

# APPALACHIAN COLLEGE OF PHARMACY STUDENT HANDBOOK 2009-2010



**The contents of the ACP Student Handbook are subject to change. Students are responsible for staying informed of current policies and procedures and course changes which as of necessity may be published.**

# **STUDENT HANDBOOK – 2009-2010**

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# **I. ACADEMIC CALENDAR**

## **2009-2010 ACADEMIC CALENDARS for the Classes of 2011 – 2012**

### **2009 Summer Term, P2 (Class of 2011)**

|                         |                                 |
|-------------------------|---------------------------------|
| May 4, 2009             | First day of Class              |
| May 18-June 5, 2009     | CPPE I                          |
| June 8 – June 26, 2009  | CPPE II                         |
| June 29 – July 3, 2009  | Summer Break                    |
| July 6, 2009            | Classes resume                  |
| July 24, 25 or 26, 2009 | Community Service Dates for RAM |
| August 14, 2009         | Last day of class               |
| August 15-18, 2009      | Intersession Break              |

### **2009 Fall Term, P1 and P2 (Classes of 2011 – 2012)**

|                                   |                                                                                     |
|-----------------------------------|-------------------------------------------------------------------------------------|
| August 19-21, 2009                | Orientation and Registration for P1/P2 (Mandatory for the Classes of 2011 and 2012) |
| August 24, 2009                   | First day of Class P1/P2                                                            |
| September 7, 2009                 | Labor Day Holiday                                                                   |
| September 28, 2009                | Community Service Day                                                               |
| October 15-16, 2009               | Fall Break                                                                          |
| November 23-27, 2009              | Thanksgiving Holiday                                                                |
| December 17, 2009                 | Last day of Class Fall Term                                                         |
| December 18, 2009-January 3, 2010 | Intersession Break                                                                  |

### **2009 Spring Term, P1 and P2 (Classes of 2011 – 2012)**

|                   |                                                                     |
|-------------------|---------------------------------------------------------------------|
| January 4, 2010   | First day of Class P1/P2                                            |
| January 18, 2010  | Martin Luther King Holiday                                          |
| March 1-5, 2010   | Spring Break                                                        |
| March 29, 2010    | Community Service Day                                               |
| April 23, 2010    | Last day of Didactic Classes                                        |
| April 28, 2010    | Last day of Class Spring Term<br>(P1 and P2 Milestone Examinations) |
| April 29-30, 2010 | Intersession Break                                                  |

## **2009-2010 ACADEMIC CALENDAR for the Class of 2010**

### **2009 Summer Term, P3 (Class of 2010)**

|                         |                                  |
|-------------------------|----------------------------------|
| May 4, 2009             | First day of Class               |
| June 12, 2009           | Last day of didactic instruction |
| June 15 – June 19, 2009 | Summer Break                     |
| June 22 – July 24, 2009 | APPE I                           |
| July 27-August 28, 2009 | APPE II                          |

### **2009 Fall Term, P3 (Class of 2010)**

|                                      |                           |
|--------------------------------------|---------------------------|
| August 31, 2009 – September 30, 2009 | APPE III                  |
| October 1-2, 2009                    | APPE Forum and Career Day |
| October 5, 2009 – November 6, 2009   | APPE IV                   |
| November 9, 2009 -December 11, 2009  | APPE V                    |
| December 14, 2007 – January 10, 2010 | Winter Break              |

### **2009 Spring Term, P3 (Class of 2010)**

|                                      |                                                 |
|--------------------------------------|-------------------------------------------------|
| January 11, 2010 – February 12, 2010 | APPE VI                                         |
| February 15, 2010 – March 18, 2010   | APPE VII                                        |
| March 19, 2010                       | APPE Forum                                      |
| March 22, 2010 – April 23, 2010      | APPE VIII                                       |
| May 10-14, 2010                      | Board Reviews<br>Law Reviews<br>Practice NAPLEX |
| May 14, 2009                         | Class Day                                       |
| May 15, 2009                         | Graduation                                      |

## **SNOW SCHEDULE**

Occasionally inclement weather and the hazardous driving conditions may result in the cancellation of classes or a delayed start time. On rare occasions the school may be closed. Changes to the schedule will be announced on WCYB-TV, by e-mail, and by calling the inclement weather line at 276-498-5205.

## II. TUITION & FEES

Tuition and fees are approved each year by the Appalachian College of Pharmacy Board of Trustees. Fees may change annually.

Tuition payments are due on the first day of class of each academic term. Students will receive an invoice for tuition due.

Students are individually responsible for obtaining background checks, drug screens, physical examinations, immunizations or other requirements as required for admission and prescribed by experiential sites for required experiential education credits at the students' own expense.

### **Failure to Pay Tuition**

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

Students who have not paid tuition and fees ten (10) business days after the start of a semester will be sent a warning letter stating that payment is past due and they must fulfill their financial responsibilities immediately to continue their enrollment at the College. If payment has not been received within ten (10) business days after the date of issue of the warning letter, the student will receive a second letter notifying the student that he or she will be removed from all classes and/or rotations.

The Director of Academic Records and Admissions (the "Registrar") is responsible for notifying the student and faculty course coordinators that a student has been disenrolled and is not eligible to attend classes, sit for exams, or continue in rotations.

### **Tuition Refunds**

The College has established an equitable refund policy for all students who find it necessary to withdraw from the College.

The College charges tuition based on the student's length of enrollment at the College. Therefore, calculations to determine the amount of refund entitled to a student are based upon the percentage of the academic term in which the student was enrolled. The academic term 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:

| Withdrawal on or during                                       | Amount Refunded                    |
|---------------------------------------------------------------|------------------------------------|
| Days 1-3 of classes                                           | 100% less \$100 administrative fee |
| After day 3 of classes, but during first 10% of academic term | 90% less \$100 administrative fee  |
| Greater than 10% and up to 20% of academic term               | 80% less \$100 administrative fee  |
| Greater than 20% and up to 30% of academic term               | 70% less \$100 administrative fee  |
| Greater than 30% and up to 40% of academic term               | 60% less \$100 administrative fee  |
| Greater than 40% and up to 50% of academic term               | 50% less \$100 administrative fee  |
| Greater than 50% and up to 60% of academic term               | 40% less \$100 administrative fee  |
| Greater than 60% of academic term                             | No refund                          |

Refunds will be remitted within 45 days following receipt of a written request from the student requesting to withdraw. Any questions concerning the refund policy should be directed to the Dean of the College. Students attending the College through tuition waivers, college loans, college loans-to-grants 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.

### **III. ACADEMIC POLICIES**

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

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

The function of these academic policies is to provide comprehensive academic rules governing students at the Appalachian College of Pharmacy (ACP or the “College”). To the extent the rules fail to provide adequate guidance for administering a particular aspect of the academic program, the Dean of the College may adopt temporary rules which shall have full force and effect until permanent standards are adopted. Newly adopted permanent standards will be incorporated in the Student Handbook.

##### **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 makes efforts to provide reasonable access to these standards to interested people.

#### **II. Student Conduct and Professionalism Guidelines & Honor Code**

##### **A. Guidelines for Professionalism**

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

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

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

The ACP guidelines for professional behavior are adapted from the APhA-ASP/AACP-COD Task Force on Professionalism. The guidelines delineate what is expected of each student member of the College community with regard to professional behavior.

**1. Professional Knowledge, Skills and Behaviors**

- Performs responsibilities in a manner consistent with the College's educational outcomes statement, the CAPE outcomes, NABP and ACPE competencies, professional associations' competency statements and other professionalism documents
- Interacts effectively with faculty, staff, other students, patients and their families, pharmacy colleagues and other health professionals

**2. Commitment to Self-Improvement and Life-Long Learning**

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

**3. Service Orientation/Altruism**

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

**4. Continuing Commitment to Excellence and Pride in the Profession**

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

**5. Covenantal Relationship with the Patient and Respect for Others**

- Empathetic and responsive to the needs of the patient, the patient's family and other members of the health care team
- Respects a patient's autonomy, privacy, and dignity
- Involves the patient as a partner in his/her health care decisions; honors the patient's values and belief systems
- Respects and appreciates the diversity of his/her patients



- Listens and communicates effectively
- Maintains appropriate boundaries
- Advocates for others
- Non-judgmental; displays compassion and empathy
- Skillful in establishing a rapport with patients and other health care team members
- Contributes to team building
- Maintains composure and adapts well to changing or stressful situations
- Resolves conflicts fairly

#### **6. Creativity and Innovation**

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

#### **7. Conscience and Trustworthiness**

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

#### **8. Accountability**

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

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

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

#### **10. Leadership**

- Contributes to the profession; actively involved in professional organizations or other venues
- Proactive in solving social and professional challenges

- Helps promote a culture of professionalism
- Embraces and advocates for change that improves patient care
- Encourages current and future pharmacists in their professional development

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

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

### **1. Code of Conduct in the Clinical Setting**

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

- Treat patients and their families with respect and dignity both in their presence and in discussions with others.
- Recognize when one's ability to function effectively is compromised and ask for relief or help.
- Students should recognize the limits of their competence in the care of the patient and seek supervision or advice before acting.
- Not use alcohol, illicit or prescription drugs in a manner that could compromise themselves or patient care. Please refer to the Policy on Substance Use for further detail.

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

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

#### **c. Trustworthiness**

- Be truthful in communications with others.
- Maintain confidentiality of patient information according to HIPAA regulations.
- Admit errors and not knowingly mislead others to promote one's self at the expense of the patient.

- No represent oneself as a pharmacist, physician, physician's assistant, nurse practitioner, or other health professional (other than a pharmacy student/intern)
- Accurately acknowledge the sources of all information. Failure to do so will be considered plagiarism.

**d. Responsibility and Sense of Duty**

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

**e. Ethical and Legal Consciousness**

- Abide by all regulations, rules, and laws related to healthcare and the pharmacy profession.
- Accept disciplinary action taken against him or her.
- Adhere to all rules and policies of individual institutions or organizations as they apply to themselves. (This includes matters related to misconduct, appropriate use of funds, materials, medications, and space within an institution, and acts of theft, forgery, falsification, or fraudulent use of College or work-site property).
- Comply with laws and regulations concerning the use of chemical entities and illegal substances, including alcohol.

**f. Professional Demeanor**

- Maintain a neat and clean appearance and dress in attire that is accepted as professional to the population served. Guidelines for the professional dress code may be found in the *Student Handbook*.
- Be thoughtful and professional when interacting with patients and families.
- Avoid offensive language, gestures, inappropriate remarks, and all forms of violence and threats.
- Be punctual when attending classes, meetings, appointments, patient care settings, rotation sites or other College related activities.
- Desist from purposely submitting false or misleading information on a *curriculum vitae* concerning academic details, work experience, or any other matter relevant to past pharmacy experience.

## **2. Code of Conduct in the Classroom Setting**

### **a. Curricular Issues**

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

For issues that concern the entire class (e.g., examinations, scheduling concerns, course notes/handouts), a process is in place to facilitate open discussion and resolve non-disciplinary issues among course coordinators, faculty and students. The initial step is to work with the course coordinator and the student member of the Curriculum/Assessment Committee. Each class shall have a student member of the Curriculum/Assessment Committee that is appointed at the beginning of the academic year. This student member is responsible for communication between the faculty, administration, and students regarding any curricular concerns. If the concern is not resolved then the student Curriculum/Assessment Committee member should work with the class's SGA president to submit a written complaint or question to the Senior Associate Dean. If the matter is not resolved by the Associate Dean then the SGA president should submit a written complaint to the Dean for final resolution. The decision of the Dean is final.

### **b. Civility**

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

### **c. Etiquette in the Classroom**

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

1. Habitually arriving late to class. If you are late and class has already begun, enter the room quietly and take the first open seat.
2. Confronting the instructor in an angry fashion. This type of behavior creates an unacceptable environment for all parties involved.
3. Conversation or making noise during the presentation of material. Waiting until the breaks during lecture time to converse with other students is the accepted way to discuss issues.
4. Walking in and out of the classroom during presentations. The expectation is that students should remain seated for the entire presentation. If you must leave, do so as quietly as possible with minimal disruption.
5. Habitually leaving class early. The expectation is that students will attend class in its entirety.

6. Overt inattentiveness. Students should attempt to pay attention for the full length a class. Reading books, newspapers, surfing the internet for non-academic information or working on assignments for another class is not acceptable. Being overtly inattentive is disrespectful to the instructor and other students in the class.
7. Ringing cell phones. Cell phones should be placed on silent or turned off during classes and labs.
8. Text messaging: cell phones may not be used to text message during class time.
9. Not showing patience or courtesy to other students when they ask a question or make a statement. The expectation is that students will show respect for one another when they speak; material that is clear to some may not be evident to others.
10. Dominating classroom discussion or interrupting the instructor. The expectation is that the student will not interrupt other students or the instructor while speaking.
11. Sleeping in class. This is very distracting to classmates and disrespectful to faculty.
12. Dressing inappropriately. All students should adhere to the ACP Dress Code as stated in the *Student Handbook*.
13. Inappropriate laptop/computer use. During class, computers may be used for note-taking purposes only. Activities such as emailing, watching movies, instant or text messaging, searching the internet, etc. will not be permitted in the lecture hall while class is in session.
14. Monopolizing the presenter's time with questions that may not be generally relevant to the subject being discussed. Students that have specific questions should approach the instructor following the lecture or during office hours.
15. Eating or drinking in the lecture halls.
16. Chewing gum in such a way that it makes noises that will be distracting to neighboring students.
17. Shuffling through papers, cleaning out a backpack, or purse during lecture.
18. Attending class under the influence of alcohol or other drugs.

#### **d. Examinations**

The amount of material brought into examinations should be limited. All extraneous items should be placed in the student's backpack and placed out of reach of the student during the exam. Students are expected to arrive on time. If a student arrives late to an exam, they will not be permitted to take the exam if any other students have already completed the examination and left the classroom. The College prohibits the use of individual electronic devices such as cell phones, PDAs, programmable calculators and portable computers during examinations unless specifically authorized by the instructor. Students are requested to sit with at least 1 seat between themselves and the next student. When the student is assigned an open-book, closed-book, take-home exam or assignment or web-based assignment or examination, the student must complete his or her own work as outlined in the section on Academic Integrity.

Faculty members will proctor every examination. See course syllabi for updated information on course and examination policies.

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

While on rotation in the early, core, and advanced pharmacy practice experiences, professional behavior is expected at all times. Students must dress in appropriate and professional attire while at any experiential learning site. This includes

dress shirts and ties for men with nice pants or skirts/dresses/slacks for women or attire conforming to the policies of the experiential site. Your white clinical lab coat should also be worn along with your College identification badge. For other specific details regarding the professional dress code, the student should refer to Section XI of the *Student Handbook*.

### **3. Recording of lectures**

Any student who wishes to individually record (audio or video) class lectures may do so with the written permission and authorization from the faculty member, block coordinator and Senior Associate Dean. Recording and/or distribution of the recording without authorization may subject the student to disciplinary action. Video recording requests must be submitted to the block coordinator in advance for consideration.

Students that have a documented disability that have been accommodated for a specific need(s) may be exempt from the authorization requirement.

### **C. Student Honor Code of Academic Integrity**

Students are responsible for learning and upholding professional standards of their learning, and the academic work in their area of study.

#### **1. Academic Integrity Violations**

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

##### **a. Cheating**

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

Examples:

- i. Copying from another student's paper or test, or receiving assistance from another person during an exam or other assignment in a manner not authorized by the instructor.
- ii. Possessing, buying, selling, removing, receiving, or using at any time or in any manner not previously authorized by the instructor a copy or copies of any exam or other materials( in whole or in part) intended to be used as an instrument of evaluation in advance of its administration.
- iii. Using material or equipment not authorized by the instructor during a test or other academic evaluation, such as crib notes, a calculator, tape recorder, PDA, cellular phone, or other personal electronic device.
- iv. Working with another or others on any exam, take home exam, computer or laboratory work; or any other

- assignment when the instructor has required independent and unaided effort.
- v. Attempting to influence or change an academic evaluation, grade or record by deceit or unfair means, such as: (1) damaging the academic work of another student to gain an unfair advantage in an academic evaluation; (2) marking or submitting an exam or other assignment in a manner designed to deceive the grading system.
  - vi. Submitting without prior permission the same academic work that has been submitted in identical or similar form in another class or in fulfillment of any other academic requirement at the College.
  - vii. Permitting another to substitute for one's self during an exam or any other type of academic evaluation.
  - viii. Gaining an unfair advantage in an academic evaluation by receiving specific information about a test, exam, or other assignment.

**b. Plagiarism**

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

Examples:

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

**c. Facilitating Academic dishonesty**

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

Examples:

- i. Providing assistance to another during an exam or other assignment in a manner not authorized by the instructor.
- ii. Acting as a substitute for another in any exam or any other type of academic evaluation.
- iii. Providing specific information about a recently given test, exam or other assignment to another student who thereby gains an unfair advantage in an academic evaluation.
- iv. Permitting one's academic work to be represented as the work of another.

- v. Preparing for sale, barter, or loan to another such items as unauthorized papers, notes or abstracts of lectures and readings.

**d. Abuse of Academic Materials**

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

Examples:

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

**e. Stealing**

Definition: Taking, attempting to take, or withholding the property of another thereby permanently or temporarily depriving the owner of its use of possession.

Examples:

Unauthorized removal of library materials, examinations, computer programs, or any other academic materials, including obtaining advance access to an examination through collusion with a College employee or otherwise; and taking another's academic work, such as papers computer programs, laboratory experiments, or research results.

**f. Lying**

Definition: Making any oral or written statement that the individual knows to be untrue.

Examples:

Making a false statement to any instructor or other College employee in an attempt to gain advantage or exception; falsifying evidence or testifying falsely, such as in a Honor, Ethics & Professionalism Review Board (the "Review Board") hearing; inventing or counterfeiting data, research results, research procedures, internship or practicum experiences or other information; and citing a false source for referenced material/data.

## **2. Honor Code Reaffirmation**

The ACP has developed an "Honor Code reaffirmation pledge" to reinforce the importance of academic integrity when addressing cheating and plagiarism. This pledge applies to all individual examinations and assignments for classes, clinics, internships, and all other types of instruction offered at the college of pharmacy. By signing and turning in any examination or assignment, students reaffirm the honor code and indicate that the work is their own and that they have not received unauthorized assistance on the assignment.



Individual work is an academic effort completed independently, without giving or receiving assistance from another. The definition of collaborative work is academic effort that may be completed in collaboration with others as directed by the instructor. All work should be considered to be individual work unless the instructor specifies otherwise. For all examinations and academic work, instructors may require students to sign the following pledge:

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

Student’s signature:

Date:

Thus, students will state that the examination or work submitted is their own and they will be confronted if any evidence to the contrary exists to the signed statement. Regardless of the presence of a signed pledge statement, students will be evaluated when they violate established codes of conduct as described above.

#### **D. Procedures for Addressing Honor Code Violations and Other Matters Referred to the Honor, Ethics & Professionalism Review Board.**

The following procedures were established by the students and faculty of the Appalachian College of Pharmacy (ACP) to address violations of the Student Honor Code and other complaints against Doctor of Pharmacy (“PharmD”) students. Such violations and complaints (hereinafter referred to as “Complaints”) may include, but are not limited to: violations of academic integrity; lewd, obscene, or disruptive behavior on College premises or at College supervised activities; sexual harassment; threatening or abusive communication to members of the College community; inappropriate or illegal use of alcohol, drugs and controlled substances or other violations of the substance abuse policies; violations of the acceptable use policy; intentionally initiating any false report or threat of fire, explosion or other emergency; violations of College or school policies; and violations of the City of Grundy, Buchanan County, the Commonwealth of Virginia, or federal law ruled upon and determined by a court of competent jurisdiction.

##### **1. Reporting**

Any member of the ACP community, including a student, a group of students, a staff member, or a faculty member ("Complainant ") may bring a Complaint against a student or a group of students ("Respondent") under this Policy for any academic or non-academic action or inaction that is an alleged violation of the Honor Code, or is otherwise unprofessional, unethical, illegal or causes injury or damage. Informal or formal complaint proceedings will commence in accordance with the policy contained herein.

The Complainant should have first-hand knowledge or actual documentation supporting the alleged violation.

##### **2. Informal Complaint**

Complaints against ACP students may be addressed through informal or formal channels. While most complaints are brought directly into the formal complaint process, the Complainant may choose to resolve a minor complaint informally.

The informal process is typically facilitated by faculty members, the Assistant Dean of Student and Alumni Affairs or Senior Associate Dean, and eventually leads to a resolution of issues acceptable to all parties involved. A brief summary of the accusation and resolution is recorded by the ranking staff or faculty member, and included in the file of the Respondent student.

### **3. Formal Complaint**

Formal complaints are monitored by the Assistant Dean of Student and Alumni Affairs. The Dean or any of the Assistant/Associate Deans can enforce an immediate temporary suspension in situations involving criminal activity, potential injury to members of the school's community, or other actions that demand an immediate action.

The Dean or Assistant/Associate Dean may, at its discretion, delay Review Board action or final decision pending the outcome of a criminal investigation. In cases of felony charges directly involving the school, suspension of the Respondent pending outcome of the criminal matter may be a condition of delaying the complaint process. The Honor, Ethics & Professionalism Review Board will review these emergency situations in a timely manner and will conduct formal hearings to determine long-term course of action. Specific details of the situation will remain confidential until the formal complaint process has concluded.

### **4. Formal Complaint Procedure**

#### **a. Preliminary Evaluation**

A complaint must be submitted in writing to the chair of the Review Board. The Senior Associate Dean ("Associate Dean"), the chair of the Review Board and the SGA President of the P2 class constitutes the Preliminary Evaluation Panel ("the Panel"). Generally within 15 days of receipt of a written complaint, the Panel will review the facts presented and will determine by majority vote if the matter should be forwarded to the entire Review Board for a formal hearing.

The criteria for determining if a matter should not be forwarded to the Board include, but are not limited to:

- 1) Whether the complaint is not subject to this policy based on the identity of the Complainant, the identity of the accused, or the subject of the complaint;
- 2) Whether an attempt at resolution of the complaint should first be made under informal resolution procedures; or
- 3) Whether there is insufficient evidence to hear the complaint.

If a majority of the Panel believes that a formal hearing should not be held, the Chair of the Review Board or a designee will notify the Complainant in writing of the Panel's reasoning and counsel the Complainant on alternative resolutions. The Complainant may appeal for reconsideration by the Panel by submitting a written response within 15 days to the Panel and offering additional information and evidence for consideration through the Associate Dean. The Panel's decision upon reconsideration is final.

## **b. Honor, Ethics & Professionalism Review Board**

The college's Honor, Ethics & Professionalism Review Board ("Board") hears and attempts to resolve all formal complaints. The Board is composed of the president of each class and four faculty members, including the Assistant Dean of Student and Alumni Affairs. Student members of the committee may include the Student Government Association (SGA) president, or the first, second and third year class presidents. The Senior Associate Dean serves as an *ex-officio*, non-voting member.

## **c. Timing**

If the Preliminary Evaluation Review Panel determines that a referral to the Honor, Ethics & Professionalism Review Board is necessary, the Assistant Dean for Student and Alumni Affairs and chair of the Review Board shall notify the student respondent in writing that a complaint has been filed and provide the student respondent with the following:

1. a copy of the written complaint;
2. notice that the student respondent has ten (10) business days to submit a written response to the Review Board;
3. notice that a hearing will be held within ten (10) business days of the deadline for the student respondent's written response;
4. notice that he or she has the right to refuse to appear before the committee and such refusal will not amount to an admission of guilt;
5. notice that he or she has the right to participate in the hearing but remain silent;
6. notice that he or she has a right to present a statement on his or her own behalf, present witnesses to testify about relevant information and present relevant evidence in the form of written or otherwise tangible evidence;
7. notice that graduation will be deferred until the complaint is resolved; and
8. notice that the student should seek advice and counsel from his or her faculty advisor.

## **d. Evidence**

All evidence, including lists of witnesses to testify at the hearing, shall be made available to all parties involved in the complaint five (5) business days prior to the hearing for their review.

## **5. Hearing Procedure & Action**

- a. All committee members must be present for the hearing. Any members who cannot be present or who have a conflict or bias regarding the complaint must recuse themselves.
- b. Committee members who recuse themselves shall be replaced as follows:
  - i. the SGA presidents shall be replaced by the SGA vice-presidents of the appropriate class; and
  - ii. faculty members shall be replaced by appointment from the Dean or designated individual.

- c. The formal hearing is an internal academic process – rules of evidence do not apply and legal counsel will not be permitted to be present or represent the Complainant or the Respondent.
- d. Respondent(s) shall be reminded that during the hearing they are still under the ACP honor code, which explicitly prohibits lying.
- e. The secretary of the Honor, Ethics & Professionalism Review Board shall maintain a written record of the hearing.
- f. The complaint is presented by the Complainant, who may be a student, member of the faculty or representative of the Dean's office, in the presence of the Respondent.
- g. The Complainant may present witnesses to testify to relevant information.
- h. The Respondent and the committee members shall have an opportunity to question the Complainant's witnesses about relevant information and his or her testimony.
- i. Respondent may call witnesses in his or her defense to rebut the evidence presented by the Complainant.
- j. The Complainant and the committee members shall have an opportunity to question the Respondent's witnesses about relevant information and his or her testimony.
- k. The Review Board will then meet in closed session to determine whether the complaint has been proven by a preponderance of the evidence, whether it is more likely than not that the Respondent has committed the violation.
- l. The Review Board shall vote on the matter.
- m. All questions before the Review Board shall be decided by majority vote.
- n. If a tie exists then the Chair shall vote to break the tie.
- o. The Review Board shall issue its decision in writing to the Complainant and Respondent.
- p. The Review Board shall issue a written description of the reprimand decided to the Respondent.

The chair may exclude evidence, written or oral, that is repetitive, speculative or irrelevant. The College does not hold the authority to issue subpoenas. Therefore, obtaining evidence from sources outside the College shall be the responsibility of the party seeking that information. However, no complaint process shall be terminated or abandoned due to the inability of the College to compel the appearance of a witness or presentation of evidence. The College will provide reasonable assistance to all parties in obtaining records and information maintained by the College, if deemed appropriate by the Dean. Witnesses may submit a written statement in lieu of appearing to testify.

All complaints shall be decided on the basis of evidence presented. Lack of witnesses or evidence will not create presumptions that the testimony and evidence would be favorable to the Complainant or the Respondent.

The hearings and all information associated with the Review Board hearings shall not be open to the public and will be conducted in a manner that preserves confidentiality to the most reasonable extent possible. All witnesses shall be excluded from the hearing until they are

called to testify. All witnesses will be asked to affirm that the information they are presenting is accurate and complete to the best of their knowledge.

The Review Board may issue the following reprimands on the Respondent if it is found that he or she committed the alleged offense:

1. ***Private censure*** – a letter from the Review Board, signed by the chair, stating that the Respondent acted with impropriety. The letter shall be included in the Respondent’s student file for the designated specified time should one be designated.
2. ***Disciplinary Probation*** – imposed for a defined period of time in which the Respondent may not participate in College sponsored extra-curricular activities, serve as an officer in any school or school related professional organization. If the Respondent is found to be in violation of College regulations during this period it may result in a more severe punishment. At the end of the defined period of probation the Respondent will return to good standing. This policy does not apply to academic probation.
3. ***Suspension*** – imposed for a defined period of time in which Respondent is not permitted to attend classes or be present on campus. At the end of the suspension period the Respondent may apply to the Dean for reinstatement.
4. ***Dismissal (expulsion)*** – the most severe punishment for repeat or egregious violations. The student will not be permitted to apply for reinstatement or readmission to the College. A student may be automatically dismissed if convicted of a felony. Students convicted of non-felony crimes involving drugs and alcohol may be dismissed from the Doctor of Pharmacy program.

In addition to the actions stated above, the Review Board may place other requirements on the Respondent that relate to the case, including but not limited to performing restitution or repairs when property is damaged, performance of additional assignments or participating in counseling.

Within 7 days of resolution of the matter the Review Board shall prepare a written report to the Dean summarizing the matter, the hearing, the Review Board’s decision and the reprimand imposed.

## **6. Appeal**

A Respondent may appeal any action of the Review Board to the President within ten (10) business days of Review Board’s issuance of its decision. The appeal must be in writing and must be filed in the President’s Office. If the President is unavailable or has a conflict of interest, the Chair of the College’s Board of Trustees will appoint a board member to hear the appeal. The appeal must be based on one of more of the following criteria:

- a. production of new evidence or relevant facts not produced at the hearing;
- b. a claim of inadequate consideration of specific evidence;
- c. a claim that a rule or regulation of the College applied in the case is not applicable;
- d. a claim of denial of due process; and/or
- e. a claim that the reprimand was unduly severe.

The President shall issue his or her decision within fifteen (15) days of his or her receipt of the appeal.

If the student wishes he or she may appeal the decision of the President to the Chair of the Appalachian College of Pharmacy Board of Trustees based upon one or more of the grounds listed above. The Chair shall issue his or her decision on the appeal within thirty (days) of the appeal. The decision of the Chair is final.

If the Review Board suspends or dismisses a student that decision shall stand and the student will not be permitted to re-enroll or be present on campus pending the decision of the President in the appeal process.

If no appeal is submitted within the prescribed time frame, then the Review Board's action is final.

## **E. Conflict Disclosure and Counseling**

### **1. Student Affairs Conflict Disclosure**

The purpose of this policy is to inform and guide students and Appalachian College of Pharmacy (the "College") employees regarding the procedure for potential conflicts involving the associate general counsel to the Appalachian College of Pharmacy (the "College of Pharmacy").

Whitney J. A. Caudill, J.D. serves the College as Executive Vice-President and Associate General Counsel. In this capacity Ms. Caudill provides legal counsel to the College's board of trustees, supervises outside counsel and manages the College's legal affairs among other duties.

The College recognizes that a situation may arise where Ms. Caudill's role may present a conflict of interest. If Ms. Caudill identifies a potential conflict regarding her position she shall submit a letter to the general counsel of the College recusing herself as counsel to the College solely as to the matter or issue creating the conflict of interest.

If the President of the College of Pharmacy, the chairman of the board of trustees or the general counsel identify a conflict regarding Ms. Caudill's position then they shall consult with one another and after consultation regarding the potential conflict the general counsel shall notify Ms. Caudill in writing of such conflict, whereas Ms. Caudill shall recuse herself in writing to the general counsel as counsel to the College solely regarding the issue or matter creating the conflict of interest only.

If a student identifies a situation in which Ms. Caudill's dual position may amount to a conflict (i.e. a student disciplinary matter or litigation involving a student), the student may submit a statement in writing to the Dean of the College of Pharmacy and the president of the College identifying the potential conflict of interest. If after consultation with the president and general counsel a conflict is identified the general counsel shall notify Ms. Caudill of the same in writing, whereas Ms. Caudill shall recuse herself in writing to the general counsel as counsel to the College solely regarding the issue or matter creating the conflict of interest only.

## **2. Counseling**

In general, all counseling that relates to a student's personal life, family issues, academic progression, physical or mental health concerns that do not threaten others, finances and the like, are to be kept completely confidential by Appalachian College of Pharmacy employees designated to counsel students.

No employee or agent of the Appalachian College of Pharmacy shall promise not to disclose information to its president, legal counsel or other appropriate official regarding threats of violence, matters of potential or imminent danger to the health and safety of College personnel, students or the public at large or allegations of criminal behavior, including but not limited to sexual harassment on the part of any College employee, agent or official that in anyway arises out of that person's duties to or on behalf of the College. Any such promise by an employee or agent of the College is void and unenforceable.

The College employee, agent or official learning of such information, directly or indirectly, is to immediately report the information to the president, general counsel, or other appropriate College official who shall then, to the extent reasonably possible, protect the identity of the accuser or initial reporter. However, no assurance can be made nor shall be given that the accuser or initial reporter will be immune from being called as a witness or otherwise immune from the rules and regulations of the College regarding his/her role in the alleged incident. In the event that the initial accuser or reporter is in reasonable fear of retaliation of any kind, reasonable assurances to prevent retaliation shall be implemented by the president, general counsel or other appropriate College official upon proper review. All such allegations of possible retaliation when made in writing shall receive priority attention and preventive action from the College.

### **a. Faculty Counseling**

Faculty members shall be accessible to students for academic or course advising by appointment or at stated times outside a course's regularly schedule class hours. Faculty hours may be posted on their door or in course syllabi.

## **III. Curriculum**

The College offers a sequence of courses designed to lead to a Doctor of Pharmacy degree which requires completion of at least 150 credit hours of course work, including approximately 1900 hours of experiential coursework, and three academic years of full-time residence. In addition, a student must obtain a cumulative grade point average of 2.0 or better in order to begin experiential rotations or to graduate.

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

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

#### **A. Pharmacists In Community Service Program (“PICS”)**

The PICS program is designed to actively engage students in service projects that support the College’s mission to promote community service, lifelong learning and service to underserved and rural communities.

The PICS program is mandatory part of the Doctor of Pharmacy program and requires that all students complete 150 hours of community service over their three year enrollment in the Doctor of Pharmacy program. Students must complete a minimum of 50 hours of community service in each of the first two years of the program (100 hours) prior to going on APPE rotations. All 150 hours of service must be accomplished in order for students qualify for a degree and to graduate from the program. Participation in the PICS program often requires students to work after school hours, on weekends and/or holidays in order to fill their PICS requirement.

Students are required to document their hours spent participating in PICS activities, write reflective essays about each experience on the PICS form, which is available online, and obtain approval of their project from the PICS Director. Information regarding all aspects of the PICS program is available online.

### **IV. Attendance**

#### **A. Attendance is 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. Students are reminded that, in accordance with course syllabi, graded in-class assignments may be used to compute course grades.

#### **B. Instructor’s Rule**

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



### **C. Excused/Unexcused Absences from Class**

Students' absences are excused if the student has a personal or family illness that necessitates the student's absence, an emergency (i.e. car accident, sudden injury, etc.), death in his or her immediate family or any other situation deemed excused by the course instructor. All students are expected to contact the instructor and course coordinator immediately when a student requires an excused absence from classroom activities. While a doctor's note is not necessary for missing class, students found to be absent for an illness and they are not in fact ill will be subject to referral to the Honor, Ethics & Professionalism Review Board. Students who are aware that they will miss class should advise their professor in advance of the scheduled absence. For extended absences, please also contact the Senior Associate Dean. All materials documenting an excused absence must be presented to the course coordinator and any impacted faculty instructors immediately on your return to campus. Failure to do so may result in an unexcused absence for the assignment or test.

Quizzes and other daily activities may not be made up at the discretion of the course coordinator. If you have an excused absence, the graded quiz or daily activity assignment will not be computed into the final grade. Students are expected to meet with the course coordinator and instructors for further instructions on completing and turning in any missed assignments.

### **D. Court Appearances**

Students will be granted an excused absence for participation in jury duty or an appearance in court pursuant to a valid subpoena. Students will not be granted an excused absences for court appearances in which the student is a party to the legal matter.

## **V. 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. In accordance with course syllabi, selected in-class assignments may be graded and used to compute course grades.

### **B. Exams**

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

### **C. Absence During Exams**

Absence from any exam 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, grandparent, 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 Course Coordinator and Senior Associate Dean prior to the examination, 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 evaluated on a date designated by the course coordinator and may include the use of a different examination.

#### **E. Court Appearances**

If a student is absent from an exam because he or she is a party in a criminal or civil matter then the absence will be considered unexcused. However, the absence will be excused if it is pursuant to a valid subpoena or the student is subject to jury duty.

#### **F. Unexcused Absences during Exams**

The student will receive a zero for the examination and if the average for the course is <70%, the student will receive a failing grade for the course and will be referred to the Committee on Academic Requirements.

#### **G. Class and Exam Start Times**

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

### **VI. Grades and Grading**

#### **A. Grading Scale**

The College has adopted a numerical scoring system where a 70% score is the minimum passing score. The following is the College's grading scale and the quality points assigned to each letter grade:

|   |                      |   |                 |
|---|----------------------|---|-----------------|
| A | (4.0 quality points) | = | >90.00 or above |
| B | (3.0 quality points) | = | 80.00 to 89.99  |
| C | (2.0 quality points) | = | 70.00 to 79.99  |
| F | (0.0 quality points) | = | 69.99 or below  |

Other possible grades include:

|     |   |                                           |
|-----|---|-------------------------------------------|
| I   | = | Incomplete                                |
| IP  | = | In Progress (grade has not been reported) |
| P/F | = | Pass/Fail                                 |
| W   | = | Withdraw                                  |

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

## **B. Student Retention**

### **1. Class Attendance Following Dismissal**

Any student, who by virtue of these rules who has been formally dismissed from the College, but who nevertheless attempts to continue enrollment and attendance in classes, is responsible for tuition and fees 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 of the college.

### **3. Voluntary Withdrawal and Leave of Absences**

Application for voluntary withdrawal or a “leave of absence” from the College for any reason must be made in writing to the Senior Associate Dean. Every effort should be made by the student to assure that no misunderstandings or errors occur during the withdrawal process. Withdrawal from the College is not complete until the required forms are signed by the student (see Registrar), the Business Office Manager (whether or not the student has received financial aid), and the Dean of the College.

A student 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 Senior Associate Dean. In the event of a medical problem, the request must be accompanied by a letter from a physician describing the nature of the medical problem for which the leave is requested, and the estimated length of time needed for recovery. The approval of and terms and conditions of any leave will be determined by the Dean of the College.

Leaves of absence are generally requested for an academic year (or remainder thereof) with expected reinstatement to occur at registration for the term in which the student was granted leave in the previous year, in accordance with the terms of their Leave of Absence. Students on a leave of absence must request reinstatement by notifying the college of their expected return at least one month prior to the beginning of the academic term the student is to re-enroll. 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. Only in rare circumstances will a leave of absence be granted for a period other than an academic year (or remainder thereof).

If the student does not return from the leave the following academic year, he or she forfeits his or her enrollment and will be officially withdrawn from the program. It is the student’s responsibility to keep the Registrar informed of any change of address or status while on a leave of absence. Tuition will be reimbursed in accordance with the reimbursement schedule outlined on pages 4-5 of this document.

The procedure for Withdrawal is as follows:

- 1) The student makes a written request to the Senior Associate Dean to withdraw from the College or request a leave of absence.

- 2) The application may be followed by a personal interview with the Dean of the College and Senior Associate Dean.
- 3) The Registrar, in collaboration with the Dean of the College and Senior Associate Dean, will prepare the necessary forms for withdrawal.
- 4) The withdrawal interview with the Senior Associate Dean, the Dean of the College, and the Business Manager is held, and the terms of withdrawal or leave are agreed to and put in writing.
- 5) The completed withdrawal form and terms of withdrawal are signed by the student and the Dean of the College.
- 6) 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 College. 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 placed on academic probation when he or she fails any course by receiving a grade of <70% in the course. The student will be required to remediate the course content in accordance with the recommendations of the Committee on Academic Requirements (CARE) and the terms of the Academic Recovery Contract (See Remediation Policy below).

Students whose cumulative grade point average (GPA) falls below 2.0 will be placed on academic probation. Students whose GPA falls below 2.0 will be mentored by the Associate Dean or designee and required to meet with student and faculty tutors. Students will be notified in writing that they are on academic probation. Upon fulfilling the terms of the Academic Recovery Contract or obtaining a GPA of 2.0 or higher, the student will be removed from probation and will be notified of the same in writing. If a student fails to successfully meet the terms of the Academic Recovery Contract, the student will be referred to CARE for further action.

##### **b. Disciplinary Probation**

When a student is placed on probation for conduct unbecoming a pharmacy student by the Honor, Ethics & Professionalism Review Board or other panel or administrative official, the student will be required to meet on a regular basis, in person or by phone, with a faculty member assigned by the Assistant Dean of Student and Alumni Affairs or 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.

## **C. Remediation Process and Required GPA**

### **1. Remediation Policy**

Failure in any coursework will require the student to remediate the course failed. The student will be notified, in writing, by the Senior Associate Dean that he or she has failed to achieve 70% in the course and that he or she is on academic probation. This documentation will become part of the student's academic record.

A student notified that he or she is on academic probation is required to meet with the Assistant Dean of Students and Alumni Affairs and may be required to meet with the Committee on Academic Requirements (CARE Committee) to evaluate the students' performance in the course. The CARE Committee shall be constituted by the Senior Associate Dean, the Assistant Dean of Student and Alumni Affairs and four faculty members, two from each department.

The CARE Committee will make a recommendation on a course of action designed to permit the student to revisit the course material and afford opportunities to demonstrate sufficient mastery of the material to progress in the curriculum. Additionally, CARE will assure that at least one faculty member is assigned to the student to assist in acquisition of mastery. In addition, a student tutor will be assigned to the student to supplement the faculty's mentoring of the student.

The Senior Associate Dean of the College shall execute the recommendations of the CARE Committee, meet with the affected student and prepare and execute an Academic Recovery Contract ("Contract") with the student. The Contract will outline the expectations of the student, establish a timeline to acquire and demonstrate mastery of the course material, and the consequences for failure to comply with any elements of the contract. A student who breaches the Contract shall be subject to dismissal.

Students on academic probation and operating under a Contract must achieve a minimum score of 70% on any remediation challenge examination or alternative summative evaluation in order to demonstrate mastery of the courses material and successfully remediate the course and be reinstated into the Doctor of Pharmacy program as a student in good academic standing. Grades associated with the remediation challenge examination or summative evaluation of mastery of course material will be recorded as a letter grade associated with a non-credit remediation course number. The letter grade on the remediation exam will not replace the original letter grade.

If the student successfully remediates deficient courses, the student will be notified in writing by the Senior Associate Dean 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 a course(s) or fails other courses while on academic probation, he or she will be referred back to the CARE Committee for re-evaluation, which may result in academic dismissal from the Doctor of Pharmacy program. The CARE Committee may recommend automatic dismissal of a student who fails three courses in any one term. The student will be notified, in writing, by the Dean, of dismissal from the program. A student dismissed in this manner shall be dismissed "not in good academic standing," and the

student may request re-admission through the College's admissions application process. Students who are dismissed from the program are not assured of re-admission. Reimbursement for tuition in this situation will follow the ACP reimbursement policy outlined on pages 4-5 of this document.

## **2. Required GPA to Progress**

Students must have a cumulative pharmacy school GPA, not including pre-pharmacy courses, of greater than or equal to 2.0 to progress from the P2 year to the P3 year and enter Advanced Pharmacy Practice Experiences (APPE). Students are also required to have a cumulative pharmacy school GPA, not including pre-pharmacy courses, of greater than or equal to 2.0 to graduate after the P3 year.

Students who are identified as having less than a 2.0 GPA immediately prior to advancing to the APPE or graduating shall be referred to the CARE Committee for evaluation and recommendations to the dean pursuant to the Remediation Policy.

## **D. Graduation**

### **1. Requirements**

Except as otherwise provided in these standards, a candidate for graduation must have received credit in all required courses, successfully completed the required hours of experiential course work, and completed 150 hours of community service through the Pharmacists in Community Service Program.

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

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

### **3. Honors**

#### **a. Summa Cum Laude**

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

#### **b. Magna Cum Laude**

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

#### **c. Cum Laude**

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

## **E. Dismissal, Suspension and Unsatisfactory Progress**

### **1. Unsatisfactory Progress**

#### **a. Unsatisfactory Progress during the Didactic Curriculum**

The College attempts to monitor student progress in all courses. Any deficiencies recognized or identified by a faculty member, course coordinator, or member of the administration, will be forwarded to the Senior Associate Dean and Assistant Dean of Student and Alumni Affairs. Any student who is in jeopardy of failing a course or students who fail any course will be assigned a tutor and monitored through completion of the course.

**b. Unsatisfactory Progress during the Experiential Program**

If a student fails to pass an assigned rotation in the experiential program, the student's performance will be evaluated by the Director of Experiential Education and CARE.

CARE 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 CARE Committee may specify other plans as it deems fit; and/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 an "F" with no academic credit.

**VII. Student Appeals**

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

**A. Appeal of Final Grade**

If a student believes that his or her course grade was in error, he or she should first contact the course coordinator and attempt to resolve the matter. If the student is unable to resolve the matter, he or she shall submit a written statement summarizing error and the desired remedy to the Senior Associate Dean. The Senior Associate Dean 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. No appeals may be filed more than five days after posting of the final course grade. Errors in grade entry on the part of College faculty and staff may be appealed at anytime.

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 Assistant Dean of Student and Alumni Affairs, and the vice-presidents of each class. The Senior Associate Dean 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 Senior Associate Dean. 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 Director of Experiential Education and the Senior Associate Dean. Students may continue to progress through the experiential curriculum until the appeal is resolved. No appeals may be filed more than five days after the administration of the final pharmacy practice experience evaluation.

The Senior Associate Dean in consultation with the Director of Experiential Education 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 Director of Experiential Education. The decision of the Dean of the College is final.

#### **C. Appeals of Dismissal**

In order to appeal a decision regarding probation, suspension, dismissal, termination, or an 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 Senior Associate Dean.
2. If the complaint involves the Senior Associate Dean, then the Dean of the College shall appoint another Associate/Assistant Dean or faculty member to handle the complaint.
3. The Senior Associate Dean or other appointed individual 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 Senior Associate Dean 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.



Appeals regarding dismissal must be filed within thirty (30) days of the date of dismissal.

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.

#### **D. Accreditation Standards**

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**

### **VIII. Record Keeping**

#### **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 Registrar or course coordinator. All grade challenges must be made in accordance with the appeal/challenge policy.

#### **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 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 Appalachian College of Pharmacy 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.
3. 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.
4. 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.
5. 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;
- College 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 may make a request to the Registrar **in writing** that his or her directory information not be released to third parties. All such requests will be honored.

A student has the right to file a complaint with the US Department of Education concerning alleged failures by 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 College 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 College 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 (HIPAA) release executed by the student.

## **IX. Access to Students by Third Parties**

The College encourages the education of students regarding professional and educational products and services offered by parties other than the College or student organizations ("Third Parties"). This policy prescribes the manner in which Third Parties may access and/or address students enrolled at the College.

Individuals or organizations that contact the College requesting access to students via email or in person must be referred to the Office of the Dean and in the Dean's absence the Office of the Assistant Dean of Student & Alumni Affairs. Third Parties may not access students without the express permission of the Dean or the Assistant Dean of Students & Alumni Affairs in the absence of the Dean.

The College reserves the right to refuse access of Third Parties to College students. The College reserves the right to refuse to release student information to Third Parties for any reason. While present on campus Third Parties are expected to adhere to known College policies and any terms or agreements associated with the Third Parties' presence on campus.

### **Email Access to Students**

Students' email addresses are not to be released to third parties. If Third Parties wish to access students via email the Third Party should provide the Dean or Assistant Dean with the information they would like to distribute or the contact information of the Third Party and the Dean or Assistant Dean shall email the student body.

### **In-Person Access to Students**

Third Parties may request to make presentations to College students through the Dean or Assistant Dean. Such presentations shall not interfere with courses. Students will be notified of the presentation using the method described above under Email Access to Students. Third Parties wishing to use campus facilities to address students must request use of the facility and specify what areas of the facility they wish to utilize to ensure that the facilities are not reserved for other events or programs.

## **X. Student Use of College Equipment**

College students, faculty, staff and administration ("Lessee") may borrow tables and chairs belonging to the College. In order to borrow such equipment the Lessee must contact the Vice-President to reserve the desired dates and check availability of the equipment. Once a date is agreed upon the Lessee must arrange for the transportation of the equipment to the desired location and back to the College's Garden Campus.

Upon pick up of the equipment the Lessee must sign the usage log with his or her name, address and telephone number, the organization they are working with, if any, and the quantity of equipment borrowed. No more than 30 chairs or 15 tables may be borrowed at the same time by the same Lessee. Prior to pick of the equipment, the Lessee shall remit a deposit to the Business Manager at a rate of \$5.00 per chair and \$15.00 per table. The deposit shall be returned to the Lessee upon return of the equipment and after an inspection to ensure that the equipment is returned undamaged and in the same condition in which it was loaned to Lessee.

If any equipment is destroyed the Lessee is responsible for the full replacement cost of the destroyed equipment.

## **IV. 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. 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, meeting qualification standards, and the availability of such funds. Some second and third year pharmacy students, especially those doing well in their performance, acquire pharmacy sponsorship loans from pharmacies and the pharmaceutical profession. ACP holds an annual career fair to help facilitate that process, but again, there is no guarantee students will be offered such a sponsorship.

## V. STAFF, FACULTY, AND ADMINISTRATIVE DIRECTORY AND ORGANIZATIONAL CHART

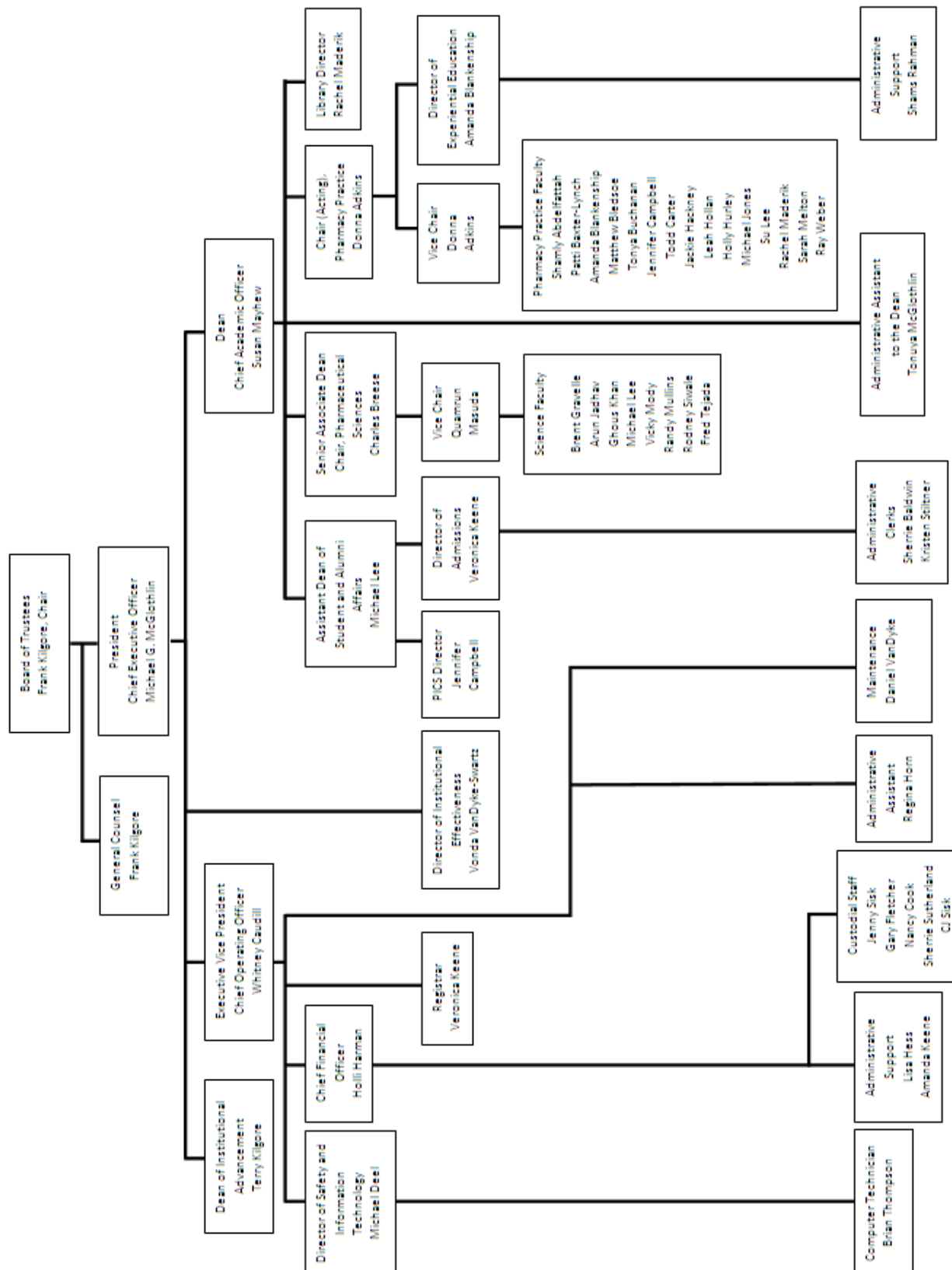
### Name:

**Elshamly Abdelfattah**, Associate Professor of Pharmacy Practice  
**Donna Adkins**, Chair, Department of Pharmacy Practice  
**Sherrie Baldwin**, Admissions Clerk  
**Patti Baxter**; Assistant Professor of Pharmacy Practice  
**Matthew Bledsoe**, Assistant Professor of Pharmacy Practice  
**Charles Breese**, Associate Dean and Professor of Pharmacology  
**Tonya Buchanan**; Assistant Professor of Pharmacy Practice  
**Jennifer Campbell**, Assistant Professor of Pharmacy Practice  
**J. Todd Carter**, Assistant Professor of Pharmacy Practice  
**Whitney J. A. Caudill**, Executive Vice-President and COO  
**Nancy Cook**, Building and Grounds  
**Michael Deel**, Director of Information technology  
**Gary Fletcher**, Building and Grounds  
**Brent Gravelle**, Assistant Professor of Pharmacology  
**Jackie Hackney**, Assistant Professor of Pharmacy Practice  
**Holli Harman**, Business Manager  
**Lisa Hess**, Office Service Specialist  
**Regina Horn**, Office Service Specialist  
**Leah Hollon**, Assistant Professor of Pharmacy Practice  
**Holly Hurley**, Assistant Professor of Pharmacy Practice  
**Arun Jadhav**, Professor of Pharmacology  
**Michael Jones**, Assistant Professor of Pharmacy Practice  
**Amanda Keene**, Office Service Specialist  
**Veronica Keene**, Director of Academic Records and Admissions  
**Ghous Khan**, Assistant Professor of Pharmacology  
**Terry Kilgore**, Dean of Institutional Advancement  
**Michael Lee**, Assistant Dean of Student and Alumni Affairs  
**Su Young Lee**, Assistant Professor of Pharmacy Practice  
**Quamrun Masuda**; Vice-Chair and Assistant Professor of Pharmaceutics  
**Susan Mayhew**, Dean and Professor of Pharmacy Practice  
**Tonuya McGlothlin**, Administrative Assistant  
**Sarah Melton**, Associate Professor of Pharmacy Practice  
**Vicky Mody**, Assistant Professor of Medicinal Chemistry  
**Randy Mullins**; Associate Professor of Pharmaceutics  
**Vonda Swartz**, Director of Institutional Effectiveness  
**C.J. Sisk**, Building and Grounds  
**Jenny Sisk**, Building and Grounds  
**Rodney Siwale**; Assistant Professor of Pharmaceutics  
**Kristen Stiltner**, Admissions Clerk and Assistant to Student Affairs  
**Sherry Sutherland**, Building and Grounds  
**Frederick Tejada**, Assistant Professor of Medicinal Chemistry  
**Brian Thompson**, Assistant Information Technology  
**Daniel Vandyke**, Maintenance Supervisor  
**Daniel Raymond Weber**, Associate Professor of Pharmacy Practice

### E-mail:

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mbledsoe@acpharm.org  
cbreese@acpharm.org  
tbuchanan@acpharm.org  
jcampbell@acpharm.org  
tcarter@acpharm.org  
wcaudill@Acpharm.org  
ncook@acpharm.org  
mdeel@acpharm.org  
gfletcher@acpharm.org  
bgravelle@acpharm.org  
jhackney@acpharm.org  
hharman@acpharm.org  
lhess@acpharm.org  
rhorn@acpharm.org  
lhollon@acpharm.org  
hhurley@acpharm.org  
ajadhav@acpharm.org  
mjones@acpharm.org  
akeene@acpharm.org  
vkeene@acpharm.org  
gkhan@acpharm.org  
tkilgore@acpharm.org  
mlee@acpharm.org  
slee@acpharm.org  
qmasuda@acpharm.org  
smayhew@acpharm.org  
tmcglothlin@acpharm.org  
smelton@acpharm.org  
vmody@acpharm.org  
rmullins@acpharm.org  
vswartz@acpharm.org  
cjsisk@acpharm.org  
jsisk@acpharm.org  
rsiwale@acpharm.org  
kstiltner@acpharm.org  
ssutherland@acpharm.org  
ftejada@acpharm.org  
bthompson@acpharm.org  
dvandyke@acpharm.org  
rweber@acpharm.org

The following chart illustrates the organizational structure of the Appalachian College of Pharmacy. The chart illustrates the proper chain of command, for use when lodging complaints.



# **VI. Library Policies**

## **Introduction**

Welcome to the Appalachian College of Pharmacy 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 ACP 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 ACP. 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 1200 sources, including books, journals, and electronic databases, and our collection continues to grow.

### **The Facility**

The library is located on the first floor of the original Garden High School building.

### **Hours of Service**

During the academic year, the libraries and computer labs are typically open from 8am-9pm Monday through Thursday, 8am-5pm on Friday, and 1pm-9pm on Saturday and Sunday.

Changes to the library schedule may occur due to inclement weather, holidays, school functions, or other unforeseeable circumstances. In these cases, schedule changes will be posted on library doors as well as on the library website ([www.acpharm.org/library](http://www.acpharm.org/library)). E-mails will also be sent out to the student body.

## **Library Services**

The library offers a number of services to the ACP community. We provide access to books, e-books, electronic databases, online journals, interlibrary loan (ILL), and research assistance.

### **Finding Library Materials**

The library's catalog of books is available online at:  
[www.acpharm.org/library/catalog.shtml](http://www.acpharm.org/library/catalog.shtml)

Journals available through ACP are listed on: [www.acpharm.org/library/journallist.shtml](http://www.acpharm.org/library/journallist.shtml)

### **Circulation of Library Materials**

Students may check out books (not including reference books or journals) for a period of two weeks. Books may be renewed once, and there is an overdue fine of \$.50/day. If a book is overdue for more than one month, the book will be considered "lost" and the student will be charged the cost of the book plus a \$20 processing fee.



## **Online Materials**

The library subscribes to several electronic information resources, such as databases, journals, and e-books, which can be accessed from any on-campus computer. These can all be accessed off-campus using your webmail username and password.

## **Interlibrary Loan**

If you need a book or article that we do not own, the library will attempt to borrow the item from another library for your use. You can submit an ILL request at <http://www.acpharm.org/library/request.shtml> <<http://www.uacp.org/library/request.shtml>> .

## **Photocopying and Printing**

Students may photocopy and print for free, but usage is monitored to detect excessive or inappropriate use. Photocopying requires a PIN number, which can be obtained from library and IT staff.

## **Research Assistance**

If you need help finding a specific article, doing research for a class project, or simply using any of the library's services, the library staff is always available to assist you. Information on contacting the library is available at <http://www.acpharm.org/library/contact.shtml> .

## **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. Library staff reserves the right to discard any food found 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.

### **Computers**

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

Staff may periodically remove non-essential software and other files from the computers. Patrons should save their files to a diskette or USB thumb drive.

Wireless access is available on campuses for student and staff use only.

**Unattended Items**

Do not leave items unattended in the library. ACP takes no responsibility for any unattended items left anywhere in the building. The library reserves the right to inspect and remove unattended personal items.

## **VII. POLICY PROHIBITING SEXUAL AND OTHER UNLAWFUL HARASSMENT**

Harassment of applicants, to the College students and employees on the basis of race, color, religion, age, sex, marital status, national origin, disability or handicap, sexual orientation, ancestry, or veteran's status, including sexual harassment (all as defined and protected by applicable law) is unacceptable and shall not be tolerated.

As a reflection of institutional values, this policy upholds traditions of academic freedom and uncensored debate on matters of public concern. The policy affects 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 the College. 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.

### Sexual Harassment

Sexual harassment has been defined generally as including unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature whenever: (1) submission to the conduct is either an explicit or implicit term or condition of employment or attendance; (2) an employee's or student's reaction to the conduct is used as a basis for employment or attendance decisions affecting that employee or student; or (3) the conduct has the purpose or effect of interfering with the employee's or student's work performance or creating an intimidating, hostile, or offensive environment.

### Examples of Sexual Harassment:

Sexual harassment can take many forms. Examples of conduct of a sexual nature include, but are not limited to, the following: sex-oriented verbal "kidding," "teasing," or jokes; repeated offensive sexual flirtations, advances or propositions, reference or use of sexual material in class without any contextual relationship to the material being presented; attempted or actual unwanted kissing or fondling; continued or repeated verbal abuse of a sexual nature; graphic or degrading comments about an individual or his or her appearance; the display of sexually suggestive objects or pictures; or subtle pressure for sexual activity; inappropriate physical contact; implied or overt sexual threats.

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

Sexual harassment does not refer to occasional compliments of a socially acceptable nature or consensual personal and social relationships without a discriminatory employment effect. It refers to behavior that is not welcome and that is personally intimidating, hostile, or offensive.

### Other Unlawful Harassment

Harassment on other grounds, race, color, religion, age, sex, marital status, national origin, disability or handicap, sexual orientation, ancestry, or veteran's status or any other characteristic that is protected by law is also prohibited. Harassment includes jokes, verbal abuse and epithets, degrading comments, the display of offensive objects and pictures and other conduct that the individual might reasonably find to be offensive.

### Scope of Policy

This policy prohibiting harassment, whether sexual or of another nature, is not limited to relationships between and among employees and prospective employees but also extends to interactions with and among students, preceptors and guests. No employee or student shall ever subject any other employee, student, preceptor, or guests to harassment of any nature, including that conduct described above. Furthermore, no employee or student will be required to suffer harassment by any other student, employee, preceptor or guest. Any unwelcome sexual overtures or other forms of sexual harassment or other harassment advanced upon any employee, student, preceptor or guest should be reported immediately to the Business Manager or Associate General Counsel.

### Complaint Procedure

The College requires reporting of all incidents of sexual or other harassment, regardless of the identity of the offender. While the College encourages individuals who believe they are being harassed to firmly and promptly notify the offender that his or her behavior is unwelcome, the College also recognizes that power and status disparities between the offender and the recipient of the offensive conduct may make such a confrontation impossible. Consequently, such direct communication is not a requirement or prerequisite to filing a complaint.

An employee or student who feels that he or she is or has been the victim of illegal discrimination or harassment in violation of this policy should immediately notify his or her supervisor, the Human Resources staff or the Associate General Counsel. The College will fully investigate all complaints and will maintain confidentiality to the extent possible given the College's duty to investigate the complaint. Anyone who is found to have engaged in illegal discrimination or harassment in violation of this policy will be subject to appropriate disciplinary action, which may include termination of employment, depending on the circumstances. No employee will be retaliated against for making a complaint or assisting with the investigation of a complaint. Making a complaint does not, however, exonerate the complainant from disciplinary action for separate and distinct violations of this personnel policy or for making a false complaint.

The College is strongly committed to maintaining a workplace free of impermissible harassment or intimidation, including sexual harassment. All complaints will be taken seriously.

Regardless of whether you have performed 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)**

## **VIII. COMPUTER USE POLICY**

### **General Principles**

The Appalachian College of Pharmacy technology resources (ACPTR) 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. ACPTR 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 ACPTR. 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 College 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 ACPTR. If a security or abuse problem with any ACPTR is observed by or reported to a user, such user shall immediately report the same to 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.

### **Use of Electronic media in the Classroom**

All beepers, cell phones, and other outside communication devices must be turned off during class. Their intrusion and use during class are disruptive to the course activities and to the learning process for your fellow students. You may have and use a laptop computer in class, but if so, **it may only be used for purposes associated with the course** as described above. No other computing activities are permitted. Unauthorized computer use during class may result in loss of computing privileges and/or wireless network access.

# **IX. POLICY ON ALCOHOL, DRUGS, WEAPONS & VIOLENCE**

## **Alcohol & Drug Policy**

It is the policy of the College 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 and unauthorized manufacture, distribution, dispensation, possession, or use of narcotics, drugs, or other controlled substances, or alcohol at the workplace and in the educational setting. Unlawful for these purposes means in violation of federal, state or local regulations, policy, procedures, and rules, as well as legal statutes. Workplace means College operated buildings and grounds or while conducting College business away from the College premises.

If a student is convicted of a felony, including a felony involving drugs or alcohol, the student shall be dismissed from the Doctor of Pharmacy program. Students dismissed for such conduct shall not be considered for re-admission.

The use of tobacco products, including cigarettes and dipping or chewing tobacco, is prohibited on the Appalachian College of Pharmacy campus. Therefore, no student, faculty, or staff member may use tobacco products on any College premises, including parking lots.

Use of assistance programs and drug/alcohol rehabilitation services is encouraged by the 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 College funds for the purchase of alcoholic beverages.
2. Student and faculty organizations may use non-College organizational funds (funds raised by the student or faculty organization and not given to them by the College or other public entity) for the purchase of alcohol. Alcoholic beverages purchased with non-public and non-College 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 students consuming alcohol must be 21 or older, and the bartender hired by the student organization must check the identification of everyone served to confirm that they are over 21 years of age.

3. Events or functions involving the use of alcohol on College 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 College 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**

All students or student organizations that violate the drug and alcohol policy may be subject to civil and/or criminal penalties as determined state or federal laws. Such incidents and individuals shall be referred to the Honor, Ethics & Professionalism Review Board for review and may be subject to disciplinary action as outlined in the Honor Code herein above.

### **Weapons Policy**

The College has adopted the following policy to deal with weapons, firearms, intimidation or other threats of actual violence that may occur during business hours, at College events or on the College's property. Students and employees who violate this policy may be subject to disciplinary action, up to and including dismissal, arrest and prosecution.

Firearms and weapons are strictly prohibited on the College's premises and at locations where College events are in progress without proper written authorization of the College. Such authorization may be granted by either the President or the Dean. The term "firearms" for the purpose of this policy includes, but is not limited to, any gun, rifle, pistol, or handgun designed to fire bullets, BBs, pellets or shot regardless of the propellant used. The term "weapons" for the purpose of this policy includes, but is not limited to, large knives (3" blades or longer), ammunition, swords, bows, arrows, toy or counterfeit/replica firearms, martial arts weapons, and fireworks or other explosives; however, kitchen knives and dining knives are excluded from this policy.

This policy is subject to the following exemptions:

- 1) It does not apply to law enforcement officers on active duty;
- 2) It does not apply to the transitory storage of firearms and weapons in locked vehicles on College property for legal purposes provided, however, that any such firearms are unloaded or explosives are not prepared for discharge; and
- 3) It does not apply to the reasonable possession of a firearm or weapon in the event of an emergency where the possession of a firearm or weapon is necessary to protect the lives of those legally on the College's premises or at locations where College events are in progress.

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

Students and employees are expected to refrain from fighting, “horseplay,” or other conduct that may be dangerous to others. Conduct that threatens, intimidates, or coerces another employee, a student, or a member of the public at any time will not be tolerated. All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to the Assistant Dean of Students or the Dean. This includes threats by students, employees, faculty, as well as threats by members of the public. When reporting a threat of violence, you should be as specific and detailed as possible. Any person engaging in threats of (or actual) violence may be removed from the College property as quickly as safety permits. Individuals who have been removed from College property shall remain off the property pending the outcome of College and/or criminal investigations.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. No student or employee will be subjected to retaliation for reporting any threat or perceived threat.

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

*Clery Act: The Appalachian College of Pharmacy 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.*

## **X. College 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 Attire**

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

The following items are prohibited:

- Caps or any hats worn indoors
- Pajamas
- Exercise or active wear (sweatpants, wind-pants, etc.)
- Revealing clothing
- Capri pants or shorts, including long shorts
- T-shirts
- Sweatshirts
- Denim clothing of any kind and color
- Visible tattoos
- Exposed body piercings (excluding ear piercing in the lower ear lobe),
- Bare midriffs,
- Tube-tops, tank tops, muscle shirts, or halter-tops.
- Flip-flops, tennis shoes, running shoes/sneakers or sandals

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

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

Students must wear a standard-length, long-sleeve white clinic coat; faculty and staff may wear either long- or standard-length, long-sleeve white clinic coats. Nail polish of any kind is prohibited in the clinical setting.

### **Inappropriate Dress**

Students who present in class, in the administrative offices, at College events 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 will be handled by the Honors, Ethics and Professionalism Review Board.

## XI. Accommodation Policy

The Appalachian College of Pharmacy (the College) 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 College offers individualization and reasonable accommodation as required by law. Reasonable accommodation are those that do not fundamentally alter the nature of the College'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 College administration and the course coordinator.

Unexpected circumstances that create the need for an accommodation for a student should be reported to the Dean as soon as possible in writing with the required medical documentation.

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

## **XII. Grievance Policy**

**This policy applies to complaints regarding students, employees, or participants in ACP-sponsored programs or activities.**

The Board of Trustees has adopted the following Grievance Policy:

A person with a grievance against the College, students, or employees regarding any non-academic matter, incident, or episode, including, for example, harassment, discrimination, retaliation for filing a grievance, etc., shall make that grievance known in writing to the Associate General Counsel. Grievances must be in writing.

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' privacy 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 Appalachian College of Pharmacy may take the following reasonable steps such as reinstatement, reassignment, promotion, training, back pay, or reinstatement of other benefits as necessary.
4. Within fifteen (15) days 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 fifteen (15) day timeline may be extended by the Appalachian College of Pharmacy 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 actions available to the Honor, Ethics, and Professionalism Review Board.
  - (b) Employee: see Appalachian College of Pharmacy Personnel and Policies Manual.
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 College of Appalachia if all parties are provided written notice to their addresses of record.
  - (b) The President shall preside over the hearing
  - (c) The two parties to the hearing are as follows:
    - i. The grievant, or his or her designee who shall state his or her grievance; and
    - ii. The person the grievance was brought against, the accused.
  - (d) The order of the hearing shall be as follows:
    - i. Reading of the grievance.
    - ii. A statement by the grievant or designee.
    - iii. A statement by the accused or designee.
    - iv. Presentation of evidence and witnesses by both parties
    - v. Closing comments of the grievant or designee.
    - vi. Reply to by the accused or designee
  - (e) A record of the hearing shall be created.
8. Upon completion of the hearing, the President 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 College if all parties are provided written notice to their addresses of record. Absent an appeal to the Chairman of the decision of the President is final.
9. Any party, if not satisfied with the decision of the President, may appeal that decision in writing to the Chair of the Board provided that notice of appeal is received by the Chair within ten working days. The Chair shall review the record of the proceeding before the President, and conduct further investigations as are deemed appropriate. The Chair 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 President with appropriate instructions. The decision of the Chair 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 Appalachian College of Pharmacy 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 President 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 President.
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 President shall appoint an employee to perform the role of the Associate General Counsel in the grievance process.
12. If the President 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 shall appoint an employee to perform the role of the President in the grievance process.

13. If the Chair 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 vice-chair 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, academic dismissals or expulsions, curricular concerns, violations of accreditation standards or decisions of the Honor Ethics and Professionalism Review Board. Any grievance concerning a grade or any grade challenge shall be governed by the appropriate provisions of the Academic Policies.
15. No student or employee shall be subjected to unfair action as a result of filing a grievance under this policy.

## **XIII. Accreditation**

### **State Council of Higher Education:**

The Appalachian College of Pharmacy is certified to operate in Virginia by the State Council of Higher Education for Virginia (SCHEV).

### **Accreditation Council for Pharmacy Education:**

The Appalachian College of Pharmacy is seeking accreditation from the Accreditation Council for Pharmacy Education (ACPE). A newly instituted professional program of a college or school of pharmacy may be granted one of two preaccreditation statuses, Precandidate or Candidate, depending upon its stage of development. In the instance of a newly founded college or school of pharmacy, the programs generally progress through both statuses.

**Precandidate:** A new program that has no students enrolled, but meets basic ACPE eligibility criteria, may be granted precandidate accreditation status. This indicates that the college or school planning for the professional program(s) has taken into account ACPE standards and suggests reasonable assurances of moving to the next step, that of candidate status. Full public disclosure by the college or school of the terms and conditions of precandidate status is required.

**Candidate:** A new program that has students enrolled but has not had a graduating class may be granted candidate status. The granting of candidate status denotes a developmental program, which has taken into account ACPE accreditation standards and is expected to mature in accord with stated plans within a defined time period. Reasonable assurances exist that the program will become accredited as programmatic experience is gained, generally, by the time the first class has been graduated. Graduates of a class designated as having candidate status have the same rights and privileges as graduates of a program that has accreditation status.

In June 2007, ACPE voted to advance ACP's program to Candidate status. In January, 2009, and again in June, 2009, ACPE voted to continue ACP's program at Candidate status.

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

### **Southern Association of Colleges and Schools:**

The Appalachian College of Pharmacy is seeking accreditation from the Southern Association of Colleges and Schools (SACS). In August, 2009, ACP submitted an application to SACS for review. ACP cannot guarantee the outcome of its SACS accreditation process, but will pursue accreditation with due diligence.

## ***Appendix A***

### ***Pledge of Professionalism***

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

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

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

**FOSTER** professional competency through life-long learning. I must strive for high ideals, teamwork and unity within the profession in order to provide optimal patient care.

**SUPPORT** my colleagues by actively encouraging personal commitment to the Oath of Maimonides and a Code of Ethics as set forth by the profession

**INCORPORATE** into my life and practice, dedication to excellence. This will require an ongoing reassessment of personal and professional values.

**MAINTAIN** the highest ideals and professional attributes to ensure and facilitate the covenantal relationship required of the pharmaceutical caregiver.

The profession of pharmacy is one that demands adherence to a set of rigid ethical standards. These high ideals are necessary to ensure the quality of care extended to the patients I serve. As a student of pharmacy, I believe this does not start with graduation; rather, it begins with my membership in this professional college community. Therefore, I must strive to uphold these standards as I advance toward full membership in the profession of pharmacy.

*Developed by the American Pharmaceutical Association Academy of Students of Pharmacy/American Association of Colleges of Pharmacy Council of Deans (APhA-ASP/AACP-COD) Task Force on Professionalism; June 26, 1994*

## ***Appendix B***

### **APhA Code of Ethics**

#### **PREAMBLE**

Pharmacists are health professionals who assist individuals in making the best use of medications. This Code, prepared and supported by pharmacists, is intended to state publicly the principles that form the fundamental basis of the roles and responsibilities of pharmacists. These principles, based on moral obligations and virtues, are established to guide pharmacists in relationships with patients, health professionals, and society.

#### **I. A pharmacist respects the covenantal relationship between the patient and pharmacist.**

Considering the patient-pharmacist relationship as a covenant means that a pharmacist has moral obligations in response to the gift of trust received from society. In return for this gift, a pharmacist promises to help individuals achieve optimum benefit from their medications, to be committed to their welfare, and to maintain their trust.

#### **II. A pharmacist promotes the good of every patient in a caring, compassionate, and confidential manner.**

A pharmacist places concern for the well-being of the patient at the center of professional practice. In doing so, a pharmacist considers needs stated by the patient as well as those defined by health science. A pharmacist is dedicated to protecting the dignity of the patient. With a caring attitude and a compassionate spirit, a pharmacist focuses on serving the patient in a private and confidential manner.

#### **III. A pharmacist respects the autonomy and dignity of each patient.**

A pharmacist promotes the right of self-determination and recognizes individual self-worth by encouraging patients to participate in decisions about their health. A pharmacist communicates with patients in terms that are understandable. In all cases, a pharmacist respects personal and cultural differences among patients.

#### **IV. A pharmacist acts with honesty and integrity in professional relationships.**

A pharmacist has a duty to tell the truth and to act with conviction of conscience. A pharmacist avoids discriminatory practices, behavior or work conditions that impair professional judgment, and actions that compromise dedication to the best interests of patients.

#### **V. A pharmacist maintains professional competence.**

A pharmacist has a duty to maintain knowledge and abilities as new medications, devices, and technologies become available and as health information advances.

#### **VI. A pharmacist respects the values and abilities of colleagues and other health professionals.**

When appropriate, a pharmacist asks for the consultation of colleagues or other health professionals or refers the patient. A pharmacist acknowledges that colleagues and other health professionals may differ in the beliefs and values they apply to the care of the patient.

**VII. A pharmacist serves individual, community, and societal needs.**

The primary obligation of a pharmacist is to individual patients. However, the obligations of a pharmacist may at times extend beyond the individual to the community and society. In these situations, the pharmacist recognizes the responsibilities that accompany these obligations and acts accordingly.

**VIII. A pharmacist seeks justice in the distribution of health resources.**

When health resources are allocated, a pharmacist is fair and equitable, balancing the needs of patients and society.

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Adopted by the American Pharmacists Association membership, October 27, 1994.

**Certification of Understanding and Adherence to Policies, Rules and Procedures of the Appalachian College of Pharmacy**

I hereby certify and confirm that I have been provided with a copy of the Appalachian College of Pharmacy Student Handbook 2009 - 2010.

I hereby certify and confirm that I understand that the policies, rules and procedures contained in the Student Handbook will apply during the 2009 – 2010 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 Appalachian College of Pharmacy 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 College.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

## Accreditation Acknowledgement

The Accreditation Council for Pharmacy Education (ACPE) accredits Doctor of Pharmacy programs offered by Colleges and Schools of Pharmacy in the United States and selected non-U.S. sites. For a Doctor of Pharmacy program offered by a new College or School of Pharmacy, ACPE accreditation generally involves three steps: Precandidate status, Candidate status, and Full accreditation. Precandidate accreditation status denotes a developmental program, which is expected to mature in accord with stated plans and within a defined time period. Precandidate status is awarded to a new program of a College or School of Pharmacy that has not yet enrolled students in the professional program, and authorizes the college or school to admit its first class. Candidate accreditation status is awarded to a Doctor of Pharmacy program that has students enrolled, but has not yet had a graduating class. Full accreditation is awarded to a program that has met all ACPE standards for accreditation and has graduated its first class. Graduates of a class designated as having Candidate status have the same rights and privileges of those graduates from a fully accredited program.

ACPE conveys its decisions to the various boards of pharmacy. However, decisions concerning eligibility for licensure, by examination or reciprocity, reside with the respective state boards of pharmacy in accordance with their state statutes and administrative regulations.

In June 2007, the ACPE Board of Directors advanced ACP's Doctor of Pharmacy Program to Candidate Status. In January, 2009, and again in June, 2009, the ACPE Board of Directors voted to continue ACP at Candidate Status.

ACP is diligently pursuing full accreditation but cannot guarantee the outcome of the accreditation process.

I understand, acknowledge and accept the accreditation status outlined hereinabove of the Appalachian College of Pharmacy.

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Student Signature

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Date

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Student Name (please print)