

UNIVERSITY OF APPALACHIA  
COLLEGE OF PHARMACY  
STUDENT HANDBOOK  
2006-2007



## **Certification of Understanding and Adherence to Policies, Rules and Procedures of the University of Appalachia College of Pharmacy**

I hereby certify and confirm that I have been provided with a copy of the University of Appalachia College of Pharmacy Student Handbook 2006 - 2007.

I hereby certify and confirm that I understand that the policies, rules, and procedures contained in the Student Handbook will apply to me during my enrollment at the University of Appalachia College of Pharmacy. Further, I certify that I have read and understand the policies and agree to adhere to such policies during my enrollment.

I further understand that the University of Appalachia may revise its policies, rules, and procedures at any time, and that I will be notified of the same and will adhere to any revisions, alterations, or changes made by the University.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

# **STUDENT HANDBOOK – 2006-2007**

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# I. ACADEMIC CALENDAR

## Fall Term

Orientation/Registration	August 14-15, 2006
White Coat Ceremony	August 16
Classes Begin	August 17
Labor Day – University Offices Closed	September 4
Thanksgiving Break	November 22-24
University Offices Closed	November 23-24

## Winter/Spring Term

Classes Begin	December 11
Winter Break	December 22 – January 1
Christmas – University Offices Closed	December 22-26
New Years Day – University Offices Closed	January 1
Classes Resume	January 2
Martin Luther King, Jr. Day – University Offices Closed	January 15
Spring Break	March 12-16

## Summer Term

Classes Begin	April 18
Memorial Day – University Offices Closed	May 28
CPPE Rotation I	May 29 – June 27
Summer Break	July 1 – July 5
Independence Day – University Offices Closed	July 4
CPPE Rotation II	July 5 – August 3

## **II. SNOW SCHEDULE**

Occasionally inclement weather and the hazardous driving conditions that often accompany it may be such that classes will be cancelled or have a delayed start time. On rare occasions the school may be closed. Delayed start times, rather than cancellation or closure, is the general practice.

When a class delay is announced, either on the local radio stations or by email to students and staff, classes for that day will start on a one-hour delay. A two-hour delay may be necessary on occasion. When classes are delayed, staff reporting times will also be delayed unless specifically noted otherwise.

When classes are cancelled for a day or remaining portion of a day, staff will be expected to report as usual or on a delayed basis as announced.

When a school closure is announced, the school will be officially closed for that day or portion of the day specified. Classes will not be held; staff will not be required to report.

### **III. TUITION POLICY**

Tuition and fees are approved each year by the University of Appalachia Board of Trustees. The level of tuition in effect when you matriculate at the College will remain fixed for you for the duration of your continuous, uninterrupted attendance at the College. Fees may change annually.

Tuition for the three (3) year, eight (8) term doctor of pharmacy program is divided into eight payments, one payment per academic term. Tuition payments are due on the first day of class of each of the eight academic terms. Fees for each academic year are due on the first day of class of the fall term in the P1 year and the first day of class of the summer term of the P2 and P3 years.

Students are responsible for the cost of background checks and drug screenings if required by the hospitals and pharmacies where they are participating in experiential rotations.

#### **Class of 2008**

Tuition and fees are payable in two payments each academic year for the remainder of the Class of 2008's enrollment. One half of tuition and fees is due on or before the first day of the fall term of the academic year. The balance of tuition and fees is due by the first day of classes of the spring term of the academic year.

Students are responsible for the cost of background checks and drug screenings if required by the hospitals and pharmacies where they are participating in experiential rotations.

#### **Failure to Pay Tuition**

Students who have not paid their tuition and fees will not be allowed to continue to progress through the curriculum.

Students who are late in paying their tuition and fees will receive a warning letter stating that payment is past due and that they must fulfill their financial responsibilities immediately to continue their enrollment. If payment has not been received within 10 (ten) business days upon receipt of the initial warning letter, the student will receive a notification letter stating that the student will not be allowed to take the next exam and will be removed from classes, rotations, or electives.

The Director of Academic Records and Admissions (the "Registrar") is responsible for notifying the student and faculty block coordinator that a student is not eligible to sit for an exam.

#### **Tuition Refunds**

The College has established an equitable refund policy for all students who find it necessary to withdraw from the College. Seat deposits and matriculation fees are non-refundable.

The College charges tuition based on the academic term. Therefore, calculations to determine the amount of refund entitled to a student are based upon the percentage of the academic year in which the student was enrolled. The academic year is measured beginning on the first day of classes or experiential practice and ending on the last day of classes or exam.

The effective date of withdrawal is the date of the submission of the student’s official request to withdraw. The following applies to all students:

<b>Withdrawal on or During</b>	<b>Amount Tuition and Fee Refund – Excluding Non-refundable Fees</b>
Days 1 -3 of classes	100% less \$100 administrative fee
After day 3 of classes and up to 10% of academic year	90% less \$100 administrative fee
Over 10% and up to 20% of academic year	80% less \$100 administrative fee
Over 20% and up to 30% of academic year	70% less \$100 administrative fee
Over 30% and up to 40% of academic year	60% less \$100 administrative fee
Over 40% and up to 50% of academic year	50% less \$100 administrative fee
Over 50% and up to 60% of academic year	40% less \$100 administrative fee
Over 60% of academic year	No refund

Refunds will be remitted within 45 days following receipt of a written request or within 45 days of the date upon which the student last attended classes, whichever is earliest. Any questions concerning the refund policy should be directed to the Dean of the College. Students attending the College through tuition waivers or scholarships will not receive a cash refund for the portion of the tuition paid or waived by other sources.

The College reserves the right to amend its refund policy at any time, but any amendments will only be effective for academic years that begin following written notice of the amendment.

## **IV. ACADEMIC POLICIES**

### **I. Function of Policies**

#### **A. Comprehensive Rules**

The function of these academic policies is to provide comprehensive rules for governing the academic rules to be applied to students of the University of Appalachia College of Pharmacy (the “College”). To the extent the rules fail to provide adequate guidance for administering a particular aspect of the students’ academic program, the Dean of the College may adopt temporary rules which shall have full force and effect until permanent standards are adopted.

#### **B. Notice**

These standards are notice to all applicants, students, faculty members, and others of the rules, regulations, policies, and procedures described herein. This notice exists without regard to whether one has actually taken the opportunity to read the standards; the College will deal with all interested parties on the assumption that they have informed themselves of these standards.

#### **C. Availability**

The College will make efforts to provide reasonable access to these Standards to interested people. This access may include availability of the standards at the College’s library or online.

### **II. Student Conduct**

#### **A. Code of Academic and Professional Conduct**

Upon accepting admission to the College, each student takes the oath of a Pharmacist, and agrees to adhere to standards of honesty and integrity. A student may be disciplined for conduct unbecoming a pharmacy student. Conduct unbecoming a pharmacy student includes, but is not limited to, the following:

1. violating any rule or regulation of the College;
2. plagiarism, fraud, deceit, misrepresentation, or dishonesty;
3. violating any rule or regulation which would disqualify the student from taking his or her boards;
4. any conduct which if done by a pharmacist would subject the pharmacist to the disciplinary action of any state board;
5. excessive lack of attendance;
6. disruptive behavior in class or on College property;
7. unprofessional dress, language, or general conduct;
8. disrespectful, harassing, hostile, threatening, or intimidating actions toward other students, faculty, staff, administrators, preceptors, or staff/employees at pharmacy practice sites whether on campus or off; or

9. refusing to attend professional counseling or submit to a psychological evaluation at the request of the College.

The discipline that may be imposed by the Dean of the College or Honor and Ethics Review Board may include, but is not limited to, one or more of the following:

1. a written reprimand, a copy of which will remain as part of the student's file;
2. a disciplinary probation period, during which the student may have restricted student privileges and may be subject to immediate dismissal for further inappropriate conduct;
3. suspension;
4. required restitution for any damage or loss to property;
5. required attendance in classes, workshops, psychological evaluation sessions, or counseling sessions, at the student's expense, with waivers of confidentiality permitting access by the College to any psychological assessment;
6. changes to the grade or credit in any course work affected; and/or
7. permanent dismissal (expulsion) from the College.

**B. Duty to Report**

Any student who has a reason to believe a violation of the Code of Academic Conduct has occurred must report that belief to the Dean of the College. Failure to do so is a violation of the Code of Academic Conduct.

**C. Disciplinary Process**

**1. Grading of Suspected Examination or Assignment**

An instructor suspecting a violation of the Code of Academic Conduct on any class assignment or examination must report the violation to the Dean of the College. The instructor should grade the assignment or examination as if no violation occurred and should then turn in the grades with the request that they be held by the Registrar pending an investigation.

**2. Investigation**

The Dean of the College shall investigate alleged violations of the Code of Academic Conduct. Upon concluding the investigation, the Dean of the College may dismiss the charges, impose an appropriate sanction with the acquiescence of the student, or refer the matter to the Honor and Ethics Review Board. In a case where the Dean is involved, a faculty member will be appointed by the President. If the President is the same person as the Dean, the Chairman of the Board of Trustees will appoint the faculty member.

**3. Honor and Ethics Review Board**

Upon a finding of the need for a hearing, the Dean of the College shall appoint a tribunal of three faculty members and one student member. If the Dean of the College is either a witness or the instructor of the course in which the alleged

violation occurred and the Dean of the College has concluded that at the Honor and Ethics Review Board should hear the case, the appointment of the tribunal members shall be made by the Associate Dean for Academic and Curricular Affairs.

#### **4. Procedure in the Hearing**

In the hearing before the Honor and Ethics Review Board, the institution bears the initial burden of producing evidence and bears all burdens of persuasion. While the tribunal should attempt to avoid unnecessary formality, it will adhere to the following minimum standards:

- a. the student accused is entitled to notice of the hearing at least one week before the hearing;
- b. any accused student may appear at the hearing and make a statement at the hearing
- c. no one may be forced into self-incrimination; and
- d. all witnesses must be subject to confrontation by both sides.

#### **5. Standard of Proof**

The Honor and Ethics Review Board must determine by clear and convincing evidence whether the accused student has violated the Code of Academic Conduct, and if so, what the appropriate institutional response to the act should be.

#### **6. Required Vote**

All decisions of the panel require concurrence of at least three panel members.

#### **7. Appeals by an Accused Student**

An accused student may appeal the decision of the Honor and Ethics Review Board in writing to the President of the University of Appalachia. This appeal may address both questions of guilt or innocence and questions of appropriate sanction. If the president is the same individual as the dean then the appeal shall be made to the Chairman of the Board of Trustees of the University of Appalachia.

### **D. Academic Support Services**

The College's Associate Dean of Academic and Curricular Affairs will arrange for students to receive academic support if requested by the student, or if the student is referred to the Associate Dean.

## **III. Curriculum**

Students typically attend class for six hours each weekday. Approximately half of each class day is used for presentation of new material by the lecturer, and the other half is used for non-didactic practice of what has been learned.

### **A. First Year Curriculum**

The first year curriculum typically begins with an introduction to pharmacy which provides an orientation to the students' chosen profession. This is usually followed by biochemistry, both cellular and metabolic, along with a review of

important organic chemistry information. These are usually followed by an introduction to pharmacology. The next blocks typically provide information about the chemistry and pharmacology of numerous classes of drugs that effect critical organ systems and preparations of drugs through pharmaceutical calculations, pharmaceuticals, and biopharmaceuticals. The year is typically completed with studies of clinical toxicology, clinical pharmacokinetics, biostatistics, and pharmacy law. During this year classes will address communication skills, non-prescription drugs, top 200 drugs, compounding laboratory, and early pharmacy practice experiences (EPPE). EPPE rotations are generally structured with outcome expectations designed to reflect the didactic portion of the curriculum as well as to prepare students for the realities of pharmacy practice.

The summer after the first year typically provides two rotations, usually one in a hospital pharmacy and the other in a community pharmacy. This portion of the curriculum is designed to cover basic aspects of pharmacy practice to include prescription orders and order entry, compounding and dispensing, sterile products and large volume parenterals, record-keeping, patient interviewing and counseling, patient profiles and medical records, prescription benefit programs and reimbursement, legal requirements and regulatory issues, communication with patients and other health professionals, and inventory control and purchasing.

#### **B. Second Year Curriculum**

The second year curriculum addresses clinical pharmacy through didactic study. Typically, this begins with developing knowledge of drug information and clinical research, and is followed by concepts of pharmacotherapy and fluid and electrolyte disorders. Usually, the next blocks address pharmacotherapy of individual organ systems. Pharmacy administration and management of pharmacy practice is also typically discussed. During this year classes address top 200 drugs, early pharmacy practice experiences, and other topics to be determined by the Curriculum Committee.

#### **C. Third Year Curriculum**

The third year curriculum involves multiple rotations throughout the year. There are four required rotations: acute care, ambulatory care, community pharmacy and geriatric/long-term care. Elective rotations include, but not limited to, the following: psychiatry/substance abuse, critical care, nutrition support, infectious disease, hospice and pain management, neonatology, pharmacy administration, community pharmacy management, compounding and specialized formulations, long term care consulting, nephrology/clinical pharmacokinetics, FDA and regulatory matters, cardiology, oncology, maternal and infant care, pediatrics, veterinary pharmacy, pharmaceutical industry, drug information and informatics, research, study design, biostatistics, rural and missionary medicine, and pharmaceutical sales and marketing. In addition, typically a one five week period of the third year will be used for a classroom elective course.

### **IV. Attendance**

#### **A. Regular Attendance Expected**

Regular and punctual attendance in class is expected of all students.

Each student is responsible for all material covered during class whether or not the student is present.

**B. Instructor's Rule**

An instructor may establish more restrictive class attendance policies if the students are notified in the block syllabus.

**C. Absence During Exams**

Absence from exams, regular or remediation, is permitted only under the following conditions or circumstances:

1. student illness when accompanied by a physician's note describing the illness; or
2. a personal emergency or emergency in the student's immediate family (immediate family is defined as a parent, guardian, spouse, child, or sibling of the student) such as death, hospitalization, or other emergency situation. In the case of a personal emergency, the student must contact the Associate Dean for Academic and Curricular Affairs, or his or her designee, who shall consider the request and determine whether an excused absence is warranted.

**D. Excused Absences During Exams**

The student will be assessed using a different exam on a date designated by the dean or block coordinator.

After each individual exam, students will take a team exam. If the team obtains 95% or better score on the team exam then each member of the team will receive 5% increase on their individual exams. If the student could not participate in the team exam, the student will not be entitled to team points on the make-up exam.

**E. Unexcused Absences during Exams**

The student will be required to remediate the exam, including paying the required remediation fee of \$1,500. More than one unexcused absence from an exam is prohibited.

**F. Class and Exam Start Times**

All classes and exams will begin at 8:30 a.m. unless otherwise approved by the block coordinator.

**IV. Examinations**

**A. Formative Assessments**

Quizzes without grades, question and answer sessions in class, or other methods the instructor finds effective will be used to provide frequent 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.

**B. Exams**

Exams at the end or during the block will be used to gauge students' mastery of the subject material.

A grade of 75% or greater is required to pass any block. Students who score less than 75% on any block must complete a remediation exam. If there are multiple exams in any one block, an average of 75% or greater of all the exams is required to pass the block.

**C. Team Exam**

After each individual exam, students are required to participate in the team exam. If a team scores 95% on the team exam each student on that team will have an additional 5% added to their individual exam score. If the team scores 94% or less no additional points will be credited individual exams of the students on that team.

Students must sign the team exam answer sheet to receive additional points.

**V. Grades and Grading**

**A. Grading Scale**

The College has adopted a numerical scoring system where a 75% score is the minimum passing score. The following is the College's grading scale:

A	=	90.00 or above
B	=	80.00 to 89.99
C	=	75.00 to 79.99
Failing	=	74.99 or below

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

**B. Grade Challenges**

Any student who wishes to challenge the grade received on an exam or in a class shall first discuss the grade with the class instructor. If the student remains unsatisfied and believes that the grade was awarded in an arbitrary or capricious manner, the student may then discuss the grade with the block coordinator. If the student remains unsatisfied he or she may submit a petition in writing to the Associate Dean of Academic and Curricular Affairs for review. If the Associate Dean cannot resolve the problem he or she shall refer it to the Student Appeals Committee, which will follow the procedure set forth in this handbook.

**C. Student Retention**

**1. Student Is on Notice of Grades**

Every student shall be deemed to be on notice of the student's own grades as well as these rules for student retention. Any student who by virtue of these rules has been dismissed from the College, but who nevertheless attempts to continue enrollment and attendance in classes, is responsible for tuition and fees charges incurred by fraudulent attendance at the College.

## **2. Withdrawal/Dismissal/Termination and Leave of Absence**

Enrollment at the College is a privilege. The College reserves the right to dismiss a student at any time it is deemed necessary to safeguard standards of scholarship, conduct, and orderly operation. The student concedes this right upon matriculation.

## **3. Voluntary Withdrawal**

Application for voluntary withdrawal from the College must be made in writing to the Associate Dean of Academic and Curricular Affairs. The application will be followed by a personal interview with the Dean of the College and Associate Dean of Academic and Curricular Affairs. Every effort should be made by the student to assure that no misunderstandings or errors occur in the withdrawal process. Withdrawal from the College is not complete until the required forms are signed by the student, the Business Office Manager (whether or not the student has received financial aid), and the Dean of the College.

The procedure for Withdrawal is as follows:

- (1) The student makes a written request to the Associate Dean of Academic and Curricular Affairs to voluntarily withdraw from the College.
- (2) The Registrar, in collaboration with the Dean of the College and Associate Dean of Academic and Curricular Affairs, will prepare the necessary forms for withdrawal and schedule a withdrawal interview.
- (3) The withdrawal interview with the Associate Dean of Academic and Curricular Affairs, the Dean of the College, and the Business Manager is held, and the terms of withdrawal are agreed to and put in writing.
- (4) The completed withdrawal form and terms of withdrawal are signed by the student and the Dean of the College.
- (5) Once all forms are signed and dated, the withdrawal process is complete.

A student who leaves the College without notifying the Dean of the College and without completing the established withdrawal procedures within 30 days will automatically be terminated from the University. A student who is terminated in this manner will not be considered for re-admission at a later date.

## **4. Probation**

### **a. Academic Probation**

A student is on academic probation when he or she receives a score of 75% or less on any block and is required to remediate the block content. Students who receive a 75% or less in any block will be notified in writing that they are on academic probation. If a student receives 75% or greater on the remediation exam, the student will

be removed from probation and will be notified of the same in writing.

If a student fails to successfully remediate he or she will be dismissed from the doctor of pharmacy program “not in good academic standing.”

**b. Probation for Conduct Unbecoming a Pharmacy Student**

When a student is placed on probation for conduct unbecoming a pharmacy student by the Honor and Ethics Review Board or other panel or administrative official, the student shall meet on a weekly basis in person, or by phone during an experiential rotation, with a faculty member assigned by the dean to monitor his or her progress and any terms of the probation imposed by the appropriate sanctioning body.

Once the student has satisfied the terms of probation imposed by the appropriate sanctioning body, the faculty member assigned to the student shall recommend to the dean that the student be taken off probation. The dean shall consider the recommendation, and shall render a decision regarding the student’s status in writing to the student and the assigned faculty member.

**5. Suspension**

Suspension of a student is a serious action and is only considered in situations of consistent or persistent professional, personal, or academic difficulties or misconduct. The Honor and Ethics Review Board, after appropriate review, may recommend that the Dean of the College suspend a student from the program. Under no circumstances shall a recommendation for suspension be made unless the student has first been placed on probation and the terms of probation not met, and he or she has been afforded a hearing before the Honor and Ethics Review Board.

The Dean of the College shall make the final decision regarding suspension, and shall inform the student of the decision in writing. The decision shall be delivered to the student by hand or by certified mail, and receipt acknowledged by signature. This decision will also include the length of time for which the suspension will be in force. During the imposed suspension, the student is not entitled to attend any instructional sessions either in the classroom or on experiential rotations.

Following the suspension period, the student may petition the Dean of the College, in writing, to allow him or her to return. The Dean of the College shall consider the request and notify the student, in writing, of the exact date and conditions under which his or her status is reinstated, or of the official termination date of the student.

**6. Termination**

The College reserves the right to terminate a student’s enrollment at any time in order to safeguard its standards of scholarship, professional and personal conduct,

and orderly operation. Actions which in any way threaten or endanger the personal safety and/or well-being of self or other, or which disrupt or interfere with the orderly operation of the College, are cause for immediate termination of the student. A student whose enrollment is terminated may not be reinstated under any circumstances.

Students who are terminated as outlined herein for professional or personal misconduct or withdrawal without notice to the Dean of the College may not be re-admitted.

#### **7. Dismissal for Unsatisfactory Progress During the Didactic Curriculum**

If a student fails more than three blocks in any one term, that student will not be permitted to remediate and will be dismissed from the College. The student's status will be dismissed "not in good academic standing," and the student may request re-admission through the College's admissions application process. There will be no tuition refund for students who leave the College "not in good academic standing."

Students who are dismissed not in good academic standing may request re-admission through the College's admissions process. Students who are dismissed from the program are not assured of re-admission.

#### **8. Unsatisfactory Progress during the Experiential Program**

If a student fails to pass his or her assigned rotations in the experiential program, the student's performance will be evaluated by the Associate Dean of Pharmacy Practice with the approval of the Dean of the College.

The Associate Dean of Pharmacy Practice shall determine the appropriate remediation plan to satisfy the pharmacy practice experience requirements. This remediation plan must be approved by the Dean based on a review of the student's deficiencies, and may include the following requirements:

- Complete deficient experiential outcomes without having to remediate the entire rotation;
- Remediate an entire experience;
- Remediate didactic coursework in addition to remediating an entire experience;
- The Review Board may specify other plans as it deems fit; or
- Improvement of the student's communication skills.

Elective APPEs that are not passed may be remediated by substituting a different APPE elective. The student's transcript will reflect, however, that the APPE was not passed. For example, the APPE elective will be recorded on the transcript as a "NP" with no academic credit.

#### **9. Leave of Absence**

A student in good academic standing (not on academic probation or suspension) may request a leave of absence due to occurrence of medical problem(s) or serious personal problems. Students requesting a leave of absence must apply in

writing to the Associate Dean of Academic and Curricular Affairs. In the event of a medical problem, the request must be accompanied by a letter from a physician describing the nature of the disability for which the leave is requested, and the estimated length of time needed for recovery.

Leaves of absence requested for a full academic year will be for one year only with expected reinstatement at registration for the following year, and may only be requested within one month of registration for that academic year. Leaves of absence requested more than one month after registration for any given academic year will be granted for the remainder of the current academic year only. If the student does not return from the leave the following academic year, he or she forfeits his or her enrollment and must withdraw from the program. It is the student's responsibility to keep the Registrar informed of any change of address while on a leave of absence. Tuition during the year in which the leave is granted shall be remitted to the College by the student on leave in the same manner as if he or she is still actively enrolled.

The approval of and the terms and conditions of any leave will be determined by the Dean of the College.

#### **D. Remediation Process**

Several days will be set aside at the end of each academic term for remediation exams for students receiving a score of less than 75% for a block.

Students must first pay the \$1,500 remediation fee to the Business Office before they are permitted to sit for the remediation exam. Failure to pay this fee prior to the day of the remediation exam may result in the student's required withdrawal from the College. The remediation fee is good for any two consecutive terms. The Associate Dean for Academic and Curricular Affairs will schedule the three-hour, written remediation exams during remediation week.

When a student requires remediation, the student will be notified, in writing, by the Associate Dean for Academic and Curricular Affairs that he or she is on academic probation. This documentation will become part of the student's academic record.

Students on academic probation must achieve a minimum score of 75% on the remediation exam to successfully remediate a failed block and be reinstated into the Doctor of Pharmacy program as a student in good academic standing.

If the student successfully remediates all deficient blocks, the student will be notified in writing by the Associate Dean for Academic and Curricular Affairs that he or she is no longer on Academic Probation and has been reinstated into the Doctor of Pharmacy program as a student in good academic standing.

If a student fails to successfully remediate he or she will be required to withdraw from the doctor of pharmacy program. The student will be notified, in writing, by the Associate Dean for Academic and Curricular Affairs that he or she is required to withdraw from the

program not in good academic standing. The student may request re-admission through the College's admissions process.

Remediation is part of the College's academic probation program and it is not a part of the regular educational process. Therefore, the College will charge additional fees for remediation.

## **VI. Recordkeeping**

### **A. Disposition of All Completed Exams**

Regular and remediation exams will be retained by the College for up to a year. A student may view his or her completed exam by making an oral or written request to the faculty member teaching the class or the block coordinator.

### **B. Transcripts**

A student may obtain a copy of his or her transcript upon written request to the Registrar. The Registrar shall provide the student a form upon which he or she may make such a request. The first requested transcript is at no charge. However, a \$5.00 (five dollar) fee shall apply for additional transcripts.

### **C. Student Files**

The Registrar is responsible for maintaining and updating student files. Faculty and administration have access to student files for legitimate educational purposes and business only.

Records of students and graduates are maintained in accordance with all applicable federal and state laws. The College maintains an academic record for each student, including information related to academic and clinical performance in all phases of the student's coursework. Course grades are documented in the student's file and maintained by the Registrar.

The University of Appalachia fully 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. However, a student may waive the right to review certain confidential information contained in his or her file.

FERPA affords students the following rights with respect to their educational records:

1. The right to inspect and review the student's educational records within 45 days of the day the College's Registrar receives a written request for access.
2. The right to request the amendment of information in the student's education records that the student believes is inaccurate or misleading.

Students may make a request in writing to the Registrar 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 the College decides not to amend the record as requested by the student, the College 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 College's appeal process set forth hereinafter.

3. 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.

4. Upon request, the College discloses education records without consent of the student when the following conditions are met:

- a. School officials with legitimate educational interest;
- b. Other schools to which a student is transferring;
- c. Specified officials for audit or exam purposes;
- d. Appropriate parties in connection with financial aid to a student;
- e. Organizations conducting certain studies for or on behalf of the school;
- f. Accrediting organizations;
- g. Appropriate officials in cases of health and safety emergencies; and/or
- h. State and local authorities, within a juvenile justice system, pursuant to specific State law.

The College may disclose without consent directory information, which is limited to the following:

- Student name;
- Date admitted;
- Mailing address and telephone number;
- Local address and telephone number;
- University email address;
- Terms of attendance;
- Enrollment status;
- Full- or part-time status;
- Classification (P1, P2, or P3);
- Honors and awards;
- Degrees and dates received;
- Participation in officially recognized intercollegiate sports, weight, height, hometown, parents' names, and previous school(s) attended (for members of athletic teams);
- ID photograph; and/or
- Emergency Contact Information.

A student has the right to file a complaint with the US Department of Education concerning alleged failures by the College 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  
([www.ed.gov/offices/OM/esi.html](http://www.ed.gov/offices/OM/esi.html))

A student (or applicant for admission) is permitted to waive access by third parties to confidential recommendations written on her or his behalf regarding (1) admission to any educational agency or institution, (2) an application for employment, or (3) the receipt of an honor or recognition. A student who consents to release to third parties any part of his or her file must do so in writing to the Registrar. This written consent must specify the records to be released, the reasons for their release, and the names of the parties to whom such records will be released. A student whose consent is required may request a personal copy of the specific records in question. The University may charge the student fees for copying.

The Registrar will maintain a record identifying all outside parties who have requested or obtained access to a student's educational records. This record will be available only to the student upon written request to the Registrar and to University officials with a legitimate educational interest.

All student records are made available to students with the following limitations:

1. Recommendations submitted to the department by third parties under conditions of confidence, such as letters of recommendation; and
2. 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 of 1996 release executed by the student.

## **VII. Graduation**

### **A. Requirements**

Except as otherwise provided in these standards, a candidate for graduation must have received credit in all blocks specified in the University of Appalachia College of Pharmacy Course Catalog and completed the required hours of experiential course work.

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

The normal maximum period to complete degree requirements is five years. The Dean of the College may grant a waiver to this rule upon a showing of exceptional circumstances.

### **C. Honors**

#### **1. Summa Cum Laude**

Any student who graduates in the top two percent of the graduating

class shall be designated as graduating summa cum laude.

**2. Magna Cum Laude**

Any student who graduates in the top five percent of the graduating class shall be designated as graduating magna cum laude.

**3. Cum Laude**

Any student who graduates in the top ten percent of the class shall be designated as graduating cum laude.

### **VIII. Student Appeals**

The College has an obligation to respond to all written complaints submitted by students against the College.

**A. Examination Appeals**

If a student believes that an exam was evaluated unfairly or in error, he or she should first contact the faculty member(s) responsible for the exam and attempt to resolve the matter. If unable to resolve the matter at this level, the student should contact the block coordinator for the block, if different from the faculty member responsible for the exam. If the student is still unable to resolve the matter, he or she shall submit a written account of his or her reasons for believing the exam was unfair or in error to the Associate Dean for Academic and Curricular Affairs. The Associate Dean for Academic and Curricular Affairs shall review the appeal and attempt to resolve the concern. If the Associate Dean is unable to do so, he or she shall convene the Student Appeals Committee.

The Student Appeals Committee is convened on an as-needed basis, and is comprised of two faculty members appointed by the Dean of the College, the Associate Dean of Pharmacy Practice, and the vice-presidents of each class. The Associate Dean of Academic and Curricular Affairs shall serve as an *ex-officio* member of the committee.

After considering the points-of-view of both the student and the faculty member(s), the Student Appeals Committee shall make a recommendation to the Dean of the College, who shall render his or her decision. The Dean of the College shall communicate this decision in writing to the student, the faculty member(s) involved, and the Associate Dean for Academic and Curricular Affairs. The decision of the Dean of the College is final.

**B. Appeals of Pharmacy Practice Experience Outcomes**

If a student feels that a pharmacy practice experience has been evaluated unfairly or in error, he or she should submit a written account of his or her reasons for believing he or she has not been evaluated fairly or in error to the preceptor. If the appeal cannot be resolved at that level, then the student shall submit a written account of his or her appeal to the Associate Dean for Pharmacy Practice. Students may continue to progress through the experiential curriculum until the appeal is resolved.

The Associate Dean of Academic and Curricular Affairs shall determine if the situation merits convening the Student Appeals Committee. If the committee is convened, after considering the points-of-view of both the student and preceptor(s), the Student Appeals Committee shall make a recommendation to the Dean of the College who shall render his or her decision. The Dean of the College shall communicate this decision in writing to the student, the preceptor(s) involved, and the Associate Dean for Pharmacy Practice. The decision of the Dean of the College is final.

**C. Appeals of Probation, Suspension, Dismissal, Termination, or Accreditation Standards**

In order to appeal a decision regarding probation, suspension, dismissal, termination, or the accreditation standard of ACPE, the student shall do the following:

1. The student shall submit his or her detailed complaint in writing to the Dean of the College or the Associate Dean for Academic and Curricular Affairs.
2. If the complaint involves the Associate Dean for Academic and Curricular Affairs, then the Dean of the College shall appoint another Associate Dean or faculty member to handle the complaint.
3. The Associate Dean for Academic and Curricular Affairs or other person appointed by the Dean of the College will attempt to resolve the complaint to the satisfaction of the student. If this is not possible, the Associate Dean or other appointed individual shall convene an ad hoc committee of three faculty member, none of whom may be the subject of the complaint, and ask the committee to review the complaint and make a recommendation.
4. The student will receive a written response to his or her complaint from the Associate Dean of Academic and Curricular Affairs or other appointed individual within 30 days of the filing of the complaint.
5. The student may appeal the decision to the Dean of the College within five calendar days of the Associate Dean's letter.
6. The Dean of the College shall review the complaint and decision of the Associate Dean and render a decision within 15 days. The decision of the Dean of the College is final.

All written complaints and communications with the complaining student shall be kept confidential. The files may be made available to ACPE on-site exam teams or other accrediting agencies.

If any student would like to submit a complaint to ACPE regarding an unresolved complaint involving an accreditation standard, he or she may do so according to the ACPE policy found at [www.acpe-accredit.org/complaints/default.asp](http://www.acpe-accredit.org/complaints/default.asp) or by mail at the following address:

**Accreditation Council for Pharmacy Education**  
**20 North Clark Street**  
**Suite 2500**  
**Chicago, Illinois 60602-5109**

## **V. FINANCIAL AID**

Until the College is accredited by the Southern Association for Colleges and Schools (SACS) and the ACPE, it will not qualify for Title IV federally-guaranteed financial aid. The College will not be eligible for SACS accreditation until receiving full accreditation from ACPE and having its credentials reviewed by an accrediting team from SACS. In the interim, the College will work with banks and private lending institutions to attempt to secure affordable financial aid for qualified students. Students must receive a letter of admission from the Admissions Office before the financial assistance process can begin. Applications for scholarships will be forwarded to students once their \$1,000 Seat Deposit fee is received.

Students will need good personal credit ratings, loan guarantors, or collateral to meet most loan requirements.

The College will also award a limited number of scholarship loans to qualified students based on merit and financial need. Some local programs are available that are residency specific, including a war veteran revolving loan in the form of partial tuition waivers. The amounts of those waivers depend upon successful applicants pro-actively pursuing them, students meeting qualification standards, and the amount of such funds available. Some second and third year pharmacy students, especially those doing well in their performance, acquire pharmacy sponsorship loans from pharmacies and the pharmaceutical profession. UACP holds an annual career fair to help facilitate that process, but again, there is no guarantee students will be offered such a sponsorship.

# VI. STAFF AND FACULTY DIRECTORY AND ORGANIZATIONAL CHART

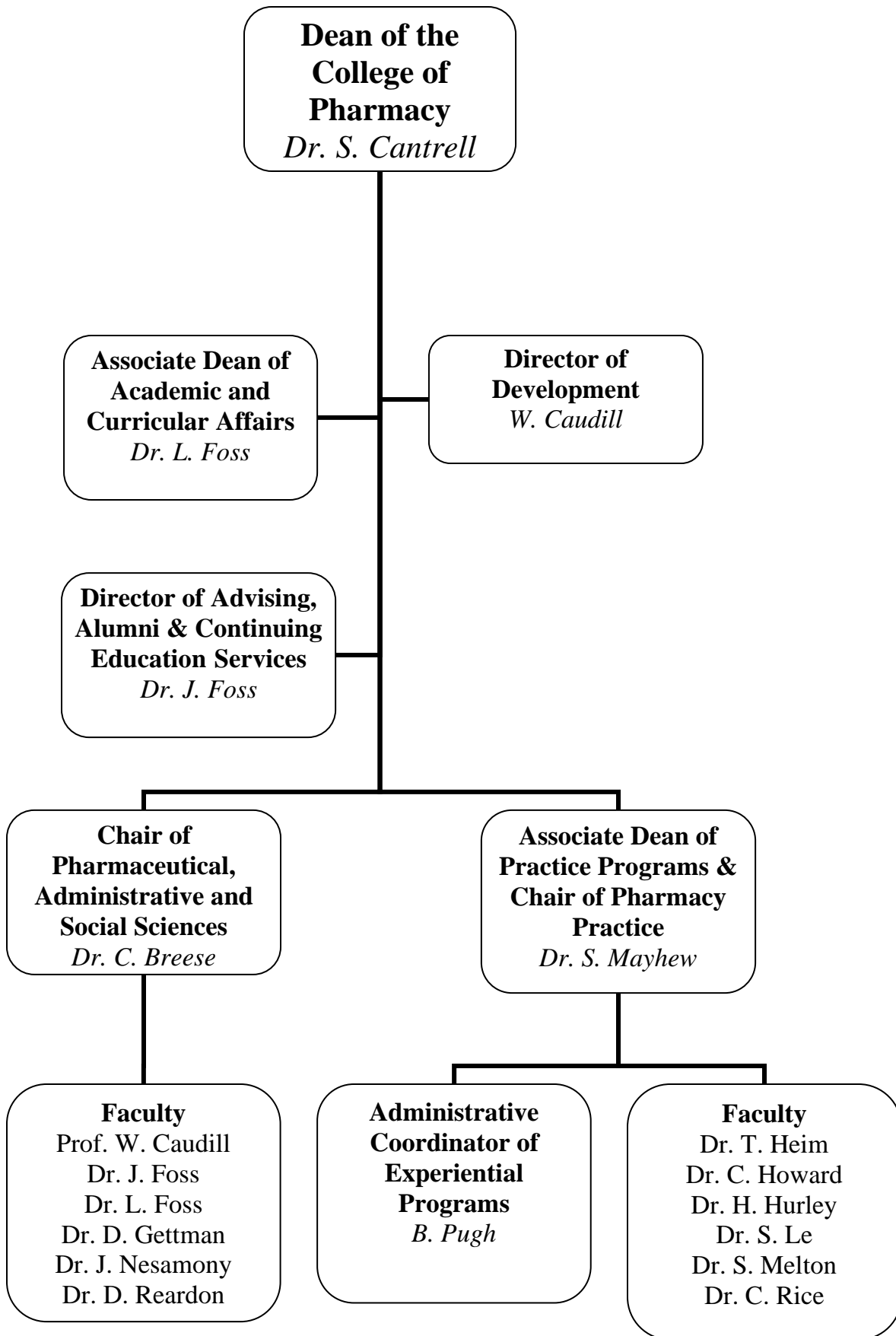
## Faculty and Staff Directory

Name:	E-mail:
<b>Dr. Charles Breese</b> , Chair of Pharmaceutical, Administrative & Social Sciences	cbreese@uacp.org
<b>Dr. Eleanor Sue Cantrell</b> , Dean of the College	scantrell@uacp.org
<b>Whitney J. A. Caudill</b> , Associate General Counsel & Assistant Professor	wcaudill@uacp.org
<b>Anand Doshi</b> , Assistant Director of Informatics & Learning Resources	adoshi@uacp.org
<b>Dr. Jean Foss</b> , Director of Advising & Associate Professor	jfoss@uacp.org
<b>Dr. Lanny Foss</b> , Associate Dean & Professor	lfoss@uacp.org
<b>Dr. David Gettman</b> , Associate Professor of Administrative & Social Sciences	dgettman@uacp.org
<b>Dr. Treye Heim</b> , Assistant Professor	theim@uacp.org
<b>Bill Hibbitts</b> , Director of Information Technology	bhibbitts@uacp.org
<b>Dr. Cherie Howard</b> , Assistant Professor	choward@uacp.org
<b>Dr. Holly R. Hurley</b> , Assistant Professor	hhurley@uacp.org
<b>Amanda Keene</b> , Assistant Business Manager	akeene@uacp.org
<b>Vickie Keene</b> , Director of Academic Records and Admissions	vkeene@uacp.org
<b>Dr. Susan L. Mayhew</b> , Associate Dean and Associate Professor	smayhew@uacp.org
<b>Tonuya McGlothlin</b> , Administrative Assistant to the Dean	tmcglathlin@uacp.org
<b>Dr. Sarah T. Melton</b> , Associate Professor	smelton@uacp.org
<b>Dr. Jerry Nesamony</b> , Assistant Professor	jnesamony@uacp.org
<b>Bobbi Pugh</b> , Administrative Coordinator of Experiential Programs	bpugh@uacp.org
<b>Dr. Cari Rice</b> , Assistant Professor	crice@uacp.org
<b>Dr. Dean Reardon</b> , Associate Professor	dreardon@uacp.org
<b>Amy Street</b> , Receptionist – Slate Creek	astreet@uacp.org

## Organizational Structure of the College of Pharmacy

The following chart illustrates the organizational structure of the University of Appalachia College of Pharmacy.

The chart shows the proper chain of command within the college of pharmacy. All students shall adhere to the proper chain of command in reporting complaints, appeals, or in addressing all issues within the college of pharmacy.



## VII. LIBRARY HOURS/POLICIES

### Academic Year Hours:

#### Garden & Slate Creek Campuses:

	Student Hours:	Public Hours:
Monday-Thursday	8:00 am - 9:00 p.m.	8:30 am – 5:00 p.m.
Friday	8:00 a.m. - 5:00 p.m.	8:30 am – 5:00 p.m.

#### Garden Campus Only:

Saturday	8:00 a.m. - 5:00 p.m.	CLOSED
Sunday	1:00 p.m. – 9:00 p.m.	CLOSED

Remediation exam week schedule\*:

### The Library will be closed on the following days:

September 4, 2006**	Labor Day
November 23 – 26, 2006	Thanksgiving
December 22 - 26, 2006	Christmas
January 1, 2007	New Year's Day
January 15, 2007**	Martin Luther King, Jr. Day
May 28, 2007	Memorial Day
July 4, 2007	Independence Day

### Summer Schedule:

#### Garden & Slate Creek Campuses:

Monday – Friday	8:00 a.m. – 5:00 p.m.
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#### Garden Campus Only:

Saturday	8:00 a.m. – 5:00 p.m.
Sunday	CLOSED

\* When the remediation exam schedule is made we will have hours posted.

\*\* These dates fall on Mondays, therefore the Library will be closed on these weekends.

# **University Of Appalachia College of Pharmacy Library User Guide**

Welcome to University of Appalachia College of Pharmacy Library (the “Library”)! Our goal is to provide resources for our users with a satisfying, safe, clean studying area and to provide informatics resources necessary to support the UACP curriculum. We are here to assist you in your education, please contact us at the Library and let us help you make the most of your experience at UACP. If anybody has any suggestions for making our Library run more smoothly and securely, please tell a Library staff member.

## **Library Information:**

### **The Collection:**

The Library contains over 300 sources, including hardcopy and electronic databases, and our collection continues to grow.

### **The Facility:**

There are two Library campuses: the main Library will be at the Garden campus, and second Library will be at Slate Creek campus.

### **Hours of Service:**

The University Of Appalachia College Of Pharmacy Library is open to the UACP community as well as to the public. During the academic year, the Library is open to the public Monday through Friday from 8:30 am to 5:00 pm. Any changes to the schedule will be posted on the Library’s website at [www.uacp.org/Library\\_resources.htm](http://www.uacp.org/Library_resources.htm) .

The Library has longer hours for the students, faculty, and staff. During the academic year the Library will usually be staffed Monday through Thursday from 8:00 am to 9:00 pm, Friday from 8:00 am to 5:00 pm, and Saturday and Sunday 1:00 pm to 9:00 pm.

Changes to the schedule will be posted on the Library’s website at [www.uacp.org/Library\\_resources.htm](http://www.uacp.org/Library_resources.htm).

## **Library Services:**

The Library offers a number of services to the UACP community. We provide access to books, e-books, electronic databases, and online journals. For our staff, faculty, and students we also provide InterLibrary Library Loan (ILL) service.

### **Finding Library Materials:**

One of the best ways to locate material in the Library is to use our online catalog. You can access the Library’s catalog via the Internet. Simply go to [www.uacp.org/Library\\_resources.htm](http://www.uacp.org/Library_resources.htm) and click on UACP Learning Resources Catalog.

**Circulation of Library Materials:**

All of the Library materials must be used within the Library.

**Reserve:**

There will be a reserve section.

**Inter-Library Loan:**

If we do not own an item, the Library will attempt to borrow the item from another Library for your use. In order to place an ILL request, fill out an ILL form, available online or at the Library help desk.

**Online Materials:**

The Library subscribes to various electronic information resources. Ask a Library staff member if you need assistance or passwords. Some databases can only be accessed when you are connected to the UACP School's network. The links to all of the databases can be found on the Library's web site.

**Photocopying and Printing:**

Photocopying and printing can be done in the designated area.

**Library Policies:****Food and Drink:**

In the interest of providing a comfortable and appealing study environment for our Library users, the Libraries will allow non-alcoholic beverages. The drinks ***must*** be in a spill-proof container, which includes travel mugs with lids and bottles that may be capped. All other food and drink are prohibited in the Library. The Library reserves the right to discard any food found in the Library.

**Tobacco:**

Any form of tobacco products are prohibited in the Library.

**Noise:**

Please keep noise to a minimum while in the Library.

**Cell Phone:**

Please put your cell phone on silent or vibrate, or turn it off.

**Children:**

Children are allowed in the Library, but they must remain quiet and must be attended by their parent(s) or guardian(s) at all times.

**Computers:**

The computer usage policy will follow the policies and procedures set in the student handbook. UACP computers are available on a first come first serve basis for students, faculty, and staff.

The Library staff may periodically remove non-essential software and other things (like non-legal Internet bookmarks and word processing documents) from the computers.

Patrons should save their files to a diskette or USB thumb drive. The Library does not provide media for patrons.

Wireless access is available at both Campuses for student and staff use only.

The general public will not be allowed to access the Library computers.

**Unattended Items:**

Do not leave items unattended in the Library, including in study rooms and study carrels. UACP takes no responsibility for any unattended items left anywhere in the building. The Library reserves the right to inspect and remove unattended personal items.

## VIII. POLICY PROHIBITING DISCRIMINATORY HARASSMENT

As an employer and institution of higher learning, the University of Appalachia seeks to discharge its legal responsibilities and serve its diverse and talented community through fair and responsible application of this policy. This policy expresses institutional values and carries out the mandates of state and federal law. This institution does not discriminate on the basis of race, color, gender, sexual orientation, disability, religion, national and ethnic origin, age, veteran status, or political affiliation.

As a reflection of institutional values, the policy upholds traditions of academic freedom and uncensored debate on matters of public concern. The policy effects no compromise of freedom of thought, inquiry, or debate. Rather, the policy seeks to ensure an environment in which education, work, research, and discussion are not corrupted by harassment. Professional relationships among faculty, staff, and students are central to the educational mission of UACP. These relationships must be protected against impropriety, as well as the appearance of impropriety. Those who work within this community are entrusted with unique responsibilities, including, but not limited to, guiding the educational and professional development of students, evaluating student performance and assigning grades, providing job recommendations, mentoring, and counseling.

This policy establishes institutionally enforceable prohibitions, not aspirational standards. The policy does not preclude other, non-disciplinary efforts to resolve interpersonal grievances or to create a hospitable work and educational environment for all members of the University of Appalachia community. The policy does not attempt to address behaviors that do not constitute discrimination or harassment. Offensive workplace and/or school behavior that does not violate this policy should be addressed by the appropriate supervisor.

### DEFINITIONS:

**Discrimination** – The act of denying opportunities, resources, or access to an individual or group based on race, color, gender, sexual orientation, disability, religion, national and ethnic origin, age, veteran status, or political affiliation.

**Harassment** – A form of discrimination consisting of verbal or physical conduct based on race, color, gender, sexual orientation, disability, religion, national and ethnic origin, age, veteran status, or political affiliation which is sufficiently severe, pervasive, or persistent as to deny or limit the ability of an individual to participate in or benefit from the education program, thereby creating an intimidating, hostile, or offensive educational or work environment. Not every act that might be offensive to an individual or group will be considered harassment. Whether the alleged conduct constitutes harassment depends upon the record as a whole and the totality of the circumstances, such as the nature of the incident in the context within which the alleged incident occurs. Harassment may not

include verbal expressions or written material that is relevant and appropriately related to course subject matter or curriculum.

**Sexual harassment** - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when one of the following criteria is met:

- submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment or of the individual's status in a program, course, or activity;
- submission to or rejection of such conduct by an individual is used as a basis for employment decisions, a criterion for evaluation, or a basis for academic or other decisions affecting such individual; or
- such conduct is sufficiently severe, pervasive, or persistent as to deny or limit the ability of an individual to participate in or benefit from UACP's program, thereby creating an intimidating, hostile, or offensive educational or work environment.

**Examples of Sexual Harassment:**

Sexual harassment can take many forms. Examples of conduct of a sexual nature include the following:

- Use in the classroom of sexual jokes, stories, remarks, or images when such use is in no way germane to the subject matter of the class.
- Attempted or actual kissing or fondling.
- Coerced sexual intercourse.
- Sexual assault.
- Promising a work-related benefit or a grade in return for sexual favors.
- Inappropriate touching or brushing against the body.
- Implied or overt sexual threats.
- E-mail, voicemail, notes, letters, or other written materials displaying objects or pictures which are sexual in nature that would create hostile or offensive environments.
- Refusing to hire, promote, or grant certain privileges because of acceptance or rejection of sexual advances.

The examples listed above are not exclusive, but simply represent types of conduct that may constitute sexual harassment.

Please note that sexual assaults are criminal acts, and, as such, the University of Appalachia and its College of Pharmacy may coordinate its internal investigation and processing with local police, crisis intervention centers, and other agencies as appropriate.

In determining whether behavior constitutes discriminatory harassment in violation of this policy, the totality of the circumstances and the context in which the behavior occurs will be considered. This is intended to ensure the protection of individual rights, freedom of speech, and academic freedom.

Nothing stated above circumscribes the authority of the University of Appalachia to establish policy that is not otherwise contrary to law.

### **SCOPE OF COVERAGE:**

This policy covers all University of Appalachia sponsored programs and activities either on or off campus. Additionally, it covers all actions at these programs or activities by a student or an employee which may limit the ability of an individual to participate in or benefit from UACP's program.

### **RESPONDING/REPORTING DISCRIMINATION/HARASSMENT:**

All acts of discrimination or harassment are covered in the grievance policy located in the Office of the Dean and in the Student Handbook. If you believe you are experiencing treatment that violates this policy, if you are comfortable, tell the person to stop. If the discrimination or harassment persists you may take the following steps:

1. **Contact the Associate General Counsel:**

Whitney J. A. Caudill  
Garden Campus

2. **Submit a grievance:** Grievances about students, employees, volunteers, or other visitors or participants in University of Appalachia sponsored programs or activities should be submitted to the Associate General Counsel. Grievances about the Associate General Counsel can be submitted to the Dean of the College. The grievance policy is located in the Office of the Dean and in the Student Handbook.

Grievances must be filed within 90 calendar days of the alleged discrimination or harassment. If a person cannot bring a grievance within the 90 calendar days because of medical incapacitation or the person adversely affected lacked knowledge of the discrimination or harassment, the 90 calendar days may be waived at the discretion of the Associate General Counsel if filed within 45 calendar days of the end of incapacitation or becoming aware of the discrimination. Grievances are preferably submitted in writing. Grievances that are non-written, anonymous, or filed by third parties will be investigated to the fullest extent possible.

3. Regardless of whether you have done any of the above, **you may contact the Office for Civil Rights, United States Department of Education, regarding complaints based on age, race, national origin, color, disability, or gender at:**

**District of Columbia Office  
Office for Civil Rights  
U.S. Department of Education  
1100 Pennsylvania Ave., N.W., Rm. 316  
P.O. Box 14620  
Washington, D.C. 20044-4620**

**Telephone: 202-208-2545**  
**FAX: 202-208-7797; TDD: 877-521-2172**  
**Email: [OCR.DC@ed.gov](mailto:OCR.DC@ed.gov)**

Additionally, other legal remedies such as a civil law suit maybe available.

**Remedies:**

If it is determined that discriminatory harassment is occurring or has occurred, the University of Appalachia may take any or all of the following actions: making sure that the discriminatory conduct stops; imposing disciplinary action up to and including termination of employment or dismissal from the University of Appalachia; reporting the conduct to appropriate governmental or professional authorities; other corrective action such as counseling or training; and steps such as reinstatement, hiring, reassignment, promotion, training, back pay or reinstatement of other benefits as are necessary.

## **VIII. COMPUTER USE POLICY**

### **General Principles**

The University of Appalachia College of Pharmacy technology resources (UACPTR) are intended to support and enhance the academic mission and administrative functions of the College. This Acceptable Use Policy (AUP) states the rules and regulations regarding the use of these technologies. This AUP compliments and supplements, rather than replaces, other policies concerning appropriate conduct of employees and students of the College. UACPTR includes any computer, computer-based network and supporting infrastructure, and computer peripheral such as a printer, operating system, software, or any combination thereof owned or licensed by the College or under the custody or control of the College. 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 College networked infrastructure. The College grants access to its networks and computer systems subject to certain responsibilities and obligations set forth herein and subject to all local, state, and federal laws. Appropriate use should always be legal, ethical, and consistent with the College's mission, policies, and procedures.

Computer workstations are provided by the College to all students and faculty whose functions so require. Internet access is also provided to students and faculty who require it for performance of their duties. All computer workstations and peripheral devices, such as printers and scanners provided by the College, are the sole property of the College, and may be modified, replaced, or removed as required by the technological needs of the College.

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.

Students should not use 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 to the College for costs incurred.

Students should also ensure that no personal correspondence appears to be an official communication from the College. Personalized college stationery and business cards may only be used for communications on behalf of the College. Students may not use the College's address to receive personal mail or use College stationery or postage for personal letters.

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

In making acceptable use of resources, you should follow these guidelines:

- Access only files and data and resources that you own, that are publicly available, or to which you have been given authorized access. You should not use another person's system, files, or data without permission. Do not use someone else's user ID or password at any time.
- Take all reasonable precautions to safeguard your password. You are responsible for all activities on your user ID or that originate from your system.
- Use only legal versions of copyrighted material in compliance with vendor license requirements. This includes, but is not limited to, installing software on your own system, installing software on other systems, and making copies of software, music, or movies for others.
- Be considerate in your use of shared resources. You should 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.
- All users must have an anti-virus program installed with the most current update on their computer when connecting to the College network.
- 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.
- All users must maintain confidentiality of student information in compliance with the Family Education Rights and Privacy Act of 1974.

### **Unauthorized Use**

The following activities are prohibited at all times:

- Attempting to use computer programs or other means to decode passwords or access control information.
- 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 intentionally secure data.
- Connecting unauthorized equipment to the campus network, including hubs, switches, or wireless access points.
- Engaging in any activity that might be purposefully harmful to the College's 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 the College's data.
- Making or using illegal copies of copyrighted materials or software, storing such copies on College systems, or transmitting them over the College's network.
- 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 forbidden activities.
- Wasting computing resources or network resources. Examples include intentionally placing a program in an endless loop, printing using excessive amounts of paper, or sending chain letters or unsolicited mass mailings.

- Removing supplies provided in computer laboratories for use on personal computers.
- Using College's systems or networks for commercial purposes. Examples include selling access to your user ID or to College systems or networks, or performing work for profit with College resources in a manner not authorized by the College.
- Storing games and other large non-academic related files such as music or movies on shared computing facilities, such as lab computers and personal network directories.
- Engaging in any other activity that does not comply with the General Principles presented above.
- The following activities are prohibited on the College's resources at all times: downloading music, movies, or unlicensed media; storing music, movies, or excessive amounts of data; playing network games.

### **Privacy**

Users must recognize that there is no guarantee of privacy associated with their use of UACPTR. The College may find it necessary to view electronic data, and it may be required by law to allow third parties to do so. For example, electronically stored data may become evidence in legal proceedings. It is also possible that messages or data may be inadvertently viewed by others.

### **Security**

System administration access – The Director of Technology Services or his or her designee will be granted authority to access files for the maintenance of the systems, storage or backup of information, or pursuing system problems. Further, the College 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 Office of the President.

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

The College maintains a backup schedule of most user areas. However, individuals are responsible for backing up their own data. The College disclaims any and all liability resulting from any and all situations in which we are unable to recover data in user storage areas for reasons such as system crashes or technical failures of any type. Users are cautioned to keep a copy of any data posted in user storage areas. The College assumes no liability for data and loss of data in any and all areas.

### **Enforcement**

It is the policy of the College that all members of its community act in accordance with these responsibilities, relevant laws and contractual obligations, and the highest standards of ethics. The College 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 College 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 of the University for hearing and possible disciplinary action, which may involve having system privileges revoked.

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

### **Termination of Services**

If a user assumes a new position and/or responsibility within the College 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 the College, a student or employee will no longer have access to e-mail and network accounts, effective immediately upon separation from the College. Also, upon ceasing enrollment or employment with the College, the student or employee shall immediately return all resources owned or issued by the College, and shall make every attempt to return any data or other files associated with the College which may be held on personal equipment.

# **X. ALCOHOL, DRUG AND WEAPONS POLICY**

## **Alcohol & Drug Policy**

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

The College prohibits the unlawful manufacture, distribution, dispensation, possession, or use of narcotics, drugs, or other controlled substances, or alcohol at the workplace and in the educational setting. Unlawful for these purposes means in violation of federal, state or local regulations, policy, procedures, and rules, as well as legal statutes. Workplace means either on University premises, any of the three campuses, or while conducting College or University business away from University premises.

The use of tobacco products, including cigarettes and dipping or chewing tobacco, is prohibited at all University of Appalachia campuses. Therefore, no student, faculty, or staff member may use tobacco products on any University premises, including parking lots.

Use of assistance programs and drug/alcohol rehabilitation services is encouraged by the University and College where applicable.

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

1. Students, faculty, or staff and their respective organizations may not use public or University funds for the purchase of alcoholic beverages.
2. Student and faculty organizations may use non-public organizational funds (funds raised by the student or faculty organization and not given to them by the University or other public entity) ONLY for the purchase of alcohol. Alcoholic beverages purchased with non-public and non-University funds by student or faculty organizations may be consumed at student or faculty organization functions under the following conditions:
  - a. The student organization must obtain an ABC permit for the distribution of such alcohol;
  - b. The student organization must hire a bartender, who will be the only individual permitted to distribute the alcohol at the event;
  - c. The student organization must hire a security guard to be present at all times during the event; and
  - d. all student 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.

3. Events or functions involving the use of alcohol on University premises, including buildings and parking lots, must be approved in writing by the Dean of the College. Otherwise, no alcohol may be served or consumed on University premises.
4. Alcoholic beverages (such as kegs or cases of beer) may not be used as awards or prizes in connection with events or activities sponsored by students, faculty, or staff and their respective campus organizations, on or off campus.
5. The public display of advertising or promotion of the use of alcoholic beverages in College facilities, College publications, or in association with existing College events or programs, on or off campus, is prohibited. This includes banners, lighted beer/liquor signs, caps, t-shirts, beverage can coolers, and large balloon blow-ups.

### **Procedure for Violations**

Persons who violate the drug and alcohol policy may be subject to civil and/or criminal penalties as determined state or federal laws. Such individuals shall be subject to the College disciplinary action as follows:

1. Students who are found in violation of the College's policy on alcohol and other drugs will be referred to the Honor and Ethics Board and may be subject to one or more of the following penalties:
  - (a) Consultation only;
  - (b) Verbal and/or written warning;
  - (c) Probation: an indication that further violations may result in suspension;
  - (d) Suspension: temporary withdrawal of privileges of enrollment from the College for a specified period of time;
  - (e) Indefinite suspension: specific actions must be taken prior to consideration for re-entry;
  - (f) Referral to a alcohol and drug treatment program; and/or
  - (g) Expulsion.

Any penalty may be chosen from this list for any offense, dependent upon its nature.

2. The College Groups and Student Organizations found in violation of the College Drug and Alcohol Policy will be referred to the Honor and Ethics Board and may be subject to one or more of the following penalties:
  - (a) Student organizations found in violation of city, state, or federal laws, or College regulations involving the use or possession of alcohol and other drugs are subject to disciplinary action by both civil and College authorities.
  - (b) In general, disciplinary penalties for student organizations are the same as those listed for individual students. However, it is possible that an offending student organization may be denied recognition or affiliation with the College as part of the disciplinary action.

**Weapons Policy**

The possession, display, wearing, carrying, transporting, storage, or use of a weapon anywhere on campus of the College is prohibited. For the purpose of this policy, weapons include, without limitation, shotguns, rifles, pistols, or other firearms; explosives or ammunition; switchblade knives or fixed blade knives with a blade the length of five inches or greater; bows and arrows or similar devices; paint ball guns; or any other such offensive weapon.

This policy applies whether or not the individual has acquired a government issued license or permit.

Violation of the policy is a serious offense and subjects violators to immediate disciplinary action, up to and including expulsion for students and termination of employment for faculty and staff. Visitors who violation this policy will be required to immediately leave the College's campus and may not be permitted to return.

This policy does not apply to official law enforcement officers who are on active duty. This policy does not prohibit the transitory storage in a locked vehicle of the following: bows and arrows; unloaded, broken-down rifles or shotguns designed to be used for legal hunting purposes; or other unloaded, lawfully-possessed firearms. This policy does not prohibit the lawful possession and use of pepper spray for purely defensive purposes.

# **XI. University 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.

## **Classroom and Office Attire**

The following are not permitted to be worn by students, faculty, or staff on the College premises:

- Caps or hats worn indoors; pajamas or sleep wear; revealing blouses, shirts, skirts, or dresses; see-through fabrics that expose the body; t-shirts; skorts; or denim jeans of any color.
- Visible tattoos, exposed body piercing (including tongue hardware and excluding ear piercing in the lower ear lobe), bare midriffs, tube-tops, muscle shirts, or halter-tops.
- Excessive jewelry, such as toe rings or multiple rings on fingers, that poses a health risk or conveys an unprofessional appearance.
- Articles of clothing and jewelry that display gang symbols, profanity, products or slogans which promote tobacco, alcohol, drugs, violence, illegal activities, sex, or racial/ethnic/religious prejudice are specifically prohibited, as such items interfere with school work, create disorder, and disrupt the educational environment of the classroom.

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

- Men: Shirt, tie, and dress pants.
- Women: Dress pants, skirts (at least knee length), or dresses (at least knee length), blouses, shirts, or sweaters. Nail polish of any kind is prohibited in the clinical setting.

Also, 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.

Students who present in class, in the administrative offices, or at an experiential rotation in inappropriate attire, as stated above, will be required to leave the premises and not return until dressed properly. Failure to comply with the dress code after being required to leave the premises once will be handled by the Honors and Ethics Board.

## **XII. Accommodation Policy**

The University of Appalachia (the University) and its programs do not discriminate against individuals with disabilities in its programs, 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, the University offers individualization and reasonable accommodation as required by law. Reasonable accommodations are those that do not fundamentally alter the nature of the University's educational program, and can be provided without undue financial or administrative burden, and without lowering academic or other essential performance standards.

Students with medically verifiable disabilities may be provided extra time or other reasonable accommodations for completing examinations. Petitions for accommodations must be made to the Dean by September 1 of each academic year for which the student desires them. Each petition should be accompanied by evidence of the medical condition and evidence detailing the accommodations which have been provided the student in past educational settings or examinations. Particular weight is given to accommodations provided in taking the PCAT. The student whose request is granted is responsible for making appropriate arrangements with the School administration.

Individuals who believe they have been discriminated against on the basis of a disability may file a complaint under the University's Grievance Policy contained in Student Handbook and Catalog, which are distributed to students at the beginning of each academic year.

## **XIII. Grievance Policy**

**This policy applies to complaints regarding students, employees, volunteers, or other visitors or participants in UACP-sponsored programs or activities.**

The Board of Trustees has adopted the following Grievance Policy:

A person with a grievance against students, employees, volunteers, or other visitors or participants in the University of Appalachia-sponsored programs or activities regarding any academic or non-academic matter at the college of pharmacy, including, for example, treatment by a faculty or staff member or another student, harassment, discrimination, retaliation for filing a grievance, etc., shall make that grievance known in writing to the Associate General Counsel. Grievances not in writing, anonymous, or filed by third parties will be investigated to the fullest extent possible.

1. The Associate General Counsel shall investigate the grievance. The Associate General Counsel may obtain assistance with this responsibility from other appropriate persons who are not connected to the grievance.
2. The Associate General Counsel and any other appropriate persons involved in the investigation of the grievance will attempt to preserve all parties' anonymity throughout the investigation.
3. The Associate General Counsel may impose interim measures for the pendency of the investigation when there is a need to protect the person filing the grievance from further contact with the person the grievance was filed against. These may include, but are not limited to, temporary suspensions, or agreements of no contact. If these measures are imposed and subsequent positive resolution of the grievance occurs, the University of Appalachia may take the following reasonable steps such as reinstatement, reassignment, promotion, training, back pay, or reinstatement of other benefits as necessary.
4. Within three weeks of receiving the grievance, the Associate General Counsel shall make an initial resolution of the grievance 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 three week timeline may be extended by the University of Appalachia if all parties are provided written notice to their addresses of record.
5. Possible sanctions include but are not limited to the following:
  - (a) Students: warning, fines, educational projects, additional community service, counseling, no contact orders, disciplinary probation, disciplinary suspension, administrative hold, and expulsion.
  - (b) Employee: suspension with or without pay, counseling, or motion for

- appropriate termination.
- (c) Non-University of Appalachia Employees or Non-University of Appalachia Students will be sanctioned to the maximum extent possible.
6. If any party involved is unsatisfied with the Associate General Counsel 's initial resolution of the grievance, he or she may request that the Associate General Counsel hold a hearing on the grievance within 10 working days of the initial resolution.
7. If a hearing is held, the following procedural rules shall apply:
- (a) The hearing shall be held within 10 working days of the request for the hearing. The 10 day timeline may be extended by the University of Appalachia if all parties are provided written notice to their addresses of record.
- (b) The Dean shall preside over the hearing
- (c) The two parties to the hearing are as follows:
- i. The University of Appalachia representative stating the position of the grievance or a designee as appropriate; and
- ii. The person the grievance was brought against, the accused.
- (d) All parties may choose one counselor to attend the hearing with that party at the party's own expense. In the event that a counselor disrupts the proceedings he or she shall be removed from the hearing.
- (e) The order of the hearing shall be as follows:
- i. Reading of the grievance.
- ii. A statement by the University of Appalachia representative or designee.
- iii. A statement by the accused or designee.
- iv. Presentation of evidence and witnesses by both parties
- v. The Dean may also call witnesses at this time.
- vi. Closing statement of the University of Appalachia representative or designee.
- vii. Reply to the charges by the accused or designee
- (f) The University of Appalachia shall bear the initial burden of producing evidence and shall bear the burden of persuasion. The standard of proof applied shall be the preponderance of the evidence.
- (g) A record of the hearing shall be created.
8. Upon completion of the hearing, the Dean shall make a decision in writing on the validity of the grievance and the appropriate institutional response thereto, if any, within 45 calendar days. The 45 day timeline may be extended by the University of Appalachia if all parties are provided written notice to their addresses of record. Absent an appeal to the President, or Chairman of the Board if the Dean and President are the same person, the decision of the Dean is final.
9. Any party, if not satisfied with the decision of the Dean, may appeal that decision in writing to the President provided that notice of appeal is received

by the President within ten working days. The President shall review the record of the proceeding before the Dean, 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 grievance to the Dean with appropriate instructions. The decision of the President shall be final and shall be rendered in writing within 45 calendar days of the student appeal. The 45 day timeline may be extended by the University of Appalachia if all parties are provided written notice to their addresses of record.

10. The records of all grievances, all grievance hearings, and all final decisions on grievances will be kept by the Dean and Associate General Counsel or their designee for a period of not less than five years, and these records will be available to other people only with the express and specific approval of the Associate General Counsel or the Dean.
11. If the Associate General Counsel is a party to the grievance or in some other way is not capable of making a fair and impartial judgment on the grievance, the Dean shall appoint a faculty member to perform the role of the Associate General Counsel in the grievance process.
12. If the Dean is a party to the grievance or in some other way is not capable of making a fair and impartial judgment on the grievance, the President or Chairman of the Board shall appoint a faculty member to perform the role of the Dean in the grievance process.
13. If the Dean is a party to the grievance or in some other way is not capable of making a fair and impartial judgment on the grievance, the chairman of the Board of Trustees or his designee from among the members of the Board of Trustees shall perform the role of the Dean in this grievance process.
14. The procedure outlined in this Grievance Policy shall not apply to grievances concerning grades. Any grievance concerning a grade or any grade challenge shall be governed by the appropriate provisions of the Academic Policies.
15. No student shall be subjected to unfair action as a result of filing a grievance under this policy.
16. Clery Act: The University of Appalachia 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.

## **IX. Accreditation**

State Council of Higher Education:

The State Council of Higher Education for Virginia (SCHEV) has certified the University of Appalachia to operate in Virginia.

Accreditation Council of Pharmacy Education:

The University of Appalachia College of Pharmacy is seeking accreditation from the Accreditation Council for Pharmacy Education (ACPE). ACPE accreditation involves three steps: Pre-candidate status, Candidate status, and Full accreditation. Pre-candidate accreditation status denotes a developmental doctor of pharmacy program that is expected to mature in accord with stated plans and within a defined time period. Pre-candidate accreditation status is awarded to a new doctor of pharmacy program that has not yet enrolled students. ACPE affirmed UACP's pre-candidate accreditation status in June 2005.

Candidate accreditation status is awarded to a doctor of pharmacy program that has enrolled students, but has not yet had a graduating class. Full accreditation is awarded to a doctor of pharmacy program that has met all ACPE standards for accreditation and has graduated its first class. Graduates of a doctor of pharmacy program designated as having Candidate status have the same rights and privileges of those graduates from a fully accredited doctor of pharmacy program, generally including eligibility for licensure.

UACP cannot guarantee the outcome of its ACPE accreditation process, but will pursue same with due diligence.

## **Certification of Understanding and Adherence to Policies, Rules and Procedures of the University of Appalachia College of Pharmacy**

I hereby certify and confirm that I have been provided with a copy of the University of Appalachia College of Pharmacy Student Handbook 2006 - 2007.

I hereby certify and confirm that I understand that the policies, rules and procedures contained in the Student Handbook will apply during the 2006 – 2007 academic year. Further, I certify that I have read and understand the policies and agree to adhere to such policies as they apply to faculty.

I further understand that the University of Appalachia may revise its policies, rules, and procedures at any time, and that I will be notified of the same and will adhere to any revisions, alterations, or changes made by the University.

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Faculty Signature

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Date

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Faculty Name (please print)