, University of Georgia

The Director of Continuing Education (CEA) oversees the college's continuing education program for alumni. The Director of Research works with faculty and administration to identify and develop infrastructure necessary to implement biomedical and clinical research, ensures compliance with regulatory agencies governing the generation, handling, storage and disposal of hazardous waste, and initiate faculty development programs to promote the acquisition of grant funds.

## G. FACULTY

**Elshamly A. Abdelfattah**, PharmD, Associate Professor of Pharmacy Practice, Director of Health Innovations, B.S., Pharmacy, PharmD, University of Tennessee

**Jeremy F. Boltz**, PharmD, Assistant Professor of Pharmacy Practice, PharmD, Appalachian College of Pharmacy

**J. Andrew “Andy” Bowman**, PharmD, Assistant Professor of Pharmacy Practice, PharmD, Campbell University

**Md. Mazharul Islam Chowdhury**, Ph.D., Post-Doctoral Instructor of Pharmaceutics, Ph.D., Tottori University, Japan

**Christopher A. Clark**, PharmD, Assistant Professor of Pharmacy Practice, PharmD, Appalachian College of Pharmacy

**Amy C. Cochran**, PharmD, Assistant Professor of Pharmacy Practice, PharmD, Bernard J. Dunn School of Pharmacy

**Randall C. Cole**, PharmD, Assistant Professor of Pharmacy Practice, PharmD, Appalachian College of Pharmacy

**Ingo H. Engels**, Ph.D., Assistant Professor of Biochemistry, Ph.D. Eberhard-Karls-Universität, Tübingen, Germany

**James E. Florence**, DrPH, Professor and Dean, Department of Public Health, DrPH, Loma Linda University, School of Public Health

**Makayla E. Funk**, PharmD, Assistant Professor of Pharmacy Practice, PharmD, Appalachian College of Pharmacy

**Brent L. Gravelle**, Ph.D., M.D., Associate Professor of Pharmacology, Ph.D., Auburn University; Doctor of Medicine (MD), University of the Americas, West Indies

**Ted W. Hagen II**, Ph.D., Assistant Professor of Pharmacy Practice and Director of Continuing Education (CEA), Director of Research, D. Min., Union Theological Seminary; Ph.D., Education, University of Georgia

**Caterina Hernandez**, Ph.D., Assistant Professor of Pharmaceutical Sciences, Ph.D., University of Georgia

**Marcy Hernick**, Ph.D., BS Pharm, Professor of Pharmaceutical Sciences, Assistant Dean of Academic Affairs and Assessment, Ph.D. Purdue University; BS Pharm, Albany College of Pharmacy

**M. Faisal Hossain**, Ph.D., Instructor of Pharmaceutical Sciences, Ph.D., University of Dhaka, Bangladesh, & Southwestern Oklahoma State University, College of Pharmacy

**Ghous M. Khan**, Ph.D., Assistant Professor of Pharmacology, MBBS (Bachelor's in Medicine and Surgery), Dhaka University, Bangladesh, M.Phil., Pharmacology, Dhaka, Bangladesh; Ph.D., Pharmaceutical Sciences, Vrije University of Brussels, Belgium

**Susan L. Mayhew**, PharmD, BCNSP, FASHP, Professor of Pharmacy Practice, Dean, PharmD, University of Tennessee

**M. Wade McGeorge**, J.D., Assistant Professor of Pharmacy Law, Legal Counsel, and Assistant Dean of Student and Alumni Affairs, J.D., Appalachian School of Law

**Afsana Momen**, MSc., Assistant Professor of Pharmaceutical Sciences, MBBS, University of Dhaka, MSc., Vrije University of Brussels

**C. Randy Mullins**, PharmD, Associate Professor of Pharmacy Practice, Chair, Department of Pharmaceutical Sciences, B.S., Pharmacy, Southern School of Pharmacy, Mercer University; PharmD, University of Kentucky

**Angie M. Mutter**, EdD, Assistant Professor of Pharmacy Practice, EdD, Liberty University

**Kristen C. Nicar**, PharmD, Assistant Professor of Pharmacy Practice, PharmD, Medical College of Virginia

**Richard S. Nicholas**, PharmD, ND, BCPS, Assistant Professor of Pharmacy Practice, Chair, Department of Pharmacy Practice, PharmD, Idaho State University; ND, Bastyr University

**J. Kristen Preston**, PharmD, Assistant Professor of Pharmacy Practice, PharmD, University of Kentucky

**Edgar F. Talbott, III**, PharmD, Assistant Professor of Pharmacy Practice, PharmD, Appalachian College of Pharmacy

**Charla Thompson**, PharmD, Assistant Professor of Pharmacy Practice, PharmD, University of Kentucky

## **H. ADMINISTRATIVE STAFF**

**Mossamat Afroza Begum**, Lab Assistant

**Karen S. Brown**, Director of Academic Records (“Registrar”)

**Phyllis J. Call**, Receptionist

**Brandon M. Estep**, Safety Coordinator and Information Technology Support

**Gary T. Fletcher**, Building and Grounds

**Tina D. Fletcher**, Director of Financial Aid

**Holli R. Harman**, Chief Financial Officer

**Lisa D. Hess**, Administrative Assistant for the Business Office

**Donna A. Horn**, Administrative Assistant for Student Affairs

**Regina G. Horn**, Administrative Assistant for Experiential Education

**Teena LeAnn Lester**, Building and Grounds

**R. Jason McGlothlin**, Director of Admissions, Director of Student Services and Alumni Affairs

**Tonuya D. McGlothlin**, Assessment Coordinator

**Angie M. Mutter**, Director of Student Success and Library Learning Center

**M. Leigh Ratliff**, Administrative Assistant for the Business Office

**Christina J. Rose**, Administrative Assistant for Student Affairs

**Joshua R. Snead**, Information Technology Specialist

**Gary O. Sutherland**, Maintenance Worker

**Sherry Sutherland**, Building and Grounds

**Wanda D. Vance**, Administrative Assistant

**Elizabeth K. Welch**, Administrative Assistant for Experiential Education

**Donnie R. Yates**, Maintenance Supervisor



## **II. ADMINISTRATIVE AND PROFESSIONAL CURRICULUM**

- A. ADMISSIONS
- B. TUITION AND FEES
- C. FINANCIAL AID
- D. CURRICULUM
- E. COURSE DESCRIPTIONS
- F. CURRICULAR AND ACADEMIC POLICIES
- G. TECHNICAL STANDARDS

## A. ADMISSIONS

ACP follows standard policies and procedures for obtaining, selecting, and admitting applicants. ACP's Admissions Committee has responsibility for the admissions process, including the consideration of applicants for admission, and does not discriminate on the basis of age, race, color, national origin, religion, disability, marital status, gender, or sexual orientation.

ACP utilizes a centralized application service called PharmCAS (Pharmacy College Application Service). All applicants entering the program as a beginning first year student must submit a web-based application through PharmCAS. PharmCAS allows students to submit a single application to apply to multiple PharmD programs. Students planning to apply to enter ACP as a beginning first year student are **required** to utilize PharmCAS. Applications to transfer from another Pharmacy College to ACP may be submitted directly to ACP.

Each applicant invited for an interview must also complete and submit the Appalachian College of Pharmacy Supplemental Application for Admission prior to or during the Interview Day. The Supplemental Application may be accessed and downloaded for review from the PharmCAS website. Detailed information about ACP, its curriculum, the admission process, prerequisite courses, tuition and fees, financial aid, student life, and accreditation and certification status are also available at [www.acp.edu](http://www.acp.edu).

### 1. Academic Requirements for Admission

To be eligible for admission to the Doctor of Pharmacy program, applicants must meet the following criteria:

- a. Complete a minimum of 53 semester credit hours of pre-pharmacy study in an accredited college or university in the United States, or the equivalency of credits from a foreign college or university whose transcripts are evaluated by Josef Silny and Associates, World Educational Services, or AACRAO International Education Services.
- b. Have a grade of C- (or its equivalent) or better in all prerequisite courses.

The Appalachian College of Pharmacy incorporates a holistic approach to admissions. Applicants presenting above average GPAs are more competitive. Experience and other evidence may be considered.

Applicants must complete the following coursework to be eligible for admission to the Doctor of Pharmacy program. All prerequisites must be completed and verified to the Office of Admissions by the end of the summer term of the year of matriculation. It is recommended that all prerequisite coursework be completed within five (5) calendar years of the time of application to the program.

### 2. Prerequisite Courses

Prerequisite Courses	Semester
General Biology I & II w/ labs	8
College Chemistry I & II w/ labs	8
Organic Chemistry I & II w/ labs	8
College Physics I w/ lab	4
Biochemistry w/ lab	4 <sup>1</sup>
Human Anatomy	3

Human Physiology	3
General Microbiology	3
English Composition I & II	6
College Algebra or Pre-Calculus	3
Biostatistics	3 <sup>2</sup>
<b>Total</b>	<b>53</b>

<sup>1</sup> Biochemistry is recommended; however, genetics, molecular biology, cell biology, etc., will be accepted.  
<sup>2</sup> Biostatistics is recommended; however, statistics will be accepted.

Prerequisite courses taken under quarter hour systems will be evaluated for equivalency and may be deemed to fulfill the required semester credit hours.

### **Credit/Semester Hour Requirement for Financial Aid**

To satisfy the requirement that a graduate or professional student has completed three academic years of full-time study, a student must have successfully completed a **minimum of at least 72 credit/semester hours**, or the equivalent number of quarter hours (at least 108) prior to admissions

### **3. College-Level Examination Program (CLEP)**

College-Level Examination Program (CLEP) credit-by-examination may fulfill prerequisites when evidence of competency in an upper level course is present.

### **4. Advanced Degrees, Advanced Curriculum, and Life Experience**

Relevant advanced degrees, advanced curriculum, and life experience may be deemed to fulfill prerequisite requirements.

### **5. Transcripts**

Applicants may not exclude any part of their college-level educational history. An applicant who fails to report all institutions attended will forfeit his/her eligibility for admission to Appalachian College of Pharmacy or may be dismissed. Records and documents submitted for admission to Appalachian College of Pharmacy will not be returned.

### **6. Prerequisites Completed Outside the United States**

Applicants who have completed any of the core prerequisites from a non-U.S. institution must submit a transcript evaluation. World Educational Services is preferred for transcript evaluation. Josef Silny & Associates, or AACRAO International Education Services evaluations may be considered. The transcript evaluations for beginning first year applicants shall be submitted with the PharmCAS application and not to the Appalachian College of Pharmacy. Transfer students may submit transcript evaluations directly to ACP.

*World Education Services (WES)*  
*Bowling Green Station*  
*P.O. Box 5087*  
*New York, NY 10274-5087*  
*Phone: (212) 966-6311*  
*Fax: (212) 739-6100*  
<http://www.wes.org>

*Joseph Silny and Associates*  
*7101 SW 102 Avenue*  
*Miami, FL 33173*  
*Phone: (305) 273-1616*  
*Fax: (305) 273-1338*  
<http://www.jsilny.com>

*AACRAO International*  
*Educational Services*  
*One Dupont Circle, NW,*  
*Suite 520*  
*Washington, DC 20036*  
*Tel: (202) 296-3359*  
*Fax: (202) 822-3940*  
[aacrao.org](http://aacrao.org)

## **7. Evidence of English Language Proficiency**

Applicants are required to provide evidence of English language proficiency. One of the following may be used as certification of English proficiency:

- a. Diploma or degree from an English-speaking school – a degree or diploma from an accepted accredited college or university in which the primary language of instruction for the entire institution is English.
- b. Student graduated from a regionally accredited college or university in the United States.
- c. Student has taken English composition and speech prerequisites from a regionally accredited college or university in the United States and has earned a “B” or better.
- d. International English Language Testing System (IELTS) score must be at least 6.5.
- e. Completion of the TOEFL with a recommended minimum score for admissions of:
  - i. 550 or higher for paper-based test; or
  - ii. 79 or higher for internet-based test; and
  - iii. The date of taking the TOEFL should not be more than 24 months prior to the date of enrollment.

TOEFL or IELTS scores should be included in beginning first year student’s PharmCAS application and not submitted to the Appalachian College of Pharmacy. The Appalachian College of Pharmacy school code is 5875. Transfer students may submit TOEFL or IELTS scores directly to the Appalachian College of Pharmacy.

## **8. Virginia and Kentucky Boards of Pharmacy Intern Licensure**

To matriculate in the Doctor of Pharmacy program, students must be eligible for intern licensure with both the Virginia Board of Pharmacy and the Kentucky Board of Pharmacy. Students who have any of the following conditions should check with the appropriate board of pharmacy to determine if they are eligible for a pharmacy intern license:

- a. Diagnosis or treatment in the last five years for a mental illness or a physical condition that would impair the ability to perform any of the essential functions of a license, including alcohol or substance abuse;
- b. Misdemeanor or felony charges, arrests, or convictions;
- c. Previous administrative action, whether completed or pending;
- d. Suspension, revocation, surrender, or other discipline against the license, including any action that was not made public.

## **9. Immunization Requirements for Admission**

Students are involved in direct patient care during enrollment at Appalachian College of Pharmacy, and therefore, are at risk for potential exposure to infectious materials and patients. Therefore, precautions are required to protect patients, students, and other health professionals. Applicants must provide records documenting all required immunizations prior to enrollment. Refer to the immunization form and schedule in the Appendix for a list of required immunizations.

## **10. Seat Deposit**

Admitted students will receive a letter informing them of acceptance and requesting that a \$200 seat deposit be submitted to Appalachian College of Pharmacy (ACP) by a specified date. A second seat deposit

of \$200 is due by March 15th. The first and second seat deposits are credited toward the fall semester tuition upon enrollment. Admitted students may cancel in writing prior to the first day of class in order to receive a refund of all moneys paid less a nonrefundable fee not to exceed \$100.

### **11. Deferred Enrollment**

A seat deposited applicant may request deferral of their admission until the following academic year, if necessary. Requests for deferral will be evaluated on a case-by-case basis. In the event that an applicant is granted a deferral until the following academic year, then an additional seat deposit of two hundred and fifty dollars (\$250) will be required no later than April 1 of the year of the deferred admission. Deferred applicants must provide current transcripts of all academic coursework prior to matriculation.

### **12. Deferral of Enrollment for Military Service**

If a student pays a seat deposit to ACP, but the student is deployed for active duty military service before enrolling, the student may defer enrollment for up to one year after the end of his or her term of duty by submitting the relevant active duty orders to the Registrar along with a request to defer enrollment.

### **13. Certificate of Eligibility**

A student who is eligible for veterans' benefits is permitted to enroll for class and attend the program while applying for their Certificate of Eligibility (COE). A student must provide Appalachian College of Pharmacy (ACP) with a copy of the Certificate of Eligibility (COE) for entitlement to educational assistance no later than 30 days from the first day of the term (e.g., fall term, spring term, summer term). Extensions may be granted for good cause shown on a case by case basis. Any other requested documentation must be submitted within a reasonable time frame to allow for proper certification of enrollment.

### **14. Reinstatement After Military Service**

A student who is deployed for active duty military service after enrolling is entitled to reinstatement into ACP and into the same program of study without reapplying for admission if the student returns to ACP after a cumulative absence of not more than five years, and the student provides notice of intent to return to ACP not later than three years after the completion of the period of service. Provisions of the Higher Education Opportunity Act provide exceptions to these time periods. During a prolonged absence from the program, changes to the curriculum may occur. Curriculum changes could result in additional coursework and additional time necessary to complete the program.

ACP offers deferred or readmitted students academic counseling to determine the impact of their absence from the program, the ability to resume study and options if an academic program is no longer available or suitable.

### **15. Documentation of Military Service**

A student called to active duty must provide notice to the Registrar within 7 days of his or her last date of attendance and submit a copy of the active duty orders to the Registrar no later than the end of the semester to preserve his or her prerogatives under the policy. A student will be given a reasonable amount of time to complete courses in progress if called to active duty during a term. A student who withdraws without completing established withdrawal procedures and/or a student with an unexcused absence exceeding seven (7) consecutive instructional days may be automatically disenrolled from ACP after the student's last known attendance.

## 16. Articulation Agreements

Appalachian College of Pharmacy has entered into articulation agreements with Liberty University, Lincoln Memorial University, King University, UVA at Wise, Emory and Henry College, Radford University, Southwest Virginia Community College, Southeast Kentucky Community and Technical College, Union College, and Wytheville Community College.

## 17. Website Privacy Policy

Appalachian College of Pharmacy (“ACP”) will respect the privacy of individuals who view and use the College's website. Information provided by website users will be stored and used for legitimate business purposes, including, but not limited to marketing, recruiting, and sending additional information to website users who consent via email, text message, phone call, and postal mail. ACP's website shall comply with Virginia internet privacy laws for collecting, maintaining, using, and disseminating personal information.

## B. TUITION & FEES

### 1. Tuition Payment

Tuition and fees payments are due on the first day of class of each academic term. Students will receive an invoice for tuition and fees due. For updated tuition and fees, please see the Tuition and Fees section of the Appalachian College of Pharmacy website at:

[www.acp.edu/index.php/admissions/tuition-and-fees/](http://www.acp.edu/index.php/admissions/tuition-and-fees/).

Tuition and fees are approved each year by the ACP Board of Trustees. Tuition and fees may change annually. Tuition and fees for the 2024-2025 academic year are \$41,500 for the Class of 2027, \$40,500 for the Class of 2026 and \$40,500 for Class of 2025.

Audit fee: \$50 per credit hour

Per course tuition: \$800 per credit hour

### Tuition and Fees Schedule:

Tuition and Fees for 2024-2025 Academic Year			
Standard Fee	Class 2027	Class of 2026	Class of 2025
Tuition	\$37,500	\$37,500	\$37,500
Fees <sup>1</sup>	\$2,000	\$3,000	\$3,000
Technology Fee <sup>2</sup>	\$2,000		
<b>Tuition and Fees</b>	<b>\$41,500</b>	<b>\$40,500</b>	<b>\$40,500</b>
<b>Seat Deposit</b>			
Seat Deposit <sup>3</sup>	\$400		

<sup>1</sup> Fees covers costs related to Student Government Association sponsored activities, student membership in professional pharmacy organizations and other costs, such as those relating to graduation, college-sponsored events, and mission-focused student activities, information technology services, and Clerkship/Practicum fees associated with experiential training at clerkships sites.

<sup>2</sup> The Technology Fee covers costs associated with computer equipment for students.

<sup>3</sup> Students offered admission who choose to accept the offer of admission must reserve a seat in the class by payment of a \$200 seat deposit by a specified date. A second seat deposit of \$200 is due by March 15th. The first and second seat deposits are credited toward the fall semester tuition upon enrollment. Admitted students may cancel in writing prior to the first day of class in order to receive a refund of all moneys paid less a nonrefundable fee not to exceed \$100.

## **2. Fees Policy**

Full time students shall pay fees at the full-time rate. Fees for students enrolled less than fulltime shall be prorated based upon the number of credit hours.

## **3. Enrollment Status Policy**

All students enrolled in the Appalachian College of Pharmacy Doctor of Pharmacy (PharmD) program are considered graduate level students. ACP is required to report enrollment status for several federal and state reporting agencies and other accrediting entities. Students must be reported as (1) full-time; (2) half-time or more, but less than full time; or (3) less than half-time.

Visit the ACP website to learn how your enrollment status may affect your eligibility for financial aid. If you have additional questions, contact the Office of Financial Aid.

The Veterans Administration may have different definitions for full-time and part-time status. A student receiving veterans' benefits should discuss enrollment status with the veterans certifying official.

## **4. PharmD Graduate Program Enrollment Status**

Full-time = 12 semester credit hours or more per term

Half-time = 5 semester credit hours but less than 12 hours per term

Less than half-time = 4 semester credit hours or less per term

## **5. Registration for Class**

Students are responsible for enrolling for class by completing electronic registration each term. By completing the electronic registration process, the student agrees that he or she is officially registering for the classes selected and certifies that he or she will pay applicable tuition and fees.

## **6. Verification of Health Insurance**

Students must provide verification of health insurance coverage at the beginning of each academic term in order to register for classes. Students may also be subject to random checks throughout the year and may be disenrolled from all didactic and experiential coursework for failure to maintain health insurance coverage at all times, while enrolled at the Appalachian College of Pharmacy. In the event a student misses time on a clinical rotation due to the lack of health insurance coverage, all missed time must be made up and graduation may be delayed.

## **7. Estimated Cost of Attendance**

Below is a list of estimated Cost of Attendance (COA) expenses that a student may incur while attending ACP during the 2024-2025 academic year. Please note these expenses are in addition to tuition and fees, which differ depending upon the student's academic level, i.e., P1, P2, or P3 (see <http://www.acp.edu/estimated-living-expenses/> for the current year's costs). These estimates may be used for calculating student expenditures but are only estimates and not guaranteed by ACP:

## First (P1) and Second (P2) Year Student Cost of Attendance

Expense	Per Month	Per Year
Housing	\$630/month	\$7,560
Utilities	\$380/month	\$4,560
Food	\$450/month	\$5,400
Incidentals	\$185/month	\$2,220
Transportation	\$450/month	\$5,400
<b>Total Expenses</b>	<b>\$2,095/month</b>	<b>\$25,140</b>

## Third (P3) Year Student Cost of Attendance

Expense	Per Month	Per Year
Housing	\$755/month	\$9,060
Utilities	\$425/month	\$5,100
Food	\$465/month	\$5,580
Incidentals	\$210/month	\$2,520
Transportation	\$490/month	\$5,880
<b>Total Expenses</b>	<b>\$2,345/month</b>	<b>\$28,140</b>

The 2024-2025 Cost of Attendance for P2 and P1 students is \$8,380 per term less the government fees deducted prior to disbursement. The 2024-2025 Cost of Attendance for P3 students is \$9,380 per term less the government fees deducted prior to disbursement. The 2024-2025 Cost of Attendance for a first-year student is based on two terms of enrollment (fall and spring). However, a second- and third-year student's Cost of Attendance covers three terms or a full year of enrollment (summer, fall, and spring).

In addition to COA, the following fees are not included as components of tuition and fees for ACP and are the financial responsibility of the student:

- a. Health Insurance - required for matriculation, class attendance, and rotations
- b. Background Checks - the first background check is required prior to matriculation, a second background check is required at the end of the P1 year for experiential rotations and a third background check is required prior to beginning APPE rotations. Some rotation sites require a background check to be completed within 30 days prior to rotation.
- c. Drug Screens
- d. Physical Exam
- e. Immunizations
- f. CPR certification
- g. Required on-line certifications
- h. Any additional requirement or expense incurred to attend rotation sites, including, but NOT limited to transportation, lodging, meals, etc.

Students are responsible for maintaining health insurance and for additional requirements required by experiential sites. Additional requirements may vary among experiential sites. Please contact the Experiential Office for a listing of specific site requirements.

## **8. Tuition Refunds**

Under ACP's tuition refund policy, students who withdraw from ACP are responsible for paying all assessed tuition and fees due for that term. ACP tuition is based on three academic terms (summer, fall, and spring).

ACP adheres to the federal Return of Title IV Funds regulations for calculating the percentage of the academic term completed by the student. The amount of tuition owed will be assessed based upon the percentage of time the student spent in academic attendance. This policy applies to all students regardless of whether the student received Title IV funds.

A prorated schedule is used to determine the amount of tuition the student owes at the time of withdrawal up through the 60 percent point in each enrollment period. After the 60 percent point of the payment period, or period of enrollment, a student owes 100 percent of that semester's tuition and fees.

The amount of tuition owed depends on the number of calendar days the withdrawing student has completed. The percentage of the period completed is determined by dividing the number of calendar days completed in the payment period or period of enrollment, as of the day the student withdrew, by the total number of calendar days in the same period.

The number of calendar days in the numerator or denominator includes all days within the period, except for institutionally scheduled breaks of five or more consecutive days. The day the student withdrew is counted as a completed day.

Any questions concerning the refund policy should be directed to the Chief Financial Officer. Students attending ACP through tuition waivers or scholarships will not receive a cash refund for the portion of the tuition paid or waived by other sources.

## **9. Failure to Pay Tuition**

Students that have not paid tuition and fees ten (10) business days after the start of a semester will be sent a warning letter. If payment has not been received within ten (10) business days after the date of issue of the warning letter, the student will receive a second letter that the student may be removed from all classes and rotations without further warning. If the student has applied for Title IV and has taken all of the appropriate steps, the student may continue in class until the Title IV loan is processed. A covered individual, as defined in the Veterans Delayed Payment Policy, will not receive a warning letter for failure to pay tuition in full if ACP is awaiting funds from the Veterans Administration for the covered individual.

Students with outstanding balances for tuition, fees, or fines will not be allowed to enroll or receive transcripts, may be denied access to the ACP's SONIS and e-mail systems, and may not be allowed access to ACP's facilities.

## **10. GI Bill® Educational Benefits**

"This institution is approved to offer GI Bill® educational benefits by the Virginia State Approving Agency. *GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Website at <http://www.benefits.va.gov/gibill>.*"

## **11. Veterans Delayed Payment Policy**

Covered Individual definition: A "covered individual" is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill®.

A covered individual who is a student of Appalachian College of Pharmacy must be permitted to attend or participate in the PharmD curriculum during the period beginning on the date on which the covered individual provides to Appalachian College of Pharmacy a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

- a. The date on which payment from VA is made to Appalachian College of Pharmacy.
- b. 90 days after the date Appalachian College of Pharmacy certified tuition fees and following the receipt of the certificate of eligibility.

Appalachian College of Pharmacy will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the covered individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Appalachian College of Pharmacy may require a covered individual to perform the following:

- a. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.
- b. Submit a written request to use such entitlement.
- c. Provide additional information necessary to the proper certification of enrollment by Appalachian College of Pharmacy.

Appalachian College of Pharmacy may also require additional payment or impose a fee for the amount that is the difference between the amount of the student’s financial obligation and the amount of the VA education benefits disbursement.

## **C. FINANCIAL AID**

### **1. Financial Aid**

ACP students who have completed 72 credit hours upon admission are eligible to participate in federal Title IV student loans programs. Students may apply for unsubsidized and additional unsubsidized loans as well as graduate PLUS loans. Students must receive a letter of admission from the Admissions Office before the Director of Financial Aid can begin the financial assistance process. Contact Tina Fletcher, the Director of Financial Aid, via email at [tfletcher@acp.edu](mailto:tfletcher@acp.edu) or visit the Student Affairs Office in Garden Hall for information regarding financial aid.

### **2. Scholarships**

ACP awards a limited number of scholarships to qualified students based on merit and financial need. Some local scholarships are available in the form of partial tuition waivers. The amounts of those waivers depend upon successful applicants actively pursuing them and meeting qualification standards, and upon the amount of available funds. Some second- and third-year pharmacy students, especially those doing well in

their academic performance, may acquire pharmacy sponsorship loans from pharmacies and the pharmaceutical profession. ACP holds an annual career fair to help facilitate that process, but there is no guarantee of such a sponsorship. The Appalachian College of Pharmacy Scholarship and Financial Aid Application must be submitted to the Chair of the Scholarship and Awards Committee.

### **3. Study Abroad**

An ACP student's enrollment in a program of study abroad (e.g. APPE clinical rotation in the Dominican Republic) approved for credit by ACP is considered enrollment at ACP for the purpose of applying for assistance under the Title IV, HEA programs.

## **D. CURRICULUM**

ACP offers a sequence of courses designed to lead to a Doctor of Pharmacy degree. Requirements for the PharmD degree include completion of a minimum of 151 credits, including more than 1,700 hours of experiential coursework, and three academic years of full-time residence. In addition, a student must maintain a cumulative grade point average of C (2.0) or better in order to progress and graduate.

### **1. Credit Hour Policy**

For didactic classes, credit hours are typically awarded at a ratio of approximately 18 hours of class time to 1 hour of credit. For laboratory and experiential courses, credit is awarded at a ratio of 40 contact hours for 1 hour of credit. The Assistant Dean of Academic Affairs and Assessment is responsible for implementation of the Credit Hour Policy.

### **2. Internship Policy**

Students shall not be used to provide labor or as a replacement for a permanent employee.

### **3. Preceptors for Clinical Rotations**

ACP may use preceptors employed by healthcare institutions to precept clinical rotations (e.g. IPPE, APPE).

### **4. PharmD Course of Study**

#### **P1 curriculum**

##### **Fall Semester:**

P1 curriculum

Fall Semester:

PHA 0105	3 Credits	Introduction to Pharmacy, Communications, & Health Care Systems
PHA 0124	6 Credits	Pharmaceutical Principles
PHA 0126	6 Credits	Foundations I
PHA 0140	2 Credits	Communication and Professional Development
PHA 0175	1 Credit	Pharmaceutics Lab I
PHA 0202	3 Credits	Applied Clinical Pharmacokinetics
PHA 1002	0 Credits	Interprofessional Education (IPE) Experience I
PHA 1008	0 Credits	IPPE 1 Skills Lab and Training
PHA 1124	0.5 Credits	Top Medications 1

Total Credits: 21.5 hours

**Spring Semester:**

PHA 0111	1.5 Credits	Introduction to Medicinal Chemistry and Pharmacology
PHA 0136	3 Credits	Foundations II
PHA 0137	4 Credits	Foundations III
PHA 0153	5 Credits	Foundations IV
PHA 0167	3.5 Credits	Foundations V
PHA 0184	4 Credits	Non-Prescription Drugs, Devices, and Skills Lab (OTC)
PHA 1004	0 Credits	Interprofessional Education (IPE) Experience II
PHA 1125	0.5 Credits	Top Medications 2
Total Credits: 21.5 hours		

**P2 curriculum****Summer Semester:**

PHA 0187	2 Credit	Pharmacist Patient Care Process I
PHA 0195	0 Credits	P1 Milestone Examination
PHA 0203	1.5 Credits	Foundations VI
PHA 0204	2 Credits	Jurisprudence and Pharmacy Law
PHA 0210	3 Credits	Drug Information, Clinical Research, and Biostatistics
PHA 0221	3 Credits	Pharmacotherapy of Infectious Diseases I
PHA 0260	1 Credit	Advanced Pharmaceutics Lab
PHA 2003	1 Credit	Pharmacy-Based Immunization Delivery
PHA 2010	3 Credits	IPPE 1
PHA 2020	3 Credits	IPPE 2
PHA 2044	0 Credit	IPPE Primer for Pharmacy Students
PHA 2124	0.5 Credits	Top Medications 3
PHA 4000	1 Credit	**Electives
Total Credits: Up to 21 hours		

**Fall Semester:**

PHA 0222	3 Credits	Diseases of the Renal System and Fluid and Electrolyte Disorders
PHA 0223	2.5 Credits	Pharmacotherapy of Immune System Disorders
PHA 0241	3 Credits	Pharmacotherapy of Cardiovascular & Pulmonary Diseases I
PHA 0243	3 Credits	Pharmacotherapy of Cardiovascular & Pulmonary Diseases II
PHA 0264	2 Credits	Pharmacotherapy of Endocrine System Diseases
PHA 0276	1 Credits	Pharmacist Patient Care Process II
PHA 0281	3 Credits	Pharmacotherapy of Neurological System and Disorders
PHA 1005	0 Credits	Interprofessional Education (IPE) Experience III
PHA 2125	0.5 Credits	Top Medications 4
PHA 4000	1 Credit	**Electives
Total Credits: Up to 19 hours		

**Spring Semester:**

PHA 0253	4 Credits	Pharmacotherapy of Infectious Diseases II
PHA 0254	3 Credits	Diseases of the Hematological System and Oncological Disorders
PHA 0255	3 Credits	GI Diseases and Disorders of Nutrition and Metabolism
PHA 0289	3 Credits	Pharmacotherapy of Psychological Disorders
PHA 0291	2 Credit	Pharmacist Patient Care Process III
PHA 0293	4 Credits	Pharmacotherapeutic Considerations in Special Populations
PHA 1006	0 Credits	Interprofessional Education (IPE) Experience IV
PHA 2030	1 Credit	IPPE 3

PHA 2126 0.5 Credit Top Medications 5  
PHA 4000 1 Credit \*\*Electives  
Total Credits: Up to 21.5 hours

\*\* A total of 2 credit hours of electives

### **P3 curriculum**

#### **Summer Semester:**

PHA 0216 3 Credits Pharmacy & Health Services Administration  
PHA 0298 0.5 Credits P2 Milestone Exam  
PHA 0306 3 Credits Advanced Jurisprudence & Pharmacy Law  
PHA 3003 1 Credit APPE Primer for Pharmacy Students  
PHA 3020 5 Credits APPE Hospital/Health (Institutional)  
PHA 3025 0 Credits Pharmacy Knowledge Recitation and Assessment I]  
PHA 3030 5 Credits APPE Community Patient Care  
PHA 3125 0.5 Credits Top Medications 6  
Total Credits: 18 hours

#### **Fall Semester:**

PHA 3040 5 Credits APPE Ambulatory Care  
PHA 3045 0 Credits Pharmacy Knowledge Recitation and Assessment II  
PHA 3050 5 Credits APPE Acute Care  
PHA 3060 5 Credits APPE Elective  
Total Credits: 15 hours

#### **Spring Semester:**

PHA 0398 0 Credits P3 Milestone Exam  
PHA 3065 0 Credits Pharmacy Knowledge Recitation and Assessment III  
PHA 3070 5 Credits APPE Elective  
PHA 3080 5 Credits APPE Elective  
PHA 3090 5 Credits APPE Elective  
Total Credits: 15 hours

**\*Curricular organization and course numbers are subject to change with advanced notice.**

**\*\* A total of 2 credit hours of electives**

**Course schedules are subject to change in response to COVID-19 conditions. Clinical rotation schedules are subject to change in response to clinical site availability and COVID-19 conditions.**

## E. COURSE DESCRIPTIONS\*

FALL SEMESTER 2024 P1 YEAR, CLASS OF 2027		
Courses & Course Descriptions	Credit hours	
<p><b>PHA 0105 Introduction to Pharmacy and Health Care Systems</b>            Designed to introduce the student to the components of the U.S. healthcare system and the interrelationships among healthcare consumers and providers. It also presents the organizational framework and regulatory and reimbursement mechanisms, which are the foundations of the US healthcare delivery system.</p>	3	Nicholas
<p><b>PHA 0124 Pharmaceutical Principals</b>            Introduction to pharmaceutical calculations and principles of basic physicochemical phenomena, and the application of these principles to the design and development of dosage forms, and evaluation of the biopharmaceutical aspects of the dosage form. Pharmaceutical calculations, pharmaceuticals, and biopharmaceuticals are integrated in this course for a concise overview of the scientific principles, mathematical reasoning, regulatory elements of dosage form design and evaluation.</p>	6	Hossain
<p><b>PHA 0126 Foundations I</b>            Examines the basic concepts and principles of mammalian metabolic biochemistry including chemistry, biosynthesis and metabolism of proteins, carbohydrates, lipids, nucleotides at cellular and organ level as well as the regulation of biochemical pathways and principles of energy transformation. Studies the classification of enzymes and coenzymes, enzyme kinetics and regulation, drug biotransformation, drug receptor properties, fundamentals of pattern recognition that relate chemical structure to pharmacological action, membrane structure and transport, and mechanisms of signal transduction.</p>	6	Engels
<p><b>PHA 0140 Communications and Professional Development</b>            This course emphasizes the importance of communication in contemporary pharmacy practice; students are assessed and evaluated in both oral and written formats. Course content includes study of various aspects of communication associated with pharmacy practice. Introduces and discusses social and ethical aspects of contemporary pharmacy practice.</p>	2	Mutter
<p><b>PHA 0175 Pharmaceutics Lab 1</b>            Teaches basic laboratory concepts and skills in pharmaceutical compounding of non-parenteral formulation, and the admixing and sterile preparation of parenteral dosages forms.</p>	1	Hossain
<p><b>PHA 0202 Applied Pharmacokinetics</b>            Studies the absorption, distribution, metabolism, and elimination of medications in the body; describes the effect of physiological changes on the distribution and elimination of medications from the body including introduction to pharmacogenomics concepts; evaluates the use of formulas and nomograms to design individualized drug dosage regimens including</p>	3	Hernick

changes in plasma protein binding, hepatic dysfunction, and renal impairment.		
<b>PHA 1002 Interprofessional Education (IPE) Experience I</b> This course provides pharmacy students with an interprofessional education (IPE) activity, and exposes them to concepts related to interprofessional care and practice. This will involve interaction and collaboration with students and professionals from other healthcare disciplines (i.e. medicine, nursing, social work, physical therapy, optometry, and others).	0	<b>Preston</b>
<b>PHA 1008 IPPE 1 Skills Lab and Training</b> This course provides instruction on the fundamentals of basic physical assessment, including the correct method of measuring blood pressure and vital signs. Also included are basic medical terminology and medical abbreviations.	1	<b>Nicholas</b>
<b>PHA 1124 Top Medications 1</b> This is the first in a six-course sequence that introduces students to the Top 300 Prescription Medications, Top 100 Non-Prescription Medications, and Top 200 IV Medications. Students will be responsible for learning the brand/generic names, drug classes, indications, dosage forms, common doses, contraindications, controlled substance schedules, mechanism of action, box warnings/safety issues, adverse reactions, monitoring parameters, and clinical pearls of these medications.	0.5	<b>Nicar</b>
<b>Total</b>	<b>21.5</b>	

<b>SPRING SEMESTER 2025 P1 YEAR, CLASS OF 2027</b>		
<b>Courses &amp; Course Descriptions</b>	<b>Credit hours</b>	
<b>PHA 0111 Introduction to Medicinal Chemistry and Pharmacology</b> Introduces topics in medicinal chemistry and pharmacology that are common to all drug classes. Select drug classes are presented to illustrate the applications of these general principles.	1.5	<b>Hernick</b>
<b>PHA 0136 Foundations II</b> This course studies the basic principles of cell biology, hematology, immunology, human genetics, and pharmacogenomics.	3	<b>Khan</b>
<b>PHA 0137 Foundations III</b> Studies basic principles of pharmacodynamics, microbiology, virology, and drug therapy for infectious diseases. Studies drug action and the chemical properties, primary pharmacological actions, mechanisms of drug action, routes of administration, disposition, contraindications, adverse reactions, clinically significant drug interactions, and drug disease interaction.	4	<b>Khan</b>
<b>PHA 0153 Foundations IV</b> Studies basic concepts of the neurotransmitter systems involved in the homeostasis of the central and peripheral nervous systems and neuromuscular junction. Studies basic principles of drug action and the chemical properties, primary pharmacological actions, mechanisms of drug action, routes of administration, disposition and adverse reactions, and introduces clinical uses and drug-disease interaction of selected drugs used to treat neurological, psychiatric and neuromuscular disorders and diseases.	5	<b>Hernandez</b>
<b>PHA 0167 Foundations V</b> This course introduces basic concepts and pathophysiology of common diseases of the Renal and Cardiovascular Systems, as well as the pharmacology and medicinal chemistry as applied to medications that act on those systems. Included are basic principles of drug action and the chemical properties, primary pharmacological actions, mechanisms of drug action, routes of administration, disposition, and elimination, contraindications, adverse and unwanted reactions, clinically significant drug interactions, and drug-disease interactions of drugs used to treat disorders of Renal and Cardiovascular Systems.	3.5	<b>Gravelle</b>
<b>PHA 0184 Non-Prescription Drugs, Devices, and Skills Lab (OTC)</b> Studies over the counter medications, herbals and dietary supplements, and durable medical supplies commonly encountered in the practice of pharmacy. Includes simulated patient assessment, counseling and workshop.	4	<b>Abdelfattah/ Bowman</b>
<b>PHA 1004 Interprofessional Education (IPE) Experience</b> This course provides pharmacy students with an interprofessional education (IPE) activity, and exposes them to concepts related to interprofessional care and practice. This will involve interaction and collaboration with students and professionals from other healthcare disciplines (i.e. medicine, nursing, social work, physical therapy, optometry, and others).	0	<b>Preston</b>

<p><b>PHA 1125 Top Medications 2</b></p> <p>This is the second in a six-course sequence that introduces students to the Top 300 Prescription Medications, Top 100 Non-Prescription Medications, and Top 200 IV Medications. Students will be responsible for learning the brand/generic names, drug classes, indications, dosage forms, common doses, contraindications, controlled substance schedules, mechanism of action, box warnings/safety issues, adverse reactions, monitoring parameters, and clinical pearls of these medications.</p>	0.5	<b>Nicar</b>
<b>Total</b>	<b>21.5</b>	

<b>SUMMER SEMESTER 2024 P2 YEAR, CLASS OF 2026</b>		
<b>Courses &amp; Course Descriptions</b>	<b>Credit hours</b>	
<p><b>PHA 0187 PPCP 1</b> The first of a three-part series on Pharmacist Patient Care Process (PPCP). This course will emphasize the “collect and assess” portions of the PPCP cycle, and reinforce/apply the “collaborate”, “communicate”, and “document” skills presented earlier in the curriculum. It also teaches the fundamentals of physical assessment and presentations for commonly occurring disease states; reinforces the correct method of measuring blood pressure and other vital signs, including BMI and the correct interpretation of results, and counseling points, as well as commonly employed medical terminology.</p>	2	<b>Cole</b>
<p><b>PHA 0195 P1 Milestone Exam (pass/fail)</b> The P1 Milestone examination is an important checkpoint to assess a student’s academic, clinical and professional readiness prior to the start of the fall semester.</p>	0	<b>Hernandez/ Nicar</b>
<p><b>PHA 0203 Foundations VI</b> This course introduces basic concepts and pathophysiology of common diseases of the respiratory and endocrine system, as well as the pharmacology and medicinal chemistry as applied to medications that act on those systems. Included are basic principles of drug action and the chemical properties, primary pharmacological actions, mechanisms of drug action, routes of administration, disposition, and elimination, contraindications, adverse and unwanted reactions, clinically significant drug interactions, and drug-disease interactions of drugs used to treat disorders of the endocrine system.</p>	1.5	<b>Momen</b>
<p><b>PHA 0204 Jurisprudence and Pharmacy Law</b> First of two courses that studies provisions of State and Federal pharmacy laws and regulations pertaining to pharmacy practice, licensure, controlled substances, legal liabilities, laws and regulations of other health care providers, and pharmacy case law.</p>	2	<b>McGeorge</b>
<p><b>PHA 0210 Drug Information, Clinical Research and Biostatistics</b> Studies basic concepts of biostatistics and study design; studies the evaluation of drug literature; studies searching and retrieving the clinical and basic science literature. Shows students methods to abstract and communicate pertinent information in a concise and professional manner.</p>	3	<b>Talbott</b>
<p><b>PHA 0221 Pharmacotherapy of Infectious Disease I</b> This course provides an integrated study of epidemiology, pathophysiology, signs and symptoms, laboratory examinations, assessment, pharmacology, therapeutics, clinical pharmacokinetics, patient care, pharmaco-economic issues, medication use in special populations, and review of pertinent literature as related to common infectious diseases.</p>	3	<b>Preston</b>

<p><b>PHA 0260 Advanced Pharmaceutics Lab</b></p> <p>This hands-on laboratory experience emphasizes sterile compounding skills with focus on USP 797 and USP 800. This is a comprehensive 35-hour course that includes lecture and compounding. Students will learn to perform aseptic technique using a Laminar Airflow hood and accessories. They will learn to perform necessary calculations and compound IV solution, total parenteral nutrition, chemotherapeutic agents, other hazardous drugs, tailor aminoglycoside and vancomycin dosage regimens, and microbiological testing procedures for pharmacy compounding. Students will be trained on skills that will enable them to compound extemporaneous USP &lt;797&gt; and &lt;800&gt; compliant parenteral admixtures at various practice sites. This course will include all related USP chapters, USP related to testing and quality assurance, USP 71, USP 85, USP 151, USP 51, and USP 1163.</p>	1	Hossain
<p><b>PHA 2003 Pharmacy-Based Immunization Delivery</b></p> <p>This course fosters interventions that promote disease prevention and public health and prepares pharmacists with the knowledge and skills necessary to provide immunization services to patients. This course is associated with the American Pharmacists Association's Pharmacy-Based Immunization Delivery Certificate Program. Each student will receive a Certificate from APhA after successful completion of the course.</p>	1	Nicholas
<p><b>PHA 2010 IPPE 1</b></p> <p>This is a required 3-week core pharmacy practice experience which occurs in the community pharmacy setting. Each week of experience shall contain an average of 40 hours of practice. The primary purpose of the IPPE is to develop an appreciation of all aspects of the provision of patient centered pharmacy care in the community setting. Students will develop the professionalism, judgment, and skills needed to function in a community pharmacy setting.</p>	3	Cochran
<p><b>PHA 2020 IPPE 2</b></p> <p>This is a required 3-week core practice experience which occurs in the hospital or health-system pharmacy setting. Each week of experience shall contain an average of 40 hours of practice. The primary purpose of the Hospital Pharmacy Practice rotation is to develop an appreciation of all aspects of the provision of pharmacy care in the inpatient setting. Students will develop the professionalism, judgment, and skills needed to function in a hospital pharmacy.</p>	3	Cochran
<p><b>PHA 2044 IPPE Primer for Pharmacy Students</b></p> <p>This course will introduce students to the components needed to support the preparation of pharmacy students for Introductory Pharmacy Practice Experiences (IPPEs). The course content includes: Overview of various types of pharmacy services, Overview of HIPAA, Communication and Professionalism in the workplace, Pharmacy terminology, abbreviations, need-to-know terms, and SIG codes, Brand/Generic and Prescriber's handwriting.</p>	0	Cochran

<p><b>PHA 2124 Top Medications 3</b></p> <p>This is the third in a six course sequence that introduces students to the Top 300 Prescription Medications, Top 100 Non-Prescription Medications, and Top 200 IV Medications. Students will be responsible for learning the brand/generic names, drug classes, indications, dosage forms, common doses, contraindications, controlled substance schedules, mechanism of action, box warnings/safety issues, adverse reactions, monitoring parameters, and clinical pearls of these medications.</p>	0.5	<b>Nicar</b>
<b>Total</b>	<b>20</b>	

<b>FALL SEMESTER 2024 P2 YEAR, CLASS OF 2026</b>		
<b>Courses &amp; Course Descriptions</b>	<b>Credit hours</b>	
<p><b>PHA 0222 Pharmacotherapy of the Renal Diseases</b> Studies anatomy, pathophysiology, physical assessment, pharmacology, therapeutics, clinical pharmacokinetics, and considerations in special populations as it relates to major diseases of the kidneys, and fluid and electrolyte disorders.</p>	3	<b>Abdelfattah</b>
<p><b>PHA 0223 Pharmacotherapy of Immune System Disorders</b> Studies anatomy, pathophysiology, physical assessment, therapeutics, clinical pharmacokinetics, patient care, alternative/complimentary therapies, pharmacoeconomic issues, medication use in special populations, and review of pertinent drug literature as related to common immune disorders and diseases of the skin and connective tissues.</p>	2.5	<b>Thompson</b>
<p><b>PHA 0241 Pharmacotherapy of Cardiovascular and Pulmonary Diseases I</b> This course provides an integrated study of epidemiology, pathophysiology, signs and symptoms, laboratory examinations, assessment, pharmacology, therapeutics, clinical pharmacokinetics, patient care, pharmacoeconomic issues, medication use in special populations, and review of pertinent literature as related to chronic cardiovascular and pulmonary disorders.</p>	3	<b>Cole</b>
<p><b>PHA 0243 Pharmacotherapy of Cardiovascular and Pulmonary Diseases II</b> This course provides an integrated study of epidemiology, pathophysiology, signs and symptoms, laboratory examinations, assessment, pharmacology, therapeutics, clinical pharmacokinetics, patient care, pharmacoeconomic issues, medication use in special populations, and review of pertinent literature as related to acute cardiovascular disorders.</p>	3	<b>Nicar</b>
<p><b>PHA 0264 Pharmacotherapy of Endocrine System Diseases</b> This course provides an integrated study of epidemiology, pathophysiology, signs and symptoms, laboratory examinations, assessment, pharmacology, therapeutics, clinical pharmacokinetics, patient care, pharmacoeconomic issues, medication use in special populations, and review of pertinent literature as related to diseases of the endocrine system.</p>	2	<b>Funk</b>
<p><b>PHA 0276 Pharmacist Patient Care Process II</b> Second of a three part series on the Pharmacist Patient Care Process (PPCP). This course will emphasize the “Assess” and “Plan” portions of the PPCP cycle, and reinforce areas presented earlier in the curriculum.</p>	2	<b>Talbott</b>

<p><b>PHA 0281 Pharmacotherapy of Neurological System and Disorders</b>  This course studies the genetics and pharmacogenomics, physical and mental assessment, therapeutics, clinical pharmacokinetics, patient care, alternative/complementary therapies, medication use in special populations, and review of pertinent drug literature as related to common diseases involving the neurologic systems.</p>	3	Clark
<p><b>PHA 1005 Interprofessional Education Experience III</b>  This course provides pharmacy students with an interprofessional education (IPE) activity, and exposes them to concepts related to interprofessional care and practice. This will involve interaction and collaboration with students and professionals from other healthcare disciplines (i.e. medicine, nursing, social work, physical therapy, optometry, and others).</p>	0	Preston
<p><b>PHA 2125 Top Medications 4</b>  This is the fourth in a six course sequence that introduces students to the Top 300 Prescription Medications, Top 100 Non-Prescription Medications, and Top 200 IV Medications. Students will be responsible for learning the brand/generic names, drug classes, indications, dosage forms, common doses, contraindications, controlled substance schedules, mechanism of action, box warnings/safety issues, adverse reactions, monitoring parameters, and clinical pearls of these medications.</p>	0.5	Nicar
<b>Total</b>	<b>18</b>	

<b>SPRING SEMESTER 2025 P2 YEAR, CLASS OF 2026</b>		
<b>Courses &amp; Course Descriptions</b>	<b>Credit hours</b>	
<p><b>PHA 0253 Pharmacotherapy of Infectious Diseases II</b>            This course provides an integrated study of epidemiology, pathophysiology, signs and symptoms, laboratory examinations, assessment, pharmacology, therapeutics, clinical pharmacokinetics, patient care, pharmaco-economic issues, medication use in special populations, and review of pertinent literature as related to common infectious diseases.</p>	4	<b>Preston</b>
<p><b>PHA 0254 Diseases of the Hematological System and Oncological Disorders</b>            Studies of the anatomy, pathophysiology, pharmacology, therapeutics, physical assessment, clinical pharmacokinetics, patient care, alternative/complimentary therapies, pharmaco-economic issues, medication use in special populations and review of pertinent literature as they relate to common hematological and oncological conditions.</p>	3	<b>Engels</b>
<p><b>PHA 0255 Pharmacotherapy of Gastrointestinal and Nutrition Disorders</b>            This course studies the physical assessment, therapeutics, clinical pharmacokinetics, patient care, alternative/complementary therapies, pharmaco-economic issues, medication use in special populations, and review of pertinent drug literature as they relate to common diseases of the gastrointestinal system and disorders of nutrition and metabolism. The effect of gut microbiota on general health and drug metabolism will also be examined.</p>	3	<b>Boltz</b>
<p><b>PHA 0289 Pharmacotherapy of Psychiatric Disorders</b>            This course studies the genetics and pharmacogenomics, physical and mental assessment, therapeutics, clinical pharmacokinetics, patient care, alternative/complementary therapies, medication use in special populations, and review of pertinent drug literature as related to common diseases involving the neurologic and psychiatric systems.</p>	3	<b>Engels/ Hernandez</b>
<p><b>PHA 0291 Pharmacist Patient Care Process III</b>            Third of a three part series on the Pharmacist Patient Care Process (PPCP). This course will emphasize the "Implement" and "Follow-up (Monitor and Evaluate)" portions of the PPCP cycle, and reinforce concepts presented earlier in the curriculum.</p>	2	<b>Talbott/ Preston</b>

<p><b>PHA 0293 Pharmacotherapeutic Considerations in Special Populations</b>  This course studies the anatomy, special considerations in pathophysiology, pharmacology, therapeutics, clinical pharmacokinetics, patient care, alternative/complementary therapies, pharmacoeconomic issues, medication use in special populations, and review of pertinent drug literature as they relate to special populations.</p>	4	Nicar
<p><b>PHA 1006 Interprofessional Education (IPE) Experience IV</b>  This course provides pharmacy students with an interprofessional education (IPE) activity, and exposes them to concepts related to interprofessional care and practice. This will involve interaction and collaboration with students and professionals from other healthcare disciplines (i.e. medicine, nursing, social work, physical therapy, optometry, and others).</p>	0	Preston
<p><b>PHA 2030 IPPE 3</b>  This is a required early pharmacy practice experience where the student will gain experience providing patient-centered pharmaceutical care to geriatric patients in a long-term care setting. The student will gain an appreciation for the role of the consultant pharmacist in long-term care.</p>	1	Cochran/ Thompson
<p><b>PHA 2126 Top Medications 5</b>  This is the fifth in a six course sequence that introduces students to the Top 300 Prescription Medications, Top 100 Non-Prescription Medications, and Top 200 IV Medications. Students will be responsible for learning the brand/generic names, drug classes, indications, dosage forms, common doses, contraindications, controlled substance schedules, mechanism of action, box warnings/safety issues, adverse reactions, monitoring parameters, and clinical pearls of these medications.</p>	0.5	Nicar
<b>Total</b>	<b>20.5</b>	

<b>SUMMER SEMESTER 2024 P3 YEAR, CLASS OF 2025</b>		
<b>Courses &amp; Course Descriptions</b>	<b>Credit hours</b>	
<p><b>PHA 0216 Pharmacy and Health Services Administration</b>            This course will familiarize students with terms, concepts, procedures, and methods associated with the administration of pharmacy and healthcare services. The course covers the following broad areas: pharmacy management, continuous quality improvement, pharmacoeconomics, health services administration, and public health services organization and delivery.</p>	3	<b>Thompson</b>
<p><b>PHA 0298: P2 Milestone Exam (Pass/Fail)</b>            The P2 Milestone examination is an important checkpoint to assess a student's academic, clinical, and professional readiness prior to the start of the fall semester.</p>	0	<b>Hernandez/ Nicar</b>
<p><b>PHA 0306 Advanced Jurisprudence and Pharmacy Law</b>            Studies provisions of State and Federal pharmacy laws and regulations pertaining to pharmacy practice, licensure, controlled substances, legal liabilities, laws and regulations of other health care providers, and pharmacy case law.</p>	3	<b>McGeorge/ Bowman</b>
<p><b>PHA 3003 APPE Primer for Pharmacy Students</b>            This course will introduce students to the components needed to support the preparation of pharmacy students for Advanced Pharmacy Practice Experiences (APPEs). The course content includes: Overview of various types of pharmacy services, Plagiarism, Basics of HIPAA, Communication and Professionalism in the workplace, and American Heart Association Cardiopulmonary Resuscitation Recertification.</p>	0	<b>Cochran</b>
<p><b>PHA 3020 Hospital/Health System APPE</b>            This is a required 5-week advanced practice experience that prepares the student to function within a hospital or health-system of integrated pharmaceutical services. The student will develop an appreciation for all aspects of pharmaceutical care, both traditional and direct patient care responsibilities.</p>	5	<b>Cochran</b>
<p><b>PHA 3025 Pharmacy Knowledge Recitation and Assessment I</b>            The first course of three in a course series designed to provide a comprehensive review of the years 1 and 2 pharmacy curriculum. The course utilizes faculty-facilitated student-led comprehensive reviews of focused pharmacy topics to support preparation and assess pharmacy practice readiness.</p>	0	<b>Hernandez/ Thompson</b>
<p><b>PHA 3030 Community Patient Care APPE</b>            This is a required 5-week advanced pharmacy practice experience that prepares the student to function in a community setting. The student will develop an appreciation for delivering patient-centered pharmaceutical care services in a community setting.</p>	5	<b>Cochran</b>

<p><b>PHA 3125 Top Medications 6</b></p> <p>This is the sixth in a six-course sequence that introduces students to the Top 300 Prescription Medications, Top 100 Non-Prescription Medications, and Top 200 IV Medications. In addition to recalling information learned in previous courses in this series, students will be responsible for learning the mechanism of action, box warnings/safety issues, adverse reactions, monitoring parameters, and clinical pearls of these medications.</p>	0.5	<b>Nicar</b>
<b>Total</b>	<b>17</b>	

<b>FALL SEMESTER 2024 P3 YEAR, CLASS OF 2025</b>		
<b>Courses &amp; Course Descriptions</b>	<b>Credit hours</b>	
<b>PHA 3040 Ambulatory Care APPE</b> This is a required 5-week advanced pharmacy practice experience which prepares the student to actively participate in the delivery of patient-centered pharmaceutical care in an outpatient setting.	5	<b>Cochran</b>
<b>PHA 3045 Pharmacy Knowledge Recitation and Assessment II</b> The second course of three in a course series designed to provide a comprehensive review of the years 1 and 2 pharmacy curriculum. The course utilizes faculty-facilitated student-led comprehensive reviews of focused pharmacy topics to support preparation and assess pharmacy practice readiness.	0	<b>Hernandez/Thompson</b>
<b>PHA 3050 Acute Care APPE</b> This is a required 5-week advanced pharmacy practice experience in which the student will gain experience providing patient-centered pharmaceutical care in an acute care inpatient setting.	5	<b>Cochran</b>
<b>PHA 3060 Elective APPE</b> This is a 5-week elective advanced pharmacy practice experience that allows the student an opportunity to explore an area of interest in a more in-depth manner. The experiences may be in a variety of practice settings.	5	<b>Cochran</b>
<b>Total</b>	<b>15</b>	

<b>SPRING SEMESTER 2025 P3 YEAR, CLASS OF 2025</b>		
<b>Courses &amp; Course Descriptions</b>	<b>Credit hours</b>	
<b>PHA 0398 P3 Milestone</b> Comprehensive examination which evaluates content areas of the curriculum and the use of basic and clinical science principles in the solution of pharmacy-related problems. Allows longitudinal monitoring of the development of individual ability-based outcomes and educational outcome expectations.	0	<b>Hernandez/ Nicar</b>
<b>PHA 3065 Pharmacy Knowledge Recitation and Assessment III</b> The third course of three in a course series designed to provide a comprehensive review of the years 1 and 2 pharmacy curriculum. The course utilizes faculty-facilitated student-led comprehensive reviews of focused pharmacy topics to support preparation and assess pharmacy practice readiness.	0	<b>Hernandez/ Thompson</b>
<b>PHA 3070 Elective APPE</b> This is a 5-week elective advanced pharmacy practice experience that allows the student an opportunity to explore an area of interest in a more in-depth manner. The experiences may be in a variety of practice settings.	5	<b>Cochran</b>
<b>PHA 3080 Elective APPE</b> This is a 5-week elective advanced pharmacy practice experience that allows the student an opportunity to explore an area of interest in a more in-depth manner. The experiences may be in a variety of practice settings.	5	<b>Cochran</b>
<b>PHA 3090 Elective APPE</b> This is a 5-week elective advanced pharmacy practice experience that allows the student an opportunity to explore an area of interest in a more in-depth manner. The experiences may be in a variety of practice settings.	5	<b>Cochran</b>
<b>Total</b>	<b>15</b>	

Complete Program Credits	
Semester	Cr
Fall P1	21.5
Spring P1	21.5
Summer P2	20
Fall P2	18
Spring P2	20.5
Summer P3	17
Fall P3	15
Spring P3	15
Electives	2
<b>Total</b>	<b>151</b>

### Electives\*\*:

PHA 4002 Quality Assurance in Pharmaceutical Compounding	1 Credit
PHA 4004 Exercise Testing and Prescription	1 Credit
PHA 4010 History of Pharmacy	1 Credit
PHA 4018 Cosmeceutical and Nutraceutical Formulations: The Fifty Shades of Gray	1 Credit
PHA 4024 Pharmacy Based Test and Treat	1 Credit
PHA 4028 Diagnostic Imaging	1 Credit
PHA 4030 Advanced Compounding Lab	1 Credit
PHA 4033 Pharmacist Role in Integrative Health Care	1 Credit
PHA 4036 Appalachian Folk Medicine	1 Credit
PHA 4038 Basic Principles of Publishing for Student-Pharmacists	1 Credit
PHA 4044 Improving Public and Community Health in Rural Appalachia	1 Credit
PHA 4052 Integrative Medicine: Holistic Pharmacy	1 Credit
PHA 4056 Digital Health Transformations and Healthcare Innovations	1 Credit
PHA 4065 Critical Care	1 Credit
PHA 4070 Health Disparities in Appalachia	1 Credit
PHA 4072 Medical Spanish	1 Credit
PHA 4075 Legislative Process and Pharmacy Leadership and Advocacy	1 Credit
PHA 4080 Pharmacy Entrepreneurship	1 Credit
PHA 4082 Drug-Induced Diseases	1 Credit
PHA 4084 Diabetes Management in Rural Area Medical Events “The Sugar Shack” 1	1 Credit
PHA 4086 Diabetes Management in Rural Area Medical Events “The Sugar Shack” 2	1 Credit
PHA 4088 Flipped Classroom	1 Credit
PHA 4090 Addiction	1 Credit
PHA 4092 Introduction to Pharmacy Residency	1 Credit

\* Curriculum is subject to change at the discretion of the College.

\*\*Additional Electives may be added in the future upon Curriculum Committee approval.

## **F. CURRICULAR AND ACADEMIC POLICIES**

ACP offers a sequence of courses designed to lead to a Doctor of Pharmacy degree which requires completion of 151 credit hours of course work, including over 1,700 hours of experiential coursework, in three academic years (eight terms) of full-time residence. In addition, a student must maintain a cumulative grade point average of 2.0 or better in order to stay in *good academic standing*, to progress through the curriculum, to begin experiential rotations, and to graduate.

The professional curriculum is intended to produce generalist pharmacists proficient in all professional and educational competencies as set forth in ACP's program outcomes statements. The curriculum will educate and develop the necessary knowledge and skills based on sound basic and clinical science, professional skills, attitudes, and values in a student-centered, cooperative active learning environment. Students will learn to integrate and apply these skills to the practice and advancement of the profession of pharmacy.

The basic outline of the curriculum is: 1) a foundational sciences component in which the majority of the basic biomedical sciences, pharmaceuticals, social and behavioral sciences, jurisprudence, integrated pharmacology and advanced pharmacotherapeutics, and electives are taught; and 2) the experiential curriculum, which includes the Introductory and Advanced Pharmacy Practice experiences, and the Pharmacists in the Community Service component (150 hours required but non-credit). The Doctor of Pharmacy curriculum is designed to be successfully completed in a three-year time frame that runs throughout the calendar year. The curriculum is designed to deliver a combination of faculty-delivered didactic lectures, student-centered active learning and problem solving activities, and experiential educational activities that emphasize the achievement of the professional competencies and program outcomes of the curriculum.

### **1. Dual Enrollment**

ACP students are prohibited from being dually enrolled in coursework or curriculum at any other educational institution while the student is enrolled at ACP, unless approved by ACP.

### **2. Curricular Issues**

A student with an individual concern (e.g., illness, family concerns, and academic performance) that affects progress in the curriculum should meet with the Course Coordinator and participating faculty members to discuss the issue. Students may also discuss personal issues with their faculty advisors, the Assistant Dean of Student and Alumni Affairs, or the Assistant Dean of Academic Affairs and Assessment.

For issues that concern the entire class (e.g., examinations, scheduling concerns, course notes/handouts), a process is in place to facilitate open discussion and resolve non-disciplinary issues among course coordinators, faculty, and students. The initial step is to work with the course coordinator and the Class President. The Class President is responsible for communication between the faculty, administration, and students regarding curricular concerns. If not resolved by the course coordinator, the Class President may present the concern to the Assistant Dean of Academic Affairs and Assessment. If the matter remains unresolved, the Class President may file a written complaint under the Complaint/Grievance procedures.

### **3. Attendance Policy**

Attendance at all regularly scheduled classes, laboratories, experiential education rotations and examinations is required of all students. Students must follow individual course policies regarding

expectations for class participation. However, the faculty and administration realize that special circumstances occasionally arise that may interfere with a student's ability to attend a required class session or take a quiz/exam as originally scheduled. The guidelines listed below are designed to address such situations. Assigned seating and/or electronic devices may be used to facilitate tracking attendance. Students that fail to attend the entire class period OR fail to attend all courses in the day will be counted as absent. Attendance on IPPE and APPE rotations will be governed by the respective experiential manuals. Absenteeism will also be addressed should students go to the CARE Committee.

Students are allowed up to 3 days of absence per term (9 total per academic year). In addition, students are allowed up to 3 days absence per year for professional meetings.

## **Procedures:**

### **a. Unplanned Absence - Emergency**

If there is an unplanned absence due to an emergency including a death in the immediate family, serious illness, unexpected hospitalization, a serious injury or accident, an unexpected required court appearance, or jury duty occurs on the day of a graded activity worth  $\geq 5\%$  final course grade (e.g., exam, quiz, standardized patient interaction, OSCE exam, required laboratory activity, presentation, final exam), the student **MUST NOTIFY** the Assistant Dean of Academic Affairs AND the course coordinator before class if possible, but no later than 5 pm the day of the missed class session to request an excused absence. Failure to notify both the Assistant Dean of Academic Affairs and the Course Coordinator in a timely manner will result in an unexcused absence for the examination or graded activity.

A completed application for an excused absence along with official documentation verifying the need for the absence (e.g., hospital documents, police report, court documents, jury pay stub, obituary) must be submitted to the Assistant Dean of Academic Affairs and Assessment within 3 days of the missed assessment or graded activity. Absence requests submitted beyond 3 days after the missed assessment or graded activity will not be considered.

Students found to be absent for an illness when they are not in fact ill may be subject to referral to the HEP Board.

If a student has an excused absence based on a physician's note describing the illness (note to include diagnosis and expected date of return) and returns to campus prior to the expected date of return, the remaining time on the note is waived and a new physician's note would be required for any additional absences.

### **b. Planned Absence**

Students may submit a request for an excused absence for required court appearance, military orders, or medical appointments that cannot be rescheduled to a non-conflicting time, as well as non-serious illnesses and travel to/from an excused absence. A completed application for an excused absence along with official documentation verifying the need for the absence (e.g., hospital documents, police report, court documents, jury pay stub, obituary) must be submitted to the Assistant Dean of Academic Affairs and Assessment as early as possible, but not later than 2 business days before the missed assessment. Failure to notify both the Assistant Dean of Academic Affairs AND the Course Coordinator in a timely manner about the absence will result in an unexcused absence for the examination or graded activity.

### **c. Planned Absence for Professional Meetings**

The College encourages students to participate in local, regional and national professional meetings. To this end, the College facilitates excused absences for the following situations provided they are approved by the Assistant Dean of Academic Affairs: attend professional conferences, competitions, pharmacy legislative day, and other professional pharmacy organization meetings (e.g., APhA, VPhA, ASHP, VSHP). Students will

request an excused absence from the Assistant Dean of Academic Affairs at least two weeks in advance. Students must be in good academic standing and currently passing their classes in order to be excused for professional meetings.

#### **d. Tardiness**

Students are expected to arrive to class on-time. **Students arriving after attendance is taken will receive a tardy for the class.** Students receiving **3 tardies will equate to one absence.**

Depending on the nature of the course activities that are scheduled, students may or may not be required to request an excused absence.

#### **e. In-class activities IRAT quizzes, active learning (< 5% final course grade)**

Excused absence requests for daily/IRAT quizzes, active learning assignments, and other daily activities accounting for < 5% of the final course grade each will not be considered and will be scored as zeroes.

**f. Missed Exams, Quizzes, and Course Assignments (≥ 5% final course grade)** Graded course activities worth ≥ 5% final course grade (e.g., exam, quiz standardized patient interaction, OSCE exam, required laboratory activity, presentation, final exam, or other course assignment) are eligible to request an excused absence. Students are only allowed a maximum of one excused absence for an exam and one excused absence for a quiz per academic year. Exams and quizzes that are missed that are not approved as excused absences or that exceed the allowed number of 1 will be scored as zeroes.

Written excused absence requests (procedures addressed below) will either be: 1) approved for a remote proctored assessment, 2) approved for a proctored makeup assessment, or 3) denied.

#### **g. Remote proctored exams/quizzes**

There are periods when the College may schedule courses to be delivered via remote learning OR when the College transitions to remote learning due to inclement weather or other unplanned circumstances. In this scenario, there is no fee associated with the remote proctored quiz/exam.

Individual students that are moved to remote proctored assignments when the College is scheduled in-person will be charged a **\$25 administration fee per remote proctored assessment.** The fee must be paid in advance for the student to sit for the remote assessment. The remote proctored assessment will be administered at the assigned time and date as the assessment given to the class (synchronous) and will have the same questions as given to the class.

#### **h. Makeup exams/quizzes**

Students will be charged a **makeup assessment administration fee of \$150 per assessment.** The fee must be paid in advance for the student to sit for the makeup assessment. The makeup assessment will be on a date designated by the Course coordinator and will have different questions and be of a different format (e.g. essay, short answer) than that given to the class at the assigned date and time. The makeup will take place as soon as possible, but not more than 5-7 Business Days after the missed assessment.

#### **i. Consequences of Exceeding Number of Allowed Absences**

Tardiness and poor attendance in the didactic curriculum is a good predictor of tardiness and poor attendance on experiential rotations. This type of unprofessionalism damages the College's relationship with sites and preceptors. Therefore, students that **exceed the allotted number of absences** per term will have their APPE and IPPE rotation selections impacted in the following manner:

- Rotation preferences for students that exceed the number of allowed absences will be made AFTER selections are made for all students that did not exceed the number of allowed absences. Therefore,

preferences will be subject to availability following the spin for the students that did not exceed the number of allowed absences. The Office of Experiential Education (OEE) may select sites outside of the submitted preferences for anyone exceeding the allowed number of absences.

- Students that exceed the number of allowed absences are not eligible to set up new rotation sites and are not eligible for rotations at high performance sites, such as Carillion.
- Students that exceed the number of allowed absences are not eligible to change rotation sites after their assignments have been made.
- Students that exceed the number of allowed absences may be preferentially placed with faculty members.
- Rotation preferences for students that exceed the allowed number of absences AFTER rotation preferences are selected OR while on rotations, may have their rotations changed at the discretion of the OEE.

#### **j. Appeals**

A student may initiate an appeal for exceeding the number of allowed absences OR to reduce/waive the makeup assessment administration fee by submitting a written statement summarizing the circumstances regarding the absence or financial hardship to the Appeals Committee at [appeals@acp.edu](mailto:appeals@acp.edu).

The initial appeal to the Appeals Committee shall be made **no later than five (5) days** after the notice by email to the student's ACP email account of the decision for the excused absence or makeup assessment administration fee reduction/waiver. The Appeals Committee shall review and render a decision regarding the appeal. Decisions of the Appeals Committee may be appealed to the college President.

#### **4. Recording of Lectures**

Distribution or public posting of recorded class materials is strictly prohibited and may subject the student to disciplinary action. Video recording requests must be submitted to the course coordinator in advance for consideration. Video recording may be conducted by ACP if approved. Students who need to record lectures because of a documented disability may submit a request for an accommodation to the Dean. Recording of review sessions or lectures provided by third party companies (e.g. North American Pharmacist Licensure Examination (NAPLEX) review, and Multistate Pharmacy Jurisprudence Examination (MPJE) review) is strictly prohibited and may subject the student to disciplinary action and civil or criminal liability.

#### **5. Examinations and Quizzes**

No materials may be brought into an examination or removed from the classroom following the examination. All extraneous items are to be placed in a designated location (usually in the back of the classroom during the exam). Students are expected to arrive on time for all examinations and announced quizzes. If a student arrives late to an exam or quiz, he or she will not be permitted to take the exam or quiz if any student has already completed the examination and left the classroom. ACP prohibits the use of individual electronic devices such as cell phones, PDAs, programmable calculators, watches, and portable computers during examinations unless specifically authorized by the instructor. If the course instructor authorizes the use of a calculator during an examination or quiz, only an ACP-approved calculator may be used. During quizzes, students are requested to sit with at least one seat between themselves and the next student, or seating may be assigned. During examinations, assigned seating is required. All exams, quizzes, and individual assignments must be completed as outlined in the section on Honor Code of Academic Integrity.

Examinations and quizzes may be paper-based, performed online on an ACP assigned laptop computer, or a combination of these methods. Computer-based examinations may have a different order to the questions, different order to the answer fields, or may have variations on questions.

All examinations and quizzes will be proctored. During examinations, only questions related to the administration of the exam will be addressed. All questions related to examination content must be addressed on the examination coversheet and will be reviewed by the course faculty. See course syllabi for updated information on course and examination policies.

### **a. Formative Assessments**

Quizzes without grades, active learning activities, question and answer sessions in class, or other methods the instructor finds effective will be used to provide feedback to both students and teachers regarding the progress made towards achieving the desired learning objectives and to identify deficiencies that remain to be corrected. In accordance with course syllabi, selected in-class assignments may be graded and used to compute course grades.

### **b. Examinations and Quizzes**

Examinations, quizzes, and other assessment instruments are used during the course to gauge mastery of the subject material.

## **6. Grades and Grading**

ACP has adopted a numerical scoring system with a 10-point grading scale whereby all grades are rounded to the nearest whole number using standard rounding rules. Unless noted separately in the course syllabi, the following is ACP's grading scale and the quality points assigned to each letter grade:

A	(4.0 quality points)	=	89.50 or above
B	(3.0 quality points)	=	79.50 to 89.49
C	(2.0 quality points)	=	69.50 to 79.49
D	(1.0 quality points)	=	59.50 to 69.49
F	(0.0 quality points)	=	59.49 or below

Other possible grades Include:

I	Incomplete (all incompletes must be cleared by the end of the Following semester in which the incomplete was recorded)
IP	In Progress (grade has not been reported)
P	Pass (Pass/Fail scale)
F	Fail (Pass/Fail scale)
W	Withdraw

Students will receive their semester grade report at the end of each academic term.

## **7. Transfer Policy**

Students who have previously attended another pharmacy school in the United States and are seeking to transfer to the Appalachian College of Pharmacy must meet the same admission requirements as first time

applicants. This includes successful completion of all prerequisite coursework and submission of the application by the application deadline. Transfer students must be in good academic and professional standing at their current school in order to be considered for admission. Due to differences between PharmD academic and experiential education requirements between pharmacy schools, transfer credit may not be awarded for all previously taken coursework.

Requests regarding transfer credit for course work completed at another institution **MUST** be made at the time of application and will be evaluated by ACP. Requests for transfer of course work must include an official transcript from the college or university where the course work was completed with a grade of “C” or better along with a letter from the current/previous institution stating that they are in good academic and professional standing at their current/previous school. Students must identify the specific ACP course(s) they believe are equivalent to previous courses they have taken, and must provide the course name, credit hours, and syllabus, including a daily schedule from the other institution to the Admissions Committee for evaluation by the College. To transfer, the number of credit hours for the previous course must be equal to or greater than the number of credit hours for the ACP course. Courses deemed equivalent shall be awarded transfer credit. Credit for a previously taken course may only be transferred to a single ACP course. ACP may award credit by examination for courses designated by the College.

The ACP transcript will indicate the transfer credits accepted toward the Doctor of Pharmacy degree.

#### **The State Counsel of Higher Education for Virginia (SCHEV):**

- A student shall complete a minimum of 30% of course work at the institution in order to be granted a degree from that institution.
- An institution that awards life or work experience credit shall have its related transfer policy approved by the council. No more than 30% of the credit in a student’s degree program may be awarded for life or work experience.

### **8. Advanced Standing Policy**

a. Appalachian College of Pharmacy (ACP) may grant advanced standing by awarding transfer credit to a student who has earned a bachelors, masters, or doctorate degree in pharmacy.

b. ACP will evaluate transfer courses for equivalence and transfer credit will be awarded for coursework meeting the following criteria:

i. Courses were taken at an accredited college or university.

ii. Transcripts from a foreign college or university must be evaluated by Josef Silny and Associates, World Educational Services, or AACRAO International Education Services.

iii. Transfer credits must be the lesser of the following:

Credits originally earned for the course, or

Credits available in the ACP course listed

iv. For a transfer course to be deemed equivalent to an ACP course, the course must be in the same field with similar topics and the course must have had similar learning outcomes.

v. If applicant has been a practicing pharmacist, applicant must provide a copy of pharmacist's license.

c. ACP may award credit by examination for courses designated by the College.

d. ACP may award Credit for Prior Learning (CPL). The College may examine an incoming student's professional certifications, continuing education (CE) courses, research, military training, work experience and workplace training and award Credit for Prior Learning (CPL).

## **9. Transferability of Courses and Credits to Other Institutions**

The transferability of credits earned at the Appalachian College of Pharmacy to another educational institution is at the discretion of the receiving institution whether or not to accept Appalachian College of Pharmacy courses and credits.

## **10. Satisfactory Academic Progress and Academic Standing**

ACP's Satisfactory Academic Progress standard is used to determine if a student is making satisfactory academic progress in his or her educational program, regardless of whether or not he is receiving Title IV aid. ACP requires that minimum standards for "**Satisfactory Academic Progress**" (SAP) toward earning the PharmD degree are met by all students. The SAP policy provides a consistent application of standards to all students receiving federal financial aid funding, Veterans educational benefits (e.g., GI Bill® benefits), ensuring both the quality of academic work and the completion of the student's PharmD degree within the maximum time frame. This is in accordance with federal guidelines set forth by the U.S. Department of Education.

**ALL** students participating in the federal financial aid programs at ACP will be evaluated uniformly at the end of each fall, spring, and summer term.

It is the student's responsibility to be aware and know his eligibility status at the end of each term. Students not meeting eligibility standards will be informed in writing by the Financial Aid Office. SAP hours attempted may differ from those on academic transcripts due to repeated courses, withdrawals, and remedial courses which must be included in evaluating SAP. **If assistance is needed regarding financial aid eligibility status, contact the Financial Aid Office.**

## **11. Satisfactory Academic Progress Standard**

Students are evaluated on both a qualitative and a quantitative standard for satisfactory academic progress.

- Qualitative – Cumulative GPA a student must achieve at each evaluation
- Quantitative – Progression pace to ensure graduation within the maximum time frame

**a. Qualitative Standard** – is based on cumulative GPA.

Students must maintain a cumulative GPA for courses taken within the pharmacy degree program of greater than or equal to 2.0 to progress to experiential rotations, and to graduate.

**b. Quantitative Standard** – Completion percentage for payment period. A student must earn at the end of each term of enrollment, at least 75% of all attempted credit hours, which includes all courses that are failed or repeated, as well as any incompletes and course withdrawals that are recorded on the official transcript.

Students not meeting any of the above requirements will be listed as not in *good academic standing*, placed on academic probation, placed on financial aid warning and may be dismissed from the program. Students not meeting the above requirements will not be eligible for Title IV federal financial aid, or Veterans educational benefits (e.g., GI Bill® benefits) unless they meet the terms defined under Financial Aid Probation and Suspension.

## **12. Good Academic Standing**

At the end of each term of coursework, a student in *good academic standing* is defined as:

- a) Having passing grades in all required courses, electives, milestones exams and other mandatory exercises; and
- b) Having maintained a cumulative GPA of 2.0 or better.
- c) Having behaved in accordance with high standards of professional and academic ethics and having no probationary sanctions imposed by the Honors, Ethics, and Professionalism (HEP) Board or Administrative Board as set forth in the Student Rights and Responsibilities section of this Student Handbook.

Students not meeting any of the above requirements will be listed as *not in good academic standing*, placed on academic probation, placed on financial aid warning, and may be dismissed from the program.

## **13. Failure to Maintain Satisfactory Academic Progress**

A student who fails to maintain satisfactory academic progress as evidenced by being placed on *not in good academic standing* at the end of any term shall be placed on academic probation, and if receiving Title IV assistance or Veterans educational benefits (e.g., GI Bill® benefits) will also be placed on financial aid warning for the following term. A student may receive Title IV financial aid or Veterans educational benefits (e.g., GI Bill® benefits) while on warning but must return to *good academic standing* by the end of the following term or that student shall be suspended from federal financial aid eligibility and/or Veterans educational benefits (e.g., GI Bill® benefits) and is subject to dismissal from ACP. A student who is *not in good academic standing* will only return to *good academic standing* upon completion of all requirements as set forth by CARE, the Dean, the HEP Board or Administrative Board, and meeting all requirements for being listed in *good academic standing* as described above.

## **14. Committee on Academic Records (CARE) and Academic Difficulty**

CARE monitors the academic progress achieved by students throughout the academic program. CARE meets following completion of any course (including experiential rotations) in which a student has achieved a grade of D or a failing (F) grade. The Dean or Assistant Dean of Student and Alumni Affairs may also call a meeting of CARE in cases where academic progress of a student is affected by poor academic performance, a leave of absence, or other factors.

CARE is composed of the following members: Assistant Dean for Student and Alumni Affairs, Assistant Dean of Academic Affairs and Assessment, the Department Chairs, the Director of Student Success and Library Learning Center, a member of the Department of Pharmaceutical Sciences, and a member of Pharmacy Practice Department. Faculty members are appointed by the Dean. Non-voting members who may attend include the Dean, the Director of Academic Records, and the Course coordinator(s).

## **15. Academically At-Risk Students**

Identify academically at-risk students based on specific triggers:

- a. PALM test (orientation): Z-score  $\leq -1$  SD OR  $< 60\%$  score, including sub-topic scores;
- b. Score  $< 70\%$  on any course quiz (excluding IRATs, daily quizzes) or exam;

- c. Unsatisfactory final course grades (D/F);
- d. Cumulative GPA  $\leq$  2.5.

## **16. Academic Support for At-Risk Students**

Provide academic support for at-risk students:

- a. Any of the above triggers will require a meeting with the Director of Student Success and Library Learning Center to provide information on how to be more successful and improve their study habits by developing an individualized study plan;
- b. Students identified as at-risk on any of the following: PALM test, Foundations 1 quiz 1 and Foundations 2 quiz 1, will require the above individualized study plan;
- c. Students that continue to perform at an at-risk level in the P1 Fall term following the above interventions will meet with the CARE Committee to modify the individualized study plan, tutoring, or recommend the student enter into a reduced course load track;
- d. Students that receive a single D grade in the P1 Fall term will be recommended to enter into a reduced course load; Students that receive two D grades in the P1 Fall term will be automatically entered into a reduced course load.

## **17. Academic Progression for At-Risk Students**

Progression for at-risk students:

- a. Students will continue to progress in the program as long as they complete the necessary academic support outlined above, maintain a cumulative GPA  $\geq$  2.0 (exception: 1 term Academic Probation), AND do not exceed the number of allowable unsatisfactory course grades as follows:
- b. Students may progress to the P2 year in the program if they have no more than 2 total D grades from the P1 Fall and Spring terms; Students may progress to the P3 year in the program if they have no more than 1 total D grade in the P2 year (Summer, Fall, Spring terms); Students with more than the number of allowable unsatisfactory grades will be referred to the CARE Committee who will decide between: dismissal, restart of the year in which more than the number of unsatisfactory grades was obtained, repeat select course(s) and/or course exam(s), or a candidate for an Academic Restart.
- c. Students receiving any F grade in a didactic course will be referred to the CARE Committee who will decide between: dismissal, restart of the year in which the F was obtained, repeat select course(s) and/or course exam(s), or a candidate for an Academic Restart.
- d. Students who are not successful with in-course remediation for Milestone Exams will receive an F grade for that course and will be referred to the CARE Committee who will decide between: dismissal, restart the year for the failed Milestone Exam, repeat select course(s) and/or course exam(s), or a candidate for an Academic Restart.
- e. A single F grade on experiential rotation will require the rotation to be successfully repeated in order to progress in the program without the need to restart the P3 year and will be referred to CARE. Students receiving more than 1 F on rotation will be referred to the CARE Committee who will decide between: dismissal or restart all APPE rotations.

## **18. Grade Replacement Policy**

Students who remediated a course and received a grade of 70 or higher will have their original grade replaced with a “C” and “RC” for the course. No grade higher than a “C” will be recorded for a remediated course and “RC” will denote on the transcript that this was a remediated C grade.

The Committee on Academic Records (CARE) may require a student to repeat a course. A student who is required to repeat a course for any reason will complete all quizzes and exams and have access to the recorded lessons. Students who have successfully repeated a course that is aligned with the syllabus (completed all coursework, quizzes and exams) will receive the grade that is earned based on the final grade calculated. The previous grade will remain on the transcript denoted as “RP” for the repeated course (e.g. RP-D, RP-F) but will not be calculated in the cumulative grade point average (GPA).

## **19. Academic Restart Policy**

The Committee on Academic Records (CARE) may permit a student to restart the pharmacy curriculum for the P1 or P2 year under the Academic Restart policy at a point determined by CARE. This policy allows students who experienced academic difficulties during their first or second didactic year due to extenuating circumstances (e.g., financial, health, personal issues, etc.) to restart the pharmacy curriculum at the point determined by CARE. P1 and P2 students attempting an Academic Restart will have earned grades from the previous year(s) that remain on the student’s academic transcript for those courses that will be repeated. The previously taken courses will be denoted on the transcript as “RP” (e.g. RP-C, RP-D, etc.) and will not be included in the cumulative GPA.

## **20. Academic Probation**

Any student who fails to maintain a minimum cumulative GPA of greater than 2.5, or receives two or more grades of C in experiential rotations may be reviewed by CARE. Any student who fails to maintain a minimum cumulative GPA of 2.0 or better will be placed on academic probation. Students on academic probation will be monitored by the Director of Student Success and Library Learning Center and the Assistant Dean of Student and Alumni Affairs, or designee. Students placed on academic probation will be informed in writing by the Registrar’s Office. A student notified that he or she is on academic probation is required to meet with the Assistant Dean of Academic Affairs and Assessment, or designee, and may be required to meet with CARE to evaluate the student’s performance. The purpose of academic probation is to alert the student, faculty, and administration that the student has experienced difficulty and needs assistance provided such as tutoring, counseling, etc., to help resolve academic deficiencies. Upon obtaining a GPA of 2.00 or greater, the student will be removed from probation and notified of the same in writing. If a student has two (2) consecutive semesters with a GPA of less than 2.0, the student will be referred to CARE for further action.

## **21. Financial Aid Warning, Probation and Suspension**

If a student fails to meet the Satisfactory Academic Progress standards as described above, the student will be placed on **financial aid warning** for their next term of enrollment. During the **financial aid probation** period, the student will remain eligible for financial aid for one additional payment period only. If the student meets the Satisfactory Academic Progress standards at the end of the **financial aid warning** term, the warning is resolved with no further action.

If at the end of the **financial aid warning** term, the student fails to meet the Satisfactory Academic Progress standards, the student will be placed on **financial aid suspension** and cannot receive the assistance of

federal Title IV funds, Veterans Administration educational benefits (e.g., GI Bill® benefits), or institutional financial aid unless the student successfully appeals their **financial aid suspension**. If the student is successful in their appeal, the student will be placed on a single term of **financial aid probation** and will be required to meet the terms of an Academic Recovery Plan, as specified by the Financial Aid Appeals Committee.

If the student meets the Satisfactory Academic Progress standards and the terms of the Academic Recovery Plan during the **financial aid probationary** period, **the financial aid probation** is resolved with no further action.

If, at the end of the **financial aid probationary** period, the student does not meet the minimum GPA (2.0) and (75%) completion percentage standards for the term **and** does not complete the terms of their Academic Recovery Plan the student is placed on financial aid suspension. The student **may** file an appeal. If the appeal is approved by the Financial Aid Appeals Committee then the student may receive Title IV funds or Veterans Administration educational benefits (e.g., GI Bill® benefits) for one additional payment period following an approved appeal by the Financial Aid Appeals Committee.

Students on **financial aid probation** that fail to meet the Satisfactory Academic Progress standards or the terms of their Academic Plan will be placed on *Financial Aid Suspension* and will not be eligible for Title IV federal financial aid/funds or Veterans Administration educational benefits (e.g., GI Bill® benefits).

Students placed on *Financial Aid Suspension* may only have their eligibility for federal financial aid or Veterans Administration educational benefits (e.g., GI Bill® benefits) **re-instated** by meeting all requirements for returning to *good academic standing*. Federal financial aid eligibility and/or Veterans Administration educational benefits (e.g., GI Bill® benefits) will be re-evaluated by the Financial Aid Office at the end of each term of enrollment to determine re-instatement.

## **22. Appeal of Financial Aid Suspension**

Students who are suspended from financial aid may submit the ACP Financial Aid Appeal Form along with a signed, typed personal explanation of extenuating circumstances affecting student performance. The signed explanation must also include information on the improvement of these circumstances, a complete current mailing address, and an Academic Recovery Plan completed with the assistance of and signature of the Assistant Dean of Student Affairs. Extenuating circumstances include (but are not limited to) illness, severe injury, death in the family or other special circumstances deemed as mitigating by the Financial Aid Appeals Committee.

Financial Aid Appeal forms are available in the Financial Aid Office. **Appeals must be submitted a minimum of two weeks prior to the next term of enrollment or by the deadline specified in the notification. Incomplete appeals will not be considered.**

Appeals will be reviewed by the Financial Aid Appeals Committee. **Decisions will be mailed to the student following the committee meeting.** If aid is re-instated upon the review of the appeal, the student will be **continued on financial aid probation** for the next term of enrollment. Aid will be based on available funding at the time of re-instatement. Students who are on financial aid probation must successfully meet the minimum SAP standards and return to *good academic standing* to ensure continuation of financial aid eligibility.

Financial aid warning, probation and suspension are completely separate from academic probation, dismissal, and suspension.

### **23. Disciplinary Probation**

When a student is placed on disciplinary probation by the HEP Board, Administrative Board, or the appropriate administrative official, his or her status will be *not in good academic standing*, which may affect the student's Title IV financial aid or Veterans educational benefits (e.g., GI Bill® benefits) status. The student may be required to meet with a faculty member or designee assigned by the Dean to monitor his or her progress and any terms of the disciplinary probation imposed. Once the student has satisfied the terms of the disciplinary probation, the Chair of the HEP Board or Administrative Board, the Dean, or the respective designee, shall render a written decision regarding the student's status and provide a copy to the student.

### **24. Student Dismissals**

Enrollment at ACP is a privilege and ACP reserves the right to dismiss or disallow the re-admission of a student at any time it is deemed necessary by the Dean, with the President's consent, to safeguard standards of scholarship, conduct, and the orderly operation of ACP subject only to the applicable due process rights herein described.

### **25. Academic Dismissal**

Minimum competency shall be defined as earning a grade of C or better in coursework. Student dismissal may be recommended by CARE when the student fails to make satisfactory academic progress, including, but not limited to the following:

- a. Failing grade in didactic coursework; or in an Advanced Pharmacy Practice Experience (APPE);
- b. Three (3) or more grades of D in any didactic coursework; and
- c. Evidence from coursework, experiential rotations, and/or Milestone examinations that demonstrate that the student is not gaining the appropriate knowledge and/or competencies to become a pharmacist.

### **26. Reinstatement Policy**

Students who are dismissed from the PharmD program and who seek to be reinstated into the PharmD program must complete an Academic Recovery Plan with the assistance of and signature of the Assistant Dean of Student Affairs. The Academic Recovery Plan shall include the student's specific plans to improve their academic performance (e.g., designated number of hours of study, meet regularly with a tutor, attend class regularly, meet with Director of Student Success and Library Learning Center, etc.) along with the student's written commitment to adhere to the Academic Recovery Plan.

### **27. Policy on Sharing Information Regarding At-Risk Students**

The Appalachian College of Pharmacy will communicate relevant information regarding student performance on formative assessments, summative assessments and course grades to faculty advisors, deans, and the Director of Student Success and Library Learning Center to identify at-risk students and students who are struggling academically. Students identified as at-risk for not being successful in the PharmD program and students who are in academic difficulty will receive academic support and tutoring.

### **28. Withdrawal**

A student requesting to withdraw must submit a completed Withdrawal form to the Director of Academic Records. The Withdrawal form is included in the Appendices of the ACP Student Handbook and is available from the Student Affairs Office. Withdrawal from ACP is not complete until the required Withdrawal form is signed by the student and the Dean.

The procedure for Withdrawal is as follows:

- a. The student obtains a Withdrawal form from the Appendices of the ACP Student Handbook or from the Student Affairs Office and submits the completed Withdrawal form to the Director of Academic Records.
- b. The written request may be followed by a personal interview with the Assistant Dean of Student and Alumni Affairs or the Director of Academic Records.
- c. The completed Withdrawal form is signed by the Dean.
- d. The student shall meet with the Director of Academic Records and the Chief Financial Officer to finalize and settle all financial accounts with ACP.
- e. Once all forms are signed and dated and financial accounts settled, the withdrawal process is complete.
- f. Students seeking readmission after a withdrawal must submit a request in writing to the Dean no later than 2 months prior to the beginning of the term of re-enrollment.

If a withdrawal exceeds one academic year, the student may be removed from the program. If a student is removed from the program as a result of a withdrawal that exceeds one academic year, the terms of re-enrollment must be approved by the Dean.

### **29. Withdrawal by Disenrollment**

A student who withdraws without completing the established withdrawal procedures and/or a student with an unexcused absence exceeding seven (7) consecutive instructional days may be automatically disenrolled from ACP after the student's last known attendance. The official date of withdrawal will be defined as the midpoint of the payment period or period of enrollment, as applicable, or the last known date of an academically-related activity that the student participated in. A student who is withdrawn by disenrollment may be denied consideration for re-admission at a later date.

### **30. Leave of Absence**

To request a leave of absence, a student must submit a completed Leave of Absence form to the Director of Academic Records. A student requesting a leave of absence during clinical rotations must submit a completed Leave of Absence form to the Director of Academic Records with a copy to the Director of Experiential Education. The Leave of Absence form is included in the Appendices of the ACP Student Handbook and is available from the Student Affairs Office.

A leave of absence may be requested for a specific period of time, but a leave of absence may not exceed 180 days. If the leave of absence is requested for medical reasons, the request must be accompanied by a letter from a physician describing the nature of the medical condition for which the leave of absence is requested and the estimated length of time needed for recovery. The approval of and terms and conditions of any leave of absence will be determined by the Dean. Any student requesting leave for more than 180 days must complete a Withdrawal form. If a leave of absence results in a student not completing a course, upon the student's return to the curriculum, the student will be required to enroll in that course during the next term that the course is offered. The scheduling of any remaining clinical rotations is dependent upon availability of the remaining clinical rotations that the student needs to complete.

## **31. Credit Hour Policy**

### **a. Lecture Courses**

Credit hours are awarded at a ratio of approximately 18 hours of class time to 1 hour of credit for face-to-face courses. The number of lecture days and hours for distance learning is equal to the number of lecture days and hours for face-to-face courses. Distance education courses have previously been taught via face-to-face instruction and are comparable to traditional face-to-face courses in terms of learning objectives, rigor, student effort, instructional activities and assignments, and assessment, and therefore receive the same credit.

### **b. Laboratory Courses**

Laboratory-based courses: credit hours are awarded at a ratio of approximately 40 hours of instruction time to 1 hour of credit. Laboratory courses will not be offered via distance education.

### **c. Experiential Courses**

Credit is awarded at a ratio of 40 contact hours for 1 hour of credit. Experiential courses may not be offered via distance education with the exception of orientation courses, tele-health experiences, and simulated activities (e.g., select interprofessional education (IPE) experiences).

### **d. Zero-credit Courses**

Graduation requirements (i.e., Milestone Examinations, NAPLEX review) for which there is no instruction of new material, may be assigned a course number, but shall be graded P/F and receive no credits for completion.

## **32. Distance and Correspondence Education Policy**

### **a. Purpose**

The purpose of Distance and Correspondence Education at the Appalachian College of Pharmacy (ACP) is to support and expand the mission of the College to address the health-related needs of rural and underserved communities, particularly those in Appalachia, by providing students with more flexible and affordable quality learning opportunities. All distance and correspondence education courses taught at ACP must adhere to federal (e.g., U.S. Department of Education), state (e.g., State Council of Higher Education for Virginia (SCHEV)), regional accreditation (e.g., Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)), and Accreditation Council for Pharmacy Education (ACPE) requirements.

### **b. Definitions**

Appalachian College of Pharmacy uses the most current definitions of distance education and corresponding education from the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC):

**i. Distance education:** distance education is a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. A distance education course may use the internet; one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; audio conferencing; or video cassettes, DVD's, and CD-ROMs if used as part of the distance learning course or program.

**ii. Correspondence education:** correspondence education is a formal educational process under which the institution provides instructional materials, by mail or electronic transmission, including

examinations on the materials, to students who are separated from the instructor. Interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student; courses are typically self-paced.

### c. Classification of Distance Courses

Appalachian College of Pharmacy classifies distance courses as follows:

- i. **Online** - Courses that are delivered 100% online
- ii. **Hybrid** - Courses that are delivered 51 - 99% online
- iii. **Blended** - Courses that are delivered 25 - 50% online
- iv. **Face-to-face** - Courses that are delivered < 25% online
- v. **Off-campus instruction sites** - Locations that are geographically separate from the main campus and where students can complete 25% or more of the educational program credit hour requirements.

### d. Policy Statements

In accordance with the SACSCOC Principles of Accreditation, the College will use the following policy statements in implementing and reporting on distance and correspondence education.

- i. ACP ensures that the student who registers in a distance or correspondence education course or program is the same student who participates in and completes the course or program and receives course credit by verifying the identity of a student who participates in coursework as outlined in the College's Student Identity and Privacy Policy.
  - All students are issued a unique username and student ID. The unique username or student ID is used along with a unique password or PIN for all ACP activities including email (via Google G Suite for Education), Sonis (student information system), CORE (experiential education platform), ExamSoft (secure assessment software), and Canvas (learning management system (LMS)).
  - Student identity is verified through secure login, proctored examinations (e.g., supervised face-to-face, electronic, and/or online services), and/or other technologies and practices that are effective in verifying student identification.
  - All students and faculty are required to use a secure login/password to access online courses through Canvas, ExamSoft, and/or other platforms (e.g., Google Classroom, Google Meet). Links to Zoom are housed in Canvas. Use of these platforms allows for regular and timely interactions between students and faculty.
- ii. ACP protects the privacy of all students, including distance and correspondence education students, through strict adherence to the Family Educational Rights and Privacy Act of 1974 as Amended (FERPA).
  - ACP's LMS utilizes user roles (e.g., course coordinator, course faculty, student, etc.) to restrict access to course and student information. Students are only able to access course content and information necessary to complete course requirements. Students are unable to access protected information of other students in the LMS.
  - Only students registered for the course are enrolled in course sites.
  - Only users that have completed FERPA training have access to the control panel (e.g., Gradebook tool) and protected student information in course sites.
  - ACP utilizes SONIS to report and maintain student course grades in a secure environment.
- iii. ACP does not charge additional fees for verification of student identity.

iv. ACP will accurately report the enrollment headcount annually as required.

v. All distance and correspondence education courses and programs at ACP comply with the SACSCOC Principles of Accreditation, ACPE Standards 2016, and state (SCHEV) requirements and will use the guideline statements listed below in the College's implementation and reporting for distance and correspondence education programs.

## **e. Guideline Statements**

### **i. Mission**

- The purpose of Distance and Correspondence Education at ACP is to support and expand the mission of the College to address the health-related needs of rural and under-served communities, particularly those in Appalachia, by providing students with more flexible and affordable quality learning opportunities.

### **ii. Curriculum and Instruction**

- Appropriately credentialed faculty are responsible for the design, development, implementation, and revision of distance and correspondence education courses/programs.
- All distance and correspondence education courses at ACP are comparable to traditional face-to-face courses in terms of pre-requisites, learning objectives, rigor, student effort, assessment, evaluation, and student support, and are approved through the same curriculum approval processes as traditional campus face-to-face-based courses.
- Analogous instructional activities and assignments conducted in traditional campus face-to-face courses and programs will be utilized in distance and correspondence education courses and programs.
- Since the student learning outcomes and assignments for distance courses are the same as face-to-face courses, and distance students are required to engage with the instructor and other students (e.g., synchronous sessions, discussion boards), the in-class and out-of-class time for the distance course is equivalent to the face-to-face course and the credit hours are the same. (see Credit Hour Policy)
- In general, laboratory, skills, and experiential courses may not be offered via distance education (see Credit Hour Policy for exceptions)
- All academic programs, regardless of delivery mode, engage in similar institutional assessment efforts, including annual reports and accreditation reviews, as appropriate.
- Distance and correspondence education courses will be delivered by reliable methods that allow for regular student-faculty interaction, and the College will provide technical, academic, clerical, and instructional design support services to faculty. Technical and academic support will be provided to students as appropriate. Expectations concerning the use of technology will be clearly communicated to students via course syllabi.
- Materials created by faculty members for distance-education courses will be similar to materials created by faculty members for traditional courses.
- Decisions to offer courses or programs through distance and/or correspondence education will reflect student needs and availability of resources.
- If a degree program is designed to be offered entirely by distance and/or correspondence education, the enrolled student must satisfy all requirements of that degree program and the program must be of an appropriate length.
- The College monitors individual student academic progress through programs, including those that involve distance education.
- Academic support services will be offered to students that enroll in distance and/or correspondence education courses.

- SCHEV requires the college to report the course delivery mode according to a schedule in which modes are defined. The Registrar's office will have copies of this schedule.
- ACP does not have any consortial arrangements or contractual agreements for the delivery of courses or services offered by distance education.

### **iii. Faculty**

- All faculty assigned to develop, design, and teach distance and/or correspondence education courses will be equally qualified and credentialed as faculty for campus-based programs and courses.
- Criteria for evaluation of faculty teaching distance and/or correspondence education will be similar to those used for evaluation of campus-based courses.
- Faculty members involved in distance education will receive training to enhance their skills with respect to technology and teaching, as well as mentoring, engaging, and evaluating students enrolled in distance learning courses or activities.
- Prior to teaching an online course, all faculty must receive appropriate training on the necessary instructional technologies.
- All academic programs regardless of delivery mode have a sufficient number of qualified faculty to develop, design, and teach the courses/programs.
- Faculty are provided computers that meet the Minimum Technology Specifications for distance learning.
- ACP has an IT department that is available to provide faculty with IT training and support services.

### **iv. Security and Privacy**

- Students' privacy and identity will be secured using an array of techniques, including secure login and password, proctored examinations (supervised face-to-face, electronic, and/or online services), authenticated assessments, and/or other technologies and practices that are effective in verifying student identification. (see Student Identity and Privacy Policy)
- For all proctored assessments, students must present an official, current ACP photo ID prior to taking the assessment or use ExamID in ExamSoft.
- All students are required to use a secure login/passcode to take online courses through Canvas (LMS) and/or other platforms (e.g., Google Classroom, Google Meet). Sharing user names and passwords is a violation of this policy and constitutes a violation of the Academic Integrity Policy

### **v. Institutional Effectiveness**

- The Office of Institutional Effectiveness and Assessment will assist departments offering online courses and programs in the implementation of an evaluation process.
- The College's review of distance education programs is analogous to campus-based programs, including assessment of student learning outcomes, student retention, monitoring and student satisfaction, and will ensure comparability of distance and campus-based courses.
- The College will regularly assess the effectiveness of its provision of library/learning resources and student support services for distance or correspondence education students.

## **f. Resources for Academic and Student Support**

### **i. Library and Learning Resources**

- Equivalent online library and learning resources will be available to students enrolled in distance education programs and courses as students enrolled in campus-based programs

and courses. Students will receive an online orientation on available resources and their use following matriculation into the College.

- Elements of library support and learning resources available to students will include electronic document delivery, electronic journals, full-text databases, end-user searching, reference assistance and instruction, reciprocal borrowing and interlibrary loan services, and cooperative arrangements with other libraries for collection access.
- The library will regularly evaluate learning resources provided to distance education students and make recommendations.
- Students enrolled at ACP will have access to necessary laboratories, facilities, and equipment regardless of course/program delivery mode.

## **ii. Student Services and Tutoring**

- Students enrolled in distance education courses will have adequate access to a range of student support services comparable to those offered to traditional on-campus users, including admissions, orientation, academic advising, tutoring, registration, course/program withdrawal, payment processing, financial aid information, disability and counseling services, complaint resolution.
- Students receive training for technology policies, computer usage, educational software (e.g., SONIS, Canvas, and Exam Soft) during Student Orientation.
- ACP has an IT department that is available to provide students with necessary IT training and support services.

## **iii. Facilities and Finances**

- Financial support for distance education, including funding for faculty, staff, services, and technological infrastructure, is part of the annual budgetary process for the College.
- Appropriate technical expertise, technological infrastructure and support will be available to meet the needs of faculty, staff, and students engaged in distance education programs and courses.

## **g. Student Rights, Responsibilities, and Complaints**

### **i. Student Rights and Responsibilities**

- Distance education students have the same rights as students participating in face-to-face instruction as outlined in the Student Handbook.
- Distance Education students will be held to the same academic and professional standards as students participating in face-to-face instruction, and are subject to the Academic Integrity and Student Conduct policies as outlined in the Student Handbook.
- All students are required to have a laptop computer that meets the Minimum Technology Specifications for distance learning.
- ACP has an IT department that is available to provide faculty with IT training and support services.
- Students must complete an Online Readiness Assessment that assesses student self-motivation, commitment, basic technological skills, competencies, and support needed to succeed in a distance-learning environment prior to completing distance education courses/programs.

### **ii. Student Complaint Information**

- ACP complaint process: Students enrolled in an ACP course who have a complaint about a course or experience should follow ACP's complaint, grievance, and appeal procedures as outlined in the Student Handbook.

- SARA-complaint process: Student complaints not resolved at the institutional level (ACP) may be appealed to the SARA state portal entity - the State Council of Higher Education for Virginia. The state portal entity has final authority on SARA complaints.

Darlene Derricott  
 Director of Academic Services  
 State Council of Higher Education for Virginia  
 101 N. 14th Street, 9th Floor  
 Richmond, VA 23219  
 804.225.2621  
 DarleneDerricott@schev.edu  
 State entity SARA Website

For a complaint that has not been resolved through these grievance procedures, students residing outside Virginia may file a complaint with the state in which you reside. (<https://www.nc-sara.org/>)

Students in California, which is not a member of SARA, may contact the state Attorney General Office of California or the California Bureau for Private Postsecondary Education.

- SACSCOC complaint process: Students may submit a complaint about a SACSCOC-accredited institution using the SACSCOC complaint process (<https://sacscoc.org/app/uploads/2020/01/ComplaintPolicy-1.pdf>).
- ACPE complaint process: Students may submit a complaint about an ACPE-accredited institution using the ACPE complaint process (<https://www.acpe-accredit.org/complaints/>).

### iii. International Students

- International students must maintain full-time enrollment; however, regulation: 8 C.F.R 214.2(f)(6)(i)(G) 3.20.7 Distance Education Limits: No more than the equivalent of one on-line/distance education class (or 3 credits) per session may count towards the "full course of study" requirement.

## h. Disclosures

### i. Regulatory Requirements

- All distance and correspondence education courses must adhere to federal (e.g., U.S. Department of Education), state (e.g., State Council of Higher Education for Virginia (SCHEV)), regional accreditation (e.g., SACSCOC), and Accreditation Council for Pharmacy Education (ACPE) requirements.

### ii. Accreditation

- ACP is accredited by SACSCOC to award doctorate degrees. The U.S. Department of Education (USDE) recognizes SACSCOC for the accreditation and pre-accreditation of degree-granting institutions of higher education in Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, and Virginia, including the accreditation of educational programs offered via distance and correspondence education within these institutions. Accreditation by SACSCOC may be used by an institution accredited by the agency to establish eligibility to participate in Title IV programs.

- ACP is accredited by ACPE to award the Doctor of Pharmacy degree. ACPE is recognized by the US Department of Education (USDE) for the accreditation and pre-accreditation, within the United States, of professional degree programs in pharmacy leading to the degree of Doctor of Pharmacy, including those programs offered via distance education.

### **iii. Authorizations/Certifications**

- SCHEV has certified the Appalachian College of Pharmacy to operate in Virginia and to confer the Doctor of Pharmacy degree.
- Institutions must be authorized to deliver online instruction to students in other states or to place students in clinicals, internships, or practica out of state.
- The State Authorization Reciprocity Agreements (SARA) establishes national standards for interstate offering of postsecondary distance education programs among member states. The agreement creates a system for institutions offering distance education to receive authorization from states other than their home state, by placing the responsibility for regulation, quality assurance, and student protection on the institution's home state. Institutions participating in SARA can offer educational opportunities in all SARA member states, the District of Columbia, the U.S. Virgin Islands, and Puerto Rico without seeking individual approval in each state.
- ACP is a member of NC-SARA through the state portal entity, SCHEV.
- See the National Council of State Authorization Reciprocity Agreements (NC-SARA) website for an updated list of states that participate (<https://www.nc-sara.org/>)

### **iv. Licensure**

- Federal Regulations require disclosure to students located out of state if the degree offered at ACP will be recognized as meeting the educational requirements of a state's professional licensing board.
- ACP's PharmD program is fully accredited by ACPE and is designed to prepare students to apply for licensure in Virginia. Graduation from ACP with a PharmD degree meets the requirements set forth by the National Board of Pharmacy (NABP) to sit for the North American Pharmacist Licensure Examination (NAPLEX) and Multistate Pharmacy Jurisprudence Exam (MPJE). All states require a passing score on the NAPLEX as a condition of licensure, while most states also require that the MPJE be successfully passed for licensure as a pharmacist. Individual states may have additional requirements for licensure.
- Appalachian College of Pharmacy provides information to its students and information is available to potential applicants regarding whether the college's PharmD program meets the licensure requirements for other states. Completion of ACP's program may not meet educational and/or other requirements for pharmacy licensure in another state. Individuals may also contact the state Board of Pharmacy in other jurisdictions for licensure requirements. (<https://nabp.pharmacy/boards-of-pharmacy/>)

## **33. Student Identity and Privacy Policy**

The Appalachian College of Pharmacy (ACP) is committed to protecting the privacy of all students, including those enrolled in distance and correspondence education. Our procedure for protecting student privacy is outlined below. The Office of the Registrar is responsible for ensuring the provisions below are enforced.

a. ACP protects the privacy of all students, including distance and correspondence education students, through the strict adherence to the Family Educational Rights and Privacy Act of 1974 as Amended (FERPA) Faculty and staff receive training on FERPA annually.

b. At the time of enrollment, all students are required to present the College with a government issued photo ID, such as a driver's license or passport, and complete the College's Identity & Statement of Educational Purpose form for initial verification of student identity. A copy of the completed form will be placed within the student's academic records.

c. ACP issues a unique username and password to each student (and student ID) at the initial time of enrollment. The unique username and student identification number (ID) are the unique identifiers for the student throughout their academic career at ACP. The unique username or student ID is used along with a unique password or PIN for all ACP activities including email (via Google G Suite for Education), Sonis (student information system), CORE (experiential education platform), and Canvas (learning management system (LMS)). For security purposes, all systems require all passwords to be updated approximately every 90 days. Students receive a training session on username and password security and protection during Orientation that includes having them change the initial password provided. The College has no access or ability to view passwords once the initial password is reset by the student.

d. Student identity is verified through secure login, proctored examinations (e.g., supervised face-to-face, electronic, and/or online services), and/or other technologies and practices that are effective in verifying student identification.

i. All students are required to use a secure login/pass code to access Canvas (LMS), ExamSoft (secure assessment software), and/or other platforms (e.g., Google Classroom, Google Meet, GoToMeeting, Zoom). Canvas and the other platforms allow for regular and timely interactions between students and faculty.

ii. For all proctored assessments, students must present an official, current ACP photo ID prior to taking the assessment or use ExamID in ExamSoft.

e. Students and faculty at ACP access all courses, including distance and correspondence education courses, through the College's LMS Canvas, which may provide links to other platforms (e.g., Google Classroom, Google Meet, GoToMeeting, Zoom) that require a secure login/pass code.

i. ACP's LMS restricts access to course and student information by controlling users' access through user roles (e.g., course coordinator, faculty, student). Student users are only able to access course information that is needed to complete course requirements. The privacy of individual student's assessments and grades is maintained within the LMS.

ii. Only registered students are enrolled in course sites.

iii. Faculty access to course information is restricted to courses which they teach.

iv. Only users that have completed FERPA training have access to the control panel (e.g., Gradebook tool) and protected student information in course sites.

f. Faculty use ACP's secure SONIS website for reporting student grades for all courses, including distance and correspondence education courses. Only the course coordinator, Registrar, and Dean/Assistant Deans have the permissions in SONIS to view student grades.

## **34. Technology/ACP Laptop**

### **a. ACP Laptop**

Students will purchase their ACP laptop with the required fees during their first enrolled semester. While enrolled, students may utilize the IT department for covered repairs and technical support. Once the student leaves ACP, the laptop is the personal property of the student and no longer subject to ACP technical support.

### **b. Internet Requirements**

All off-campus/distance students are required to **purchase their own** dedicated home high-speed Internet service at a minimum required speed of 3.0 Mbps upload and 3.0 Mbps download for viewing lecture captures, simultaneous screen sharing and video/audio conferencing. To test connectivity level, go to [speedtest.net](http://speedtest.net) and run a test.

### **c. Other Requirements**

Students may also need to purchase a headset with microphone should their location in which they will be attending classes not be completely noise free. Students will also want to ensure they have a working printer with built in or separate scanner so that any active learnings that require handwritten information can be scanned and emailed back to the College. All software requirements will be given to the students with download locations and installation instructions on orientation of curriculum.

## **35. Student Appeals**

### **a. Appeal of Final Course Grade**

If a student believes that his final course grade is in error, the student shall first contact the course coordinator or preceptor and attempt to resolve the matter. If the student is unable to resolve the matter, the student may initiate a grade appeal by submitting a written statement summarizing the alleged error and the desired remedy to the Appeals Committee at [appeals@acp.edu](mailto:appeals@acp.edu). The initial grade appeal to the Appeals Committee shall be made no later than five (5) days after the posting of the final course grade. The Appeals Committee shall review the appeal and attempt to resolve the concern. The Appeals Committee is convened on an as-needed basis and is comprised of three faculty members appointed by the Dean. If not resolved, the student may appeal to the President. An appeal to the President shall be filed no later than ten (10) days after being notified of the decision by the Appeals Committee. Mathematical or computer errors in grade entry on the part of ACP faculty and staff may be appealed at any time. The decision of the President is final.

### **b. Appeals of Academic Dismissal, Suspension, Probation**

In order to appeal a decision regarding dismissal, suspension, or probation based upon lack of academic performance or related grounds, the student shall do the following:

- i. The student, within ten (10) days of receiving notice of his academic suspension or dismissal shall submit a detailed appeal in writing to the Assistant Dean of Student and Alumni Affairs setting forth his grounds for the appeal along with any documentation he wishes to have considered.
- ii. The President, or the President's designee, shall decide the appeal and issue a decision in writing within ten (10) business days of the President receiving notification of the appeal.

iii. The appeal process and outcome shall be kept confidential except that the record of appeal will be placed in the student's file and made available to accrediting agencies or for legally issued subpoenas.

The foregoing appeal process applies to **academic sanctions only**, and does not apply to suspension or dismissal for violations of the Honor Code of Academic Integrity, Professional Code of Conduct violations, unprofessional behavior, crimes, and related violations as set forth herein.

## **36. Graduation**

### **a. Requirements**

In order to receive a diploma, a candidate for graduation must have received credit in all required courses, milestones, exams, and other mandatory exercises, successfully completed the required hours of experiential course work, and completed 100 hours of community service through the PICS program.

### **b. Time for Completion of Graduation Requirements**

The normal period to complete degree requirements upon matriculation in the ACP curriculum is three years (eight terms). The Dean may grant a waiver to this rule for a student with accommodations for a disability, or upon a showing of exceptional circumstances as defined below. However, the student must complete all requirements for graduation within a four (4) year period from the first date of matriculation, unless waived in writing by the President or the Chair of the ACP Board of Trustees due to extraordinary circumstances or in compliance with applicable law or accrediting standards. At the end of each term of enrollment, students must have earned credit for at least 75% of all attempted credit hours, which includes all courses that are failed or repeated, as well as any incompletes and course withdrawals recorded on the official transcript. Students who fail to meet this requirement may be ineligible for federal financial aid.

Exceptional circumstances shall be defined as unforeseen conditions that create hardship or hinders academic progress and may include, but is not limited to prolonged or critical illness, accidents resulting in bodily injury, family crisis, or other unexpected situations which impede a student's academic progress. The Dean and President shall have the final authority to evaluate and decide whether circumstances are exceptional.

A student who is scheduled to complete all requirements for graduation by the end of the Summer Term of the graduating year will be allowed to participate in graduation ceremonies but will not receive a diploma until all requirements for graduation are met.

### **c. Honors**

#### **i. Summa Cum Laude**

Any student who graduates with a grade point average of 3.9 or above

#### **ii. Magna Cum Laude**

Any student who graduates with a grade point average of 3.7 to 3.89

#### **iii. Cum Laude**

Any student who graduates with a grade point average of 3.5 to 3.69

### **37. Pharmacists In Community Service Program (PICS)**

The PICS program is designed to actively engage students in service projects that support ACP's mission to promote community service, lifelong learning, and service to underserved and rural communities. The PICS program is a mandatory part of the Doctor of Pharmacy program and requires that all students complete 100 hours of community service over their three-year enrollment in the Doctor of Pharmacy program. All PICS hours fall under one of the following two categories: Health-Related Patient Care and Health-Related Non-Patient Care/General Service. The minimum requirement for Health-Related Patient Care is 30 hours. Students must complete a minimum of 70 hours of community service by the end of the first two years of the program prior to beginning their Advanced Pharmacy Practice Experience (APPE) rotations.

Certain community service activities are required as part of the curriculum because those activities exemplify service to underserved and rural communities. The Remote Area Medical (RAM) events in Wise County and Buchanan County, the Appalachian Health Expo, and Brown Bag Days at area senior centers are examples of required service events within the curriculum. Even though these activities are required, students may submit a PICS form for approval of the time spent at these activities. Writing a reflective essay about the community service experience is also required.

All 100 hours of service and the aforementioned required activities must be accomplished in order for students to be eligible for a degree and to graduate from the Doctor of Pharmacy program. **Students who have not completed 100 hours by April 30th of their graduation year will not receive a diploma on graduation day.** Participation in the PICS program often requires students to volunteer services after school hours, on weekends and/or holidays in order to fulfill their PICS requirement.

Students are required to document their hours spent participating in PICS activities in RxPreceptor or the current database being used by ACP.

#### **a. Activity Approval**

All service activities must have **prior** approval via the PICS project approval form.

The PICS activity approval form is located on the PICS website as a direct-submit form from the website.

The information required for approval evaluation is as follows:

Requestor Information:

- Name
- e-mail address
- Class (P1, P2, P3)

Project Information:

- Title
- Date and time
- Location
- Contact person/Supervisor (for health-related patient care activities, this person must be a healthcare professional or a faculty member)
- Description (provide a brief description of the activity explaining what the activity will entail)
- The type of hours being requested (Health-related patient care, Health-related non-patient care, or General service)

These forms are submitted from the website to the PICS e-mail account. The activity is to be approved by the Director of PICS. The Director has seven (7) days to respond to the approval form with approval, non-

approval, or a request for further information to appropriately evaluate the activity. Organizations must complete and submit an “Event Proposal Form” (Appendix VI in the Student Organization Handbook) with the Director of Student Services and Alumni Affairs to hold an event.

### **b. Activity Documentation/PICS Hours Approval**

Students are required to submit their documentation of PICS hours monthly. Students document their PICS hours through RxPreceptor. Hours are due into RxPreceptor by the 10<sup>th</sup> of each month at 5 p.m. (i.e. Service hours completed in May must be entered into RxPreceptor by June 10<sup>th</sup>). **Hours entered in after the 10<sup>th</sup> of the month deadline will not be counted that month.**

The information required for activity documentation is as follows:

- Date of the activity
  - This should be the date the service activity took place, not the date the information was submitted
- The location/site of the activity (if you cannot find your particular site in the RxPreceptor database, contact the Director of PICS)
- Category of hours for which the activity was approved
  - Health-Related Patient Care
  - Health-Related Non-Patient Care
  - General Service
- The time spent at the activity/the total number of hours (hours are rounded to the nearest fifteen (15) minute increments)
- Supervisor’s Name and Contact Information
  - For health-related patient care activities, this person must be a healthcare professional or ACP faculty member
  - This information will be entered in the comments sections in the same location as the Service Encounters
- Brief Description of Service Activity
  - This should be very brief
  - Examples:
    - blood pressure and glucose checks
    - coached a little league team
- Number of Service Encounters
  - This should be a numeral (e.g. 25)
  - This is required for **all** categories of PICS hours

The student documented completed activities and hours are approved by the Director of PICS. The Director has thirty (30) days to approve the submitted information or request that the student provide further information to complete the documentation. Students may verify PICS hours in RxPreceptor.

## **G. TECHNICAL STANDARDS**

The educational mission of ACP is to educate and graduate competent practitioners to provide pharmaceutical care in a variety of institutional, community, and other settings. Students must meet certain technical standards which outline the essential functions that candidates for the Doctor of Pharmacy degree must be competent to perform. It is recognized that degrees of ability vary among individuals; therefore, ACP is committed to supporting its students by reasonable means to complete the course of study leading to the Doctor of Pharmacy degree insofar as the student seeks and follows the recommendations necessary to do so.

## **1. Domain: Communications**

### **a. Performance Standards**

- i. Student must have functional English speaking, reading, and writing abilities necessary to communicate clearly and professionally with faculty, staff, peers, patients, and healthcare professionals in a mature and professional manner that reflects the core values of ACP.
- ii. Communication includes both verbal and non-verbal expression, reading, writing, and computer skills. Students must be functionally proficient in computer skills including word processing, data entry, and exam taking.

### **b. Essential Functions**

- i. Ability to participate in class discussions/group projects/practical labs for the purpose of the delivery and receipt of medical information
- ii. Ability to recognize both verbal and non-verbal communication, including facial expressions and body language
- iii. Ability to demonstrate awareness of and appropriately communicate both verbally and non-verbally
- iv. Ability to report accurately and legibly in patients' charts demonstrating the knowledge of the meaning and spelling of words and rules of composition and grammar
- v. Ability to explain to healthcare team members, patients, and/or caregivers the reasons and procedures for treatment, preventive measures, disease process, and the need for referral
- vi. Ability to use computers and other technology to accurately record information and convey critical health-related documentation
- vii. Ability to recognize and respond to physical and psychological needs of patients

## **2. Domain: Intellectual**

### **a. Performance Standards (Conceptual, Integrative, and Quantitative Abilities)**

- i. Student must have critical and logical thinking ability sufficient to measure, calculate, reason, analyze, and engage in clinical judgment and problem solving to address issues and problems within all relevant learning environments.
- ii. Student must have the ability to multi-task and to perform work in a logical and sequential manner and the ability to synthesize and apply complex information.

### **b. Essential Functions**

- i. Student must be able to memorize, perform scientific measurement and calculations, reason, analyze, and synthesize information
- ii. Demonstrate ability to retrieve (electronically and manually), read, understand, and interpret medical, scientific, and professional information and literature
- iii. Demonstrate the intellectual and reasoning abilities required to develop problem-solving and decision-making skills
- iv. Demonstrate ability to learn effectively through a variety of modalities including, but not limited to, classroom instruction, small group discussion, individual study of materials, preparation and presentation of written and oral reports, and use of computers and other technology

- v. Demonstrate ability to prioritize and complete tasks in laboratory, clinical, and patient care settings within expected time constraints
- vi. Perform a variety of duties accurately, often changing from one task to another without loss of efficiency or composure

### **3. Domain: Behavioral/Social**

#### **a. Performance Standards**

- i. Student must possess the emotional health required for full utilization of his or her intellectual abilities, the exercise of good judgment, and the prompt completion of all responsibilities attendant to the interaction with classmates, faculty, and patients.
- ii. Student must possess the ability to interact with and relate to faculty, staff, peers, patients, and healthcare professionals in a mature and professional manner that reflects the core values of ACP.
- ii. Student must demonstrate sensitivity to people from a variety of cultural backgrounds.
- iv. Student must possess the ability to interact with and respond to needs of patients and caregivers from a variety of cultural backgrounds and with a diversity of emotional, intellectual, and physical health issues.

#### **b. Essential Functions**

- i. Student must be of sufficient emotional and mental health to fully utilize intellectual abilities to exercise good judgment, to complete patient care responsibilities appropriately and to relate to faculty, staff, peers, patients, and healthcare professionals with courtesy, compassion, maturity, and respect for their dignity
- ii. Student must be able to effectively function when faced with the challenges and uncertainties in classrooms, laboratories, and experiential settings
- iii. Student must be able to tolerate the mentally and physically taxing workloads of ACP and to function effectively under stress
- iv. Student must be able to adapt to changing environments, to display flexibility, and learn to function in the face of uncertainties inherent in the clinical problems of many patients
- v. Student must accept constructive criticism and be able to respond and modify behavior accordingly
- vi. Student must be able to interact with faculty, staff, peers, patients, and members of the healthcare team in a mature and professional manner that reflects the core values of ACP

### **4. Domain: Visual, Auditory, and Observation**

#### **a. Performance Standard**

- i. Student must possess sufficient visual and auditory abilities to gather data from written reference materials, oral presentations, illustrations, diagrams, and classroom and patient observations.

#### **b. Essential Functions**

- i. Ability to gather data from written reference material, computer-based programs, and oral presentations
- ii. Ability to observe and/or conduct demonstrations and experiments

- iii. Ability to utilize various types of physical assessment skills required for patient-centered care, including reading digital or analog representations of physiologic phenomena
- iv. Ability to execute physical movements reasonably required to properly participate in the activities of a laboratory or an experiential rotation that are components of pharmacy practice
- v. Have the ability to read and interpret prescriptions, prescription labels, and drug labels

## **5. Domain: Tactile and Motor Competencies**

### **a. Performance Standard**

- i. Student must possess sufficient tactile and motor abilities to prepare pharmaceutical products, evaluate patients, and perform basic laboratory tests.

### **b. Essential Functions**

- i. Possess manual dexterity necessary to manipulate and control laboratory equipment and materials
- ii. Possess manual dexterity sufficient to accurately compound and prepare pharmaceutical products for dispensing to patients
- iii. Possess manual dexterity and sense of touch sufficient to perform basic patient assessments including, but not limited to palpation, auscultation, percussion, and other diagnostic maneuvers
- iv. Possess sufficient manual dexterity to conduct laboratory diagnostic tests and administer non-oral medications

## **6. Domain: Ethical Values**

### **a. Performance Standard**

- i. Student must demonstrate a professional demeanor, conduct, and behavior that is appropriate to his/her standing in the professional degree program.

### **b. Essential Functions**

- i. Adherence to ACP's Honor Code of Academic Integrity and Professional Code of Conduct
- ii. Protect the confidentiality of any and all patient information in the student's professional and personal communications
- iii. Uphold the ethical standards set forth in the profession of pharmacy
- iv. Obtain and maintain a valid pharmacist Intern license in the Commonwealth of Virginia (or other site where the student may receive training)
- v. Pass requisite criminal background checks, drug tests/screens, or any other requirements adopted by ACP, its affiliated experiential sites (or other sites where the student may receive training), the Virginia Board of Pharmacy, and any accrediting and/or regulatory agency



## **III. STUDENT POLICIES**

- A. APPALACHIAN COLLEGE OF PHARMACY STUDENT RIGHTS AND RESPONSIBILITIES
- B. PROFESSIONAL CODE OF CONDUCT
- C. HONOR CODE OF ACADEMIC INTEGRITY
- D. HONOR, ETHICS AND PROFESSIONALISM POLICY AND PROCEDURES
- E. ALCOHOL, DRUGS, WEAPONS, AND VIOLENCE
- F. COMPUTER USE POLICY
- G. TRAFFIC AND PARKING POLICY
- H. POLICY PROHIBITING SEXUAL AND OTHER UNLAWFUL HARASSMENT
- I. HAZING POLICY
- J. BULLYING POLICY
- K. COMPLAINT/GRIEVANCE POLICY
- L. GRIEVANCE POLICY FOR VETERANS AND OTHER ELIGIBLE PERSONS
- M. ACCESS TO STUDENTS BY THIRD PARTIES
- N. STUDENT USE OF ACP EQUIPMENT
- O. RECORDED CONVERSATION POLICY
- P. COVID-19 VACCINATION POLICY

## **A. APPALACHIAN COLLEGE OF PHARMACY STUDENT RIGHTS AND RESPONSIBILITIES**

Students enrolled at ACP assume an obligation to conduct themselves in a manner that is civil and compatible with ACP's function as an institution of higher education.

### **1. Student Rights**

ACP seeks to maintain an environment where students:

- a. may freely exchange ideas in an orderly, professional, non-threatening, non-violent, and non-slanderous manner inside and outside the classroom
- b. may freely associate with other individuals, groups, and organizations which do not infringe upon the rights of others
- c. can expect to participate in the ACP community without discrimination as defined by federal and state law and regulations
- d. can expect reasonable access to the facilities and services of ACP in accordance with the policies and procedures stated in the Student Handbook and Course Catalog
- e. can expect to perform daily functions and activities with reasonable expectations of a safe campus environment with the exceptions that ACP cannot assure safety in regard to dangerous weather conditions, acts of terrorism or deadly assault, and events which by their sudden nature are not preventable or predictable under normal circumstances
- f. can expect discipline to be implemented through established duly adopted procedures, including appeals processes
- g. can expect to have access to established procedures for presenting and respecting their concerns/complaints
- h. can expect to have access to qualified faculty and academic resources necessary for the learning process
- i. can expect faculty and other instructors to offer office hours outside of the normal class period
- j. can expect to have reasonable access and opportunities to interact with people and institutions beyond the ACP community
- k. can expect to have representation on selected ACP faculty committees to participate in the improvement of the academic and administrative units
- l. can expect timely and courteous responses to inquiries from academic and administrative units
- m. can expect academic and administrative policies that support intellectual inquiry, expression, learning, growth, and professional development
- n. can expect notification of their rights with respect to their education records as it relates to The Family Educational Rights and Privacy Act (FERPA)

### **2. Student Responsibilities and Guidelines for Professionalism**

ACP strives to create an environment in which professional attributes and behaviors are cultivated. However, it is the duty and responsibility of each member of the ACP community to uphold the honor of the profession of pharmacy at its highest standards and accept its moral and ethical principles in the classroom, workplace, pharmacies, experiential training sites, community, and other areas of pharmacy involvement.

Professional behavior is critical to success not only in the Doctor of Pharmacy program, but also in the practice of a pharmacy career. Whether an act of unprofessional behavior requires a formal proceeding of the Honors, Ethics, and Professionalism (HEP) Board is dependent on the severity of the offense and whether the student has a pattern of behavior that demonstrates consistent unprofessional conduct.

It is the responsibility of each student to be familiar with ACP guidelines for professionalism. During the first week of orientation, an overview of the guidelines for professional behavior will be presented, and each student will recite the Pledge of Professionalism (Appendix A). In addition, all students should be familiar with the APhA Code of Ethics for Pharmacists (Appendix B).

ACP expects professional behavior and expects students to conduct themselves in accordance with the guidelines as published by the APhA-ASP/AACP-COD Task Force on Professionalism. The guidelines delineate what is expected of each student member of the ACP community with regard to professional behavior.

#### **a. Professional Knowledge, Skills, and Behaviors**

- i. Performs responsibilities in a manner consistent with ACP's educational outcomes statement, the Center for the Advancement of Pharmacy Education (CAPE) outcomes, National Association of Boards of Pharmacy (NABP), and Accreditation Council for Pharmacy Education (ACPE) competencies, professional associations' competency statements, and other professionalism documents
- ii. Interacts effectively with faculty, staff, other students, patients and their families, pharmacy colleagues, and other health professionals

#### **b. Commitment to Self-Improvement and Life-Long Learning**

- i. Reflects critically on his or her actions and seeks to improve proficiency in all facets of his/her responsibilities
- ii. Accepts and responds to constructive feedback
- iii. Provides constructive feedback to others
- iv. Recognizes limitations and seeks help when necessary
- v. Takes responsibility for learning; an active and self-directed learner
- vi. Does not participate in activities that compromise learning (disruptive behavior, cheating)
- vii. Maintains personal health and well-being

#### **c. Service Orientation/Altruism**

- i. Demonstrates concern for the welfare of others; uses skills and knowledge to improve their quality of life
- ii. Recognizes and avoids conflicts of interest
- iii. Provides service to the community and society-at-large
- iv. Offers to help others when they are busy or in need of assistance
- v. Shares opportunities for recognition with others
- vi. Does not seek to profit unfairly from others
- vii. Puts patient needs above their own, e.g., staying as long as necessary to ensure appropriate care

#### **d. Continuing Commitment to Excellence and Pride in the Profession**

- i. Demonstrates dedication to his/her patients and the profession supported by a strong work ethic
- ii. Upholds the competent delivery of healthcare services; addresses lack of knowledge or skill in self and others
- iii. Conscientious; well-prepared for class and clinical rotations
- iv. Displays a consistent effort to exceed minimum requirements; demonstrates quality work

#### **e. Covenantal Relationship with the Patient and Respect for Others**

- i. Empathetic and responsive to the needs of the patient, the patient's family, and other members of the healthcare team
- ii. Respects a patient's autonomy, privacy, and dignity

- iii. Involves the patient as a partner in his/her healthcare decisions; honors the patient's values and belief systems
- iv. Respects and appreciates the diversity of his/her patients
- v. Listens and communicates effectively
- vi. Maintains appropriate boundaries
- vii. Advocates for others
- viii. Non-judgmental; displays compassion and empathy
- ix. Skillful in establishing a rapport with patients and other healthcare team members
- x. Contributes to team building
- xi. Maintains composure and adapts well to changing or stressful situations
- xii. Resolves conflicts fairly

#### **f. Creativity and Innovation**

- i. Contributes to quality improvement in all professional endeavors
- ii. Applies creative and innovative approaches to challenges
- iii. Contributes to the development of new knowledge and practices that advance pharmaceutical care

#### **g. Conscience and Trustworthiness**

- i. Demonstrates a high degree of integrity, truthfulness, and fairness
- ii. Uses time and resources appropriately
- iii. Truthful about facts or events
- iv. Does not hide errors

#### **h. Accountability**

- i. Demonstrates initiative, reliability and follow through in fulfilling commitments
- ii. Promptly completes responsibilities in a timely manner (notifies appropriate individuals of unexpected emergencies)
- iii. Responsible for and accountable to others (e.g., patients, their families, society, and the profession)
- iv. Accepts responsibility for his/her errors and explores ways to prevent errors from occurring in the future
- v. Confronts individuals who demonstrate unprofessional behavior
- vi. Does not participate in activities that impair judgment or compromise patient care responsibilities
- vii. Accountable for his/her academic and professional performance

#### **i. Ethically Sound Decision-Making**

- i. Demonstrates an awareness of professional norms, laws, and behavior; knowledgeable of theories and principles underlying ethical conduct
- ii. Adheres to high ethical and moral standards
- iii. Able to cope with a high degree of complexity and uncertainty
- iv. Controls emotions appropriately even under stressful conditions; maintains personal boundaries
- v. Prioritizes responsibilities properly

#### **j. Leadership**

- i. Contributes to the profession; actively involved in professional organizations or other venues
- ii. Proactive in solving social and professional challenges
- iii. Helps promote a culture of professionalism
- iv. Embraces and advocates for change that improves patient care
- v. Encourages current and future pharmacists in their professional development

### **3. Professional Responsibilities**

#### **a. Respect and Concern for the Welfare of Patients**

- i. Treat patients and their families with respect and dignity both in their presence and in discussions with others.
- ii. Recognize when one's ability to function effectively is compromised and ask for relief or help.
- iii. Recognize the limits of their competence in the care of patients and seek supervision or advice before acting.
- iv. Not use alcohol, illicit or prescription drugs in a manner that could compromise the student or patient care. Please refer to the Alcohol and Drug Abuse Prevention Policy for further detail.

#### **b. Respect for the Rights and Property of Others**

- i. Refrain from contributing to or engaging in any activity that disrupts or obstructs the teaching activities of ACP. This policy refers to activities on campus or at affiliated training sites, including rotation sites.
- ii. Interact with other professionals, staff, and peers in a considerate manner and with a spirit of collegiality and cooperation.
- iii. Act with an egalitarian spirit toward all persons encountered in a professional capacity regardless of race, religion, sexual preference, or socioeconomic status.
- iv. Respect the patient's modesty and privacy of information.

#### **c. Trustworthiness**

- i. Be truthful in communications with others.
- ii. Maintain confidentiality of patient information in accordance with HIPAA regulations.
- iii. Admit errors and not knowingly mislead others for self-promotion at the expense of the patient.
- iv. Not represent his or herself as a pharmacist, physician, physician's assistant, nurse practitioner, or other health professional (other than a pharmacy student/intern).
- v. Accurately acknowledge the sources of all information. Failure to do so will be considered plagiarism.
- vi. Abstain from falsifying documents or records.

#### **d. Responsibility and Sense of Duty**

- i. Participate responsibly in-patient care or research to the best of their ability and with the appropriate supervision.
- ii. Undertake clinical duties and persevere until they are complete.
- iii. Notify the responsible party if something interferes with their ability to perform clinical or academic tasks effectively.

#### **e. Ethical and Legal Consciousness**

- i. Abide by all regulations, rules, and laws related to healthcare and the pharmacy profession.
- ii. Accept disciplinary action taken against him or her.
- iii. Adhere to all rules and policies of individual institutions or organizations as they apply to themselves.

#### **f. Professional Demeanor**

- i. Maintain a neat and clean appearance and dress in attire that is accepted as professional to the population served. Guidelines for the professional dress code may be found in the Professional Attire section of this handbook.
- ii. Be thoughtful and professional when interacting with patients, their families, and other health professionals.

- iii. Avoid offensive language, gestures, inappropriate remarks, and all forms of violence and threats.
- iv. Be punctual when attending classes, meetings, appointments, patient care settings, rotation sites, or other ACP-related activities.
- v. Desist from purposely submitting false or misleading information on a *curriculum vitae* concerning academic details, work experience, or any other matter relevant to past pharmacy experience.
- vi. Maintain adherence to ACP's social media policy.

## **B. PROFESSIONAL CODE OF CONDUCT**

### **1. Definitions and Guidelines for Unprofessional Behavior**

All unprofessional behavior is a violation of the Professional Code of Conduct. Unprofessional behavior includes any act or omission that is unethical, improper, or ill-advised in view of accepted pharmacy practice or procedure and/or in violation of any regulations or laws governing the profession of pharmacy. Although the following list of guidelines is not exhaustive, failure to follow any of the requirements listed below constitutes unprofessional behavior in the clinical or classroom setting.

### **2. Civility**

An environment conducive to learning depends on behavior of mutual respect among students, faculty, administration, and staff. ACP does not tolerate disrespect or lack of civility toward any member of the ACP community. Any inappropriate verbal, written, or e-mail remarks that disrespect, harass, discriminate, intimidate, or demean the character of another individual will be dealt with through formal disciplinary procedures.

### **3. Etiquette in the Classroom**

Students are expected to exhibit self-discipline in the classroom. Certain behaviors are prohibited during class time. Although not exhaustive, the following behaviors are prohibited:

- a. Habitually arriving late to class. If you are late and class has already begun, enter the room quietly and take the first open seat.
- b. Confronting the instructor in an angry fashion. This type of behavior creates an unacceptable environment for all parties involved.
- c. Conversation or making noise during the presentation of material. Wait until a break between lecture times to converse with other students.
- d. Walking in and out of the classroom during presentations. The expectation is that students should remain seated for the entire presentation. If you must leave, do so as quietly as possible with minimal disruption.
- e. Habitually leaving class early. The expectation is that students will attend class in its entirety.
- f. Overt inattentiveness. Students should pay attention for the full class period. Reading books, newspapers, surfing the internet for non-academic information, or working on assignments for another class is not acceptable. Being overtly inattentive is disrespectful to the instructor and other students in the class.
- g. Ringing cell phones. Cell phones should be placed on silent or turned off during classes and labs.
- h. Text messaging is not permitted during class time.
- i. Not showing patience or courtesy to other students when they ask a question or make a statement. The expectation is that students will show respect for one another when they speak; material that is clear to some may not be evident to others.
- j. Dominating classroom discussion or interrupting the instructor. The expectation is that students will not interrupt other students or the instructor while speaking.

- k. Sleeping in class. This is very distracting to classmates and disrespectful to faculty.
- l. Dressing inappropriately. All students should adhere to the ACP Dress Code as stated in the Professional Attire section of this handbook.
- m. Inappropriate laptop or i-Pad use. During class, laptops and i-Pads may be used for note-taking or other academically related purposes only. Activities such as e-mailing, watching movies, text messaging, searching the internet, using Facebook or other social media sites, etc. is unacceptable in the lecture hall while class is in session.
- n. Monopolizing the presenter's time with questions that may not be generally relevant to the subject being discussed. Students who have questions not relevant to the curriculum should approach the instructor following the lecture or during office hours.
- o. Eating or drinking in the lecture halls.
- p. Chewing gum in such a way that it makes noises that distracts neighboring students.
- q. Shuffling through papers, cleaning out a backpack or purse during lecture.
- r. Attending class under the influence of alcohol or other drugs.

#### **4. Communication in the Experiential Setting**

Communication with preceptors, health professionals, patients, and other students should be professional and courteous. Avoid making negative or disparaging remarks regarding the clinical rotation site (to individuals or through social media posts). Avoid discussing the clinical rotation site business practices with other students or individuals.

#### **5. Etiquette in the Experiential Setting**

While on rotation in the early, core, and advanced pharmacy practice experiences, professional behavior and adherence to ACP policies as well as any specific site requirements is expected at all times. Students must dress in appropriate and professional attire while at any experiential learning site. This includes dress shirts, pants and ties for men and skirts/dresses/slacks for women or attire conforming to the policies of the experiential site. White clinical lab coats should also be worn along with the ACP identification badge.

#### **6. Professional Attire (Dress Code)**

These guidelines specify standards of attire that promote a professional appearance conducive to a positive learning environment. Faculty, staff, and students must present a professional image to patients, colleagues, and the community. In most circumstances, business casual attire is acceptable.

#### **7. Classroom Attire**

The dress code for daily attendance is business casual. Business casual is defined as dress pants, dress shirt or polo or button-down shirts for men, and dress pants or skirts (at least knee length), or dresses (at least knee length), blouses, dress shirts, or sweaters for women.

The following items are prohibited in the didactic classrooms:

- a. Caps or any hats worn indoors
- b. Pajamas
- c. Exercise or active wear (sweatpants, wind-pants, etc.)
- d. Revealing clothing
- e. Capri pants or shorts, including long shorts
- f. T-shirts and sweatshirts
- g. "Scrubs" (except in laboratory settings)
- h. Denim clothing of any kind and color
- i. Visible tattoos

- j. Exposed body piercings (excluding ear piercing in the lower ear lobe)
- k. Bare midriffs, tube-tops, tank tops, muscle shirts, or halter-tops
- l. Flip-flops, tennis shoes, running shoes/sneakers, or sandals

## **8. Acceptable Attire for Pharmaceutics and Patient Assessment Laboratories**

Students in laboratory settings must wear a standard-length, long-sleeve white clinic or laboratory coat. Students are allowed to wear ACP-approved “scrubs” for pharmaceutics and patient assessment laboratories. ACP-approved scrubs are teal in color and have the ACP logo. Students are allowed to wear “Cros” or neat and clean tennis shoes. Open toed shoes are expressly prohibited in the laboratories.

## **9. Acceptable Attire for Participation in Experiential Rotations**

Students are expected to dress in a professional manner at all times while on experiential rotations unless otherwise indicated by the preceptor. Professional dress for the purposes of this handbook shall be defined as a dress shirt, tie, and dress pants for men, and dress pants, skirts (at least knee length), or dresses (at least knee length), blouses, shirts, or sweaters for women, and other attire that is suitable for wearing to a professional office or workplace. Open-toed shoes of any kind are strictly prohibited in the clinical setting. Students must adhere to the dress requirements of their experiential site. Students must wear a standard-length, long-sleeve white clinic coat; faculty and staff may wear either long or standard-length, long-sleeve white clinic coats. Nail polish of any kind is prohibited in the clinical setting.

## **10. Inappropriate Dress**

Students who are present in class, in the administrative offices, at official ACP events, or at an experiential rotation in inappropriate attire, as stated above, will be required to leave the premises and not return until dressed in professional attire as described above. Failure to comply with the dress code after being required to leave the premises will be handled by the Honor, Ethics and Professionalism (HEP) Board.

# **C. HONOR CODE OF ACADEMIC INTEGRITY**

Students are responsible for learning and upholding professional standards of their academic work and chosen profession.

## **1. Definitions and Requirements: Individual, Collaborative and Group Assignments**

**a. Individual Assignments** – An individual assignment is an academic effort completed independently, without giving or receiving assistance from another. All work should be considered to be individual work unless the instructor specifies otherwise. For individual assignments, a student may not collaborate with classmates. Answers to an active learning, case, SOAP note, or other written assignment shall be formulated solely by the student without assistance or input from group members, classmates, or other individuals.

**b. Collaborative and Group Assignments** – A collaborative assignment is an academic effort that may be completed in collaboration with others as directed by the instructor. A student may collaborate with assigned group members, utilizing the team-based learning approach. Answers to an active learning, case, SOAP note, or other written assignment shall be formulated through the combined efforts of the assigned group, but students may be asked to turn those assignments in individually.

Faculty may develop other criteria for an assignment; however, such directions shall be communicated in writing with the assignment.

## **2. Honor Code Reaffirmation**

ACP has developed an “Honor Code reaffirmation pledge” to reinforce the importance of academic integrity when addressing cheating and plagiarism. This pledge applies to all individual examinations and assignments for classes, clinics, internships, and all other types of instruction offered by ACP. By signing or turning in any examination or assignment, students reaffirm the Honor Code of Academic Integrity (Honor Code) and confirm that the work is their own and that they have not received unauthorized assistance on the assignment.

For all examinations and academic work, instructors may require students to sign the following pledge:

“I reaffirm the Appalachian College of Pharmacy Honor Code and have not given or received unauthorized assistance on this assignment or examination”

Student’s signature:

Date:

Regardless of the presence of a signed pledge statement, students will be held responsible when they violate established codes of conduct as described below.

## **3. Honor Code of Academic Integrity Violations**

The following six categories are included in the violation of academic integrity:

### **a. Cheating in the Academic Setting**

Definition: *Using or attempting to use unauthorized materials, information, notes, student aids, or other devices, or obtaining unauthorized assistance from any source for work submitted as one’s own individual efforts in any class, clinic, assignment, or examination.*

Examples:

- Copying from another student’s paper or test or receiving assistance from another person during an exam or other assignment in a manner not authorized by the instructor.
- Possessing, buying, selling, removing, receiving, or using at any time or in any manner not previously authorized by the instructor a copy or copies of any exam or other materials (in whole or in part) intended to be used as an instrument of evaluation in advance of its administration.
- Making a copy of any exam, quiz, or individual questions from an exam or quiz by any means (hand written copies, electronic copies, etc.) and removing those exams, quizzes, or questions from the classroom during or after an exam or quiz.
- Using material or equipment not authorized by the instructor during a test or other academic evaluation, such as crib notes, a calculator, tape recorder, PDA, cellular phone, or other personal electronic device.
- Working with another or others on any exam, take-home exam, computer or laboratory work, or any other assignment when the instructor has required independent and unaided effort.
- Attempting to influence or change an academic evaluation, grade, or record by deceit or unfair means, such as: (1) damaging the academic work of another student to gain an unfair advantage in an academic evaluation; (2) marking or submitting an exam or other assignment in a manner designed to deceive the grading system.
- Submitting without prior permission the same academic work that has been submitted in identical or similar form in another class or in fulfillment of any other academic requirement at ACP.

- Permitting another to substitute for one's self during an exam or any other type of academic evaluation.
- Gaining an unfair advantage in an academic evaluation by receiving specific information about a test, exam, or other assignment.

### **b. Plagiarism in the Academic Setting**

Definition: *Representing orally or in writing, in any academic assignment or exercise, the words, ideas, or works of another as one's own without customary and proper acknowledgement of the source.*

Examples:

- Submitting material or work for evaluation, in whole or in part, which has been prepared by other individual(s) or commercial service.
- Directly quoting from a source without the customary or proper citation.
- Paraphrasing or summarizing another's work without acknowledging the source.
- Downloading material from websites without appropriate documentation.

### **c. Facilitating Academic Dishonesty**

Definition: *Helping or attempting to help another person commit an act of academic dishonesty.*

Examples:

- Providing assistance to another during an exam or other assignment in a manner not authorized by the instructor.
- Acting as a substitute for another in any exam or any other type of academic evaluation.
- Providing specific information about a recently given test, exam or other assignment to another student who thereby gains an unfair advantage in an academic evaluation.
- Providing a copy or copies of any exam, quiz, or individual questions impermissibly obtained from an exam or quiz by any means (hand written copies, electronic copies, etc.) to any other student.
- Permitting one's academic work to be represented as the work of another.
- Preparing for sale, barter, or loan to another such items as unauthorized papers, notes or abstracts of lectures and readings.

### **d. Abuse of Academic Materials**

Definition: *Destroying or making inaccessible academic resource materials constitutes abuse of academic materials.*

Examples:

- Destroying, hiding, or otherwise making unavailable for common use library, computer, or other academic reference materials; and destroying, hiding, or otherwise making unavailable another's notes, experiments, computer programs, or other academic work.

### **e. Stealing**

Definition: *Taking, attempting to take, or withholding the property of another thereby permanently or temporarily depriving the owner of its use or possession. Any theft of property in or allegations thereof, regardless of the setting, may be referred to law enforcement.*

Examples:

- Unauthorized removal of library materials, examinations, computer programs, or any other academic materials, including obtaining advance access to an examination through collusion with an ACP employee or otherwise; and taking, without express permission, another's academic work, such as papers, computer programs, laboratory experiments, or research results.

## **f. Lying, Deceit, Fraud, or Willful Misrepresentation of the Facts in The Academic Setting**

### Definitions:

i. Lying - *Making any oral or written statement within the academic setting that the individual knows to be untrue.*

ii. Deceit - *Willful or reckless misrepresentation or concealment of material facts with an intent to mislead.* (Duhaime's Law Dictionary)

iii. Fraud - *An intentional misrepresentation of a material existing fact made by one person to another with knowledge of its falsity and for the purpose of inducing the other person to act, and upon which the other person relies with resulting injury or damage. Fraud may also be made by an omission or purposeful failure to state material facts, which nondisclosure makes other statements misleading.* (USLegal.com)

iv. Willful Misrepresentation of the Facts - *Giving a false or misleading account of facts with an intent to mislead or deceive.*

### Examples:

- Making a false statement to any instructor or other ACP employee in an attempt to gain an advantage or exception; falsifying evidence or testifying falsely in a HEP Board, Administrative Board, or other administrative interview or investigative proceeding; inventing or counterfeiting data, research results, research procedures, internship or practicum experiences or other information; and citing a false source for referenced material/data.

## **g. Any Form of Academic Dishonesty Not Previously Defined that Provides a Student an Unfair Advantage or Violates the Rights of Another Student or Member of the ACP Community.**

### Examples:

- Failure to report any known Honor Code of Academic Integrity violation is, in and of itself, a violation of the Honor Code

## **D. HONOR, ETHICS AND PROFESSIONALISM POLICY AND PROCEDURES**

### **1. Honor, Ethics and Professionalism (HEP) Charge**

An **Honor, Ethics and Professionalism (HEP) Charge** is a written report filed against a student for an alleged violation of the Honor Code of Academic Integrity, the Professional Code of Conduct, or for unprofessional behavior. A HEP charge may be filed by an administrator, faculty or staff member, preceptor, or by another student.

### **2. Honors, Ethics and Professionalism (HEP) Board and Administrative Board**

a. The **Honors, Ethics and Professionalism (“HEP”) Board**, is responsible for hearing charges filed against ACP students regarding alleged violations of the Honor Code of Academic Integrity (“Honor Code”) or Professional Code of Conduct (“Code of Conduct”), except for charges that are deemed to be under the jurisdiction of the ACP Administrative Board. Alleged violations of the Honor Code or Code of Conduct shall include student conduct within the academic setting and conduct while attending ACP sponsored events. The standing HEP Board shall consist of the Chair, the P2 Class President, the P1 Class President, and three faculty members or preceptors appointed by the Dean.

In order to serve on the HEP Board, all student representatives must be in good academic standing, as defined in the Student Handbook, and may not have violated the Honor Code of Academic Integrity or Professional Code of Conduct. If a student member of the HEP Board is charged with violating the Honor

Code of Academic Integrity or Professional Code of Conduct, he or she shall temporarily stop serving on the board until charges are resolved. If charges are admitted to by the student or otherwise determined by the Hearing Board, that student shall no longer be eligible to serve on the HEP Board and a replacement shall be appointed to serve the remainder of the removed student's term. If acquitted, that student may resume responsibility on the HEP Board and serve the remainder of the removed student's term.

b. The **Administrative Board** shall have original jurisdiction to hear all HEP charges that, if proved, could give rise to a criminal charge, potentially involves the violation of a contract between ACP and any party, or, could negatively impact ACP's financial status or expose ACP to civil or criminal liabilities. The Administrative Board includes the President, Dean, Assistant Dean of Academic Affairs and Assessment, Assistant Dean of Student and Alumni Affairs, Chief Financial Officer, Director of Academic Records, and both Department Chairs.

### **3. Conflicts of Interest**

Any member of the HEP Board or Administrative Board hearing the charge ("Hearing Board") who has a conflict of interest (as defined herein) regarding the charge shall recuse himself or herself. If the conflicted member refuses to voluntarily recuse himself or herself, the conflicted member shall be removed and replaced (as provided herein) upon a finding by the Hearing Board that such conflict of interest exists. A Hearing Board member will be disqualified and replaced if the member was involved in the investigation or decision to refer the matter for a hearing.

Any person serving on the Hearing Board shall have a conflict of interest and recuse himself or herself if that member: is the individual filing the charge ("Complainant"), is the victim of the alleged acts of the Accused Student, or has a relation (spouse, fiancé, romantic or outside business partner, child, parent, sibling, or any member of his or her household) who is the Complainant or the Accused Student, or is a victim of the alleged acts of the Accused Student. Any member of the Hearing Board that recuses himself or herself from hearing the matter shall take no action to influence the remaining Hearing Board members as to an outcome. The recused member's replacement shall be appointed by the Dean. If the Dean has a conflict of interest, replacements shall be appointed by the President.

### **4. Submitting an Honor, Ethics and Professionalism (HEP) Charge**

Any member of the Appalachian College of Pharmacy (ACP) community (hereinafter "Complainant") may file charges against a student for a violation of the Honor Code of Academic Integrity ("Honor Code"), the Professional Code of Conduct ("Code of Conduct"), or alleged violations of state or federal criminal laws, or breaches of ACP contract terms with any party, including experiential sites.

An individual planning to file a charge may first notify the student with whom the incident occurred. Consultation with this person prior to the filing of a charge may lead to a resolution.

If consultation with the Accused Student fails to resolve the issue, or if consultation with the Accused Student is not prudent, the Complainant may prepare an Honor, Ethics and Professionalism ("HEP") charge in writing and submit the HEP charge to the Assistant Dean of Student and Alumni Affairs. Any HEP charge should be submitted as soon as possible after the event takes place, preferably within five working days.

A form titled "Honor, Ethics and Professionalism Charge" is available in the Appendix of the ACP Student Handbook. This form may be submitted by a student, faculty, or staff member to the Assistant Dean of

Student and Alumni Affairs. An Honor, Ethics and Professionalism (HEP) charge shall include the following information:

- a. Name of student(s) involved (hereinafter “Accused Student”)
- b. Date(s) of the incident
- c. A description of the incident that occurred
- d. A list of individuals who witnessed the incident
- e. The name of the individual who submitted the charge

## **5. Review of Honor, Ethics and Professionalism (HEP) Charge**

The Chair of the HEP Board shall review the charges in consultation with the Assistant Dean of Student and Alumni Affairs to determine if the charges have merit.

Charges that have merit will be heard by the Honor, Ethics and Professionalism Board, except if the Assistant Dean of Student and Alumni Affairs (in consultation with ACP’s legal counsel as necessary) determines that certain charges may potentially result in legal liability for ACP, then those charges will be presented to the ACP Administrative Board (“Administrative Board”).

## **6. Notice of Honor, Ethics and Professionalism (HEP) Charge**

When the Chair of the Hearing Board receives a HEP Charge and the Assistant Dean of Student and Alumni Affairs deems the charge appropriate for review, the Chair will set a date and time for a hearing. All HEP charges shall be presented to the Accused Student in written form by the Chair of the Hearing Board (HEP Board or Administrative Board) that will hear the charge (hereinafter, the “Hearing Board”).

The Chair of the Hearing Board, or designee, shall write a letter to all parties involved (e.g. Accused Student, Complainant) in the case providing the following information:

- a. A statement of the misconduct that includes the specific charge(s)
- b. The names of parties involved in the incident
- c. The date, time, and place of the HEP Board or Administrative Board hearing

## **7. Student Response to Honor, Ethics and Professionalism (HEP) Charge**

The Accused Student shall submit a written response to the Chair of the Hearing Board within five (5) days acknowledging or denying the actions described in the charge.

If the Accused Student denies committing the actions described in the charge, a hearing will be held to determine whether the Accused Student violated the Honor Code or Code of Conduct and to determine appropriate sanctions. If the Accused Student admits to actions that are a violation of the Honor Code or Code of Conduct, a hearing will be held to determine the appropriate sanction(s).

## **8. Evidence**

All evidence, including lists of witnesses to testify at the hearing and evidence to be offered, shall be exchanged between the Complainant and Accused Student, or their representatives, not less than five (5) business days prior to a hearing scheduled before the Hearing Board. Any supplemental evidence

to be introduced at the hearing as a result of the review of the previously submitted evidence, witness list, and exhibits shall be likewise exchanged at least two (2) days prior to the hearing. Deadlines for submission of evidence may be waived by the parties, if necessary, to accommodate end of term constraints. Otherwise, any non-disclosed evidence and witnesses will not be allowed to be presented at the hearing or subsequent appeals. Evidence presented by the Complainant and Accused Student shall be provided to the Hearing Board in advance of a scheduled hearing.

## **9. Faculty Advisor to the Student**

The Accused Student may seek advice from a faculty member to assist the student through the hearing process. The faculty member may attend the hearing but is prohibited from providing legal advice (i.e. interpretation of or advice regarding state or federal law, legal rights, regulations, or legal procedure), conducting his own investigation, questioning the Complainant or Complainant's witnesses before or during the hearing, testifying as a fact witness, or attempting to have any influence upon the decision-making process. The faculty advisor may raise any procedural issue regarding ACP's policy guidelines and hearing process and request the Hearing Board Chair to rule upon the issue before the hearing resumes. The Chair's decision (subject to the majority vote of the Hearing Board, including the Chair's vote) is final and not to be further debated by the faculty advisor, the Accused Student, or the Complainant.

## **10. Legal Counsel**

a. The hearing is an internal process; legal rules of evidence do not apply, and legal counsel may not represent the Complainant or the Accused Student. The College does not provide for formal legal representation at hearings.

b. ACP legal counsel may be present at any proceeding or meeting related to the HEP charge to advise the Hearing Board or its Chair regarding the appropriate rules and procedures involved and to respond to any legal questions of law posed by members of the Hearing Board.

c. ACP counsel cannot question or impeach the Complainant, Accused Student, or any witnesses, respond to their questions of law, or make arguments about what the final decision should be.

d. The Accused Student has the right to obtain counsel of his choice prior to responding to the HEP charge. If the Accused Student retains legal representation, that HEP charge shall be heard by the Administrative Board. The decision by an Accused Student to retain legal counsel shall be deemed a waiver of the right to have the HEP charge heard by the HEP Board.

e. The Accused Student's counsel cannot attend the actual hearing but may serve as a legal advisor outside the hearing room as needed by the Accused Student, particularly in questions regarding possible self-incrimination if the HEP charge alleges facts that, if proved, would amount to the violation of state or federal criminal statutes.

f. In order to avoid any potential interference with the client/attorney relationship and avoid any conflict of interest or allegations that the faculty advisor (and by inference ACP) is providing legal advice or obtaining client/attorney confidentialities or strategies from the Accused Student, the faculty advisor shall immediately cease his role as advisor to the Accused Student if the Accused Student has legal counsel. The faculty advisor shall have no further communication with the Accused Student or the Accused Student's legal counsel, except that the faculty advisor may assist the Accused Student during the Administrative Board hearing with respect to ACP procedural issues only. The faculty advisor is

otherwise prohibited from further involvement in the HEP charge process or subsequent proceedings from the moment that Accused Student or his lawyer advises that he has legal counsel.

## **11. Hearing Board Procedures for an Honor, Ethics and Professionalism (HEP) Charge**

Hearing Board proceedings shall occur in a timely manner. The hearing board will convene and review the description of the incident and the evidence provided in the charge.

a. It is the responsibility of all parties involved to be present at the hearing. Both the Complainant and the Accused Student shall have an opportunity to appear before the Hearing Board, if desired. Furthermore, all faculty, whether they submit an Honor, Ethics and Professionalism Charge or not, may appear before the Hearing Board on relevant issues that have occurred in their classes.

b. Both the individual filing the charge and the Accused Student may present a written or oral statement on his behalf at the hearing, present witnesses to testify about relevant information, and present relevant evidence in written or other tangible form. The individual filing the charge and the Accused Student must submit their list of witnesses to the Chair of Hearing Board for approval.

c. The Accused Student and members of the Hearing Board shall have an opportunity to question the Complainant and the Complainant's witnesses about relevant information and their testimony.

d. The Complainant and the members of the Hearing Board shall have an opportunity to question the Accused Student and the Accused Student's witnesses about relevant information and their testimony.

e. All witnesses, except the Complainant and Accused Student, shall be excluded from the hearing until they are called to testify and shall exit the hearing as soon as their testimony ends. The Hearing Board Chair can require any witness to remain available for recall as a witness until excused. All witnesses, including the Complainant and Accused Student, will be required to affirm that the information they are presenting is accurate and complete to the best of their knowledge, and the refusal by such witness to so affirm shall exclude his testimony or evidence. The Hearing Board Chair may exclude evidence, written or oral, that is repetitive, speculative, irrelevant, slanderous, or offered on its face merely to intimidate or embarrass a party or witness. The Complainant, Accused Student, or a member of the Hearing Board may challenge the Chair's ruling on admissibility, and will be subjected to majority vote by the Hearing Board, including the Chair's vote, and such decisions shall be final and not open to further debate or objection.

f. All hearings shall be closed sessions and only the Hearing Board and those persons invited to attend will be allowed at the hearing.

g. Hearings shall be conducted by the Chair of the Hearing Board. The Chair shall only be entitled to vote along with the other members of the Hearing Board in the event of a tie vote.

h. In any action by the Hearing Board, a majority vote of the members shall be required.

i. After reviewing the evidence and hearing testimonies of witnesses, the Hearing Board will meet in closed session without the Complainant, Accused Student, and any witnesses to determine whether a violation of the Honor Code or Code of Conduct occurred. The standard of proof required to determine a violation is a preponderance of the evidence (whether it is more likely than not that the Accused Student has committed the violation). The Hearing Board shall decide the matter by majority vote.

j. If the Hearing Board concludes that the Accused Student violated the Honor Code or Code of Conduct, the Hearing Board will also determine appropriate sanctions. If the Hearing Board concludes that the student did not commit the actions described in the charge, or that the incident is not a violation of the Honor Code or the Code of Conduct, the Accused Student will be notified, and no other proceedings shall follow.

k. When the Hearing Board has made its final decision, the Chair of the Hearing Board shall notify the Accused Student in writing of the decision. The Complainant may only be notified of the decision as permitted by the Family Educational Rights and Privacy Act (FERPA).

l. A record of the Hearing Board proceedings and documentation will be maintained by ACP.

m. The decision of the Hearing Board regarding a written reprimand or disciplinary probation shall be implemented. If the Hearing Board recommends suspension or dismissal of a student, the Dean of the College must approve the suspension or dismissal of the student.

n. The matter is closed unless the Accused Student or the Complainant appeals the decision.

## **12. Sanctions for Honor Code of Academic Integrity and Professional Code of Conduct Violations**

Students whose behavior violates the Honor Code of Academic Integrity or Professional Code of Conduct are subject to a range of sanctions, listed below, in order to permit flexibility and equity in the Codes' enforcement. The sanctions include:

a. **Written reprimand** – a letter from the Hearing Board that decided the matter, signed by the Chair, stating that the Accused Student acted with impropriety. The letter shall be included in the Accused Student's student file for a designated specified time, and if no such time is designated the letter shall be a part of the Accused Student's permanent file maintained by ACP.

b. **Disciplinary Probation** – imposed for a defined period of time in which the Accused Student may not participate in ACP sponsored extra-curricular activities, serve as an officer in any school or school-related professional organization, or violate any other restrictions, terms, or conditions imposed by the entity that decided the matter. The Accused Student shall be listed as **not in good academic standing** during the period of probation. If the Accused Student is later found to be in violation of applicable ACP policies during this probationary period, a more severe punishment may be imposed by the board hearing the disciplinary probation violation charge. At the end of the defined period of disciplinary probation, the Accused Student will return to good standing if no further charges are pending. This policy does not apply to academic probation, which is covered separately.

c. **Suspension** – imposed for a defined period of time in which the Accused Student is not permitted to attend classes or be present on campus or at ACP sponsored events or clinical rotations sites. At the end of the suspension period, the Accused Student may apply to the Dean for reinstatement.

d. **Dismissal (expulsion)** – the most severe punishment for repeat offenses, probation violations, or one or more serious offenses. Once dismissed, the Accused Student shall not be permitted to apply for reinstatement or readmission to ACP.

**NOTICE:** If **convicted** of any felony or a misdemeanor involving the illegal use, possession, or transaction of drugs, the student shall be automatically dismissed by the Dean without a right to any ACP hearing. If such conviction is on appeal, then the student may be suspended from ACP by the Dean

pending the outcome of the appeal, and if the student's appeal is successful, ACP reserves the right to process a HEP charge based upon the allegations and evidence contained in the criminal proceeding which will be adjudicated by the "preponderance of the evidence" and not by the criminal standard of proof "beyond a reasonable doubt." If the student's dismissed criminal charges are expunged by a court of competent jurisdiction, and such fact is presented to the Dean, a HEP charge based solely on the expunged criminal charge may be dismissed according to statutes providing expungement relief. Students **convicted** of non-felony crimes may also be dismissed by the Dean from ACP under the same procedure described herein, as such conduct may denote a disregard for the professionalism and trustworthiness required of pharmacists.

e. **Other sanctions** - In addition to the sanctions stated above, the Accused Student may be subject to other requirements that relate to the founded HEP charge, including but not limited to: restitution of costs incurred by the victim or ACP, or costs of repair or replacement when property is damaged; performance of academic assignments or community service; or successful completion of assigned counseling at the Accused Student's cost. The HEP Board has the authority to assign a failing grade or grade change for the course if the violation involved any irregularity pertinent to an assessment instrument (exam, quiz, or assignment).

### **13. Authority and Jurisdiction of the College**

The HEP Board and the Administrative Board shall each have the authority and jurisdiction to determine whether a policy of the Honor Code or Code of Conduct has been violated. The HEP Board and the Administrative Board shall accordingly determine sanctions as described in the Student Handbook. Sanctions of suspension and dismissal may be recommended by the HEP Board and the Administrative Board, but the decision to suspend or dismiss a student from the College must be approved by the Dean of the College.

ACP has the authority and jurisdiction to impose sanctions for any violation of the Honor Code and Code of Conduct, whether the violation occurs on or off-campus or during any ACP sponsored event or activity, when such action is reasonably necessary, in the College's discretion, to prevent disruption and protect the reputation and well-being of ACP and the campus community.

### **14. Hearing Board Appeals Process**

a. If the Accused Student or the Complainant believes that an inappropriate decision or sanction has been rendered, he or she has the right to file an appeal. Either the Accused Student or the Complainant may appeal decisions of the Hearing Board.

i. Decisions of the HEP Board may be appealed by submitting an appeal in writing to the President of ACP within five working days of the receipt of the HEP Board's decision.

ii. Decisions of the Administrative Board may be appealed by submitting an appeal in writing to the Chair of the ACP Board of Trustees within five working days of the receipt of the Administrative Board's decision.

b. Appeals must be based on a contention that an error was made in the review of the evidence presented at the original hearing.

c. The purpose of an appeal is NOT to rehear the case, but instead provides a process for additional information to be offered that serves to clarify the evidence presented during the original hearing to

correct any previous misinterpretation. No “new evidence,” including witnesses (material or character), will be considered from either party (the Accused Student or the Complainant) as part of the appeals process.

d. It is the responsibility of the person filing the appeal to clarify information that they believe justifies an overturning of the Hearing Board’s decision or sanction.

e. For HEP Board hearings, the President of ACP will be the final arbitrator of the appeal. The President of ACP will endeavor to notify the Accused Student of the resolution within ten working days of the receipt of the appeal.

f. For Administrative Board hearings, the Chair of the ACP Board of Trustees will be the final arbitrator of the appeal. The Chair of the ACP Board of Trustees will endeavor to notify the Accused Student of the resolution within ten working days of the receipt of the appeal.

g. The Complainant may only be notified of the appeal decision as permitted by the Family Educational Rights and Privacy Act (FERPA).

## **15. Pre-emptive Authority of the Dean**

Unless otherwise provided herein, the Dean **shall** in all cases of felony charges, or any alleged crime involving the illegal use, possession, or distribution of drugs, suspend the student from ACP and postpone any pending HEP review process until the criminal proceeding is concluded and all rights of appeal have expired. If the student is found guilty of or pleads guilty or no contest to such criminal charges, then the Dean shall pre-empt the HEP review process and immediately dismiss the student from ACP for cause. Students **convicted** of non-felony crimes involving violence, lying, cheating, stealing or drug offenses (excluding alcohol violations) may also be dismissed by the Dean under the same procedure, as such conduct denotes a disregard for the professionalism and trustworthiness required of pharmacists.

If the criminal charges are non-drug related misdemeanors in nature or have been dismissed or nolle prossed, the Administrative Board may hear and rule upon the charge.

The Accused Student’s graduation may be deferred by the Dean until the HEP charge is resolved.

## **16. Suspension of the Student**

Whether or not an official HEP charge has been filed, the Dean or any of ACP’s Assistant or Associate Deans, in the absence of the Dean, may impose and enforce an immediate suspension of a student from ACP programs and premises in situations involving: any felony charge; any misdemeanor charge involving acts of violence, fraud, theft, abuse of alcohol or stalking; intentional injury or threats of potential injury to members of ACP’s community; intentional damage to ACP’s property or the property of others that is located on ACP’s campus or premises such as clinical sites; or other serious or imminent threats of injury posed by the student to himself or others that reasonably requires an immediate suspension on an emergency basis. The Dean may modify or reverse the student’s suspension pending the hearing before the Hearing Board. If the Dean is the person who imposed the original suspension, then any appeal of that suspension shall go to the President.

## **17. Confidentiality**

It is the intent of the Hearing Boards that the highest degree of integrity, confidentiality, and professionalism be employed in all dealings with the hearings. This includes, but is not limited to:

- a. Keeping confidential all matters discussed within hearings.
- b. Maintaining confidentiality in all hearing board decisions.
- c. Maintaining anonymity of all parties in reports of violations and sanctions to the ACP community.

Specific details of the HEP charge and ACP proceedings shall remain confidential unless otherwise found to be reportable to law enforcement. The Complainant, members of the Hearing Board hearing the allegations, and ACP students and employees called to testify in the matter for ACP shall not otherwise disclose the proceedings or their contents unless compelled to do so by a Court of competent jurisdiction, a duly appointed arbitrator, or exceptions provided elsewhere herein.

Any ACP employee or student improperly disclosing information about the hearing or its outcome may be subject to applicable ACP disciplinary procedures. Although probably ill-advised, the Accused Student may accurately disclose the hearing process and sanctions imposed as a First Amendment right. Subject to applicable law, the College's administration may publicly refute any untrue allegations made by a student regarding a HEP complaint.

Matters, including testimony, evidence, or exhibits, that are deemed by ACP or the Hearing Board to be trade secrets, medical information protected by state or federal privacy laws, or involves the mental evaluation of a party or witness, shall not be made part of the transcript of the hearing but shall be kept in a secure location in the event same is sought by persons or agencies with the legal right to access them. Other testimony, evidence, or exhibits that would violate laws or restrictions regarding privacy, contracts, or personal identity, such as Social Security numbers, shall be redacted from the hearing transcript and secured for safekeeping upon request from the party or witness that could be affected by such release or upon the Dean's own initiative.

## **18. Immunity**

Participants involved in a hearing and ACP employees, officials, representatives, students, or agents shall be immune from liability for reporting evidence or information that may give rise to academic or criminal sanctions against the student, unless shown to be knowingly false and done with actual malice. This immunity is part of the conditions precedent for the student to obtain a hearing before the HEP Board or Administrative Board.

## **19. Questions**

Questions related to the Honor Code of Academic Integrity and Professional Code of Conduct may be directed to the Assistant Dean of Student and Alumni Affairs.

## **E. ALCOHOL, DRUGS, WEAPONS, AND VIOLENCE**

### **1. Alcohol and Drug Abuse Prevention Policy**

It is the policy of ACP to provide a drug-free, healthy, safe, and secure work and educational environment. Employees and students are required and expected to report to their activities in appropriate mental and physical condition to meet the requirements and expectations of their respective roles.

ACP prohibits the unlawful and unauthorized manufacture, distribution, dispensation, possession, or use of narcotics, drugs, or other controlled substances, or alcohol at the workplace and in the educational setting other than sanctioned events where alcohol is permitted by the Dean or President. Unlawful for these purposes means in violation of federal, state, or local regulations, policy, procedures, and rules, as well as legal statutes. Workplace means ACP-operated buildings and grounds or while conducting ACP business on or off campus.

The use of tobacco products, including cigarettes, cigars, pipes and dipping or chewing tobacco, is prohibited on the ACP campus, rotation sites, or event venues, including parking areas. These restrictions also apply to electronic or e-cigarettes.

The use of assistance programs and drug/alcohol rehabilitation services is encouraged by ACP where applicable.

The directory of assistance programs and drug/alcohol rehabilitation services is included for informational purposes only and is not an endorsement of a specific provider.

#### **Directory of Assistance Programs and Drug/Alcohol Rehabilitation Services:**

Clinch Valley Treatment Center

111 Town Hollow Road, Cedar Bluff, VA 24609 276-963-3554

Substance abuse treatment, detoxification, methadone maintenance & detoxification, buprenorphine services

Cumberland Mountain Community Services

196 Cumberland Road, Cedar Bluff, VA 24609 276-964-6702

Mental health services, substance abuse services, intellectual disability services, prevention services

Stone Mountain Health Services at St. Charles Community Health Center

241 Monarch Road, St. Charles, VA 24282 276-383-4428

Drug Abuse Counseling Services

The Laurels Residential Detoxification & Rehabilitation

102 Kemp Street, Lebanon, Virginia 24266 1-888-40DETOX or 276- 889-3063

The Rehabilitation Hospital of Southwest Virginia

103 North Street, Bristol, VA 24201 276- 642-7900 or 800-454-7422

Virginia Pharmacists Aiding Pharmacists Program (VaPAPP) of the Virginia Pharmacists Association Research and Education Foundation

VaPAPP is available to any pharmacist, student pharmacist or pharmacy technician whose health and effectiveness has been significantly impaired by alcohol or drug addiction.

Help line (800) 527-8742 or (804) 285-4145 and ask for VaPAPP (ext. 303) or contact VaPAPP by email at [VaPAPP@virginiapharmacists.org](mailto:VaPAPP@virginiapharmacists.org).

## **2. Alcohol Policy**

The following is the ACP policy on the use or possession of alcoholic beverages by students, faculty, or staff and their respective organizations:

- a. Students, faculty, or staff and their respective organizations may not use public or ACP funds for the purchase of alcoholic beverages.
- b. Student and faculty organizations may use non-ACP organizational funds (funds raised by the student or faculty organization and not given to them by ACP or a public entity) for the purchase of alcohol. Alcoholic beverages purchased with non-public and non-ACP funds by student or faculty organizations may be consumed at student or faculty organization functions under the following conditions:
  - i. The student organization must obtain an ABC permit for the distribution of such alcohol;
  - ii. The student organization must hire a bartender, who will be the only individual permitted to distribute the alcohol at the event;
  - iii. The student organization must hire a security guard to be present at all times during the event; and
  - iv. All students consuming alcohol must be 21 or older, and the bartender hired by the student organization must check the identification of everyone served to confirm that they are over 21 years of age.
- c. Alcoholic beverages (such as kegs or cases of beer) may not be used as awards or prizes in connection with ACP events or activities sponsored by students, faculty, or staff and their respective campus organizations, on or off campus.
- d. The public display of advertising or promotion of the use of alcoholic beverages in ACP facilities, publications, or in association with existing ACP events or programs, on or off campus, is prohibited. This includes, but is not limited to, banners, beer/liquor signs, caps, t-shirts, beverage can coolers, and balloon blow-ups.

## **3. Drug Testing Policy**

In an effort to maintain a drug free campus, rotation sites, and ACP events, ACP may perform random drug testing on students. Additionally, ACP may drug test students based upon reasonable suspicion and past positive results. The following policy regarding reasonable suspicion and past positive results shall apply:

- a. If there is a reasonable suspicion that a student is using or possessing drugs that are not received by that student pursuant to a valid prescription and in violation of this policy, the student may be referred for drug testing.
- b. "Reasonable suspicion" exists where an observable or articulable basis in fact indicates that a student is using or possessing drugs that are not pursuant to a valid prescription issued to the student, or upon a report from an experiential or work site that medications are missing from work areas controlled or frequented by an ACP student. The evidence supporting the suspicion must be reasonably reliable and reduced to writing.
- c. If a member of the faculty, staff, or student body has a reasonable suspicion that a student is using or possessing drugs that are not pursuant to a valid prescription issued to that student, such evidence shall be presented to the Dean and Assistant Dean of Student and Alumni Affairs or other person designated by the Dean. If the Dean and Assistant Dean of Student and Alumni Affairs or other person

designated by the Dean determines that reasonable suspicion exists, the student shall be required to provide a specimen sample for testing. Testing shall be performed by medical personnel approved by the Dean.

d. All students with prior positive drug test results, while a student at ACP, will be subject to unannounced drug testing through the remainder of their enrollment at ACP.

#### **4. Procedure for Violations**

All students or student organizations that violate the ACP drug and alcohol policy may be subject to civil and/or criminal penalties as determined by state or federal laws. Such incidents and individuals shall be referred to an appropriate hearing entity (HEP Board and/or Administrative Review Panel) for review and may be subject to disciplinary action including private censure, disciplinary probation, suspension, and dismissal as outlined hereinabove.

#### **5. Criminal Penalties for Violations**

Under the Federal Controlled Substance Act and the Virginia Control Act, the law penalized for unlawful manufacturing, distribution, use and possession of controlled substances. The penalties vary based on the type of drug involved, possession and intent to distribute. Federal law sets penalties for the first offenses ranging from one year to life imprisonment and/or \$100,000 to \$4 million fines. Penalties may include forfeiture of property, including vehicles used to possess, transport or conceal a controlled substance or denial of Federal benefits such as student loans and professional licenses. Convictions under State law may be misdemeanor or felony crimes with sanctions ranging from six months to life imprisonment and/or \$250 to \$100,000 fines. Federal law holds that any person who distributes, possesses with intent to distribute, or manufactures a controlled substance in, or within one thousand feet of an educational facility is subject to a doubling of the applicable maximum punishments and fines. A similar state law carries sanctions of up to five years' imprisonment and up to \$100.00 fine for similar violations.

#### **6. Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol**

For information regarding health risks associated with the use of illicit drugs and the abuse of alcohol, please refer to the links below.

Health Effects: <http://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs/health-effects>

Alcohol's Effects on the Body: <http://www.niaaa.nih.gov/alcohol-health/alcohols-effects-body>

The Science of Drug Abuse and Addiction: <https://archives.drugabuse.gov/publications/media-guide/science-drug-use-addiction-basics>

#### **7. Weapons Policy**

ACP has adopted the following policy to deal with weapons, firearms, intimidation, or other threats of actual violence that may occur at ACP events or on ACP-controlled property and sites. Students and employees who violate this policy may be subject to disciplinary action, up to and including dismissal, arrest, and prosecution.

Firearms and other weapons are strictly prohibited at ACP events or on ACP-controlled property and sites without proper written authorization of the Dean or President. The term "firearms" for the purpose of this policy includes, but is not limited to, any gun, rifle, pistol, or handgun designed to fire bullets, BBs, pellets, or shot regardless of the propellant used. The term "weapons" for the purpose of this policy includes, but is not limited to, large knives (3" blades or longer), ammunition, swords, bows, arrows, toy or

counterfeit/replica firearms, martial arts weapons, and fireworks or other explosives; however, kitchen knives and dining knives are excluded from this policy.

This policy is subject to the following exemptions:

- a. It does not apply to law enforcement officers on active duty;
- b. It does not apply to the transitory storage of firearms and weapons in locked vehicles on property for legal purposes provided, however, that any such firearms are unloaded or explosives are not prepared for discharge; and
- c. It does not apply to the reasonable possession of a firearm or weapon in the event of an emergency where the possession of a firearm or weapon is necessary to protect the lives of those legally at ACP events or on ACP-controlled property and sites.

Individuals who are in possession of firearms or weapons other than as provided for herein shall be prosecuted for trespassing.

Students and employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Conduct that threatens, intimidates, or coerces another employee, a student, or a member of the public at any time will not be tolerated. All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to security if present and the Assistant Dean of Student or the Business Manager or the Dean. This includes threats by students, employees, faculty, as well as threats by members of the public. When reporting a threat of violence, the reporter shall be as specific and detailed as possible. Any person engaging in threats of (or actual) violence may be removed from ACP events or ACP-controlled property and sites as quickly as safety permits. Individuals who have been so removed shall not return without written permission from the Dean or President.

All suspicious individuals or activities shall be reported by ACP students and employees that have reason to suspect that a danger is posed regarding their safety or the well-being of others as soon as possible to the above ACP officials and, if none are immediately available, to the first ACP employee that can be located, who shall then convey that information to his superior. In the case of actual or imminent attacks, threats, or danger, any person witnessing or suspecting the same shall immediately call local law enforcement officials and not attempt to arrest or detain the suspect, and only when in a location safe to do so, notify the first available ACP official. These policies notwithstanding, every citizen has a right of self-defense, and if the situation clearly warrants immediate action, then reasonable force is allowed to defend against or prevent violence. No student or employee will be subjected to retaliation under ACP policies for reporting any threat or perceived threat unless such report is knowingly false.

ACP will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practicable. In order to maintain workplace safety and the integrity of its investigation, ACP may suspend students or employees pending investigation. ACP may, at its option, discipline or expel the offending student or employee and initiate law enforcement procedures to prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing.

## **8. Disclosure of Threats**

Clery Act: ACP is in compliance with federal legislation known as the "Clery Act." The legislation requires institutions to make available to prospective students, currently enrolled students, and interested parties information about campus safety policies and procedures, established safety programs, and statistics concerning crimes that have taken place on campus.

## **F. COMPUTER USE POLICY**

### **1. General Principles**

ACP Technology Resources (ACPTR) is intended to support and enhance the academic mission and administrative functions of ACP. This policy complements and supplements, rather than replaces, other policies concerning appropriate conduct of ACP employees and students in regard to the use of computers and related technology and equipment. ACPTR includes any computer, computer-based network and supporting infrastructure, and computer peripheral such as printers, scanners, software, audio-video and network operating systems, or any combination thereof owned, licensed, or under the custody or control of ACP. Communications services and equipment covered by this policy shall include, but not be limited to, the following: mail, e-mail, courier services, facsimiles, telephone and voice mail systems, computer networks, on-line services, the Internet, the World Wide Web, computer files, video equipment and tapes, tape recorders and recordings, cellular telephones, bulletin boards, and internal memoranda.

This policy also applies to any of the above-mentioned items which fall under company and/or personal ownership used in conjunction with any portions of the ACP's networked infrastructure. ACP grants access to its networks and related computer systems subject to certain responsibilities and obligations set forth herein and subject to all local, state, and federal laws. Appropriate use of ACPTR must always be legal, ethical, and consistent with ACP's mission, policies, and procedures. Computer workstations and Internet access are provided to all students and faculty whose functions so require. ACPTR are the sole property of ACP, and may be modified, replaced, or removed as required by technological needs.

Students shall not use ACP communication services and equipment for personal purposes except in emergencies or as may otherwise be expressly authorized. In the event of such personal usage, student will be responsible for reimbursement for costs incurred. Students shall also ensure that no personal correspondence appears to be an official communication from ACP. Students may not use ACP's address to receive personal mail or use ACP stationery or postage for personal letters.

Use of the communication and network facilities at ACP is a privilege and not a right and implies consent to abide by this policy and other relevant policies and regulations relating to the use of these facilities.

In making acceptable use of ACP resources, users shall follow these guidelines:

- a. Access only files, data, and resources accessible to the user through purchase, lease, or permission or that are publicly available. Do not use someone else's user ID or password at any time.
- b. Take all reasonable precautions to safeguard passwords. ACPTR users are responsible for all activities that originate from the system being used by them. In other words, allowing others access to or use of passwords or user IDs when such use violates these policies is not a defense to enforcement of these rules.
- c. Use only legal versions of copyrighted material in compliance with vendor license requirements. This includes, but is not limited to, installing software on personal or other systems and making copies of software, music, or movies for others.
- d. Be considerate in the shared used of resources. Refrain from monopolizing systems, overloading networks with excessive data, degrading services, or wasting computer time, connect time, disk space, printer paper, manuals, or other resources.
- e. All users must have an anti-virus program installed with the most current update on their personal computer when connecting to the ACP network.

f. Access only Internet sites that are directly related to either class assignments or job function. Internet sites that do not meet these criteria will be blocked.

g. All users must maintain confidentiality of student information in compliance with the Family Education Rights and Privacy Act of 1974.

## **2. ACP Issued Laptop Computers**

ACP issues a laptop to students on the first day of orientation. These laptops are designed to enhance the academic learning experience. The college requires that an **ACP Laptop Agreement** be signed upon issuance to a student stating the terms of use for the laptop.

## **3. Unauthorized Use**

The following activities are prohibited at all times:

- a. Attempting to use ACPTR or other means to decode passwords or access control information.
- b. Attempting to circumvent or subvert system or network security measures, including creating and/or running programs that are designed to identify security loopholes and/or decrypt secure data.
- c. Connecting unauthorized equipment to the campus network, including hubs, switches, or wireless access points.
- d. Engaging in any activity that might be harmful to ACPTR systems or to any information stored thereon, such as creating or propagating viruses, worms, or “Trojan horse” programs; disrupting services; damaging files; or making unauthorized modifications to ACP data.
- e. Making or using illegal copies of copyrighted materials or software, or storing such copies or transmitting them over the ACPTR network.
- f. Using mail or messaging services to harass, offend, or intimidate another person. Examples include broadcasting unsolicited messages, repeatedly sending unwanted mail, or using someone else's name or user ID for prohibited activities.
- g. Wasting computing resources or network resources. Examples include intentionally placing a program in an endless loop, downloading or streaming videos, movies, sporting events during business hours; printing using excessive amounts of paper, or sending chain letters or unsolicited mass mailings.
- h. Removing supplies provided in computer laboratories for use on personal computers.
- i. Using ACPTR for commercial purposes. Examples include selling access to one's user ID or to ACPTR systems or performing work for profit using such resources in a manner not authorized by ACP.
- j. Storing games and other non-academic related files such as music or movies on shared computing facilities, such as lab computers and personal network directories.
- k. Engaging in any other activity that does not comply with the general prohibitions above, including the downloading, streaming, or storing of music, sporting events, movies, unlicensed media, or network games.

#### **4. Privacy and Misuse of ACP Equipment**

Users are advised that there is no guarantee of privacy associated with their use of ACPTR. ACP may view electronic data accessible via ACPTR at any time and without notice or user permission to ensure compliance with these policies and applicable law or in some instances may be required by law to allow third parties to do so. For example, electronically stored data may become evidence in legal proceedings. Due to internal and external hacking or inadvertent mistyping of access codes, messages or data may be viewed by others. Any student or ACP employee that causes, without written permission from the President or his designee, any ACP computer or data to be altered, erased, written over, or otherwise tampered with may be subject to termination from enrollment or employment and held liable for the costs of repairing such alterations or replacing the computer. Such assessed costs shall be deducted from any monies or refunds owed by ACP to the student or employee, including ACP's internal personnel costs and/or external contractor's costs involved in retrieving, examining, or repairing such damages. Any contrary policies of ACP notwithstanding, anyone purposely and without permission damaging or altering an ACP computer or network system or causing applicable warranties to be voided may be charged criminally for destruction of property, misappropriation or unauthorized dissemination of intellectual property, or other offenses set forth in state or federal law.

#### **5. Security**

System administration access: ACP's Director of Technology Services or his authorized designee will be granted authority to access files for the maintenance of the systems, storage or backup of information, or pursuing system problems. Further ACP-authorized personnel may access usage data, such as network session connection times and end-points, CPU and disk utilization, security audit trails, etc. Such activity may be performed within the reasonable discretion of the Technology Resources division management, subject to prior written approval from the President.

Network User Storage and Backups: ACP provides a personal folder on the network server for storage of user files. A limit on the amount of storage used by individuals shall be enforced. ACP reserves the right to discontinue providing this privilege for any reason, including disciplinary action or resource allocation.

ACP maintains a backup schedule of most user areas. However, individuals are responsible for backing up their own data in a timely manner. ACP disclaims any and all liability resulting from any and all situations in which ACP is unable to recover data in user storage areas.

#### **6. Enforcement**

It is the policy of ACP that all members of the ACP community act in accordance with these responsibilities, relevant laws and contractual obligations, and the highest standards of ethics. ACP considers any violation of acceptable use principles or guidelines to be a serious offense, and reserves the right to copy and examine any files or information resident on ACP systems allegedly related to unacceptable use, and to protect its network from systems and events that threaten or degrade operations. Failure to comply with the guidelines above may result in suspension of privileges, or civil or criminal action under state or federal law. Students, faculty, or staff discovered to be in violation of these principles will be referred to the President for hearing and possible disciplinary action.

All ACPTR users have the responsibility to report any unauthorized access attempts or other improper usage. If a security or abuse problem with any ACPTR is observed by or reported to a user, such user shall immediately report the same to ACP's Technology Resources division management.

## **7. Termination of Services**

If a user assumes a new position and/or responsibility within the ACP community, such user shall not use facilities, accounts, access codes, privileges, or information for which he or she is not authorized in his or her new position or circumstances. Upon ceasing enrollment or employment at ACP, a student or employee will no longer have access to e-mail and network accounts, effective immediately upon separation. Such student or employee shall immediately return all resources owned or issued by ACP, and shall immediately return any associated data or other files that may be stored on personal equipment.

## **8. Use of Electronic Devices in the Classroom**

All cell phones and other outside communication devices or functions, including texting and social media access, must be turned off during class unless authorized by the instructor for course-related activities) Personal computers or devices **may only be used for purposes associated with the course** as described above. No other computing or Internet activities are permitted. Unauthorized computer use during class may result in loss of computing privileges and/or wireless network access. ACP reserves the right to limit or deny student access to the ACP wireless network during classroom instruction.

## **9. Use of Social Media**

Social media includes all means of communicating or posting information or content on the Internet, including to a student's own or someone else's blog, journal, or diary, personal web site, social networking (i.e., Facebook, LinkedIn, Twitter, etc.) or affinity web site, web bulletin board, or a chat room, whether or not associated or affiliated with ACP, as well as any other form of electronic communication.

The same principles and guidelines found in other ACP policies apply to students' activities online. Ultimately, students are solely responsible for what they post online. Before creating online content, students shall consider the risks that are involved and that any conduct that adversely affects academic performance, the performance of fellow students, or otherwise adversely affects ACP may result in disciplinary action up to and including termination.

### **a. Know and follow the rules**

Students should carefully read these guidelines, the Professional Code of Conduct, and the Anti-Harassment Policy, and ensure that all postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence, or similar inappropriate or unlawful conduct will not be tolerated and may subject the offending party to disciplinary action up to and including termination.

### **b. Be respectful**

Students should always be fair and courteous to fellow students, administration, faculty, and staff of ACP. Students should also keep in mind that speaking directly to individuals in a respectful manner rather than by posting complaints to a social media outlet is more likely to resolve issues. Nevertheless, if a decision is made to post complaints or criticism, students should avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating, that disparage other individuals, or that might constitute harassment or bullying. Examples of such conduct include, but are not limited to, offensive posts meant to harm someone's reputation or posts that could contribute to a hostile environment on the basis of race, sex, disability, religion, or any other status protected by law or ACP policy.

### **c. Be honest and accurate**

Students should make sure posted information or news is honest and accurate, and if a mistake is made it is corrected quickly. Be open about any previous posts that have been altered. Remember

that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that are known or suspected to be false about ACP students, administration, faculty and staff, or other individuals.

**d. Post only appropriate and respectful content**

- i. Students must maintain the confidentiality of ACP private or confidential information.
- ii. Students should not create a link from a blog, website, or other social networking site to an ACP website without identifying themselves as a student of ACP.
- iii. Students should express only personal opinions and should never represent themselves as a spokesperson for ACP. If ACP is a subject of the content students are creating, they must be clear and open about the fact that they are students. Students creating such content must use their real names, state their positions, and make it clear that their views do not represent those of ACP, fellow students, administration, faculty, and staff of ACP. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of ACP.”
- iv. Students should not engage in online arguments or inflammatory debates in an attempt to defend ACP or disparage others.
- v. Students may not use ACP trademarks or other intellectual property for commercial use without permission.

ACP acknowledges that students may access social media from time-to-time using its provided equipment or systems as long as such use is within the policies stated herein. However, such use, even if authorized, does not permit the use of ACP e-mail addresses to register on social networks, blogs, or other online tools utilized for personal use.

**10. Media Contacts**

Students should not speak to the media on the behalf of ACP without approval by the President or Dean. The restriction regarding media contacts includes informal contacts through social media. All media inquiries should be directed to management.

*\*Nothing in this policy is intended in any way to interfere with any rights afforded to employees under the National Labor Relations Act and other federal or state law, and all ACP employees are required to notify the President if such Act is violated so corrective actions may be taken.*

**G. TRAFFIC AND PARKING POLICY**

Parking is available to students in the lower parking lot of the college. Faculty and staff parking is located in the upper parking lot closest to Garden Hall and is off limits to students unless otherwise authorized in writing by the Dean. All students must adhere to regulations as set forth by ACP regarding traffic and parking.

These regulations include but are not limited to the following and prohibit:

- a. Failure to display a valid ACP parking permit.
- b. Parking in a reserved (visitor, staff, handicapped, etc.) parking space.
- c. Parking in areas not designated for parking (on grass, drives, sidewalks, etc.).
- d. Failure to make disposition of a ticket in the required time of ten (10) days. Unpaid fines will be assessed to the student’s account.

**1. Accidents**

All accidents occurring on any ACP campus roadway or parking lot shall be reported immediately to ACP’s Director of Safety. ACP is not liable for any damage to personal property. An Incident Report shall be completed and submitted to the Director of Safety to compile information for the annual Safety Report. This form is available through the Director of Safety.

**2. Handicapped Parking**

Parking in handicapped areas requires that a window or license plate decal be properly displayed in or on the vehicle. Temporary permits may be issued by the Director of Safety when circumstances warrant.

**3. Towing and Impounding Vehicles**

ACP reserves the right to tow and impound vehicles parked illegally in reserved spaces, handicapped spaces, fire zones, loading zones, or parked in a manner dangerous to vehicular or pedestrian traffic. All costs resulting from the towing and impounding of the vehicle will be the responsibility of the owner.

Storage and repair of vehicles on ACP property (except for emergencies) is prohibited.

**4. Traffic and Parking Fees, Penalties and Violations**

- a. Replacement of lost permit..... \$5.00 per charge
- b. Displaying a lost or stolen permit ..... \$10.00 per violation
- c. Failure to display permit..... \$10.00 per violation
- d. Parking illegally..... \$10.00 per violation
- e. Parking in a handicapped zone without a State or
- f. ACP-issued permit..... \$50.00 per violation
- g. Altering, damaging, or moving ACP  
traffic signs, markers, or other devices ..... \$10.00 + damage and/or  
disciplinary action
- h. Discarding/throwing trash on campus grounds ..... \$10.00 + damage and/or  
disciplinary action

## **H. POLICY PROHIBITING SEXUAL AND OTHER UNLAWFUL HARASSMENT**

Harassment of applicants, students, and employees of the Appalachian College of Pharmacy (ACP) for any reason, particularly on the basis of race, color, religion, age, sex, marital status, national origin, disability or handicap, sexual orientation, ancestry, or veteran's status, including sexual harassment (all as defined and protected by applicable law) is prohibited.

As a recipient of federal financial assistance, ACP is required to comply with Title IX of the Higher Education Amendments of 1972 (20 U.S.C. § 1681 *et seq.*) and related regulations, which prohibit discrimination on the basis of sex in educational programs or activities. Appalachian College of Pharmacy does not discriminate on the basis of sex in the education program or activities and the College is required by Title IX and 34 CFR Part 106 - Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance not to discriminate in such a manner. The requirement not to discriminate in the education program extends to admission and employment. Inquiries about the application of Title IX and 34 CFR Part 106 to Appalachian College of Pharmacy may be referred to the College's Title IX Coordinator, to the Assistant Secretary, or both. Sexual Misconduct as defined in this Policy is a form of sex discrimination, and is prohibited by Title IX.

### **1. Scope of Policy**

The Appalachian College of Pharmacy has adopted the following standards of conduct (herein after broadly referred to as "Sexual Misconduct Policy" or "Policy") for all members of our community--students, faculty, administrators, staff, vendors, contractors, and third parties-- with respect to sexual harassment, sexual exploitation, sexual violence, stalking, and dating and domestic violence (collectively referred to as "Prohibited Conduct") to address ACP's responsibilities under Title IX and the Violence Against Women Reauthorization Act of 2013 (also known as the Campus SaVE Act). These standards apply equally to all regardless of the sex, gender, sexual orientation, gender identity, or gender expression of any of the individuals involved.

Sexual Misconduct (both on and off campus) violates ACP policy and Federal Civil Rights Laws, and may also be subject to criminal prosecution. ACP is committed to creating and sustaining an educational and working environment free of sex discrimination, sexual harassment, sexual violence, sexual exploitation, domestic violence, dating violence, and stalking. The safety and well-being of the campus community is a priority for ACP.

This Sexual Misconduct Policy adopted by ACP is designed to provide for a prompt, fair, and impartial investigation and resolution of complaints, while ensuring a Complainant's protections under Title IX. A complete copy of the ACP Sexual Misconduct Policy can be found at:

<https://www.acp.edu/wp-content/uploads/2020/11/Sexual-Misconduct-Policy-10-29-20.pdf>

### **2. Title IX Coordinator**

Pursuant to Title IX of the Education Amendments of 1972 and the U.S. Department of Education's implementing regulations at 34 C.F.R. Part 106, ACP's Title IX Coordinator has primary responsibility for coordinating ACP's efforts to comply with and carry out its responsibilities under Title IX, which prohibits sex discrimination in all the operations of ACP, as well as retaliation for the purpose of interfering with any right or privilege secured by Title IX. The Title IX Coordinator oversees this process in order to ensure the appropriate steps are taken to end the Prohibited Conduct (under Title IX and the Campus SaVE Act), prevent its recurrence, and redress its effects. The Title IX Coordinator shall be appointed by the President of ACP.

Title IX Coordinator:

Caterina Hernandez

Office Phone: (276) 498-5235

Address: McGlothlin Hall (1060 Dragon Rd., Oakwood, VA 24631)

Email: [TitleIXCoordinator@acp.edu](mailto:TitleIXCoordinator@acp.edu)

Website: <https://www.acp.edu/resources/title-ix/>

**All ACP faculty and staff are required to report allegations of Prohibited Conduct as defined in this Policy (or potentially Prohibited Conduct) to the Title IX Coordinator unless they have a recognized confidentiality privilege. Additionally, any student with knowledge of Prohibited Conduct is strongly encouraged to report the concern to the Title IX Coordinator.**

Under Virginia Code § 23-9.2:15: Any responsible employee who in the course of his employment obtains information that an act of sexual violence may have been committed against a student attending the institution or may have occurred on campus, in or on a non-campus building or property, or on public property shall report such information to the Title IX coordinator as soon as practicable after addressing the immediate needs of the victim. "Sexual violence" means physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent.

A student may also contact or file a complaint regarding an alleged violation of Title IX with:

US Department of Education

Office for Civil Rights

OCR; Phone: 1-800-421-3481

Email: [OCR@ed.gov](mailto:OCR@ed.gov))

Online: <http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>.

## **I. HAZING POLICY**

Hazing is prohibited in any form at the Appalachian College of Pharmacy (ACP). This policy applies to all ACP student organizations and individuals. Hazing is a criminal offense in the Commonwealth of Virginia.

Hazing is defined as recklessly or intentionally endangering the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in an organization, fraternity, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.

Conduct which meets the definition of hazing as described in this Hazing Policy is a violation of the Appalachian College of Pharmacy's Professional Code of Conduct.

## **J. BULLYING POLICY**

Bullying is prohibited in any form at the Appalachian College of Pharmacy (ACP).

Bullying is defined as written, verbal or physical conduct that adversely affects the ability of one or more students to participate in or benefit from the school's educational programs or activities by placing the student (or students) in reasonable fear of physical harm.

Conduct which meets the definition of bullying as described in this Bullying Policy is a violation of the Appalachian College of Pharmacy's Professional Code of Conduct.

## **K. COMPLAINT/GRIEVANCE POLICY**

### **Complaints of a general nature may be addressed to the Assistant Dean of Student and Alumni Affairs or to one of the Deans.**

The Assistant Dean of Students will meet with students who have a complaint and seek to resolve the complaint informally. In the event the complaint is not resolved informally, the Assistant Dean of Students will advise the student how to file the complaint or grievance. The Assistant Dean of Student and Alumni Affairs will seek additional information as needed, and will confer with ACP administrators, faculty, and staff to seek an appropriate resolution to the complaint. Information will be conveyed to the complainant, and any parties to the complaint, regarding measures taken by the College to address the complaint.

### **Complaints regarding students, employees, or participants in ACP-sponsored programs or activities may be addressed to the college's Legal Counsel.**

The Board of Trustees has approved the following complaint/grievance policy:

A person with a complaint or grievance against ACP or its students or employees regarding any non-academic matter, incident, or episode, including, for example, harassment (other than sexual harassment), discrimination (other than discrimination based upon sex), retaliation for filing a complaint or grievance, etc., shall make that grievance known in writing to the Legal Counsel. Complaints must be in writing.

1. ACP's Legal Counsel shall investigate the grievance and may obtain assistance with this responsibility from other appropriate persons who are not connected to the complaint.
2. The Legal Counsel and any other appropriate persons involved in the investigation of the complaint will take all reasonable steps to preserve all parties' privacy throughout the investigation; however, the investigative process itself will oftentimes require some disclosure of facts and parties in order to discuss witness accounts or seek forensic evidence such as computer-based postings or messages.
3. The Legal Counsel may impose interim measures during the pendency of the investigation when there is a need to protect the person filing the grievance from further contact with the person the complaint was filed against. These may include, but are not limited to, temporary suspensions approved by the Dean or agreements of no contact. If these measures are imposed and subsequent positive resolution of the complaint occurs, ACP may take reasonable restorative steps such as reinstatement, reassignment, promotion, training, back pay, or reinstatement of other benefits as advisable.
4. Within fifteen (15) days of receiving the complaint, the Legal Counsel shall make an initial resolution of the matter and will inform the parties of this resolution. The initial resolution will consist of a determination of fact, determination of the merits of the allegation, imposition of sanctions (if appropriate), and any other appropriate information regarding the investigation. The fifteen (15) day timeline may be extended by ACP if all parties are provided written notice to their addresses of record.

Possible sanctions include but are not limited to warnings, fines, educational projects, additional community service, counseling, no contact orders, and the disciplinary actions available through the Honor, Ethics, and Professionalism (HEP) Board as outlined in the Student Rights and Responsibilities section of this Student Handbook.

5. If any party involved is unsatisfied with the Legal Counsel's initial resolution of the complaint, he may request that the Legal Counsel hold a hearing on the complaint within ten (10) working days of the initial resolution.
6. If a hearing is held, the following procedural rules shall apply:
  - a) The hearing shall be held within ten (10) working days of the request for the hearing. The ten-day timeline may be extended by ACP if all parties are provided written notice to their addresses of record.
  - b) The ACP Hearing Officer shall preside over the hearing. The Hearing Officer shall be an impartial ACP employee appointed annually by the Dean.
  - c) The two parties to the hearing are as follows:
    - i. The complainant, or his or her designee who shall state his or her complaint; and
    - ii. The person the complaint was brought against, the accused.
  - d) The order of the hearing shall be as follows:
    - i. Reading of the complaint.
    - ii. A statement by the complainant or designee.
    - iii. A statement by the accused or designee.
    - iv. Presentation of evidence and witnesses by both parties.
    - v. Closing comments of the complainant or designee.
    - vi. Reply by the accused or designee
  - e) A record of the hearing shall be created.
7. Upon completion of the hearing, the Hearing Officer shall make a decision in writing on the validity of the complaint and the appropriate institutional response thereto, if any, within forty-five (45) calendar days. The forty-five-day timeline may be extended by ACP if all parties are provided written notice to their addresses of record. Absent an appeal to the President, the decision of the Hearing Officer is final.
8. Any party, if not satisfied with the decision of the Hearing Officer, may appeal that decision in writing to the President provided that notice of appeal is received by the President within ten (10) working days from the date of the Hearing Officer's written decision. The President shall review the record of the proceeding and conduct further investigations as are deemed appropriate. The President shall consider all information to ensure the outcome provided for fundamental fairness and take one of the following actions: concur with sanctions, reduce or rescind sanctions, or resubmit the complaint to the Hearing Officer with appropriate instructions. The decision of the President shall be final and shall be rendered in writing within forty-five (45) calendar days of the appeal. The forty-five-day timeline may be extended by ACP if all parties are provided written notice to their addresses of record.

9. The records of all complaint, all complaint hearings, and all final decisions on complaints will be kept by the Legal Counsel or their designee for a period of not less than five (5) years, and these records will be made available to others only with the express and specific approval of the Legal Counsel or upon a subpoena from an authorized agency.
10. If the Legal Counsel is a party to the grievance or in some other way is not capable of making a fair and impartial judgment on the complaint, the Dean shall appoint an impartial ACP employee to perform the role of the Legal Counsel in the complaint process.
11. If the Hearing Officer is a party to the complaint or in some other way is not capable of making a fair and impartial judgment on the complaint, the Dean shall appoint an impartial ACP employee to perform the role of the Hearing Officer in the complaint process.
12. If the President is a party to the complaint and in his or her opinion is not capable of making a fair and impartial judgment on the complaint, then the Chair of the Board of Trustees shall appoint a fair and impartial person to hear the appeal.
13. The procedure outlined in this Complaint/Grievance Policy shall not apply to complaints concerning grades, academic dismissals or expulsions, curricular concerns, or decisions of the Honor, Ethics, and Professionalism (HEP) Board. Any complaint concerning a grade or any grade challenge shall be governed by the appropriate provisions of the Academic Policies.
14. No student or employee shall be subjected to unfair action or retaliation as a result of filing a complaint under this policy.
15. After utilizing the college's grievance process, any unresolved complaint may be appealed to the State Council of Higher Education for Virginia (SCHEV).

SCHEV  
James Monroe Building  
101 North Fourteenth Street  
Richmond, Virginia 23219  
804.225.2600; Fax: 804.225.2604  
[www.SCHEV.edu](http://www.SCHEV.edu)

## **L. GRIEVANCE POLICY FOR VETERANS AND OTHER ELIGIBLE PERSONS**

Veterans and other eligible persons may report a grievance against the school to the Virginia State Approving Agency and US Department of Veterans Affairs.

“The Virginia State Approving Agency (SAA) is the approving authority of education and training programs for Virginia. Our office investigates complaints for GI Bill® beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact our office via email [saa@dvs.virginia.gov](mailto:saa@dvs.virginia.gov). *GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Website at <http://www.benefits.va.gov/gibill>.”*

## **M. ACCESS TO STUDENTS BY THIRD PARTIES**

ACP encourages the education of students regarding professional and educational products and services offered by parties other than ACP or student organizations ("third parties"). This policy prescribes the manner in which third parties may access and/or address students enrolled at ACP.

Individuals or organizations that contact ACP requesting access to students via e-mail or in person must be referred to the Office of the Dean and in the Dean's absence to the Office of the Assistant Dean of Student and Alumni Affairs. Third parties may not access students without the express permission of these officials.

ACP reserves the right to refuse access of third parties to its students and reserves the right to refuse to release student information to third parties. While present on campus, third parties are expected to inquire about and adhere to relevant policies and any terms or agreements associated with the third parties' presence on campus.

### **1. E-mail Access to Students**

Students' e-mail addresses are not to be released to third parties, and any proposed communications shall be pre-approved by the Dean or Assistant Dean for Student and Alumni Affairs and forwarded by their offices to the students.

### **2. In-Person Access to Students**

Third parties may request to make presentations to ACP students through the Dean or Assistant Dean for Student and Alumni Affairs, and notices of and information regarding approved presentations will be forwarded by ACP to the students.

## **N. STUDENT USE OF ACP EQUIPMENT**

ACP students, faculty, staff, and administration ("Lessee") may borrow tables, chairs, and other equipment through ACP's Maintenance Office for ACP or related events. Lessee must arrange for the transportation of the equipment to the desired location and back to ACP's Garden Campus.

Upon pick up of the equipment, the Lessee must sign the usage log with his name, address, and telephone number, the organization he represents, and the quantity of equipment borrowed. No more than thirty (30) chairs or fifteen (15) tables may be borrowed at the same time by the same Lessee. Prior to pick of the equipment, the Lessee shall remit a deposit to the Business Office at a rate of \$5.00 per chair and \$15.00 per table. The deposit shall be returned to the Lessee upon return of the equipment and after an inspection to ensure that the equipment is returned undamaged and in the same condition in which it was loaned to Lessee. If any equipment is damaged or destroyed, the Lessee is responsible for the full replacement cost of such equipment.

## **O. RECORDED CONVERSATION POLICY**

No student or other member of the ACP campus community (e.g., Board of Trustee member, administrator, faculty, or staff) shall record by any electronic means (e.g. video recording, audio recording, etc.) any conversation with any individual who is a member of Appalachian College of Pharmacy Board of Trustees, administration, faculty, staff, or student body (collectively "ACP campus community") without the knowledge of that individual. It shall be a violation of the Appalachian College of Pharmacy Code of Conduct to record a conversation with any member of the ACP campus community without the knowledge of that individual. Any student who violates this policy will be subject to a disciplinary hearing through the Honor, Ethics and Professionalism (HEP) Board or the Administrative

Board. Any employee of Appalachian College of Pharmacy who violates this policy will be subject to disciplinary action by the College.

Official college recordings of ACP Board of Trustee meetings, HEP or Administrative Board disciplinary hearings, faculty meetings, and other ACP committee meetings are exempt from this policy.

## **P. COVID-19 VACCINATION POLICY**

### **HISTORY**

COVID-19 is a contagious infectious disease caused by the SARS-CoV-2 virus which originated in China and spread to the United States in early 2020 that has caused the deaths of a significant number of people in the United States and around the world. The College took several measures (e.g., use of masks, frequent testing, social distancing, sanitizing) in response to the pandemic that were highly successful at mitigating the spread of the disease on campus. Vaccinations for COVID-19 were developed by several private companies separately with the assistance of government incentives. Vaccines began to be administered after authorization by the United States Food and Drug Administration (FDA) in late 2020. Authorized COVID-19 vaccinations were offered to faculty, staff, and students beginning on January 5<sup>th</sup>, 2021 and approved vaccines are available on an ongoing basis.

### **POLICY**

The Appalachian College of Pharmacy (ACP or “the College”) strongly encourages vaccination including the COVID-19 vaccine for all those to whom it is not medically contraindicated. The College advises any individual who has questions about COVID-19 vaccination to seek the advice of the individual’s physician or medical provider as to whether or not the individual should be vaccinated based upon the individual’s particular medical circumstances.

Administering COVID-19 vaccines and COVID-19 tests may present a substantial risk of infection with a communicable disease to both parties in such encounters, the staff or student providing the service, as well as the recipient of the service (members of our communities or patients of practice sites or rotation sites). ACP faculty and students must receive the full sequence of a COVID-19 vaccination (as defined by the CDC) prior to administering COVID-19 vaccines and collecting clinical specimens and/or conducting COVID-19 tests. The College will accept for proof of vaccination only those vaccines authorized or approved by the United States Food and Drug Administration (FDA) and recommended by Centers for Disease Control and Prevention (CDC). The Dean of the College may grant exemptions to these requirements for religious or medical reasons based on a case-by-case review. The Dean of the College is also authorized to use other safeguards as she deems appropriate including those recommended by CDC to protect those administering and receiving COVID-19 vaccinations and testing.

If an unvaccinated student is not permitted to participate at a rotation site due to the COVID-19 vaccination policies of that site then the College will make a reasonable effort to obtain another comparable rotation site for the student. The College cannot assure that an appropriate comparable rotation site for an unvaccinated student will be available which may delay student progression to graduation.

## **Q. Artificial Intelligence (AI) Policy**

Appalachian College of Pharmacy permits each course coordinator to determine whether students may use artificial intelligence (AI) in the completion of course assignments. Whether artificial intelligence (AI) may be used shall be stated in the course syllabus. Should artificial intelligence (AI) be authorized in designated course assignments, all AI-generated materials must be cited like other reference materials.



## **IV. STUDENT AFFAIRS**

- A. STUDENT SERVICES
- B. STUDENT ORGANIZATIONS
- C. THE LIBRARY

## A. STUDENT SERVICES

### 1. Disability Services and Accommodation Policy

The Appalachian College of Pharmacy (ACP) endeavors to provide disability services to students with a disability. ACP's programs do not discriminate against individuals with disabilities, as those disabilities are defined in Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 706; 45 C.F.R. § 84.3(k)(3); and the Americans with Disabilities Act, 42 U.S.C. §§ 12101, et seq. In an effort to provide full opportunities to individuals with disabilities, ACP offers reasonable accommodation as required by law. Reasonable accommodations are those that do not fundamentally alter the nature of ACP's educational program and can be provided without undue financial or administrative burden and without lowering academic or other essential performance standards as outlined in the Technical Standards listed in the Student Handbook.

Students with medically verifiable disabilities may be provided reasonable accommodations for course assessments and work performed at experiential sites. Contact the Assistant Dean of Student and Alumni Affairs for information regarding disability services and accommodations. **Petitions for accommodations must be made annually to the Dean and are due by September 1 of each academic year for which the student desires them.** Petitions for accommodations made after September 1 will be given consideration on a case by case basis. Each petition must be accompanied by evidence of the medical condition and evidence detailing the successful accommodations that have been provided the student in past educational settings or examinations. The student whose request is granted is responsible for making appropriate arrangements with ACP's administration, the course coordinator and the Coordinator of Experiential Programs. Unexpected circumstances that create the need for an accommodation for a student should be reported to the Dean as soon as possible in writing with the required medical documentation.

For each course that the student elects to utilize an accommodation, it shall be the student's responsibility to notify the course coordinator or the Coordinator of Experiential Programs regarding an approved accommodation at the beginning of the course. For experiential sites, the Coordinator of Experiential Programs, upon receiving the student's accommodation request, will require the student to sign a release of information form authorizing the Coordinator of Experiential Programs to communicate with clinical preceptors in order to request and facilitate the accommodation.

Accommodation requests may be submitted with the accommodations request form on the ACP website. Individuals who believe they have been discriminated against based on a disability may file a complaint under ACP's Complaint/Grievance Policy contained in this Student Handbook.

### 2. Record Keeping and Student Files

#### a. Transcripts

A student may obtain a copy of his transcript upon submission of a completed and signed transcript request form along with payment of \$15. The transcript request form is available on the website at <https://www.acp.edu/resources/request-a-transcript/>.

#### b. Student Files

The Director of Academic Records is responsible for maintaining and updating student files. Faculty and administration have access to student files for legitimate educational and business purposes only, including the use of such files in litigation or arbitration.

Records of students and graduates are maintained in accordance with all applicable federal and state laws. The Director of Academic Records maintains an academic record for each student, including information related to the academic and experiential curriculum. Additional student records regarding experiential rotations are maintained by the Experiential Office.

ACP complies with the Buckley Amendment, formally known as the Family Educational Rights and Privacy Act of 1974 (FERPA), which establishes that a post-secondary student has the right to inspect and review his or her academic records and prohibits outside parties from obtaining the information contained in these records without the student's written consent subject to the exceptions noted below. However, a student may sign a waiver allowing named parties to review certain confidential information contained in his or her file.

FERPA affords students the following rights with respect to their educational records:

- i. The right to inspect and review the student's educational records within forty-five (45) days of the day ACP's Director of Academic Records receives a written request for access.
- ii. The right to request the amendment of information in the student's education records that the student believes is inaccurate or misleading.
- iii. Students may make a request in writing to the Director of Academic Records to amend a record that they believe is inaccurate or misleading. The request must clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If ACP decides not to amend the record as requested by the student, the applicable ACP official will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment through the appeal process. The appeal for amendment of the record will be heard by the Appeals Committee.
- iv. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Upon request, ACP may disclose education records without consent of the student when the following conditions are met:

- i. School officials with legitimate educational or legal defense interest;
- ii. Other schools to which a student is transferring;
- iii. Specified officials for audit or exam purposes;
- iv. Appropriate parties in connection with financial aid to a student;
- v. Organizations conducting certain studies for or on behalf of the school;
- vi. Accrediting organizations;
- vii. Appropriate officials in cases of health and safety emergencies; and/or
- viii. Federal, state, and local authorities pursuant to specific law or subpoena.

ACP may disclose directory information without a student's consent. Directory information includes but is not limited to: the student's name; address; telephone listing; email address; photograph; date and place of birth; field of study; grade level; enrollment status (e.g., graduate, full-time or part-time); dates of attendance; participation in officially recognized activities; degrees, honors and awards received; and the most recent educational institution attended. A student may make a request to the Director of Academic Records **in writing** that his or her directory information not be released to third parties. All such requests will be honored.

A student has the right to file a complaint with the US Department of Education concerning alleged failures by ACP to comply with the requirements of FERPA. The name and address of the office that administers FERPA is as follows:

**Family Policy Compliance Office  
US Department of Education  
600 Independence Ave., SW  
Washington, DC 20202-4605**

<https://www2.ed.gov/policy/gen/guid/fpc/ferpa/index.html?src=rn>

A student (or applicant for admission) is permitted to waive access by third parties to confidential recommendations written on his behalf regarding (a) admission to any educational agency or institution, (b) an application for employment, or (c) the receipt of an honor or recognition. A student who consents to release records to third parties must do so in writing to the Director of Academic Records and specify the records and the reasons for their release and the names and addresses of the parties to receive the records. ACP may charge the student fees for copying.

The Director of Academic Records shall maintain a record identifying all outside parties who have requested or obtained access to a student's educational records. This record shall be available only to the student upon written request to the Director of Academic Records and ACP officials with a legitimate interest as set forth herein.

All student records are made available to students with the following limitations:

- a. Recommendations submitted to ACP by third parties under conditions of confidence, such as letters of recommendation; and
- b. Student records requiring the interpretation of a professional, such as medical, psychiatric, or psychological testing, must be reviewed in consultation with the appropriate professional and accompanied by a Health Insurance Portability and Accountability Act (HIPAA) release executed by the student.

### **3. Financial Aid Counseling**

Counseling for financial aid is available to students through the Student Affairs Office and is provided by the Director of Financial Aid.

### **4. Advising**

Advising is available to students and may be provided by faculty advisors who are assigned to students during Orientation. Students are assigned a campus based faculty advisor and an Experiential Department faculty advisor.

### **5. Career Counseling**

Career Planning and Professional Development Seminars are hosted several times each academic year. Students are encouraged to meet with the Director of Student Success and Library Learning Center for career counseling services. Faculty advisors with a wide variety of experience are available to help students explore various career avenues within the profession. Faculty members at ACP come from diverse backgrounds including retail pharmacy, clinical pharmacy, advanced compounding, pharmacokinetic software development, research in chronic disease state management, chain pharmacy management, community pharmacy practice, preventative wellness services, therapeutic genome editing research, clinical research, cancer research, pharmaceuticals and regulatory affairs, homeopathic medicine, clinical partnerships and teaching of pharmacology and pharmaceutical practice.

Clinical rotations provide students the opportunity to explore subspecialties within pharmacy and preceptors may provide additional career guidance. Students complete eight separate five-week clinical rotations in the areas of Hospital/Health System Pharmacy, Community Patient Care, Ambulatory Care and Acute Care Inpatient General Medicine. Students choose Advanced Pharmacy Practice Experience, APPE electives, in their area of interest.

The College does not offer placement services, however, the College hosts an annual career fair with an interview day for all students. Additionally, students are encouraged to attend conferences that offer job and residency placement services.

## **6. Non-Academic Counseling**

Counseling for non-academic issues is available to students and may be provided by faculty advisors who are assigned to students during Orientation. The Dean, and the Assistant Dean of Student and Alumni Affairs, Assistant Dean of Academic Affairs and Assessment, and Department Chairs may also provide counseling for non-academic issues. Additionally, an online, interactive counseling services portal is available to ACP students, including those on campus and those on APPE rotations. The Student Assistance Program provides professionally guided reflection regarding academic, personal, and career issues that do not arise to the level of a mental health diagnosis or treatment. Counseling through the Student Assistance Program is available in person and online. For more information regarding the Student Assistance Program, please contact the Assistant Dean of Student and Alumni Affairs.

## **7. Personal Counseling**

The directory of counseling services is included for informational purposes only and is not an endorsement of a specific counseling service provider.

### **Directory of Counseling Services:**

SWVCD Services, LLC

142 W Jackson St Ste 101, Gate City, VA 24251 276-386-2534

Clinical psychology, anxiety, depression, panic attacks, Post-Traumatic Stress Disorder, psychological disorders

Cumberland Mountain Community Services

P.O. Box 810, Cedar Bluff, VA 24609 276-964-6702

Mental Health Services, Substance Abuse Services, Intellectual Disability Services, Prevention Services

Healing Waters Counseling Center

1113 Cedar Valley Drive, Cedar Bluff, VA 24609 276-963-0111

Counseling, Group Counseling, Family and Marriage Counseling, Psychological Evaluation

Stone Mountain Health Services at St. Charles Community Health Center

241 Monarch Road, St. Charles, VA 24282 276-383-4428

Drug Abuse Counseling Services

## **8. Health Services**

The directory of health service providers is included for informational purposes only and is not an endorsement of a specific health service provider.

## **Directory of Health Services:**

Mountain Care Center  
8252 Riverside Dr., Oakwood, VA 276-498-5264 or 276-498-5261

Buchanan General Hospital  
1535 Slate Creek Rd, Grundy, VA 24614 276-935-1000

Appalachian Family Care  
18765 Riverside Drive, Vansant, VA 24656 276-935-2880

Clinch Valley Medical Center  
6801 Gov. G. C. Peery Highway, Richlands, VA 24641 276-596-6000

Bristol Regional Medical Center  
One Medical Park Blvd., Bristol, TN 37621 800-697-2762

Johnston Memorial Hospital  
351 Court Street NE, Abingdon, VA 24210 276-676-7000

## **B. STUDENT ORGANIZATIONS**

ACP-funded organizations are those that are formed and/or funded by student activity fees through ACP accounts and include the Student Government Association (SGA) and the Student Leadership Council (SLC), and the following professional pharmacy organizations: the American Pharmacists Association – Academy of Student Pharmacists (APhA), American Society of Health-System Pharmacy – Recognized Student Society (ASHP), and National Community Pharmacy Association (NCPA). Each student is required to join at least one (1) professional pharmacy organization while enrolled as a full-time student, and all dues associated with membership to these organizations are covered by the Student Activity Fee. In addition to the ACP-funded organizations, ACP also recognizes the Fellowship of Christian Pharmacist (FCP), the service fraternities Phi Delta Chi (PDC) and Kappa Psi (KY), as well as the Rho Chi honor society, the Apothecary Medicinal Plant Society (AMPS). While membership in multiple organizations is encouraged, students should not participate in student activities and organizations at the expense of their academic progression.

### **American Pharmacists Association-Academy of Student Pharmacists (APhA-ASP)**

The American Pharmacists Association - Academy of Student Pharmacists, Appalachian College of Pharmacy Chapter members strive to serve the rural and underserved communities in our country and throughout the world. APhA-ASP ACP Chapter commits to improve medication use and advance patient care by providing a common thread between pharmacists, student pharmacists, and other healthcare professionals, educating and influencing legislators, policy makers, regulators, and the public to advance our mission and vision, seeking continuous academic excellence and professional development at the highest standard, and enhancing social and academic learning while developing character and citizenship skills. Membership in APhA-ASP is open to all students of ACP.

### **American Society of Health-System Pharmacists (ASHP)**

The American Society of Health-System Pharmacists, ACP Chapter goal 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 and ASHP as a student and upon graduation. Membership in ASHP is open to all students of ACP.

### **Apothecary Medicinal Plant Society (AMPS)**

The purpose of the Apothecary Medicinal Plant Society is to inform the faculty, students, and staff of ACP in order to foster and increase interest in and awareness of medicinal plants and their properties and uses for health benefits. AMPS explores the roots of the apothecary profession as well as the multi-cultural traditions that continue to use medicinal plants. AMPS members wish to share what they learn with each other, and with the community, in order to become better pharmacists and to provide a valuable informed outreach in this increasingly popular area of public health interest. Membership in the Apothecary Medicinal Plant Society is open to all students of ACP.

### **Diversity Task Force**

The Diversity Task Force was formed to educate and inform the campus community about diversity and inclusive excellence initiatives on campus through programming, providing resources, and collaborating with campus departments, student organizations, and community partners.

### **Fellowship of Christian Pharmacists FCP**

The mission of the Fellowship of Christian Pharmacists is to provide fellowship, Bible study, and prayer to enrich our walk with the Lord, Jesus Christ. FCP encourages the advancement of knowledge and ethics in pharmacy practice and promotes community outreach to the Appalachian region. Membership in FCP is open to all students of ACP.

### **Industry Pharmacists Organization (IPhO)**

The mission of the Industry Pharmacists Organization (IPhO) is to create an environment for pharmacy students to learn and discover alternative avenues for their educational, career and professional development. IPhO goals include creating opportunities for members to network and exchange ideas with other students throughout the U.S. pursuing a career in the pharmaceutical industry, provide networking and relevant employment opportunities available in the industry to members, provide resources and guidance to enhance members' continuing education and professional development, and enhance members' knowledge and chances of matching into a fellowship.

### **Kappa Psi**

The Foundation of Kappa Psi Pharmaceutical Fraternity reinforces itself on the four cornerstones of Fellowship, Industry, Sobriety, and High Ideals. These four values distinguish a member of Kappa Psi and hold him to a higher standard that other organizations try to replicate. As a member of Kappa Psi, members of the pharmacy profession expect only the best. Major activities include philanthropy and fundraising events, community service including healthcare-related activities, social events, and sharing in many other Brotherhood activities with a main focus on having fun, professional development, and serving the community.

### **National Community Pharmacists Association (NCPA)**

NCPA's ACP Student Chapter I is a student organization that represents independent community pharmacists in the Appalachia region. They are dedicated to educating themselves and others about rural independent community pharmacy and are particularly committed to quality pharmaceutical care and maintaining and promoting the health and well-being of the public they serve through community service projects. NCPA upholds the right to petition the appropriate legislative and regulatory bodies to serve the needs of those they represent and defend common interests in the political arena. Membership in NCPA is open to all students of ACP.

### **Phi Delta Chi**

Phi Delta Chi (ΦΔΧ) Pharmacy Fraternity develops leaders to advance the profession of pharmacy. Phi Delta Chi, a lifelong experience, promotes scholastic, professional, and social growth in its Brothers. We strive to

provide quality services to our patients, thereby advancing public health and strengthening ourselves as health professionals. Phi Delta Chi Brothers seek to enhance professional and personal success and satisfaction.

### **Rho Chi Society**

The Rho Chi Society, the Academic Honor Society in Pharmacy, encourages and recognizes excellence in intellectual achievement and advocates critical inquiry in all aspects of pharmacy. The Society further encourages high standards of conduct and character and fosters fellowship among its members.

### **Student Government Association (SGA)**

The Student Government Association serves to promote the interests of the students of ACP. Members of the SGA are elected by the student body and are responsible for securing cooperation among the students, faculty, staff, and administration, and planning and conducting various student activities.

### **Student Leadership Council (SLC)**

The Student Leadership Council is comprised of the SGA presidents of the P1 and P2 classes, the president and president elect of the professional organizations, and the two highest officers of any other organizations recognized by ACP. The purpose of the SLC is to perpetuate ACP's mission through its activities, to provide guidance in leadership, management, and communication among organizations, and to provide a forum for discourse and coordination of student organization activities.

## **C. THE LIBRARY**

### **1. Introduction**

Please consult this information to guide your use of the Appalachian College of Pharmacy Library's resources and facilities.

The goals of the ACP library are to:

- Provide curricular and research resources for student use, appropriate to the Doctor of Pharmacy degree program, and to support faculty instruction and research.
- Provide instruction on the resources contained within and navigation of the library's electronic and print collections.
- Offer additional research and curricular support services to students and faculty.
- Develop and maintain print and electronic resources and other services to support the College's mission.

### **2. Facilities**

The library and group study room are located on the first floor of Garden Hall.

### **3. Electronic and Print Collections**

The library provides access to over 8,000 electronic journals, books, and other periodicals in the ACP Full Text E-Library and over 1,000 print volumes in the Reserve and Main Collections.

The library maintains at least two print copies of all required textbooks available in the library's Reserve Collection (adjacent to the print Journal Collection), for the purpose of short-term consultation. Students may check out any copy of a required textbook that is available. Student textbooks are listed on the student intranet at <https://sites.google.com/acp.edu/acplibrary/e-library-resources/textbooks-by-course>

#### **4. Operating Hours**

During the academic year, the library facilities' operating hours are:

Monday – Friday    8 a.m. – 5 p.m.

The library's schedule may be amended for college functions, mandatory student events, inclement weather, holidays, or other scheduled events.

#### **5. Library Services**

The library offers a number of services to the ACP community: access to print materials, electronic books, journals, and reference databases, interlibrary loan (ILL) for non-licensed materials, group instruction on library resources, assistance with citing sources and formatting documents, and consultations for individual research.

##### **a. Locating Library Materials**

The library's online catalog to search for print materials is available at:

<https://sites.google.com/acp.edu/acplibrary/home>

The library maintains Electronic Databases and Resources web page at:

<https://sites.google.com/acp.edu/acplibrary/e-library-resources>

##### **b. Borrowing Print Library Materials**

Students may check out books for a period of three weeks, with the option to renew the loan.

##### **c. Accessing Online Library Materials**

ACP library licenses drug reference, e-book, and journal databases, all of which can be accessed through the campus' wireless network, stationary library workstations, or from off-campus, accessible after being authenticated by using your college e-mail and password.

##### **d. Requesting Articles and Books Not Available Through the Library**

If you need a book or article that the library does not own or license, the library can attempt to borrow the item from another library for your use. You will not be charged for requests associated with any ACP course work or projects. You can submit an interlibrary loan request by completing the web form at: <http://www.acp.edu/interlibrary-loan/> or contacting the library at [amutter@acp.edu](mailto:amutter@acp.edu).

##### **e. Library Subject Guides and Tutorials**

The library has prepared online guides for locating resources on specific subjects, like citing sources, images and videos, medical terminology, mobile health apps, NAPLEX® preparation, textbooks, and other subjects, at: <https://sites.google.com/acp.edu/acplibrary/subject-guides>.

##### **f. Photocopying, Printing, and Scanning**

Students may photocopy, print, or scan in the library, in accordance with the college's printing policy and U.S. copyright law.

The library's 3-in-1 photocopier can be physically accessed either through the library or Garden Hall's reception room. When the library is closed, please access the 3-in-1 photocopier through Garden Hall's reception area. To print, students can connect to the photocopier/printer/scanner with their iPad or laptop. Document scanning and file e-mail transmission is available at no charge to students.

## **6. Unauthorized Distribution of Copyrighted Material**

The unauthorized distribution of copyrighted material, including peer-to-peer file sharing, may subject students involved in the unauthorized distribution of copyrighted material to civil and criminal liabilities. Students involved in unauthorized peer-to-peer file sharing, or engaged in illegal downloading or unauthorized distribution of copyrighted materials using ACP's information technology system will be subject to an Honor, Ethics and Professionalism hearing and sanctions.

## **7. Penalties for Copyright Infringement**

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages of "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringement. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorney's fees. For details, see Title 17, United States Code, Section 504, 505.

## **8. Search Assistance**

### **Help-- I can't find what I need!**

If you need help finding a specific article, doing research for a course project, or navigating the library's resources, please contact the library staff for assistance at (276) 498-5248 or via e-mail at [amutter@acp.edu](mailto:amutter@acp.edu).

### **I need access to something I think the library should make available.**

Students are welcome to make suggestions for library acquisitions or instruction to assist with an assignment or activity. Suggestions regarding materials or instruction to support student learning, research, group activities, or college mission can be made via email to [amutter@acp.edu](mailto:amutter@acp.edu).

## **9. Library Policies**

### **a. Food and Drink**

Food and non-alcoholic beverages in spill-proof containers are allowed in the library and group study room. Students are responsible for cleaning up after themselves. The Library Director reserves the right to change the policy if students don't practice good stewardship of their study space.

### **b. Noise**

The library is a place to study both in groups and as individuals. If you are not bothering other students, you may study in either room as groups. However, if students are studying in the library's study carrels, particularly for examinations that or the following day, please respect your classmates by keeping your noise in that room to a minimum.

### **c. Cell Phone Use**

Cell phone conversations may not be held in the library while other students are present. The Library Director will request individuals leave the library if they place or take a call.

### **d. Library Workstations**

The computer usage policy for the library and group study room will follow the policies and procedures set forth in the ACP Student Handbook and Course Catalog and information technology policies approved and published by the College. Students can sign into the workstations using the same username and password they use to sign into Canvas.

**e. Personal Belongings**

Library staff is not responsible for personal belongings left unattended in the library or group study room. Library staff reserves the right to inspect and remove unattended personal items.



## V. APPENDICES

- A. PLEDGE OF PROFESSIONALISM
- B. APHA CODE OF ETHICS
- C. INTELLECTUAL PROPERTY POLICY
- D. ACCOMMODATION REQUEST
- E. HONOR, ETHICS AND PROFESSIONALISM CHARGE
- F. NEEDLE STICK POLICY
- G. ACCIDENT REPORT
- H. FERPA WAIVER
- I. FERPA CONFIDENTIALITY AGREEMENT
- J. WITHDRAWAL FORM
- K. APPALACHIAN COLLEGE OF PHARMACY ORGANIZATIONAL CHART
- L. DOCTOR OF PHARMACY STUDENT IMMUNIZATION FORM
- M. LEAVE OF ABSENCE FORM
- N. SUBSTANTIVE CHANGE POLICY
- O. COST OF ATTENDANCE BUDGET INCREASE REQUEST FORM
- P. CERTIFICATION OF UNDERSTANDING AND ADHERENCE TO POLICIES, RULES, AND PROCEDURES OF THE APPALACHIAN COLLEGE OF PHARMACY

## *Appendix A*

### **PLEDGE OF PROFESSIONALISM**

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

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

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

**FOSTER** professional competency through life-long learning. I must strive for high ideals, teamwork, and unity within the profession in order to provide optimal patient care.

**SUPPORT** my colleagues by actively encouraging personal commitment to the Oath of Maimonides and a Code of Ethics as set forth by the profession.

**INCORPORATE** into my life and practice dedication to excellence. This will require an ongoing reassessment of personal and professional values.

**MAINTAIN** the highest ideals and professional attributes to ensure and facilitate the covenantal relationship required of the pharmaceutical caregiver.

The profession of pharmacy is one that demands adherence to a set of rigid ethical standards. These high ideals are necessary to ensure the quality of care extended to the patients I serve. As a student of pharmacy, I believe this does not start with graduation; rather, it begins with my membership in this professional college community. Therefore, I must strive to uphold these standards as I advance toward full membership in the profession of pharmacy.

*Developed by the American Pharmaceutical Association Academy of Students of Pharmacy/American Association of Colleges of Pharmacy Council of Deans (APhA-ASP/AACP-COD) Task Force on Professionalism; June 26, 1994*

## *Appendix B*

### **APHA CODE OF ETHICS**

#### **PREAMBLE**

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

#### **I. A pharmacist respects the covenantal relationship between the patient and pharmacist.**

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

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

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

#### **III. A pharmacist respects the autonomy and dignity of each patient.**

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

#### **IV. A pharmacist acts with honesty and integrity in professional relationships.**

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

#### **V. A pharmacist maintains professional competence.**

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

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

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

**VII. A pharmacist serves individual, community, and societal needs.**

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

**VIII. A pharmacist seeks justice in the distribution of health resources.**

When health resources are allocated, a pharmacist is fair and equitable, balancing the needs of patients and society.

*Adopted by the American Pharmacists Association membership, October 27, 1994.*

## *Appendix C*

# APPALACHIAN COLLEGE OF PHARMACY INTELLECTUAL PROPERTY POLICY

## **PURPOSE OF THE POLICY**

The Appalachian College of Pharmacy (ACP) desires to publish guidelines relating to the ownership of intellectual property created by or on behalf of ACP, its faculty, staff, and students. As a non-profit educational institution, ACP desires to promote the creation and dissemination of scholarly and academic works and inventions in a manner that is equitable to everyone involved.

## **SUMMARY**

While the federal “work for hire” doctrine (see definition below) provides in general that the copyright in all copyrightable works created by an employee in the normal course of his or her employment belong to the employer, ACP desires to allow those rights to revert to the creator(s) in certain circumstances outlined in this policy. However, when a work is specifically commissioned by or is developed with significant ACP resources, different ownership rules are appropriate. Further, when a work is commissioned by a third party, the agreement governing such commissioned work shall determine ownership rights.

## **DEFINITIONS**

The following terms shall have the following meanings for purposes of this Policy:

**“Copyright”** shall mean the federal right of protection in copyrightable materials that permits the owner to prevent others from copying, making derivative works, distributing to the public, or publicly performing or displaying such materials (17 U.S.C. §106). Copyrightable materials are original works of authorship and include literature, music, photography, computer programs, and artistic works.

**“Significant ACP Resources”** shall mean the substantial use of ACP’s facilities, equipment, and/or personnel in the creation and/or development of materials or inventions. Materials and inventions created and/or developed principally during normal business hours at ACP shall be considered as using Significant ACP Resources. If there is any doubt whether intellectual property has been created using Significant ACP Resources, the Dean shall make the final determination.

**“Sponsored Resources”** shall mean funding and/or other assistance provided by a third party including, without limitation, the government, for the development of materials and/or inventions by ACP’s faculty, employees, and/or students. All such sponsored activities shall be governed by a separate agreement to which ACP is a party.

**“ACP Commissioned”** shall mean materials and/or inventions specifically requested by ACP either orally or in writing and all developments related thereto. If there is any doubt whether materials and/or inventions have been ACP Commissioned, the Dean of ACP shall make the final determination.

**“Work for Hire”** shall mean the federal rule that the copyright in materials prepared by an employee within the scope of his or her employment is owned by the employer and not the employee (17 U.S.C. §201(b)).

## **POLICY**

### **Work for Hire**

Except as otherwise provided in a written agreement, all copyrightable materials created by ACP faculty and/or staff that is not ACP Commissioned, created with Significant ACP or Sponsored Resources shall not be considered Work for Hire, but all Copyrights and other intellectual property rights arising therefrom shall be the property of the creator(s). However, the creator(s) agree by evidence of their employment with ACP when such

copyrightable materials were generated to grant ACP a non-exclusive, fully paid up, perpetual, and worldwide license to use all such works that relate to the operations or missions of ACP. In this regard, the Dean of ACP shall be notified in a timely manner of the creation of all such works and shall be provided with a complete and accurate list with copies of all such works upon the termination of employment, for any reason, of each faculty and staff member. All use of such works by the creator(s) shall give appropriate credit to ACP.

### **ACP Commissioned Works and Use of Significant ACP Resources**

Except as may be otherwise provided in a written agreement, all Copyrights and other intellectual property rights in works created and/or developed using Significant ACP Resources or that are ACP Commissioned shall be owned by ACP. In certain circumstances, ACP may want to provide for joint ownership or to cede its intellectual property rights to the creator(s). In such cases, the ownership of the intellectual property rights and any allocation of income derived from such intellectual property shall be governed by a separate written agreement entered into between ACP and the creator(s). All creators of intellectual property under this section shall notify the Dean of ACP in a timely manner of the creation or contemplated creation of such intellectual property. If the creator(s) desire to have an ownership interest in any intellectual property created and/or developed using Significant ACP Resources or that is ACP Commissioned, such matter should be discussed with the Dean of ACP and a written agreement should be entered into as soon as reasonably practical.

### **Sponsored Resources**

In all cases, intellectual property that is to be created and/or developed by ACP faculty, staff, or students using Sponsored Resources shall be governed by a written agreement to which ACP shall be a party. The ownership of the Copyrights and other intellectual property rights and any allocation of income derived from such intellectual property shall be governed by that agreement.

### **Trademarks**

ACP's name, logo, trademarks, and service marks (collectively, the "ACP Marks") are owned exclusively by ACP and its faculty, employees, and students may not use any of the ACP Marks as a trademark or service mark without the express written permission of the Dean of ACP.

# Appendix D

## Appalachian College of Pharmacy



### Accommodation Request

Student Information	
Student Name:	
Student Email:	
Student Phone:	

Nature of Disability:					
<input type="checkbox"/>	Visual Disability	<input type="checkbox"/>	Learning Disability	<input type="checkbox"/>	Psychiatric / Mood Disorder
<input type="checkbox"/>	Hearing Disability	<input type="checkbox"/>	Physical Disability	<input type="checkbox"/>	Attention Deficit / Hyperactivity Disorder
<input type="checkbox"/>	Other:				

Did you receive accommodations during your undergraduate studies? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please specify:

Accommodations Requested:
<i>Please submit supporting documentation for your request.</i>

I certify that the above information is true and accurate. If testing accommodations granted to me include a deviation from the standard testing time schedule, I agree that, from the time I begin the examination until I have completed it, I will not communicate in any way, to the extent possible, with any other individuals taking the examination and I will not communicate in any way with any such individuals about the content of the examination.

If clarification or further information regarding the documentation provide is needed, I authorize Appalachian College of Pharmacy to contact the professional(s) who diagnosed the disability and / or those entities which have provided me test accommodations. I authorize such professional(s) and entities to communicate with the Appalachian College of Pharmacy in this regard to provide Appalachian College of Pharmacy with such clarification and / or further information.

<i>Student Signature</i>	<i>Date</i>

*Appendix E*



**HONOR, ETHICS AND PROFESSIONALISM CHARGE**

Student Name: \_\_\_\_\_ Date of Incident: \_\_\_\_\_

Time of Occurrence: \_\_\_\_\_ Location: \_\_\_\_\_

Is this incident associated with a course(s)? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, please list the name of the course. \_\_\_\_\_

Incident Details:

Professional Code of Conduct alleged violation:

\_\_\_ Unprofessional Behavior (Please describe the incident)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Honor Code of Academic Integrity alleged violation: (Please check all that apply)

*Please review the Student Honor Code of Academic Integrity for full explanation of each charge.*

- \_\_\_ Cheating
- \_\_\_ Plagiarism
- \_\_\_ Facilitating Academic Dishonesty
- \_\_\_ Abuse of Academic Materials
- \_\_\_ Stealing
- \_\_\_ Lying, Deceit, Fraud, or Willful Misrepresentation of the Facts
- \_\_\_ Any Form of Academic Dishonesty Not Previously Defined that Provides a Student an unfair Advantage or violates the rights of another student or member of the ACP community

Honor Code of Academic Integrity alleged violation (Please describe the incident)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Evidence (Please list and describe **all** evidence that exists to support this claim and submit any evidence you intend to use to support this complaint)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list all witnesses or individuals who may have information regarding this complaint.

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Action Taken for Professionalism Concern:

- Student Coaching
- Written Warning
- Corrective Action/Improvement Plan
- Suspension: \_\_\_\_\_ day(s)

*Depending on the nature of the incident, the Appalachian College of Pharmacy reserves the right to impose any of the sanctions listed above at its discretion. A copy of this Student Incident Report shall be maintained by the College. Further action may be taken by HEP Board if deemed appropriate.*

Corrective Action/Improvement Plan:

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Student Comments:

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---

Complainant's Signature

Date

***BY SIGNING BELOW, YOU ACKNOWLEDGE THAT YOU HAVE RECEIVED THIS NOTICE.***

Student Signature

Date

Dean, Signature (required for Other Action or Dismissal)

Date

## *Appendix F*

### **APPALACHIAN COLLEGE OF PHARMACY**

#### **NEEDLE STICK POLICY**

##### **POST-EXPOSURE EVALUATION AND FOLLOW-UP**

Should an exposure incident occur, contact **Director of Safety Ed Talbott** at the following number: 276-498-5216.

A confidential medical evaluation and follow-up will be conducted by ACP or by the health care facility at the site of incident. Following initial first aid (clean the wound, flush eyes or other mucous membrane, etc.), the following activities will be performed:

- Document the routes of exposure and how the exposure occurred.
- Identify and document the source individual (unless the health care facility can establish that identification is infeasible or prohibited by state or local law).
- Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual's test results were conveyed to the employee's health care provider.

Students on rotation or at ACP Wellness events need to contact the Director of Safety and Office of Experiential immediately.

*Appendix G*



**APPALACHIAN COLLEGE OF PHARMACY  
ACCIDENT REPORT**

Student Name: \_\_\_\_\_

Injury Date: \_\_\_\_\_

Location of Accident, Property Damage or Illness: \_\_\_\_\_

Time of Incident: \_\_\_\_\_

If body part injured list part (left ring, nose, right ankle, etc.): \_\_\_\_\_

Description of incident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did incident require hospitalization or ER visit? \_\_\_\_\_

Witnesses to incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

*Appendix H*



APPALACHIAN COLLEGE OF PHARMACY

**FEDERAL EDUCATION RIGHTS AND PRIVACY ACT WAIVER FORM**

**Instructions:** This form is to be used by the student to grant access to their education records to other entities besides themselves, such as a parent, spouse, organization, etc. When completing this form, please print all items clearly to allow for correct processing.

I, \_\_\_\_\_ (please print name), hereby authorize the release of my academic records indicated below to the individual or organization listed below as permitted under the Federal Education Rights and Privacy Act (FERPA).

I understand that this request will remain in effect until I request in writing that the waiver be withdrawn.

**Individual or Organization Receiving the Information:**

Name: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

**Information to be Released:**

Please indicate which of the following records that you are instructing ACP to release to the individual or organization named above.

\_\_\_\_\_ All Records    \_\_\_\_\_ ACP Transcript    \_\_\_\_\_ Immunization Record    \_\_\_\_\_ Drug Screen

\_\_\_\_\_ Background Check    \_\_\_\_\_ Withdrawal Record    \_\_\_\_\_ Proof of Health Insurance

\_\_\_\_\_ Letters of Recommendation    \_\_\_\_\_ Honors, Ethics and Professionalism

\_\_\_\_\_ Other (Please Describe) \_\_\_\_\_

If applicable, describe the purpose of the request:

\_\_\_\_\_  
\_\_\_\_\_

I understand that the records that I am requesting shall be released to the individual or organization named above that the records may include sensitive information related to my transcripts, withdrawal records, immunization records, background check, drug screen, or other confidential academic information.

I understand that I may see and request a copy of the information described on this form if I so desire. I understand that any review of my records or information shall be supervised. I agree to pay any fees associated with copying of records.

I understand that the information requested herein for release to the above individual or organization may be communicated electronically or by a copy of the original.

I understand that I have the right to revoke this authorization by submitting a revocation in writing to the Appalachian College of Pharmacy Admission's Office.

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Student (signature)

\_\_\_\_\_  
Student Social Security Number

\_\_\_\_\_  
Date

*Appendix I*

**Appalachian College of Pharmacy  
Family Educational Rights and Privacy Act (FERPA)  
Non-Disclosure / Confidentiality Agreement**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the confidentiality of student education records. “Education records” are those records that are directly related to a student that are maintained by an educational institution or by a party acting for the institution. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

As a student participating in an academic experiential rotation or as student tutor, it is important for you to familiarize yourself with some of the basic provisions of FERPA to ensure that you do not violate this Federal law.

You **must not**, under any circumstances, release to any person(s) information about a student, unless your position specifically requires you to do so. You must refer any requests for information about a student to your supervisor to ensure that you do not violate FERPA.

You **must not** release any information about a student unless authorized to do so by your supervisor or preceptor. You must avoid acquiring student record information that you do not need to do your assignment or job, nor should you disclose/release information about students that you may have learned while performing your assignment or job. Even a minor disclosure of information may be a violation.

The course you are participating in or department you work in may have additional restrictions on information sharing and/ or additional rules about privacy and confidentiality. (*e.g. research results, pending policy changes, financial information*). Be sure to discuss these issues with your preceptor or supervisor before you begin your experiential rotation or job. In general, keep any information obtained on your experiential rotation or at the workplace strictly confidential.

**I have read and understand my responsibilities as described above and that unauthorized disclosure is a violation of Federal law. I further acknowledge that an intentional or unauthorized disclosure also violates the Appalachian College of Pharmacy policy and could constitute just cause for disciplinary action, including dismissal from the Doctor of Pharmacy program or termination of my employment.**

\_\_\_\_\_  
**Student Name (please print)**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor/Preceptor Name (please print)**

\_\_\_\_\_  
**Supervisor/Preceptor Signature**

\_\_\_\_\_  
**Date**

*Appendix J*



**Appalachian College of Pharmacy  
1060 Dragon Road  
Oakwood, Virginia 24631**

**WITHDRAWAL FORM**

(Name) \_\_\_\_\_

(Last 4 digits of Social Security) \_\_\_\_\_ wishes to withdraw from all

classes for the term of \_\_\_\_\_, year \_\_\_\_\_.

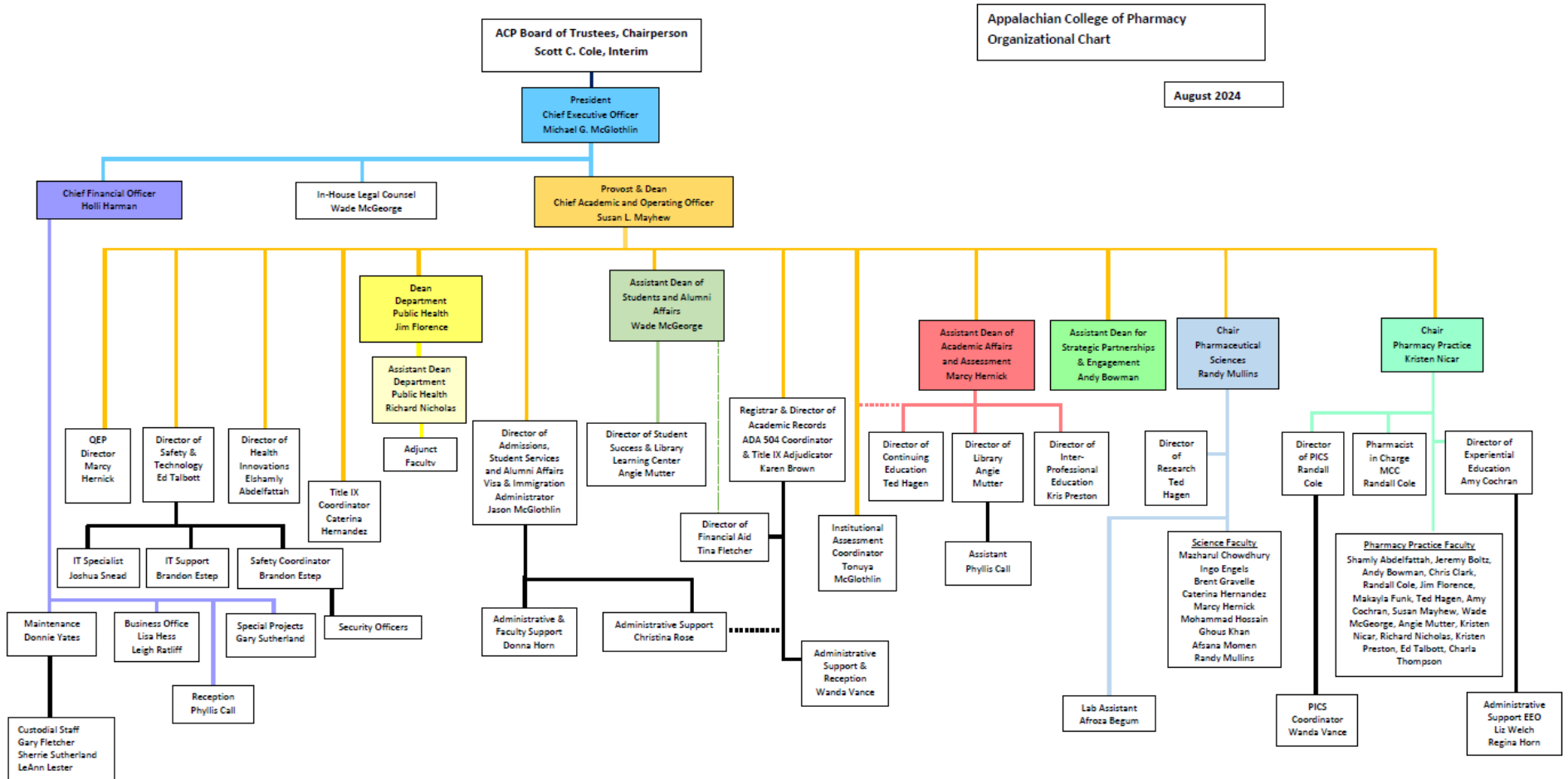
Effective date of withdrawal is \_\_\_\_\_.

\_\_\_\_\_  
Student Date

\_\_\_\_\_  
Dean Date

# Appendix K

## Appalachian College of Pharmacy Organizational Chart



# Appendix L



## Doctor of Pharmacy Student Immunization Form

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Reference	Vaccine	Dates				Titer
1	Hepatitis B	// MM/DD/YYYY	// MM/DD/YYYY	// MM/DD/YYYY	<b>OR</b>	// MM/DD/YYYY Immune: Yes No
2	MMR (Measles, Mumps, Rubella)	// MM/DD/YYYY	// MM/DD/YYYY		<b>OR</b>	// MM/DD/YYYY Immune: Yes No
3	Polio Circle Type: IPV or OPV	// MM/DD/YYYY	// MM/DD/YYYY	// MM/DD/YYYY	<b>OR</b>	// MM/DD/YYYY Immune: Yes No
4	Tdap Tetanus/Diphtheria/Pertussis	// MM/DD/YYYY	<b>AND</b> If TDAP date given is more than 10 years	TD Booster Tetanus / Diphtheria		// MM/DD/YYYY
5	Varicella (Chicken Pox)	// MM/DD/YYYY	// MM/DD/YYYY		<b>OR</b>	// MM/DD/YYYY Immune: Yes No
6	Tuberculin Test (PPD) <b>(two-step Mantoux)</b> Step 1	// MM/DD/YYYY Given	// MM/DD/YYYY Read	Test Results: ___ mm		<b>Attention:</b> Prior Positive or BCG Vaccine Patients – See instructions on page 3 below
	Tuberculin Test (PPD) <b>(two-step Mantoux)</b> Step 2	// MM/DD/YYYY Given	// MM/DD/YYYY Read	Test Results: ___ mm		

Official Provider Authorization – must include contact information for verification

*Appendix M*



**Appalachian College of Pharmacy  
1060 Dragon Road  
Oakwood, Virginia 24631**

**LEAVE OF ABSENCE FORM**

(Name) \_\_\_\_\_

(Last 4 digits of Social Security) \_\_\_\_\_ wishes to take a leave of absence

from all classes for the term of \_\_\_\_\_, year \_\_\_\_\_.

The reason for the leave of absence \_\_\_\_\_.

Effective date of leave of absence is \_\_\_\_\_,

and the anticipated return date is \_\_\_\_\_.

\_\_\_\_\_  
Student Date

\_\_\_\_\_  
Dean Date

## *Appendix N*

### **Substantive Change Policy**

Substantive change is a federal term for any “significant modification of the nature and scope of an accredited institution.” Appalachian College of Pharmacy’s regional accrediting agency, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), is required by the federal government to monitor compliance with the substantive change policy and to approve any major changes. It is the responsibility of the Appalachian College of Pharmacy:

- to notify SACSCOC of substantive changes in a timely manner, and
- in many cases to seek SACSCOC approval up to six months before implementing the change.

The types of substantive change and the procedures for addressing them may be found on the SACSCOC website at <https://sacscoc.org/accrediting-standards/substantive-changes/>

Please contact the Colleges SACSCOC Accreditation Liaison, for more information and for procedures to follow to obtain the necessary approvals prior to implementation of the proposed action.

## Appendix O



### Cost of Attendance Budget Increase Request Form

Per federal financial aid guidelines, student budgets may be increase for only the items listed below. You will be notified via email when the request is either approved or denied. Requests with incomplete documentation will not be approved.

Please note the following:

- All expenses listed on this form must be supported by appropriate documentation. **Expenses listed without supporting documentation will not be reviewed.**
- A determination with respect to your appeal will be sent via email within 10 business days.
- If approved, you may apply for additional federal and/or credit based loans to cover those expenses.
- This form and documentation should be returned to the Financial Aid Processing Center. Documents can be scanned and emailed to [ACP-FAO@financialaidservices.org](mailto:ACP-FAO@financialaidservices.org).

#### Allowable Items for a Cost of Attendance Increase

Please provide the cost and supporting documentation for each budget item you wish to have reviewed. You must enter an amount you are requesting for the item(s) selected below.

Fall Term  Spring Term  Summer Term

\_\_\_\_\_ Dependent care expenses which occur during the academic year, and which are necessary in order for you to attend class. Requested Amount \$ \_\_\_\_\_

- Provide a signed letter or signed contract from your care provider including:  Dependent's name and date of birth.
- Cost of daycare and academic year schedule of care provided.

- Recent receipts of payment.
- May not include private school tuition.
- Adjustments will not exceed \$600/month.

\_\_\_\_\_ Other Miscellaneous Education Related Expenses. Requested Amount \$ \_\_\_\_\_

- Expenses could include medical/dental not covered by insurance, unexpected transportation costs (including repairs), etc.

By signing this form, I certify that the information provided within this request is accurate. I agree to provide the Financial Aid Processing Center for Appalachian College of Pharmacy additional information if necessary. I understand that if I am awarded additional Federal Direct Loans based on my request, that loan fees will be deducted from each disbursement by the Direct Loan Program. I understand that additional loans approved based on my request will increase my student loan debt, and that this may result in higher student loan payments, additional time needed to pay off student loans, or both.

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**Student Signature Date**

## *Appendix P*

### **CERTIFICATION OF UNDERSTANDING AND ADHERENCE TO POLICIES, RULES, AND PROCEDURES OF THE APPALACHIAN COLLEGE OF PHARMACY**

I hereby certify and confirm that I have been provided access to a copy of the Appalachian College of Pharmacy Student Handbook and Course Catalog.

I hereby certify and confirm that I understand that the policies, rules, and procedures contained in the Student Handbook and Course Catalog will apply during the academic year containing the date below and are in force until such time that they are revised. Further, I certify that I have read and understand the policies and agree to adhere to such policies as they apply to my tenure at ACP and in some situations these policies may be enforced even after I depart ACP.

I further understand that the Appalachian College of Pharmacy may revise its policies, rules, and procedures at any time, that I am charged with the notice and knowledge of those revisions upon being posted to the ACP website, and that I will adhere to any revisions, alterations, or changes made by ACP from that point forward.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (please print)