

APPALACHIAN COLLEGE OF PHARMACY STUDENT HANDBOOK AND COURSE CATALOG



Appalachian College of Pharmacy ©
1060 Dragon Road • Oakwood, VA 24631
Phone (276) 498-4190 • Fax (276) 498-4193
<http://www.acp.edu>

The contents of the ACP Student Handbook and Course Catalog are subject to change. Updates will be announced by e-mail to all students, and an updated version of the Student Handbook and Course Catalog published and posted to the website. Students are responsible for staying informed of current policies and procedures and course changes which may be published.

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Academic Calendar 2012 - 2013

Summer Term 2012

May 7, 2012	Start of CPPE-I (P2)
May 14, 2012	First day of classes Summer Term (P3)
May 28, 2012	Memorial Day
May 28, 2012	Start of CPPE-II (P2)
June 15, 2012	Last day of classes (P3)
June 25, 2012	Start of APPEs (P3)
June 18, 2012	Start of Didactic Classes (P2)
July 2-4, 2012	Summer Break and July 4th Holiday (P2)
July 20-22, 2012	Community Service Day (Wise RAM)*
August 3, 2012	End of Spring Semester (P2)

Fall Term 2012

August 8-10, 2012	Orientation (P1)
August 13, 2012	First day of classes Fall semester (P1/P2)
September 3, 2012	Labor Day (P1/P2)
October 1, 2012	Community Service Days (Brown Bags)*
October 6-7, 2012	Community Service Days (Grundy RAM)*
October 4-5, 2012	APPE Forum (P3) and Career Fair and interviews
October 15-16, 2012	Fall Break (P1/P2)
November 19-23, 2012	Thanksgiving Break
December 14, 2012	End of Fall Semester

Spring Term 2013

January 7, 2013	First day of classes Spring semester (P1/P2)
January 21, 2013	Martin Luther King Day
March 11-15, 2013	Spring Break (P1/P2)
March 21-22, 2013	APPE forum and P3 Milestones
April 1, 2013	Community Service Day (ACP Health Fair)*
May 1, 2013	End of Spring Semester (P1)
May 3, 2013	End of Spring Semester (P2)
May 6-10, 2013	Graduation Week and NAPLEX review (P3)
May 11, 2013	Graduation, Class of 2013

Summer Term 2013

May 6, 2013	First day of classes Summer Term (P2)
May 6, 2013	Start of CPPE-I (P2)
May 13, 2013	First day of classes Summer Term (P3)
May 27, 2013	Start of CPPE-II (P2)
May 27, 2013	Memorial Day
June 12, 2013	Last day of classes (P3)
June 17, 2013	Start of Didactic Classes (P2)
June 17, 2013	Start of APPEs (P3)
July 4-5, 2013	Summer Break and July 4th Holiday
To be announced	Community Service Day (Wise RAM)*
August 2, 2013	End of Spring Semester

*Dates subject to change

Advanced Pharmacy Practice Schedule 2012 – 2013 (P3, Class of 2013)

Summer Term:

June 25 - July 27, 2012	Advanced Pharmacy Practice Experience I
July 30 – August 31, 2012	Advanced Pharmacy Practice Experience II

Fall Semester:

September 3 – October 3, 2012	Advanced Pharmacy Practice Experience III
October 4 – 5, 2012	APPE Forum and Career Fair
October 8 – November 9, 2012	Advanced Pharmacy Practice Experience IV
November 12 – December 14, 2012	Advanced Pharmacy Practice Experience V
December 15, 2012 – January 13, 2013	P3 Winter Break

Spring Semester:

January 14 – February 15, 2013	Advanced Pharmacy Practice Experience VI
February 18 – March 20, 2013	Advanced Pharmacy Practice Experience VII
March 21 – 22, 2013	APPE Forum and Milestone Exam
March 25 – April 26, 2013	Advanced Pharmacy Practice Experience VIII

Graduation

May 6-10, 2013	Graduation Week and NAPLEX review (P3)
May 11, 2013	Graduation, Class of 2013

Projected dates for Graduation week (Class of 2014):

May 5-9, 2014	Graduation Week and NAPLEX review (P3)
May 10, 2014	Graduation, Class of 2014

*Dates subject to change

SNOW SCHEDULE

Occasionally inclement weather and the hazardous driving conditions may result in a delayed start time or the cancellation of classes. On rare occasions the College 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.

Function of Policies

A. Comprehensive Rules

The function of these policies is to provide comprehensive 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 program, the Dean of the College may adopt temporary rules which shall have full force and effect until permanent standards are adopted. Newly adopted standards will be incorporated in the Student Handbook and Course Catalog as an interim revision and will be available on the ACP website.

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. Enrollment

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.

D. Availability

The College will make efforts to provide reasonable access to these standards to interested people. Tuition and fees are approved each year by the Appalachian College of Pharmacy Board of Trustees. Tuition and Fees may change annually.



I. INTRODUCTION

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

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

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

Vision Statement

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

Mission Statement

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

Core Values

ACP is committed to the following core values:

1. Excellence

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

2. Professionalism

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

3. Social Responsibility

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

4. Collaboration

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

5. Lifelong Learning

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

B. HISTORY OF THE APPALACHIAN COLLEGE OF PHARMACY

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

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

The College matriculated its first class in August 2005 and graduated its first class in the spring of 2008. The first two years of the Doctor of Pharmacy program are offered predominantly on the College's campus in Buchanan County, Virginia, and the third year of the program is offered at experiential sites throughout the region and the United States of America. In addition to the rigorous course work in the accelerated pharmacy curriculum, community service has been and remains a focus for the College. All students have an early and ongoing exposure to volunteerism through the Pharmacists in Community Service (PICS) program, whereby each student must complete a hundred-fifty (150) hours of community service in order to fulfill graduation requirements. Since 2005, the Appalachian College of Pharmacy has laid the groundwork for growth and quality by continuing to develop new programs, expand outreach and scholarship, and obtain grants that are mission-focused.

C. CERTIFICATION & 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).

Any unresolved grievances may be appealed to the State Council of Higher Education for Virginia (SCHEV).

SCHEV
James Monroe Building
101 North Fourteenth Street
Richmond, Virginia 23219

Telephone: 804.225.2600
Fax: 804.225.2604

Accreditation Council for Pharmacy Education:

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

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 or by mail at the following address:

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

Southern Association of Colleges and Schools:

The Appalachian College of Pharmacy is accredited with the Commission on Colleges of the Southern Association of Colleges and Schools to award the doctorate of Pharmacy (PharmD) degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4501 for questions about the status of The Appalachian College of Pharmacy.

If any student would like to submit a complaint to SACS regarding an unresolved complaint involving an accreditation standard, he or she may do so according to the SACS policy found at <http://www.sacscoc.org/pdf/081705/complaintpolicy.pdf>.

D. FACILITIES

The Appalachian College of Pharmacy (College) operates a 7 acre campus consisting of two buildings located in Oakwood, Virginia. In the fall of 2005, the College acquired a historical high school building (“Garden Hall”) and the campus in Oakwood, Virginia. Renovation began on the circa 1940 building in January of 2006, and it was opened in August of 2006. Garden Hall has been fully renovated with new furnishings and fixtures and houses most of the College’s operational offices. This two story building provides approximately 25,000 square feet and contains a gymnasium, library, pharmaceuticals laboratory, faculty research laboratory, boardroom, faculty and student lounges, the Business Office, the Office of Student Affairs, the Financial Aid Office, and other faculty and staff offices.



Garden Hall



McGlothlin Hall



Mountain Care Center

In June of 2009, the College opened its doors to a newly constructed academic building, “McGlothlin Hall”. The new facility provides approximately 30,000 square feet and is the center of the College’s educational activities. McGlothlin Hall contains two large lecture halls, multiple purpose classrooms, a faculty research facility, a conference room, the Academic Affairs Office, the Office of the Dean, and faculty and staff offices. Architecturally, McGlothlin Hall was designed and constructed to complement Garden Hall.

In January of 2010, the College acquired a building and property adjacent to the College campus which provides overnight accommodations for visiting faculty. Further renovation of the building is planned for this year.

In July of 2011, the College furthered its mission to address the health-related needs of the community by establishing the Mountain Care Center, located just a few miles from campus. The College leases this facility from Buchanan General Hospital. The Center is approximately 1430 square feet and includes an area dedicated to pharmacy services and an area for wellness and health prevention. Community outreach and services provided at the Center include medication assistance, medication therapy management, smoking cessation programs, diet and nutrition counseling, and various health screenings. The Center may also serve as an avenue to conduct translational research.

E. BOARD OF TRUSTEES

The Appalachian College of Pharmacy is a Virginia-registered non-stock corporation. The powers, duties, and responsibilities of the governing Board of Trustees, President, Dean, and Faculty are contained in the Corporate By-Laws of the Appalachian College of Pharmacy, and in the Faculty Handbook, which are on file in the Office of the Director of Academic Records and Admissions and available on request in the Dean's office.

Please see our website, www.acp.edu, for a complete updated listing of the members of the Appalachian College of Pharmacy Board of Trustees.

Trustees Appointed by the College Board of Trustees:

Lucius Ellsworth, Ph.D., Chairman
Term Expires: September 2012
Wise, Virginia

Kemper J. Bausell, First Vice-Chair
Term Expires: September 2013
Grundy, Virginia

Sue E. Cantrell, M.D.
Term Expires: February 2014
Big Stone Gap, VA

Scott Cole, PharmD
Term Expires: September 2013
Tazewell, Virginia

Sherri Dawson, Ed.D.
Term Expires: September 2013
Abingdon, Virginia

Bob Hillman, R.Ph.
Term Expires: September 2012
Lebanon, Virginia

Charles King, Ed.D.
Term Expires: September 2014
Cedar Bluff, Virginia

Jerry L. Miller, M.D.
Term Expires: February 2014
Kingsport, TN

Frannie Minton
Term Expires: September 2013
Grundy, Virginia

Thomas R. Scott, Jr., Esq.
Term Expires: September 2012
Grundy, Virginia

Jim Viers, Ph.D.
Term Expires: September 2014
Blacksburg, Virginia

Trustees Appointed by the Buchanan County Board of Supervisors:

Carroll Branham
Term expires upon completion of service as Chairman of the Buchanan County Board of Supervisors.
Grundy, Virginia

Amanda Blankenship, PharmD
Term Expires: January 2014
Grundy, VA

Craig Horn
Term Expires: September 2014
Pilgrim's Knob, Virginia

Melissa Looney Keene, M.D.
Term Expires: September 2013
Grundy, Virginia 24614

Roger Powers, Treasurer
Term Expires: September 2014
Grundy, Virginia

Roger Rife
Term Expires: September 2013
Grundy, Virginia

David Shanahan, R.Ph.
Term Expires: September 2012
Grundy, Virginia

April Viers
Term Expires: January 2014
Oakwood, Virginia

Eural Viers, PharmD
Term Expires: September 2014
Vansant, Virginia

F. COLLEGE ADMINISTRATION

Michael G. McGlothlin, JD	President
Susan L. Mayhew, PharmD	Dean and Professor
Charles R. Breese, PhD	Senior Associate Dean and Professor
Wade McGeorge, JD	Assistant Dean of Student and Alumni Affairs, Associate Legal Counsel, and Assistant Professor
Donna M. Adkins, PharmD	Department Chair of Pharmacy Practice and Associate Professor
C. Randall Mullins, PharmD	Department Chair of Pharmaceutical Sciences and Associate Professor
Brenda Smith, RPh, M.S.	Coordinator of Experiential Education (CPPE) and Assistant Professor
Sharon Deel, RN.	Coordinator of Experiential Education (EPPE) and Assistant Professor
Adam Farmer, PharmD	Coordinator of Experiential Education (APPE) and Assistant Professor
Melissa Speed, MSIS	Library Director and Instructor
Michael S. Deel, MIS	Director of Safety & Information Technology
Holli R. Harman, BS	Chief Financial Officer
Veronica J. Keene, MS	Director of Academic Records, Admissions and Financial Aid
Terry G. Kilgore, JD	Director of Advancement

G. FACULTY

Elshamly A. Abdelfattah, PharmD, Associate Professor of Pharmacy Practice, PharmD, University of Tennessee; B.S. University of Tennessee

Donna M. Adkins, PharmD, CDM, Associate Professor of Pharmacy Practice, Chair, Department of Pharmacy Practice, B.S., Pharmacy, University of Kentucky, PharmD, University of Kentucky

Charles R. Breese, Ph.D., Professor of Pharmaceutical Sciences and Senior Associate Dean, B.A., Chemistry, University of North Carolina, Chapel Hill; Ph.D., Pharmacology and Physiology, Bowman Gray School of Medicine, Wake Forest University

Rebecca Cantrell, PharmD, Assistant Professor of Pharmacy Practice, PharmD, Campbell University School of Pharmacy

J. Todd Carter, PharmD, Assistant Professor of Pharmacy Practice, PharmD, University of Kentucky

Sharon Deel, RN., BSN., Instructor of Pharmacy Practice, RN., BSN., King College

J. Adam Farmer, PharmD, Assistant Professor of Pharmacy Practice and Coordinator of Experiential Education (APPE) Virginia Commonwealth University

Paul Gavaza, M.S., Ph.D., Assistant Professor of Social and Behavioral Sciences, M.S. and Ph.D. University of Texas, Austin

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

Ted Williamson Hagen II, Ph.D., Assistant Professor of Pharmacy Practice and Director of Continuing Education (CEA), University of Georgia

Leah K. Hollon, MPH, ND, Assistant Professor of Pharmacy Practice, B.S., Psychology, Virginia Commonwealth University, MPH, Virginia Commonwealth University, ND, National College of Natural Medicine

Holly R. Hurley, PharmD, Assistant Professor of Pharmacy Practice, B.S., East Tennessee State University; PharmD, Virginia Commonwealth University/Medical College of Virginia School of Pharmacy

Ann Hylton, PharmD, BCPS, Assistant Professor of Pharmacy Practice, PharmD, Ohio Northern University

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

Crystal Kilgore, PharmD, Assistant Professor of Pharmacy Practice, PharmD, Appalachian College of Pharmacy

Terry G. Kilgore, JD, Assistant Professor of Pharmacy Law, JD., William and Mary School of Law

Sarah Sizemore Land, PharmD, Assistant Professor of Pharmacy Practice, B.S., Pharmaceutical Sciences, University of North Carolina PharmD, University of North Carolina

Su Young Lee, PharmD, BCPS, Assistant Professor of Pharmacy Practice, B.S. and M.S., Pharmacy, Seoul National University, PharmD, University of Minnesota College of Pharmacy

Quamrun N. Masuda, Ph.D., Vice-Chair and Assistant Professor of Pharmaceutics, BPharm and MPharm, University of Dhaka, Bangladesh, Ph.D., Pharmaceutics, University of Aston, Birmingham, UK

Susan L. Mayhew, PharmD, BCNSP, FASHP, Dean, PharmD, University of Tennessee

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

Vicky V. Mody, Ph.D., Assistant Professor of Medicinal Chemistry, B.S., Chemistry, University of Mumbai, India, M.S., Analytical Chemistry, University of Mumbai, India, Ph.D., Organic Chemistry, University of Houston

C. Randy Mullins, PharmD, Associate Professor of Pharmacy Practice, B.S. in Biology with a minor in Chemistry, Carson Newman College, B.S., Pharmacy, Southern School of Pharmacy, Mercer University, PharmD, University of Kentucky

Richard S. Nicholas, PharmD, ND, Assistant Professor of Pharmacy Practice, PharmD, Idaho State University, ND, Bastyr University

Ajay N. Singh, Ph.D., Assistant Professor of Pharmaceutical Sciences, B. S. and M.S., Chemistry, Mumbai University, PH.D., Chemistry, University of Houston

Brenda Smith, RPh, M.S., Director of Experiential Education and Assistant Professor, BS Pharmacy, Virginia Commonwealth University/Medical College of Virginia, M.S., Radford University

Melissa Speed, M.S.I.S. Assistant Professor of Pharmacy Practice, B.A. in History, Southwestern University, 1997, M.S.I.S, University of North Texas, 2000.

Rebecca Miller Spivey, PharmD, Assistant Professor of Pharmacy Practice, M.B.A., Mercer University, PharmD, Mercer University

RESIDENT FACULTY

Alex M. Barker, PharmD, Instructor and Pharmacy Practice Resident, PharmD, Ferris State University

Michael P. Justice, PharmD, Instructor and Pharmacy Practice Resident, PharmD, Appalachian College of Pharmacy

Evan B. Wright, PharmD, Instructor and Pharmacy Practice Resident, PharmD, University of Findlay

H. ADMINISTRATIVE STAFF

Sherrie M. Baldwin, Senior Admissions and Registration Clerk

Sherry L. Clevinger, Experiential Education

Nancy C. Cook, Building and Grounds

David Deel, Information Technology Manager

Michael S. Deel, Director of Safety and Information Technology

Gary T. Fletcher, Building and Grounds

Holli R. Harman, Chief Financial Officer

Lisa D. Hess, Business Office

Regina G. Horn, Experiential Education

Amanda P. Keene, Laboratory Assistant

Veronica J. Keene, Director of Academic Records, Admissions and Financial Aid

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

Tonuya D. McGlothlin, Assessment Coordinator

Brandon Pennington, Admissions Clerk

Shonna Powers, Business Office and Student Services

M. Shams Rahman, Administrative Assistant for Faculty

Jenny Sisk, Building and Grounds

Sherry Sutherland, Building and Grounds

Donnie Yates, Maintenance



II. ADMINISTRATIVE AND PROFESSIONAL CURRICULUM

- A. ADMISSIONS
- B. TUITION & FEES
- C. FINANCIAL AID
- D. CURRICULUM
- E. COURSE DESCRIPTIONS
- F. CURRICULAR AND ACADEMIC POLICIES
- G. ACCOMMODATION POLICY
- H. RECORD KEEPING

A. ADMISSIONS

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

The College utilizes a centralized application service called PharmCAS (Pharmacy College Application Service). All applicants must submit a web-based application through PharmCAS. PharmCAS allows students to submit a single application to apply to multiple PharmD programs. Students planning to apply to enter ACP are **required** to utilize PharmCAS.

Each applicant must also complete and submit the ACP Supplemental Application for Admission document. This document may be accessed and downloaded for submission from the College website at www.acp.edu/admissions.html. A **non-refundable** fee of \$40 must accompany the supplemental application. The fee must be sent directly to the Office of Admissions at ACP. Detailed information about ACP, its curriculum, the admission process, prerequisite courses, tuition and fees, financial aid, student life, and accreditation and certification status are also available at www.acp.edu.

Academic Requirements for Admission

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

1. Complete a minimum of 72 semester credit hours of pre-pharmacy study in an accredited college or university in the United States.
2. Achieve a minimum recommended cumulative grade point average of 2.5/4.0 or its equivalent in order to have their applications considered for admission.
3. Have a grade of "C" (or its equivalent) or better in all prerequisite courses.

All applicants who meet the minimum criteria will have their files evaluated. The file evaluation process will be competitive and only the most qualified applicants will be invited for an on-campus interview.

Applicants may not disregard any part of their college-level educational history. An applicant who fails to report all educational institutions attended will forfeit his/her eligibility for admission to ACP or shall be subject to dismissal. Any credentials submitted for admission to ACP will not be returned or released to the applicant.

Applicants must complete the following coursework to be eligible for admission to the Doctor of Pharmacy program. All prerequisites must be completed and transcripts submitted to the Office of Admissions by the end of the summer term of the year of enrollment. In addition, it is recommended that all prerequisite coursework be completed within five calendar years of the time of application to the program.

Prerequisite Courses	Required Credit Hours
General Biology I & II with labs	8.0 Sem. Hrs. ¹
College Chemistry I & II with labs	8.0 Sem. Hrs. ¹
Organic Chemistry I & II with labs	8.0 Sem. Hrs. ¹
College Physics I & II with labs	8.0 Sem. Hrs. ¹
Human Anatomy	3.0 Sem. Hrs.
Human Physiology	3.0 Sem. Hrs.
General Microbiology	3.0 Sem. Hrs.
English Composition I & II	6.0 Sem. Hrs.
College Mathematics ²	6.0 Sem. Hrs.
Public Speaking	3.0 Sem. Hrs.
College Statistics ³	3.0 Sem. Hrs.
Electives ⁴	13.0 Sem. Hrs.
Total	72.0 Sem. Hrs.

¹Two semesters or three quarters.

²The mathematics component must include a minimum of 3 semester hours of calculus.

³The 3 hours of college statistics is required in addition to the mathematics requirement.

⁴In order to fulfill the Electives requirement the successful applicant must complete at least one course in social/behavioral sciences (3 semester credits) such as psychology or sociology, one course in the humanities/fine arts (3 semester credits) such as literature, art or music and at least one course in mathematics/sciences (3 semester credits) such as economics. Humanities courses are content-based courses rather than skilled-based courses such as English Composition or a foreign language course. Skill-based courses will not fulfill the Humanities requirements. The remaining 4 semester credits can be fulfilled by the successful completion of any of the three categories described above.

Citizenship Requirements & Foreign Transcripts

All applicants must be U.S. Citizens or have Permanent Resident status with the U.S. Immigration and Naturalization Service to apply to ACP. Documentation of status will be required.

Applicants who have completed any of the core prerequisites from non-U.S. accredited institutions must submit transcript evaluations from either World Educational Services or Josef Silny & Associates. Applicants submitting coursework from non-English speaking foreign schools who have not earned a "B" or better in the English Composition and Speech prerequisites must achieve a score of at least 90 on the computer-based Test of English as a Foreign Language (TOEFL iBT), and must submit these scores with their applications.

Pharmacy College Admissions Test (PCAT)

The PCAT is a standardized test designed to measure general ability and scientific knowledge in six areas: verbal reasoning, reading comprehension, biology, chemistry, quantitative ability, and writing. The PCAT is developed and administered by Harcourt Assessment, which offers the

exam several times each year during the months of January, July and September. For information about PCAT test dates, registration process and deadlines, contact Harcourt Assessment at 800-622-3231, or at www.pcatweb.info.

Prospective students must submit at least one set of PCAT (Pharmacy College Admission Test) scores at the time of application. Students should request that PCAT scores be sent directly to PharmCAS using Code 104 and **NOT** to ACP. We recommend the October PCAT test date. During the rolling admissions cycle, candidates who have scores reported early and have a complete file will receive strongest consideration.

ACP considers the candidate's composite percentile score in the admission process and considers only the highest score if more than one test result is submitted. The minimum recommended composite PCAT score required to receive consideration is the 50th percentile. Harcourt Assessment limits the number of times an applicant can take the PCAT to five times. An applicant may apply for a waiver of this rule by following specific criteria established by Harcourt Assessment (contact Harcourt for waiver information).

Virginia State Board of Pharmacy Intern Licensure

To matriculate in the Doctor of Pharmacy program, students must be eligible for Intern Licensure with the [Virginia State Board of Pharmacy](#) (VSBP). Students who have any of the following conditions should check with VSBP to determine if they are eligible for a pharmacy intern license:

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

Seat Deposit

Admitted students will receive a letter informing them of acceptance and requesting that a \$1000 seat deposit to be submitted to the College by a specified time. The seat deposit is credited toward the Fall Semester tuition. One-half of the seat deposit (\$500) is refundable through June 1st of the year of the application cycle should a student withdraw his/her acceptance. After June 1st, the seat deposit is not refundable.

B. TUITION & FEES

Tuition Payment

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

<http://www.acp.edu/index.php/admissions/tuition-and-fees/> for a complete tuition payment schedule.

Tuition and fees are approved each year by the Appalachian College of Pharmacy Board of Trustees. Tuition and fees may change annually. Annual tuition and fees for the Appalachian College of Pharmacy 2012-2013 academic year will be \$36,000 for the Class of 2015, \$35,700 for the Class of 2014, and \$34,100 for Class of 2013.

Tuition and Fees Schedule:

Tuition and Fees for 2012-2013 Academic Year			
Standard Fee	Class 2015	Class of 2014	Class of 2013
Tuition	\$33,500	\$33,500	\$31,900
Student Activities Fee ¹	\$403	\$403	\$403
Student Government Fee ²	\$77	\$77	\$77
Clerkship/Practicum Fee ³	\$858	\$858	\$858
Technology Fee ⁴	\$1,162	\$862	\$862
Total Tuition and Fees	\$36,000	\$35,700	\$34,100
Additional Fees			
Admission Application Fee ⁵	\$40		
Seat Deposit ⁶	\$1,000		

¹The Student Activities Fee covers costs related to student membership in professional pharmacy organizations and other costs, such as those relating to graduation, college-sponsored events, and mission-focused student activities.

²The Student Government Fee covers costs associated with student government-sponsored activities.

³The Clerkship/Practicum Fee covers costs associated with experiential training at clerkships sites.

⁴The Technology Fee covers costs associated with providing networking and equipment for students (computers for first year students).

⁵Applicants must pay a supplemental application processing fee of \$40. This fee is non-refundable, and is addition to fees paid directly to PharmCAS.

⁶Students offered admission have 10 working days to notify ACP, in writing, whether they wish to have a place reserved in the class. The student's written acceptance of ACP's offer must be accompanied by a check or money order for \$1,000, payable to ACP, to reserve a seat in the class. This money will be credited to the first semester's tuition for the first year of enrollment. This fee is refundable up to \$500 for requests received by June 1.

Estimated Cost of Attendance

Below is a list of estimated Cost of Attendance (COA) expenses which a student may incur while attending ACP during the 2012-2013 academic year. Please note these expenses are in addition to tuition and fees, which differ depending upon the student's academic level, i.e., P1, P2, or P3 (see [Tuition and Fees](#) for the current year's costs). These estimates may be used for calculating student expenditures.

Expense	Per Month	Per Year
Housing	\$550/month	\$6,600
Utilities	\$300/month	\$3,600
Food	\$350/month	\$4,200
Incidentals	\$150/month	\$1,800
Transportation	\$350/month	\$4,200
Total Monthly Expenses	\$1,700/month	\$20,400

The allowable living expense amount is \$6,800 per term. The 2012-2013 Cost of Attendance for a first year student is based on two terms of enrollment (fall and spring). However, a second and third year students' Cost of Attendance covers three terms or a full year of enrollment (summer, fall and spring).

The following fees are not included as components of tuition & fees for ACP and are the financial responsibility of the student.

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

Students are responsible for maintaining health insurance and for additional requirements required by experiential sites. Additional requirements may vary among experiential sites.

Withdrawal from Classes and Refund of Tuition

The College has established a tuition refund policy for all students who find it necessary to withdraw from the College. Matriculation fees are not refundable.

The College charges tuition based on the academic term (summer, fall and spring). 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 exams for the term.

Students who decide to withdraw or request a leave of absence during the academic year must submit prior written notification to the Senior Associate Dean and Registrar. The effective date of withdrawal is the date of the submission of the student's official written 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

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

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

Failure to Pay Tuition

Students who have not paid their tuition and fees will not be permitted to matriculate or continue to progress through the curriculum. Students who have not paid tuition and fees 10 (ten) 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 10 (ten) business days after the date of issue of the warning letter, the student will receive a second letter notifying the student that the student will be removed from all classes or rotations.

Students with outstanding balances for tuition, fees, or fines will not be allowed to enroll or receive transcripts, may be denied access to the College's SONIS and e-mail systems, and may not be allowed access to the College's facilities. All grades received for courses completed, but for which tuition payment has not been remitted, will revert to "withdraw" in 1 year from the semester for which tuition is owed.

The Senior Associate Dean is responsible for notifying the student and faculty course coordinators that a student has been dismissed and is not eligible to attend classes, sit for exams, or continue in rotations.

C. FINANCIAL AID

Financial Aid and Scholarships

ACP students are eligible to participate in federal Title IV student loans programs. Students may apply for unsubsidized and additional unsubsidized loans as well as graduate PLUS loans. Students must receive a letter of admission from the Admissions Office before the Director of Financial Aid can begin the financial assistance process. Applications for internal ACP scholarships will be forwarded to students once their \$1,000 seat deposit fee is received.

Please see the *ACP Financial Aid Handbook* for additional information and detail.

Scholarships

ACP awards a limited number of scholarships to qualified students based on merit and financial need. Some local programs are available that are in the form of partial tuition waivers. The amounts of those waivers depend upon successful applicants actively pursuing them, meeting qualification standards and the amount of available funds. Some second and third year pharmacy students, especially those doing well in their academic performance, may acquire pharmacy sponsorship loans from pharmacies and the pharmaceutical profession. ACP holds an annual career fair to help facilitate that process but there is no guarantee of such a sponsorship. The Appalachian College of Pharmacy Scholarship and Financial Aid Application must be submitted to the Chairperson of the Scholarship and Awards Committee.

D. CURRICULUM

The College offers a sequence of courses designed to lead to a doctor of pharmacy degree. Requirements for the degree include completion of a minimum of 140 credits, including 1900 hours of experiential coursework, and three academic years of full-time residence. In addition, a student must maintain a cumulative grade point average of C (2.0) or better in order to progress and graduate.

Course of Study:

Fall Semester: P1 curriculum

PHA 0100	Introduction to Pharmacy and Health Care Systems 3 Credits
PHA 0112	Cellular Biology and Biochemistry 6 Credits
PHA 0132	Principles of Immunology and Infectious Diseases 5 Credits
PHA 0124	Pharmaceutical Principles 6 Credits
PHA 0140	Communication and Professional Development 2 Credit

Total Credits: 22 hours

Spring Semester: P1 curriculum

PHA 0154	Autonomic Nervous System /Central Nervous: Medicinal Chemistry and Pharmacology 6 Credits
PHA 0162	Cardiovascular, Renal, and Pulmonary: Pharmacology and Medicinal Chemistry 5 Credits
PHA 0200	Applied Clinical Pharmacokinetics 2 Credits
PHA 0175	Pharmaceutics Lab I 1 Credit
PHA 0182	OTC Products 3 Credits
PHA 1010	EPPE I 1 Credit

Total Credits: 18 hours

Summer Semester: P2 curriculum

PHA 2010	CPPE I 3 Credits
PHA 2020	CPPE II 3 Credits
PHA 0155	Gastrointestinal Pharmacology and Medicinal Chemistry 2 Credits
PHA 0165	Endocrine System: Pharmacology and Medicinal Chemistry 3 Credits
PHA 0212	Drug Information, Clinical Research, and Biostatistics 3 Credits
PHA 0195	P1 Pharmacy Milestone Examination 0 Credits (pass/fail)

Total Credits: 14 hours

Fall Semester: P2 curriculum

PHA 0222	Diseases of the Renal System and Fluid and Electrolyte Disorders 3 Credits
PHA 0225	Diseases of the Immune System, Skin and Connective Tissue Disorders 3 Credits
PHA 0284	Diseases of the Neurological System and Psychiatric Disorders 5 Credits
PHA 0244	Diseases of Cardiovascular and Respiratory Systems 5 Credits
PHA 0250	Patient Assessment and Case Studies I 1 Credit
PHA 0260	Pharmaceutics Lab II 1 Credit
PHA 2030	EPPE II 1 Credit
PHA 4XXX	Elective 1 Credit

Immunization Certification

Total Credits: 20 hours

Spring Semester: P2 curriculum

PHA 0234	Infectious Disease 5 Credits
PHA 0275	Diseases of the Gastrointestinal System, Disorders of Nutrition and Metabolism and Bariatrics 4 Credits
PHA 0272	Diseases of the Hematological System and Oncological Disorders 4 Credits
PHA 0267	Disease of the Endocrine and Reproductive System 3 Credits
PHA 0251	Patient Assessment and Case Studies II 1 Credit
PHA 2040	EPPE II 1 Credit
PHA 4XXX	Elective 1 Credit

Total Credits: 19 hours

Summer Semester: P3 curriculum

PHA 0215	Pharmacy Administration 3 Credits
PHA 0292	Pharmacotherapeutic Considerations in Special Populations (Pediatrics, Geriatrics, Pregnancy/Lactation) 2 Credits
PHA 0300	Advanced Jurisprudence and Pharmacy Law 2 Credits
PHA 0298	P2 Pharmacy Milestone Examination 0 Credits (pass/fail)

Total Credits: 7 hours

PHA 3010-3080 APPE I through VIII, 5 Credits Each

PHA 3010	Community Health and Wellness
PHA 3020	Hospital/Health System Pharmacy
PHA 3030	Community Patient Care
PHA 3040	Ambulatory Care
PHA 3050	Acute Care, Inpatient and General Medicine
PHA 3060	APPE Elective
PHA 3070	APPE Elective
PHA 3080	APPE Elective
PHA 0399	P3 Pharmacy Milestone Examination 0 Credits (pass/fail)

Total Credits: 40 hours

E. COURSE DESCRIPTIONS

PHA 0100 Introduction to Pharmacy and Health Care Systems

3 Credits

- A study of the history of pharmacy and the role of pharmacy in US health care systems including an introduction to the basic provisions of State and Federal pharmacy laws and regulations pertaining to pharmacy practice.

PHA 0112 Cellular Biology and Biochemistry

6 Credits

- Studies the basic concepts of mammalian biochemistry including the chemistry, biosynthesis and metabolism of carbohydrates, lipids, amino acids, and proteins. Examines nucleic acid structure and function in gene expression at the cellular level in both normal and disease states. Classification of enzymes and coenzymes, enzyme kinetics and regulation, drug biotransformation, drug receptor properties, fundamentals of pattern recognition that relate chemical structure to pharmacological action, membrane structure and transport, and mechanisms of signal transduction. Principles of energy transformation are also studied.

PHA 0124 Pharmaceutical Principles

6 Credits

- The students are expected to learn the principles of pharmaceutical calculations, basic physicochemical phenomena, application of these principles to the design and development of dosage forms, and the relevance of these principles to the biopharmaceutical aspects of evaluation of the dosage form. This course provides a unified perspective of the discipline. Pharmaceutical calculations, pharmaceuticals, and biopharmaceuticals are integrated in this course for a concise overview of the scientific principles, mathematical reasoning, regulatory bindings of dosage form design and evaluation.

PHA 0132 Principles of Immunology, Hematology, and Infectious Disease

5 Credits

- A study of the immune system and the fundamental principles related to host defense mechanisms and the immunological response to immune triggers; a brief introduction to the formation of the cellular components of the blood. Reviews the medical microbiology and the mechanisms of disease states related to bacterial, viral, fungal, parasitic and protozoal infective agents, host responses, drug actions, the medicinal chemistry, and pharmacology of the spectrum of anti-infective agents.

PHA 0140 Communication and Professional Development

2 Credit

- This course emphasizes the importance of communication in contemporary pharmacy practice; students are assessed and evaluated in both oral and written formats. Course content includes study of various aspects of communication associated with pharmacy practice. Introduces and discusses social and ethical aspects of contemporary pharmacy practice.

PHA 0154 Central Nervous/Autonomic Nervous System: Medicinal Chemistry and Pharmacology

6 Credits

- Introduction to classic drug-receptor pharmacology and an introduction to basic and clinical toxicology. Studies basic concepts of pathophysiology of common diseases of the

CNS/ANS and the pharmacology and medicinal chemistry as applied to medications that act on the nervous system and the neuromuscular junction; studies basic principles of drug action and the chemical properties, primary pharmacological actions, mechanisms of drug action, routes of administration, disposition, contraindications, adverse reactions, clinically significant drug interactions, and drug disease interaction.

PHA 0155 Gastrointestinal Pharmacology and Medicinal Chemistry *2 Credits*

- Studies the basic pathophysiology of common diseases of the gastrointestinal tract and the pharmacology and medicinal chemistry of medications that act on the gastrointestinal tract. Studies basic principles of drug action and describes chemical properties, primary pharmacological actions, and mechanisms of drug action, routes of administration, disposition, contraindications, adverse reactions, clinically significant drug interactions, and drug disease interactions.

PHA 0162 Cardiovascular, Renal, and Pulmonary: Pharmacology and Medicinal Chemistry *5 Credits*

- Studies basic concepts of pharmacology and medicinal chemistry as applied to medications that act on the cardiovascular, renal, pulmonary and hematological system, including coagulation and anticoagulation. Studies the basic pathophysiology of common disease states of the cardiovascular, renal, pulmonary and hematological systems and the basic principles of drug action and the chemical properties, primary pharmacological actions, mechanisms of drug action, routes of administration, disposition, contraindications, adverse reactions, clinically significant drug interactions, and drug disease interactions. Studies pathophysiology and pharmacology of treatment of lipid disorders.

PHA 0165 Endocrine System: Pharmacology and Medicinal Chemistry *3 Credits*

- Studies the basic pathophysiology of disease states of the endocrine organs and introduces basic concepts of pharmacology and medicinal chemistry as applied to medications that act on the endocrine system. Discusses basic principles of drug action and describes chemical properties, primary pharmacological actions, mechanisms of drug action, route of administration, disposition, contraindications, adverse reactions, clinically significant drug interactions, and drug disease interaction.

PHA 0175 Pharmaceutics Lab I *1 Credit*

- Teaches basic laboratory concepts and skills in pharmaceutical compounding of non-parenteral formulation, and the admixing and sterile preparation of parenteral dosages forms.

PHA 0182 OTC Products *3 Credits*

- Studies over-the-counter medications, appliances, durable medical supplies and equipment commonly encountered in the practice of pharmacy.

PHA 0195 Year 1 Pharmacy Milestone Examination *0 Credits (pass/fail)*

- Comprehensive examination which evaluates content areas of the curriculum and the use of basic and clinical science principles in the solution of pharmacy-related problems.

Allows longitudinal monitoring of the development of individual ability-based outcomes and educational outcome expectations.

PHA 0200 Applied Clinical Pharmacokinetics

2 Credits

- Discusses the absorption, distribution, metabolism, and elimination of medications in the body; describes the effect of physiological changes on the distribution and elimination of medications from the body including introduction to pharmacogenomics concepts; evaluates the use of formulas and nomograms to design individualized drug dosage regimens taking into consideration such factors as changes in plasma protein binding, hepatic dysfunction, and renal impairment.

PHA 0210 Drug Information, Clinical Research, and Biostatistics

3 Credits

- Studies basic concepts of biostatistics and study design; studies the evaluation of drug literature; studies searching and retrieving the clinical and basic science literature. Shows students methods to abstract and communicate pertinent information in concise and professional manner.

PHA 0215 Pharmacy Administration

3 Credits

- Studies pharmacy management, pharmacoepidemiology, pharmacoconomics and health outcomes/quality of life.

PHA 0222 Diseases of the Renal System and Fluid and Electrolyte Disorders

3 Credits

- Studies anatomy, pathophysiology, physical assessment, pharmacology, therapeutics, clinical pharmacokinetics, and considerations in special populations as it relates to major diseases of the kidneys, and fluid and electrolyte disorders.

PHA 0225 Diseases of the Immune System, Skin and Connective Tissue Disorders

3 Credits

- Studies anatomy, pathophysiology, physical assessment, pharmacology, therapeutics, clinical pharmacokinetics, patient care, alternative/complimentary therapies, pharmaco-economic issues, medication use in special populations, and review of pertinent drug literature as related to common immune disorders and diseases of the skin and connective tissues.

PHA 0232 Infectious Disease

5 Credits

- Studies anatomy pathophysiology, physical assessment, pharmacology, pharmacotherapeutics, clinical pharmacokinetics, pharmaco-economic issues, medication use in special populations, and review of pertinent drug literature as they related to common infectious processes.

PHA 0244 Diseases of Cardiovascular and Respiratory Systems

5 Credits

- Studies the anatomy, pathophysiology, physical assessment, pharmacology, pharmacotherapy, clinical pharmacokinetics, alternative/complimentary therapies, pharmaco-economic issues, medication use in special populations, and review of pertinent drug literature as related to major cardiovascular and respiratory disorders.

PHA 0250 Patient Assessment and Case Studies I

1 Credit

- Teaches the fundamentals of patient assessment and presentations for commonly occurring disease states; teaches the correct method of measuring blood pressure, and other vital signs, including BMI and the correct interpretation of results, and counseling points. Teaches commonly employed medical terminology.

PHA 0251 Patient Assessment and Case Studies II

1 Credit

- Teaches the fundamentals of patient assessment and presentations for commonly occurring disease states; teaches the correct method of measuring blood pressure, and other vital signs, including BMI and the correct interpretation of results, and counseling points. Teaches commonly employed medical terminology.

PHA 0260 Pharmaceutics Lab II

1 Credit

- Teaches advanced laboratory concepts and skills in pharmaceutical compounding.

PHA 0267 Disease of the Endocrine and Reproductive System

3 Credits

- Studies the anatomy, pathophysiology, physical assessment, pharmacology, therapeutics, clinical pharmacokinetics, patient care, alternative/complimentary therapies, pharmacoeconomic issues, medication use in special populations, and review of pertinent drug literature as they relate to major diseases of the endocrine system, including reproductive system and contraceptives.

PHA 0272 Diseases of the Hematological System and Oncological Disorders

4 Credits

- Studies the anatomy, pathophysiology, pharmacology, therapeutics, physical assessment, clinical pharmacokinetics, patient care, alternative/complimentary therapies, pharmacoeconomic issues, medication use in special populations and review of pertinent literature as they relate to common hematological and Oncological conditions.

PHA 0275 Diseases of the Gastrointestinal System, Disorders of Nutrition and Metabolism and Bariatrics

4 Credits

- Studies the anatomy, pathophysiology, physical assessment, pharmacology, therapeutics, clinical pharmacokinetics, patient care, alternative/complimentary therapies, pharmacoeconomic issues, medication use in special populations, and review of pertinent drug literature as they relate to common diseases of the gastrointestinal system, and disorders of nutrition and metabolism, and special considerations related to bariatrics.

PHA 0284 Diseases of the Neurological System and Psychiatric Disorders

5 Credits

- Studies the anatomy, pathophysiology, physical assessment, pharmacology, therapeutics, clinical pharmacokinetics, patient care, alternative/complimentary therapies, pharmacoeconomic issues, medication use in special populations and review of pertinent drug literature as related to major neurological and psychiatric disorders.

PHA 0292 Pharmacotherapeutic Considerations in Special Populations (Pediatrics, Geriatrics, Pregnancy/Lactation)

2 Credits

- Studies anatomy, special considerations in pathophysiology, pharmacology, therapeutics, clinical pharmacokinetics, patient care, alternative/complimentary therapies,

pharmacoeconomic issues, medication use in special populations, and review of pertinent drug literature as they relate to special clinical conditions and populations.

PHA 0298 Year 2 Pharmacy Milestone Examination *0 Credits (pass/fail)*

- Comprehensive examination which evaluates content areas of the curriculum and the use of basic and clinical science principles in the solution of pharmacy-related problems. Allows longitudinal monitoring of the development of individual ability-based outcomes and educational outcome expectations.

PHA 0300 Advanced Jurisprudence and Pharmacy Law *2 Credits*

- Studies provisions of State and Federal pharmacy laws and regulations pertaining to pharmacy practice, licensure, controlled substances, legal liabilities, laws and regulations of other health care providers, and pharmacy case law.

PHA 0398 Year 3 Pharmacy Milestone Examination *0 Credits (pass/fail)*

- Comprehensive examination which evaluates content areas of the curriculum and the use of basic and clinical science principles in the solution of pharmacy-related problems. Allows longitudinal monitoring of the development of individual ability-based outcomes and educational outcome expectations.

Experiential Curriculum:

PHA 1010 EPPE I *1 Credit*

PHA 2030 and 2040 EPPE II Fall and Spring P2 year *1 Credit each*

Students will meet with patient 2 hours per week. Forums will be scheduled with faculty and preceptors every other week.

PHA 2010 CPPE I *3 Credits*

PHA 2020 CPPE II *3 Credits*

PHA 3010-3080 APPE I through VIII *5 Credits Each*

- PHA 3010 Community Health and Wellness
- PHA 3020 Hospital/Health System Pharmacy
- PHA 3030 Community Patient Care
- PHA 3040 Ambulatory Care
- PHA 3050 Acute Care, Inpatient and General Medicine
- PHA 3060 APPE Elective
- PHA 3070 APPE Elective
- PHA 3080 APPE Elective

Electives*:

PHA 4005 Wilderness First Aid	<i>1 Credit</i>
PHA 4010 History of Pharmacy	<i>1 Credit</i>
PHA 4015 Advanced Cardiovascular Life Support (ACLS certification)	<i>1 Credit</i>
PHA 4020 Drugs in Pregnancy and Lactation	<i>1 Credit</i>
PHA 4025 Translational Research I	<i>1 Credit</i>
PHA 4030 Advanced Compounding Lab	<i>1 Credit</i>
PHA 4032 Integrated Pharmaceutical Calculations	<i>1 credit</i>
PHA 4035 Integrated Healthcare: Nonpharmacological & Herbal Therapies	<i>1 Credit</i>
PHA 4040 Pharmacoepidemiology	<i>1 Credit</i>
PHA 4045 Toxicology	<i>1 Credit</i>
PHA 4050 Neurophysiology	<i>1 Credit</i>
PHA 4055 Women's Health	<i>1 Credit</i>
PHA 4060 Pharmacoeconomics	<i>1 Credit</i>
PHA 4065 Critical Care	<i>1 Credit</i>
PHA 4070 Health Disparities in Appalachia	<i>1 Credit</i>
PHA 4072 Medical Spanish	<i>1 Credit</i>
PHA 4075 Legislative Process and Pharmacy Leadership and Advocacy	<i>1 Credit</i>
PHA 4080 Pharmacy Entrepreneurship	<i>1 Credit</i>
PHA 4085 Advanced Infectious Disease	<i>1 Credit</i>
PHA 4090 Addiction	<i>1 Credit</i>
PHA 4095 Basic Nutrition for Pharmacists	<i>1 Credit</i>

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

F. Curricular and Academic Policies

The College offers a sequence of courses designed to lead to a Doctor of Pharmacy degree which requires completion of at least 140 credit hours of course work, including approximately 1900 hours of experiential coursework, in three academic years (8 terms) of full-time residence. In addition, a student must maintain a cumulative grade point average of 2.0 or better in order to stay in *good academic standing*, to progress through the curriculum, to begin experiential rotations, and to graduate.

The professional curriculum is intended to produce generalist pharmacists proficient in all professional and educational competencies as set forth in 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 throughout the calendar year. The curriculum is designed to deliver a combination of faculty delivered didactic lectures, student-centered active learning and problem solving activities, and experiential educational activities that emphasize the achievement of the professional competencies and outcome expectations (EOCs) of the curriculum.

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

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 a 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. All PICS hours fall under one of the following three different categories: Health-Related Patient Care, Health-Related Non-patient Care and General Service. Minimum requirements for Health-Related care is 100 hours, of which 50 must be Patient Care. Students must complete a minimum of 100 hours of community service by the end of the first two years of the program prior to beginning their Advanced Pharmacy Practice Experience (APPE) rotations. If 100 hours are not complete prior to APPE rotations the student will not be allowed to start their rotations until 100 hours are complete.

Some community service activities are required as part of the curriculum. These activities are required as they exemplify service to underserved and rural communities. The Remote Area Medical (RAM) events in Wise County and in Buchanan County and the Brown Bag Days at area senior centers are examples of service events within the curriculum. The Appalachian Health Expo, an on-campus health fair event that occurs in the spring, is also required. Even though these activities are required, students have the option of submitting the PICS form for approval of the time spent at these activities. Also, writing a reflective essay about the community service experience is required.

All 150 hours of service and the aforementioned required activities must be accomplished in order for students to qualify for a degree and to graduate from the Doctor of Pharmacy program. **Students who have not completed 150 hours by April 30 of their graduation year will not receive a diploma on graduation day.** Participation in the PICS program often requires students to volunteer services after school hours, on weekends and/or holidays in order to fulfill their PICS requirement.

Students are required to document their hours spent participating in PICS activities in E-value or the current database being used by the college.

A. Activity Approval

All service activities must have **prior** approval via the PICS project approval form. The PICS activity approval form is located on the PICS website as a direct-submit form from the website.

The information required for approval evaluation is as follows:

Requestor Information:

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

Project Information:

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

These forms are submitted from the website to the PICS e-mail account. The activity is to be approved by the Director of Community Service and Outreach. The Director has seven (7) days to respond to the approval form with approval, non-approval or a request for further information to appropriately evaluate the activity. If you are a

member of an organization and would like to organize an event an “Event Proposal Form” (Appendix I) must be completed and filed in the Student Affairs Office.

B. Activity Documentation/PICS hours approval

Students will be required to submit their documentation of PICS hours monthly. The students document their PICS hours through E*Value. Hours will be due into E*Value by the 10th of the month at 5 p.m. (i.e. Service hours completed in May must be entered into E*Value by June 10th). **Hours not entered in before the 10th of the month deadline will not be counted.**

The information required for activity documentation is as follows:

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

The student documented completed activities and hours are approved by the Director of Community Service and Outreach. The Director has thirty (30) days to approve the submitted information or request the student provide further information to complete the documentation. The Directors will send out reports to each individual student every 3 months to ensure that each student is on pace to earn enough hours to graduate. This report will serve a receipt of PICS hours up to that point.

Attendance

Attendance in class is expected of all students. All classes and examinations begin at the beginning of the normal class time, unless otherwise announced or approved by the course instructor or coordinator. 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. An instructor may establish more restrictive class attendance policies if the students are notified in the course syllabus.

Any student registered in a course that fails to “sit” for the class by never attending a class or not attempting any of the course quizzes or exams, will receive a failing grade for the course and will be referred to the Committee on Academic Requirements and the Honor, Ethics and Professionalism Panel. Students who fail to “sit” for any registered classes will not be allowed to remediate the course material, requiring the student to repeat the course when it is next offered and not progress through the curriculum.

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 and course coordinator. Recording, distribution or public posting of the recorded class materials without authorization may subject the student to disciplinary action. Video recording requests must be submitted to the course coordinator in advance for consideration. All video recording will be performed by the College.

Students with a documented disability must submit the accommodation to the course coordinator and may be exempted from the preauthorization requirement as described above.

Examinations and Quizzes

No materials may be brought into an examination. All extraneous items are to be placed in the back of the classroom during the exam. Students are expected to arrive on time for all examinations and announced quizzes. If a student arrives late to an exam or quiz, they will not be permitted to take the exam or quiz if any student has 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. During quizzes, students are requested to sit with at least 1 seat between themselves and the next student. During examinations, assigned seating is typically used. 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 and sign the Honor Code statement verifying the work is their own.

Examinations and quizzes may be paper-based, performed on-line on your computer, performed using turning point technology, or a combination of these methods. Computer-based examinations may have a different order to the questions, different order to the answer fields or

may have variations on questions. All computer-based examinations must be taken on the College's assigned laptop computer.

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

1. Formative Assessments

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

2. Examinations and Quizzes

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

Absence and Examination Make-up Policy: All students are expected to contact the instructor and course coordinator immediately when a student requires an excused absence from required classroom activities such as examinations, quizzes or other major graded course activities. 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 examination or graded activity. For extended absences, please contact the Senior Associate Dean.

While a doctor's note is not necessary for missing class, **documentation is required for absences from examinations and other major graded course activities (e.g. presentations)**. Students found to be absent for an illness when they are not in fact ill will be subject to referral to the Honor, Ethics & Professionalism Review Panel. Absence from any exam is permitted only under the following conditions or circumstances:

- a) Student illness when accompanied by a physician's note describing the illness; or
- b) A personal emergency or emergency in the student's immediate family 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, or designee, prior to the examination, who will consider the request and determine whether an excused absence is warranted.
- c) The student is required to appear in court pursuant to a valid subpoena, or the student is subject to jury duty.
- d) Any other situation deemed excused by the course coordinator in collaboration with the Senior Associate Dean or Assistant Dean of Students and Alumni Affairs.

3. 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 or assessment instrument.

4. Unexcused Absences during Exams: The student will receive a zero for the examination and if the average for the Course is <60%, the student will receive a failing grade for the Course, referred to the Committee on Academic Requirements, and subject to dismissal from the College.

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

Grades and Grading

The College has adopted a numerical scoring system where a 60% score is the minimum passing score. The College has adopted a 10 point grading scale with all grades rounded to the nearest whole number using standard rounding rules. The following is the College's grading scale and the quality points assigned to each letter grade:

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

Other possible grades include:

I	=	Incomplete (all incompletes must be cleared by the end of the following semester in which the complete was recorded)
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.

ACP Transfer and Advanced Standing Policy

Because the College's didactic curriculum consists of highly integrated, blocked courses, the College will not consider requests for transfer of credits for coursework from another Doctor of Pharmacy program or academic institution. In addition, the College does not award credit for coursework taken on a noncredit basis or for life or work experience.

Satisfactory Academic Progress and Academic Standing

The Appalachian College of Pharmacy Satisfactory Academic Progress standard is used to determine if a student is making satisfactory academic progress in his or her educational program, regardless of whether or not he or she is receiving Title IV aid. The Appalachian

College of Pharmacy requires that minimum standards for “**Satisfactory Academic Progress**” (SAP) toward the earning the PharmD degree is met by all students. The SAP policy provides a consistent application of standards to all students receiving federal financial aid funding, ensuring both the quality of academic work and the completion of the student’s PharmD degree within the maximum time frame. This is in accordance with federal guidelines set forth by the U.S. Department of Education.

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

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

1. Required GPA to Progress

Students must maintain a cumulative GPA for courses taken within the pharmacy degree program of greater than or equal to 2.0 to progress in the curriculum, to progress to experiential rotations and to graduate. Students not meeting this requirement will be listed as *not in good academic standing*, placed on academic probation, placed on financial aid warning, and may be dismissed from the program.

2. Good Academic Standing

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

- a. Has passing grades in all required courses, electives, milestones exams and other mandatory exercises, and has met all remediation requirements for courses in which a grade of “D” was received;
- b. Has maintained a cumulative GPA greater than 2.00;
- c. Behaves in accordance with high standards of professional and academic ethics and has no outstanding sanctions imposed by the Honor, Ethics, and Professionals Panel.

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

Time for Completion of Graduation Requirements

A candidate for graduation must have received credit in all required courses, milestones exams, and other mandatory exercises, successfully completed the required hours of experiential course work, and completed 150 hours of community service through the PICS Program.

The normal period to complete degree requirements upon matriculation in the ACP curriculum is three years (8 terms). The Dean of the College may grant a waiver to this rule upon a showing of exceptional circumstances as defined in the Student Handbook and Course Catalog; however, the student must complete all requirements for graduation within a 4 year period from the first date of matriculation. At the end of each term of enrollment, students must have earned credit for at least 75% of all attempted credit hours, which includes all courses that are failed, remediated, or repeated, as well as any incompletes and course withdrawals that are recorded on the official transcript. Students who fail to meet these limits standards will not be eligible for federal financial aid.

Courses and Grades Used in Determining Satisfactory Academic Progress

All coursework attempted, including courses that are failed, remediated, or repeated, as well as any incompletes and course withdrawals are recorded on the official transcript and are considered when determining if a student is eligible for federal financial aid.

Failure to Maintain Satisfactory Academic Progress

A student that fails to maintain satisfactory academic progress as evidenced by being placed on *not in good academic standing* at the end of any term shall be placed on academic probation, and if receiving title IV assistance, will also be placed on financial aid warning for the following term. A student may receive financial aid while on warning, but must return to *good academic standing* by the end of the following term or shall be suspended from federal financial aid eligibility and is subject to dismissal from the College. A student who is not in *good academic standing* will only return to *good academic standing* upon completion of all remediation requirements as set forth by CARE, the Dean, or the HEP Panel or Honor Board, and meeting all requirements for being listed *good academic standing* as described above.

Committee on Academic Requirements (CARE) and Academic Difficulty

CARE monitors the academic progress achieved by students throughout the academic program. CARE meets following completion of any course (including experiential rotations) in which a student has achieved a grade of “D” or a failing (F) grade; if a student failed to successfully remediate a course in which they received a grade of “D”; or when a student has received two grades of “D” during their course of study. The Dean or Senior Associate Dean may also call a meeting of CARE in cases where the academic progress of a student is affected by poor academic performance, leaves of absence or other similar factors.

CARE is composed of the following members: the Senior Associate Dean, the Assistant Dean for Student and Alumni Affairs, the Department Chairs, a member of the Department of Pharmaceutical Sciences and a member of Pharmacy Practice Department. Faculty members are

appointed by the Dean. Non-voting members who may attend include the Dean, the Registrar, and the Course coordinator.

1. Unsatisfactory Progress during the Didactic Curriculum

Any student who receives a grade of “F” in any didactic coursework (P1 or P2 year) will be automatically dismissed from the College. CARE will meet to discuss the student’s academic record and provide the Dean with a recommendation regarding the student’s future standing with the College. A student making an “F” in any coursework will either be dismissed from the College requiring the student to reapply to the College, or be given the option of readmission in the following academic year, at the discretion of the CARE Committee and Dean.

A student that receives a grade of “D” will be placed on Academic Probation for the remainder of the current academic semester, and will remain on probation through the succeeding academic semester. A student may only make a single grade of “D” during the didactic component of the curriculum. A student making a second “D” will either be dismissed from the College or be required to repeat all coursework beginning with the semester the first “D” grade was earned, at the discretion of the CARE Committee and the Dean.

Any student that makes a “D” in the class must complete a remediation examination of the course material. This exam will be given in a controlled environment and must be completed in a timely manner, but no later than 1 week following the posting of the final course grades. Any student that fails to complete the remediation examination or receives a grade <90% on the remediation examination will have their course grade reverted to a failing grade and will be dismissed from the College.

2. Unsatisfactory Progress during the Experiential Program

A student that fails an assigned rotation in the experiential program will have the student’s performance evaluated by the Director of Experiential Education and CARE. CARE shall determine the appropriate plan to satisfy the pharmacy practice experience requirements and associated knowledge deficits. Any student that fails an experiential rotation will be required to repeat the course content in accordance with the recommendations of the Committee on Academic Requirements (CARE) and the terms of the Academic Recovery Contract. The remediation plan must be approved by the Dean based on a review of the student’s deficiencies, and may include the following:

- Repeat the entire Pharmacy Practice Experience that was failed;
- Required to re-enter the didactic curriculum in order to remediate significant knowledge deficits found by the preceptors on experiential rotations. This will required students to repeat all Advanced Pharmacy Practice Experience rotations;
- Dismissed from the College; and/or
- The CARE Committee may specify other plans as it deems fit.

Additional tuitions and fees will be required for any repeated experiential rotations or coursework.

Any student that receives a C in an experiential rotation will be reviewed by the Office of Experiential Education and may be referred to CARE and placed on academic probation *in good academic standing*. Any student receiving two grades of C during the Advanced Pharmacy Practice Experience (APPE) rotations **will** be placed on academic probation *in good academic standing* or the remainder of the APPE rotations and referred to CARE for further evaluation. Students will be mentored by the Office of Experiential Education, and may have their rotation scheduled modified and required to regularly meet with the Experiential Director or designee. Any issues involving violations of the Professional Code of Conduct during a pharmacy practice experience may also be referred to the Honors, Ethics, and Professionalism Board Panel, in addition to referral to the CARE Committee.

Academic Probation

Any student that fails to maintain a minimum cumulative GPA of greater than 2.5; has a GPA less than 2.5 in any given semester; or receives a “C” in an experiential rotation will be reviewed by CARE and may be placed on academic probation, *in good academic standing*. Students will be monitored by the Senior Associate Dean, Assistant Dean for Student and Alumni Affairs, or designee, and required to regularly meet with assigned faculty and student tutors.

Students placed on academic probation will be so informed in writing by the Senior Associate Dean. A student notified that he or she is on academic probation is required to meet with the Assistant Dean of Student and Alumni Affairs and may be required to meet with the Committee on Academic Requirements (CARE Committee) to evaluate the students’ performance in the curriculum. The purpose of academic probation is to alert the student, faculty, and administration to the fact that the student has experienced difficulty and that special consideration might need to be given such as counseling, tutorial assistance, special scheduling, or other activities to help resolve academic deficiencies. Upon obtaining a GPA of 2.50 or greater, the student will be removed from probation and notified of the same in writing. If a student has 2 consecutive semesters with a GPA of less than 2.5, the student will be referred to CARE for further action.

Disciplinary Probation

When a student is placed on probation for conduct unbecoming a pharmacy student by the Honor, Ethics & Professionalism Review Panel or administrative official, the student will be placed on disciplinary probation, *not in good academic standing*, and may affect the student’s title IV financial aid status. The student may 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, the Senior Associate Dean, 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 HEP Panel, Honor Board or other sanctioning body, the Chair of the HEP Panel, Dean, or designee shall render a decision regarding the student’s status in writing to the student. This documentation will become part of the student’s academic record.

Academic Dismissal

Student Dismissal may be recommended by CARE when the student demonstrates that he/she is unable to make appropriate academic progress, including, but not limited to:

- Failing grade in didactic coursework;
- 2 grades of D in any didactic coursework;
- Failure of two clinical advanced pharmacy practice rotations;
- Evidence from coursework, experiential rotations and/or Milestone examinations that demonstrate that the student is not gaining the appropriate knowledge and/or qualifications to become a pharmacist.

Student Withdrawals and Leave of Absences

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.

1. Voluntary Withdrawal During the Didactic Curriculum (P1 and P2 years)

Application for voluntary withdrawal 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, the Business Office Manager (whether or not the student has received financial aid), and the Dean of the College. The withdrawal forms are available from the Registrar.

A student may request a temporary withdrawal for medical reasons or serious personal problems. Students requesting a temporary withdrawal must apply in writing to the Senior Associate Dean. In the event of a request for withdrawal for medical reasons, the request must be accompanied by a letter from a physician describing the nature of the disability for which the leave is requested, and the estimated length of time needed for recovery. The approval of and terms and conditions of any leave will be determined by the Dean of the College.

Due to the nature of the curriculum, temporary withdrawals during the didactic component of the curriculum (P1 and P2 years) 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 the withdrawal in the previous year and in accordance with the terms and conditions of their withdrawal as determined by the Dean of the College. Students on a temporary withdrawal 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. Only in rare circumstances will a temporary withdrawal be granted for a period other than an academic year (or remainder thereof). Since students must complete all requirements for graduation within a 4 year period from the first date of matriculation, any temporary withdraw

that exceeds an academic year will require the student to reapply for admission and matriculate as a P1 student.

If the student does not return from the temporary withdrawal 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 temporary withdrawal. Tuition will be reimbursed in accordance with the reimbursement schedule as outlined in Section II of this document.

The procedure for Withdrawal is as follows:

- a. The student makes a written request to the Senior Associate Dean to withdraw from the College or request a temporary withdrawal.
- b. The application may be followed by a personal interview with the Dean of the College and Senior Associate Dean.
- c. The Senior Associate Dean, in collaboration with the Dean of the College will prepare the necessary forms for withdrawal.
- d. The completed withdrawal form and terms of withdrawal are signed by the student and the Dean of the College.
- e. The student meets with the Registrar to finalize and settle all financial accounts with the College.
- f. Once all forms are signed and dated and financial accounts settled, the withdrawal process is complete.

A student who leaves the College without notifying the Dean of the College and/or without completing the established withdrawal procedures listed above will automatically be disenrolled from the College within 7 consecutive instructional days after the last known attendance. In these circumstances, the official date of withdraw will be defined as the midpoint of the payment period or period of enrollment, as applicable, or the last known date of an academically related activity that the student participated in. A student who is terminated in this manner will not be considered for re-admission at a later date.

2. Leave of Absences During Experiential Rotations

During the experiential component of the curriculum, leaves of absence may be requested for a specific duration associated with the remaining experiential rotations, but may not exceed 180 days. Students requesting a leave of absence must apply in writing to the Director of Experiential Education and Senior Associate Dean. In the event of a leave of absence request for medical reasons, the request must be accompanied by a letter from a physician describing the nature of the disability for which the leave of absence is requested, and the estimated length of time needed for recovery. The approval of and terms and conditions of any leave of absence will be determined by the Dean of the College. Any student requesting leave for more than 180 days, must apply for a temporary withdrawal from the program as described above.

Ability to complete experiential requirements may be dependent upon availability of the required rotations that the student needs to complete.

Student Appeals

1. 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 or preceptor and attempt to resolve the matter. If the student is unable to resolve the matter, he or she shall submit a written statement summarizing the possible 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 Senior Associate Dean is unable to do so, or the student wishes to appeal the decision of the Senior Associate Dean, the matter shall be turned over to 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 any time.

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, and the Assistant Dean of Student and Alumni Affairs. The Senior Associate Dean shall serve as an *ex-officio* member of the committee and will only vote in the case of a tie.

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.

2. Appeals of Academic Dismissal

In order to appeal a decision regarding probation, suspension, dismissal, termination, the student shall do the following:

- a. The student shall submit his or her detailed appeal in writing to the Dean of the College or the Senior Associate Dean establishing appropriate grounds for the appeal.
- b. 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.
- c. 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 members, none of whom may be the subject of the complaint, and ask the committee to review the complaint and make a recommendation.
- d. 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. The decision of the ad hoc committee is final.

- e. Appeals regarding dismissal must be filed within thirty (30) days of the date of dismissal. All written complaints and communications with the student shall be kept confidential. The files may be made available to ACPE on-site exam teams or other accrediting agencies.

This appeal process applies to academic dismissal only, and does not apply to dismissal for unprofessional behavior, Code of Conduct violations, and Honor Board violations.

Graduation

1. Requirements

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

2. Time for Completion of Graduation Requirements

The normal period to complete degree requirements upon matriculation in the ACP curriculum is three years (8 terms). A student that is scheduled to complete all requirements for graduation by the end of the Summer Term of the graduating year, will be allowed to participate in graduation ceremonies, but will not receive a diploma until all requirements for graduation are met.

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.

G. Technical Standards

The educational mission of the Appalachian College of Pharmacy is to educate and graduate competent practitioners to provide pharmaceutical care in a variety of institutional, community and other settings. Students admitted to the School of Pharmacy must meet certain technical standards which outline the essential functions that candidates for the Doctor of Pharmacy degree must be able to perform. It is recognized that degrees of ability vary among individuals; therefore, the Appalachian College of Pharmacy is committed to supporting its students by any reasonable means to complete the course of study leading to the Doctor of Pharmacy degree.

Domain: Communications

Performance Standards

1. Must have functional English speaking, reading and writing abilities necessary to communicate clearly and professionally with faculty, staff, peers, patients, and health care professionals in a mature and professional manner that reflects the core values of the College.
2. Communication includes both verbal and non-verbal expression, reading, writing and computer skills

Essential Functions

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

Domain: Intellectual/Performance Standards (Conceptual, Integrative, and Quantitative Abilities)

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

Essential Functions

- Must be able to memorize, perform scientific measurement and calculation, reason, analyze, and synthesize information
- Demonstrate ability to retrieve (electronically and manually), read, understand, and interpret medical, scientific and professional information and literature
- Demonstrate the intellectual and reasoning abilities required to develop problem-solving and decision-making skills
- Demonstrate ability to learn effectively through a variety of modalities including, but not limited to classroom instruction, small group discussion, individual study of materials, preparation and presentation of written and oral reports, and use of computers and other technology
- Demonstrate ability to prioritize and complete tasks in laboratory, clinical, and patient care settings with time constraints
- Perform a variety of duties accurately, often changing from one task to another without loss of efficiency or composure

Domain: Behavioral/Social

Performance Standards

1. A student must possess the emotional health required for full utilization of his or her intellectual abilities, the exercise of good judgment, and the prompt completion of all responsibilities attendant to the interaction with classmates, faculty and patients.
2. Must possess ability to interact with and relate to faculty, staff, peers, patients, and health care professionals in a mature and professional manner that reflects the core values of the College.
3. Demonstrate sensitivity to people from a variety of cultural backgrounds
4. Must possess ability to interact with and respond to needs of patients and caregivers from a variety of cultural backgrounds and with a diversity of emotional, intellectual and physical health issues

Essential Functions

- Must be of sufficient emotional and mental health to utilize fully intellectual abilities to exercise good judgment, to complete patient care responsibilities appropriately, and to relate to faculty, staff, peers, patients, and health care professionals with courtesy, compassion, maturity and respect for their dignity
- Must be able to effectively function when faced with the challenges and uncertainties in classroom, laboratories, and experiential settings
- A student must be able to tolerate the mentally and physically taxing workloads of the College, and to function effectively under stress.

- A student must be able to adapt to changing environments, to display flexibility and learn to function in the face of uncertainties inherent in the clinical problems of many patients.
- Must accept constructive criticism and be able to respond and modify behavior accordingly
- Must be able to interact with faculty, staff, peers, patients, and members of the health care team in a mature and professional manner that reflects the core values of the College.

Domain: Visual, Auditory, and Observation

Performance Standard

Must possess sufficient visual and auditory abilities to gather data from written reference material, oral presentations, illustrations, diagrams and classroom and patient observation.

Essential Functions

- Ability to gather data from written reference material, computer-based programs, and from oral presentations
- Ability to observe and/or conduct demonstrations and experiments
- Ability to utilize various types of physical assessment skills required for patient-centered care including reading digital or analog representations of physiologic phenomena
- Ability to execute movements reasonably required to properly participate in the activities of a laboratory or an experiential rotation that are components of pharmacy practice
- Have vision sufficient to read and interpret prescriptions, prescription labels and drug labels
- Observation necessitating the functional use of the sense of vision, auditory, and other sensory modalities

Domain: Tactile and Motor Competencies

Performance Standard

Must possess sufficient tactile and motor abilities to prepare pharmaceutical products, evaluate patients, and perform basic laboratory tests

Essential Functions

- Possess manual dexterity necessary to manipulate and control laboratory equipment and materials
- Possess manual dexterity sufficient to accurately compound and prepare pharmaceutical products for dispensing to patients

- Possess manual dexterity and sense of touch sufficient to perform basic patient assessments including, but not limited to palpation, auscultation, percussion, and other diagnostic maneuvers
- Possess sufficient manual dexterity to conduct laboratory diagnostic tests and administer non-oral medications

Domain: Ethical Values

Performance Standard

An applicant and student must demonstrate a professional demeanor, conduct and behavior that are appropriate to his/her standing in the professional degree program.

Essential Functions

- Adherence to the codes of conduct and honor codes of the Appalachian College of Pharmacy.
- Protect the confidentiality of any and all patient information in their professional and personal communications.
- Meet the ethical standards set forth in the profession of pharmacy.
- Obtain and maintain a valid pharmacist Intern license in the State of Virginia (or other site the student may receive training)
- Pass requisite criminal background check, drug tests/screens, or any other requirements set forth by the College, its affiliated experiential sites, the State of Virginia Board of Pharmacy (Virginia (or other site the student may receive training), and any accrediting and/or regulatory agencies.

H. Accommodation Policy

The Appalachian College of Pharmacy (the College) and its programs do not discriminate against individuals with disabilities, as those disabilities are defined in Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 706; 45 C.F.R. § 84.3(k)(3); and the Americans with Disabilities Act, 42 U.S.C. §§ 12101, et seq. In an effort to provide full opportunities to individuals with disabilities, the College offers reasonable accommodation as required by law. Reasonable accommodations 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 annually 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 Course Catalog, which are distributed to students at the beginning of each academic year.

I. Record Keeping and Student Files

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. Enrolled students may request a transcript for the cost of \$2. The cost for alumni is \$10.

Student Files

The Registrar is responsible for maintaining and updating student files. Faculty and administration have access to student files for legitimate educational and business 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 sign a waiver allowing named parties to review certain confidential information contained in his or her file.

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

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

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 College 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.



III. STUDENT RIGHTS & RESPONSIBILITIES

- A. APPALACHIAN COLLEGE OF PHARMACY STUDENT RIGHTS AND RESPONSIBILITIES
- B. COLLEGE DRESS CODE
- C. STUDENT CONDUCT, PROFESSIONALISM & HONOR CODE
- D. ALCOHOL, DRUGS, WEAPONS & VIOLENCE
- E. COMPUTER USE POLICY
- F. TRAFFIC AND PARKING POLICY
- G. POLICY PROHIBITING SEXUAL AND OTHER UNLAWFUL HARASSMENT
- H. GRIEVANCE POLICY
- I. ACCESS TO STUDENTS BY THIRD PARTIES
- J. STUDENT USE OF COLLEGE EQUIPMENT

A. Appalachian College of Pharmacy Student Rights and Responsibilities

Introduction

The Appalachian College of Pharmacy (the “College”) is committed to supporting the exercise of any right guaranteed to individuals by the Constitution and state and federal laws. The College is also committed to educating students in regards to these rights and responsibilities as members of the campus community. Students enrolled at the College assume an obligation to conduct themselves in a manner that is civil and compatible with the College’s function as an institution of higher education.

Student Rights The Appalachian College of Pharmacy seeks to maintain an environment where students:

- can freely exchange ideas in an orderly and professional manner inside and outside the classroom
- can freely associate with other individuals, groups and organizations which do not infringe upon the rights of others
- can expect to participate in the College community without discrimination as defined by federal and state law and College regulations
- can expect access to the facilities and services of the College in accordance with the policies and procedures stated in the Student Handbook and Course Catalog
- can expect to perform daily functions and activities without unreasonable concerns for personal safety
- can expect discipline to be implemented through established College procedures, including appeals process
- have access to established procedures for presenting and respecting their concerns/complaints to the College
- can expect to have access to qualified faculty and academic resources needed for the learning process
- can expect to have access and opportunities to interact with people and institutions beyond the College community
- can expect to have representation on College faculty committees to participate in the improvement of the academic and administrative units
- can expect prompt and courteous responses to inquiries from academic and administrative units
- can expect academic and administrative policies that support intellectual inquiry, expression, learning, growth and professional development.
- can expect notification of the rights with respect to their education records as it relates to The Family Educational Rights and Privacy Act ("FERPA")

Student Responsibilities

Students enrolling at the College assume an obligation to conduct themselves in a manner that is professional and compatible with the function of the College as an institution of higher education. Willful disruption of the educational process, destruction of property, interference with and the violation of the rights of other members of the campus community will not be tolerated.

Academic integrity and professional behavioral are vital elements at an academic institution. Responsibility for professional conduct and academic integrity lies with each member of the College community, including faculty, staff and students. Students are expected to become familiar with these standards and fully understand their responsibility as members of the College Community.

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. It is the responsibility of each student to be familiar with the ACP guidelines for professionalism.

Students are ultimately responsible for their academic success and for upholding professional standards of their learning and academic work. Students are responsible for understanding the terms of their enrollment at the College and all academic requirements as stated in the Student Handbook and Course Catalog.

B. Professional Attire (Dress Code)

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

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 in the didactic classrooms:

- 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 and sweatshirts
- “Scrubs” (except in laboratory settings)
- 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 Pharmaceutics and Patient Assessment Laboratories

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

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 official 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 Panel.

C. Student Conduct, Professionalism & Honor Code

Guidelines for Professionalism

The College strives to create an environment in which professional attributes and behaviors are cultivated. However, it is the duty and responsibility of each member of the 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 Review Panel 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.

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

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

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

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

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

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

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

Accountability

- Demonstrates initiative, reliability and follow through in fulfilling commitments
- Promptly completes responsibilities in a timely manner (notifies appropriate individuals of unexpected emergencies)
- Responsible for, and accountable to others (e.g., patients, their families, 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

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

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

Definitions and Guidelines for Unprofessional Behavior

All unprofessional behavior is a violation of the Honors, Ethics and Professionalism 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.

Code of Conduct

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 patients 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.

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.

Trustworthiness

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

Responsibility and Sense of Duty

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

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.

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 and Course Catalog*.
- Be thoughtful and professional when interacting with patients, their families and other health professionals.
- 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.
- Maintain adherence to the College's social media policy.

Code of Conduct in the Classroom Setting

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 Student 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.

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.

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 and 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 students 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 and Course Catalog*.
13. Inappropriate laptop/computer use. During class, computers may be used for note-taking or other academically related purposes only. Activities such as emailing, watching movies, instant or text messaging, searching the internet, use of Facebook or other social media sites, 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.

Etiquette in the Experiential Setting

While on rotation in the early, core, and advanced pharmacy practice experiences, professional behavior, adherence to ACP policies as well as any specific site requirements is expected at all times. Students must dress in appropriate and professional attire while at any experiential learning site. This includes dress shirts 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 the *Student Handbook and Course Catalog*.

Procedures for Addressing Unprofessional Behavior and Code of Conduct Violations

The following procedures were established by the Appalachian College of Pharmacy (ACP) to address unprofessional behavior, violations of the Code of Conduct, and other complaints against Doctor of Pharmacy ("PharmD") students. 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 alleged violation of Professional Behavior or the Code of Conduct. 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; disrespectful, 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 laws of the Town of Grundy, Buchanan County, the Commonwealth of Virginia, or federal law ruled upon and determined by a court of competent jurisdiction. Upon notification of a violation, complaint proceedings will commence in accordance with the policy contained herein. The Complainant should have personal knowledge or actual documentation supporting the alleged violation.

1. Complaint Procedure

A complaint regarding unprofessional behavior, alleged violations of the Code of Conduct, or information regarding alleged criminal violations must be submitted in writing to the Assistant Dean of Student and Alumni Affairs or his/her designee. The Assistant Dean of Student and Alumni Affairs shall provide a copy of the complaint to the student charged with unprofessional behavior or an alleged violation of the Code of Conduct. The student may exercise his/her right to file a written response, or schedule a meeting with the Assistant Dean of Student and Alumni Affairs.

If the complaint is an issue regarding unprofessional behavior or is an alleged violation of Code of Conduct, the Assistant Dean of Student and Alumni Affairs shall evaluate the complaint and determine whether the nature of the complaint warrants being heard by the Honors, Ethics and Professionalism (HEP) Panel. The Honors, Ethics and Professionalism (HEP) Panel is responsible for hearing all complaints regarding unprofessionalism and alleged violations of the Code of Conduct, as well as honor code violations. The HEP Review Panel shall be chaired by the Assistant Dean of Student and Alumni Affairs, and shall also consist of the Senior Associate Dean (“Associate Dean”), and a faculty member appointed by the Dean. If a conflict exists, the conflicted individual will recuse themselves from the committee and other member will be assigned by the Dean. Other members may be appointed to the HEP Review Panel on a temporary basis as necessary. Depending upon the circumstances, unprofessional behavior or alleged violations of the Code of Conduct may warrant immediate attention and possible sanction. In such cases, the complaint shall be heard by the HEP Panel. Professionalism violations that involve the honor code of academic integrity shall be reviewed by the HEP Review Panel for possible review by the Honor Board.

If the student acknowledges in the written response that he/she committed the acts charged in the complaint, the HEP Review Panel shall determine the appropriate sanction. Sanction guidelines approved by the HEP Committee shall be used to determine the appropriate sanction.

If the student denies committing the unprofessional behavior or the alleged violation of the Code of Conduct, a hearing with the HEP Review Panel shall be scheduled on a mutually agreeable date where the complainant may provide evidence and witnesses regarding the alleged violation. The HEP Review Panel will make a determination regarding the alleged violation, which may involve finding the student innocent of the violations, guilty of the violations with appropriate sanctions, or may at its discretion turn the matter over to the Honor Board.

If the unprofessional behavior violation is a single isolated event and the circumstances do not warrant immediate action or sanction, the Assistant Dean of Student and Alumni Affairs shall maintain a record of the complaint. The Assistant Dean of Student and Alumni Affairs may meet

with the student to discuss the complaint(s). If a student receives multiple complaints and a pattern of unprofessional behavior emerges, or if multiple allegations of Code of Conduct violations are filed, the Assistant Dean of Student and Alumni Affairs shall bring the complaints to the HEP Panel.

2. Removal of Complaints from the HEP Review Panel

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. In cases involving criminal charges, the student shall have the burden of establishing that his or her continued presence as a member of the student body will not be detrimental to the health, safety, welfare or property of other students or members of the campus community or to the orderly operation of the institution. The HEP Panel may hear cases in which a student has been charged criminally. However, any decision rendered by the HEP Panel is independent of the verdict rendered by the federal or state criminal justice system. Such student shall be subject to any sanctions or disciplinary action imposed by the College, including dismissal, regardless of the verdict rendered in the criminal justice system.

The Dean or Assistant/Associate Dean may, at their discretion, delay HEP Panel action or final decision pending the outcome of a criminal investigation. In cases of felony charges, or any crime involving the illegal, use, possession or distribution of drugs, suspension of the Respondent pending outcome of the criminal matter may be a condition of delaying the complaint process. The HEP Panel 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.

To protect the interests of the College, the Dean may remove complaints from the Honor, Ethics and Professionalism Board which are deemed by the Dean to potentially have a significant detrimental impact upon the College. Complaints which may be removed from the Honor, Ethics and Professionalism Board include, but are not limited to, complaints which impact the College's finances, contracts with other institutions, the College's reputation, or which involve legal concerns. Complaints removed from the Honor, Ethics and Professionalism Board by the Dean shall be evaluated by the College's legal counsel and subject to the review of the Appalachian College of Pharmacy Executive Committee ("Executive Committee"). The Dean and the Executive Committee shall determine the appropriate course of action to address the complaint.

The Dean and Executive Committee's decision in resolving the complaint may be appealed in writing by the student within 5 business days of the Dean's decision and shall be made to the President. The President shall have ten business days to render a decision upon the appeal.

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.

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 or 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 below.

Honor Code of Academic Integrity Violations

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

1. 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.

2. 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

3. 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.

4. 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.

5. 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.

6. 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.

Procedures for Addressing Honor Code of Academic Integrity Violations

The following procedures were established by the Appalachian College of Pharmacy (ACP) to address violations of the Honor Code of Academic Integrity (“Honor Code”). Such violations and complaints (hereinafter referred to as “Complaints”) may include, but are not limited to violations of academic integrity and other Honor Code violations

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. A complaint regarding alleged violations of the Honor Code must be submitted in writing to the Assistant Dean of Student and Alumni Affairs or his/her designee and the Complainant should have personal knowledge or actual documentation supporting the alleged violation.

a. Preliminary Evaluation

All complaints against ACP students regarding violations of the Honor Code will undergo an initial review by the HEP review panel. The HEP Review Panel will review the complaint, make a determination of the evidence and severity of the allegation, and will determine by majority vote if the matter should be forwarded to and reviewed by the Honor Board. The criteria for determining if a matter should be forwarded to the Review Board include, but are not limited to:

- 1) Whether the complaint is 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 sufficient evidence to hear the complaint.

If the majority of the HEP Review Panel deems that the alleged violation of the College’s Honor Code fails to meet the above criteria or is minor in nature, the resolution of the complaint may be managed under the informal resolution procedures.

b. Formal Hearing

If a majority of the HEP Review Panel believes that a formal hearing should be held, the Assistant Dean of Student and Alumni Affairs shall provide a copy of the complaint to the student charged with an alleged violation of the Honor Code. The student may exercise his/her right to file a written response, or schedule a meeting with the Assistant Dean of Student and Alumni Affairs.

Following review by the HEP Review Board, the Honor Board is responsible for hearing all complaints regarding alleged violations of the Honor Code. The Honor Board is composed of the president of each class and four faculty members, including the Assistant Dean of Student and Alumni Affairs. The Senior Associate Dean serves as an *ex-officio*, non-voting member.

c. Notice

The Assistant Dean for Student and Alumni Affairs, or his/her designee, shall notify the student respondent in writing and provide the student respondent with the following:

1. a record of the written complaint(s);
2. notice that the student respondent has five (5) business days to submit a written response. The written response shall include either an acknowledgement that the student committed the acts charged in the complaint), or a statement that the student denies committing the acts charged in the complaint;
3. notice that a hearing will be scheduled, if necessary, to hear the complaint;
4. notice that he or she has the right to participate in the hearing but remain silent;
5. 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;
6. notice that graduation will be deferred until the complaint is resolved; and
7. notice that the student may seek advice and counsel from his or her faculty advisor.

d . Acknowledgement of Violation

If the student acknowledges in the written response that he/she committed the acts charged in the complaint, the Honor Board shall meet to determine the appropriate sanction. Sanctions guidelines approved by the HEP Committee shall be used to determine the appropriate sanction as defined below.

If the student denies committing the acts charged in the complaint, a full hearing of the Honor Board shall be scheduled on a mutually agreeable date and the following shall apply:

e. 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.

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.

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.

f. Hearing Procedure

- i. Any Honor Board members who have a conflict or bias regarding the complaint must recuse themselves.
- ii. Honor Board members who recuse themselves shall be replaced by appointment from the Dean or President.
- iii. The hearings and all information associated with the Honor Board 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.
- iv. All witnesses will be asked to affirm that the information they are presenting is accurate and complete to the best of their knowledge.
- v. 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.
- vi. Respondent may request a faculty member, who is without an identified conflict of interest, to attend the hearing.
- vii. Respondent(s) shall be reminded that during the hearing they are still under the ACP honor code, which explicitly prohibits lying.
- viii. The secretary of the Honor Board shall maintain a written or audio record of the hearing.
- ix. The complaint may be 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. Alternatively, if only written evidence is to be presented on behalf of the Complainant, and no oral testimony is to be presented from the Complainant, then the complaint may be read by the Chair of the Honor Board.
- x. The Complainant may present witnesses to testify to relevant information. Witnesses may submit a written statement in lieu of appearing to testify.
- xi. The Respondent and the Honor Board members shall have an opportunity to question the Complainant’s witnesses about relevant information and his or her testimony.
- xii. Respondent may call witnesses in his or her defense to rebut the evidence presented by the Complainant or the Complainant’s witnesses. Witnesses may submit a written statement in lieu of appearing to testify.
- xiii. The Complainant and the Honor Board members shall have an opportunity to question the Respondent’s witnesses about relevant information and his or her testimony.
- xiv. The Honor 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).
- xv. The Honor Board shall vote on the matter.
- xvi. All questions before the Honor Board shall be decided by majority vote.
- xvii. If it is determined by the evidence that the student committed the unprofessional behavior, violated the Code of Conduct, or violated the Honor Code, the Honor Board shall use the sanction guidelines approved by the HEP Committee to determine by majority vote the appropriate sanction. Sanctions include, but are not limited to the following:

1. ***Private censure*** – a letter from the Honor 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 organizations, and will be listed as ***not in good academic standing*** during the period defined by the Honor Board. 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 the 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 also be dismissed from the Doctor of Pharmacy program.

In addition to the actions stated above, the Honor Board may place other requirements on the Respondent that relate to the case, including but not limited to restitution or repair when property is damaged, perform additional assignments, or seek counseling. If the violation involved any assessment instrument (exam, quiz or assignment), the Honor Board has the authority to assign a failing grade for the course.

- xviii. The Honor Board shall issue its decision in writing to the Complainant and Respondent.
- xix. The Honor Board shall issue a written description of the sanction, if any, to the Respondent.

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

g. Appeal

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

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

If the Honor Board 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 appeals process.

The Dean shall issue a decision within fifteen (15) business days of receipt of the appeal. The decision of the Dean shall be final. If no appeal is submitted within the prescribed time frame, then the Honor Board's decision is final.

Conflict Disclosure for the associate general counsel to the Appalachian College of Pharmacy, Wade McGeorge, J.D.

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").

Wade McGeorge, J.D. serves the College as associate general counsel. In this capacity, the associate general counsel provides legal counsel to the College's Board of Trustees, coordinates outside counsel and manages the College's legal affairs among other duties.

The College recognizes that a situation may arise where the associate general counsel role may present a conflict of interest. If the associate general counsel identifies a potential conflict regarding his/her position, he/she shall submit a letter to the general counsel of the College recusing themselves as counsel to the College solely as to the matter or issue creating the conflict of interest.

If the Dean of the College of Pharmacy, the Chairman of the Board of Trustees or the general counsel identify a conflict regarding the associate general counsel position then they shall consult with one another and after consultation regarding the potential conflict the general counsel shall notify the associate general counsel in writing of such conflict, whereas the associate general counsel shall recuse him/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 the associate general counsel'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 the associate general counsel of the same in writing, whereas the associate general counsel shall recuse him/herself in writing to the general counsel as counsel to the College solely regarding the issue or matter creating the conflict of interest only.

D. 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. Student convicted of non-felony crimes involving drugs or alcohol may be dismissed from the Doctor of Pharmacy program.

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.

Drug Testing Policy

In an effort to maintain a drug free campus, the Appalachian College of Pharmacy (ACP) shall perform random drug testing on students. Additionally, ACP may drug test students based upon reasonable suspicion and past positive results. The following policy regarding reasonable suspicion and past positive results shall apply:

1. If there is a reasonable suspicion that a student is using drugs that are not pursuant to a valid prescription issued to the student and in violation of this policy, the student may be referred for drug testing.
2. "Reasonable suspicion" exists where an observable, articulable basis in fact indicates that a student is using drugs that are not pursuant to a valid prescription issued to the student and in violation of this policy. The evidence supporting the suspicion must be reasonably reliable and should be clearly documented in writing.
3. If a member of the faculty or staff have a reasonable suspicion that a student is using drugs that are not pursuant to a valid prescription issued to that student, such evidence shall be presented to the Dean and Assistant Dean of Student and Alumni Affairs or other person designated by the Dean. If the Dean and Assistant Dean of Student and Alumni Affairs or other person designated by the Dean determines that reasonable suspicion exists, the student will be required to provide a specimen sample for testing. Testing shall be performed by medical personnel approved by the Dean.
4. All students with prior positive drug test results will be subject to unannounced drug testing through the remainder of their enrollment at ACP.

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 Panel 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 Student and Alumni Affairs, the Business Manager or the Dean. This includes threats by students, employees, faculty, as well as threats by members of the public. When reporting a threat of violence, 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.

Disclosure of Threats

Any employee or agent of the Appalachian College of Pharmacy is required 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. 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.

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.

E. 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. Any student or ACP employee using an ACP owned or controlled computer may be required to surrender such computer to the President or his designee without any advance notice. Such computers are deemed to be the exclusive property of ACP and no user has any rights of privacy to the information on the computer's system or hard drive. Refusal by a student or ACP employee to immediately turn over an ACP computer upon request may be summarily terminated by the president from enrollment or employment subject only to appeal or arbitration rights set forth in applicable ACP policies or employment contracts. Any student or ACP employee that causes, without written permission from the President or his designee, any ACP computer to be altered, erased, written over or otherwise tampered with may be subject to termination from enrollment or employment and held liable for the costs of repairing such alterations or replacing the computer. Such assessed costs shall be deducted from any monies or refunds owed by ACP to the student or employee, including ACP's internal personnel costs and/or external contractor's costs involved in retrieving, examining and assessing such damages. Any contrary policies of ACP notwithstanding, anyone purposely and without permission damaging or altering a ACP computer or network system or causing applicable warranties to be voided may be charged criminally for destruction of property, misappropriation or unauthorized dissemination of intellectual property, or other offenses set forth in state or federal law.

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.

Use of Social Media

Social media can be a fun and rewarding way to share your life and opinions with family, friends and fellow students. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use.

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

The same principles and guidelines found in other ACP policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks that are involved. Keep in mind that any of your conduct that adversely affects your academic performance, the performance of fellow students or otherwise adversely affects the ACP may result in disciplinary action up to and including termination.

Know and follow the rules

Carefully read these guidelines, the Code of Conduct, and the Anti-Harassment Policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be respectful

Always be fair and courteous to fellow students, administration, faculty and staff of ACP. Also, keep in mind that you are more likely to resolve complaints by speaking directly to individuals rather than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage other individuals, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false

about ACP, fellow students, administration, faculty and staff of ACP, or other individuals.

Post only appropriate and respectful content

- Maintain the confidentiality of ACP private or confidential information.
- Do not create a link from your blog, website or other social networking site to an ACP website without identifying yourself as a student of ACP.
- Express only your personal opinions. Never represent yourself as a spokesperson for ACP. If ACP is a subject of the content you are creating, be clear and open about the fact that you are a student. Use your real name, state your position and make it clear that your views do not represent those of ACP, fellow students, administration, faculty and staff of ACP. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of ACP.”
- Do not engage in online arguments or inflammatory debates in an attempt to defend ACP or disparage others.
- Do not use ACP trademarks or other intellectual property for commercial use without permission.

ACP understands that students may access social media from time-to-time using College provided equipment or systems. Do not use ACP email addresses to register on social networks, blogs or other online tools utilized for personal use.

Media contacts

Students should not speak to the media on the behalf of ACP without approval by the President or Dean. The restriction regarding media contacts includes informal contacts through social media, such as Twitter. All media inquiries should be directed to management.

**Nothing in this policy is intended in any way to interfere with any rights afforded to employees under the National Labor Relations Act and other federal or state law.*

F. TRAFFIC AND PARKING POLICY

Parking is available to students in the both the upper and lower lots. Faculty and Staff parking is located in the upper lot closest to the Garden building. Student parking is available in both the upper and lower lots as designated. All students must adhere to regulations as set forth by ACP regarding traffic and parking:

These regulations include (but are not limited to) and prohibit:

1. Failure to display a valid ACP parking permit.
2. Parking in a reserved (visitor, staff, handicap, etc.) parking space.
3. Parking in areas not designated for parking (on grass, drives, sidewalks, etc.).
4. Failure to make disposition of a ticket in the required time (10 days). Unpaid fines will be assessed to the students account.

Accidents

All accidents occurring on any College campus roadway or parking lot should be reported immediately to the Director of Safety. ACP is not liable for any damage to personal property. An Incident Report needs to be completed and submitted to the Director of Safety to compile information for the annual Safety Report. This form is available through the Director of Safety.

Handicap Parking

Parking in the Handicap areas requires that a window or license plate decal be displayed in order to park in these areas. Temporary permits may be issued by the Director of Safety when circumstances warrant.

Towing and Impounding Vehicles

The College reserves the right to tow and impound vehicles parked illegally in reserved spaces, wheelchair spaces, fire zones or loading zones or parked in a manner dangerous to vehicular or pedestrian traffic. All costs resulting from the towing and impounding of the vehicle will be the responsibility of the owner.

Storage and repair of vehicles (except for emergencies) is prohibited.

Traffic & Parking Fees, Penalties and Violations

Replacement of lost permit.....	\$5.00 per charge
Displaying a lost or stolen permit	\$10.00 per violation
Failure to display permit.....	\$10.00 per violation
Parked illegally.....	\$10.00 per violation
Parking in a handicap zone without a State or College issued permit.....	\$50.00 per violation
Altering, damaging or moving College traffic signs, markers or other devices	\$10.00 + damage and/or disciplinary action
Discarding/throwing trash on campus grounds.....	\$10.00 + damage and/or disciplinary action

G. 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; (2) an employee's reaction to the conduct is used as a basis for employment decisions affecting that employee; or (3) the conduct has the purpose or effect of interfering with the employee's work performance or creating an intimidating, hostile, or offensive working 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 sexual harassment of any nature, including that conduct described above. Furthermore, no employee or student will be required to suffer sexual harassment by any other student, employee, preceptor or guest. Any unwelcome sexual overtures or other forms of sexual 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. This policy expressly prohibits retaliation of any kind against any employee bringing a complaint or assisting in 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**

H. 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:
Warning, fines, educational projects, additional community service, counseling, no contact orders, and the disciplinary actions available to the Honor Board.
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 or retaliation as a result of filing a grievance under this policy.
 16. Any unresolved grievances may be appealed to the State Council of Higher Education for Virginia (SCHEV).

SCHEV
James Monroe Building
101 North Fourteenth Street
Richmond, Virginia 23219

Telephone: 804.225.2600
Fax: 804.225.2604
www.SCHEV.edu.

I. 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 and Alumni Affairs. Third Parties may not access students without the express permission of the Dean or the Assistant Dean of Student and 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 for Student and Alumni Affairs with the information they would like to distribute or the contact information of the Third Party and the Dean or Assistant Dean for Student and Alumni Affairs 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 for Student and Alumni Affairs. 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.

J. 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 Maintenance Supervisor 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. STUDENT AFFAIRS

- A. STUDENT ORGANIZATIONS
- B. THE LIBRARY

A. STUDENT ORGANIZATIONS

College Funded Organizations are those that are formed and/or funded by student activity fees through the College, and includes the Student Government Association (“SGA”) and the Student Leadership Council (“SLC”), and the three professional pharmacy organizations, the American Pharmacists Association – Academy of Student Pharmacists (“APhA”), American Society of Health-System Pharmacy – Recognized Student Society (“ASHP”) and National Community Pharmacy Association (“NCPA”). Each student is required to join at least one (1) professional pharmacy organization while enrolled as a full-time student and all dues associated with membership into any of these organizations is covered by the Student Activity Fee. In addition to the College funded organizations, the College also recognizes the Fellowship of Christian Pharmacist (“FCP”), the service fraternities, Phi Delta Chi (“PDC”) and Kappa Psi (“KY”), as well as the Rho Chi honor society and The Apothecary Medicinal Plant Society (“AMPS”). While membership in multiple organizations is encouraged, students should not participate in student activities and organizations at the expense of their academic progression.

Student Government Association (SGA)

The Student Government Association (“SGA”), serves to promote the interests of the students of the Appalachian College of Pharmacy. Members of the SGA are elected by the student body, and are responsible for securing cooperation among the students, faculty staff and administration and planning and conducting various student activities.

Student Leadership Council (SLC)

The Student Leadership Council (SLC) is comprised of the SGA presidents of the P1 and P2 classes, the president and president-elects of the professional organizations and the two highest officers of any other organizations recognized by the College. The purpose of the SLC is to perpetuate the College’s mission through its activities, to provide guidance in leadership, management, and communication among organizations, and a forum for comment and to coordination of student organization activities.

The Apothecary Medicinal Plant Society (AMPS):

The purpose of is to unite the faculty, students, and staff of the Appalachian College of Pharmacy in order to foster an increase in awareness, knowledge, and understanding of medicinal plants and their properties and uses for health benefits. We will explore the roots of our profession, as well as the multi-cultural traditions that use medicinal plants. We wish to share what we learn with each other, and with the community, in order to become better pharmacists and to provide a valuable informed outreach in this increasingly popular area of public health interest. Membership in the Apothecary Medicinal Plant Society is open to all students of the Appalachian College of Pharmacy.

American Pharmacists Association--Academy of Student Pharmacists (APhA-ASP):

The American Pharmacists Association – Academy of Student Pharmacists (APhA-ASP), Appalachian College of Pharmacy Chapter members strive to serve the rural and underserved communities in our country and throughout the world. APhA-ASP ACP Chapter commits to improve medication use and advance patient care by providing a common thread between pharmacists, student pharmacists, and other healthcare professionals, educating and influencing legislators, policy makers, regulators, and the public to advance our mission and vision, seeking continuous academic excellence and professional development at the highest standard, and enhancing social and academic learning while developing character and citizenship skills. Membership in APhA-ASP is open to all students of the Appalachian College of Pharmacy.

American Society of Health-System Pharmacists (ASHP)

The American Society of Health-System Pharmacists, ACP Chapter goal is to make students aware of pharmacy practice in health systems; provide information to students about career directions in and credentials needed for pharmacy practice in health systems; and encourage membership and participation in the state society and ASHP as a student and upon graduation. Membership in ASHP is open to all students of the Appalachian College of Pharmacy.

Fellowship of Christian Pharmacists FCP:

Uniting Pharmacists and students at the Appalachian College of Pharmacy. It is the mission of the Fellowship of Christian Pharmacists to provide fellowship, bible study, and prayer to enrich our walk with the Lord, Jesus Christ. We also seek to encourage the advancement of knowledge and ethics in pharmacy practice and to promote community outreach to the Appalachian region. Membership in FCP is open to all students of the Appalachian College of Pharmacy.

Kappa Psi

The Foundation of Kappa Psi Pharmaceutical Fraternity reinforces itself on the four cornerstones of Fellowship, Industry, Sobriety, and High Ideals. These four values distinguish a member of Kappa Psi and holds him to a higher standard that other organizations try to model after. As a member of Kappa Psi, other individuals of the pharmacy profession hold you in higher regard and expect only the best. Our major activities include philanthropy and fundraising events, community service including healthcare related activities, social events and sharing in many other Brotherhood activities with a main focus on having fun, developing professionally, and serving the community.

National Community Pharmacists Association (NCPA):

National Community Pharmacists Association (NCPA), ACP Student Chapter, I is a student chapter that represents independent community pharmacists in the Appalachia region. We are dedicated to educating ourselves about rural independent community pharmacy. We are committed to quality pharmaceutical care and maintaining and promoting the health and well-being of the public we serve through community service projects. We also value the right to petition the appropriate legislative and regulatory bodies to serve the needs of those we represent and defend our interests in the

political arena. Membership in NCPA is open to all students of the Appalachian College of Pharmacy.

Phi Delta Chi

Phi Delta Chi (ΦΔΧ) Pharmacy Fraternity develops leaders to advance the profession of pharmacy. Phi Delta Chi, a lifelong experience, promotes scholastic, professional, and social growth in its Brothers. We strive to provide quality services to our patients, thereby advancing public health and strengthening ourselves as health professionals. Phi Delta Chi Brothers seek to enhance professional and personal success and satisfaction.

Phi Lambda Sigma

Phi Lambda Sigma is the National Pharmacy Leadership Society that supports pharmacy leadership commitment by recognizing leaders and fostering leadership development. The organization has 4 goals: ensure the continuing availability of student and practitioner leaders for the profession of pharmacy; acknowledge leadership achievement and award membership to leaders recommended by the Society; enhance the talent, skill, and effectiveness of leaders for the profession of pharmacy; and support and encourage sustained leadership commitment. The society does not compete with other organizations, but rather encourages participation in all pharmacy activities. Candidates are recognized and selected by their peers in the Society for their dedication as a leader to the profession of pharmacy.

Rho Chi Society

The Rho Chi Society, the Academic Honor Society in Pharmacy, encourages and recognizes excellence in intellectual achievement and advocates critical inquiry in all aspects of pharmacy. The Society further encourages high standards of conduct and character and fosters fellowship among its members.

Additional information on the student organizations and the policies and procedures under which they are governed, please see the *Student Organization Handbook* on College's website at: <http://www.acpharm.org/index.php/student-affairs/student-organizations/>, or download from http://www.acpharm.org/index.php/download_file/view/996/77/

B. The Library

Introduction

Welcome to the Appalachian College of Pharmacy Library! Our goal is to provide resources for our users with a clean, safe, and satisfying study area. Additionally, the Library will provide information resources necessary to support the ACP curriculum. The primary purpose of the library is to support faculty, staff, and students. Please contact the Library Staff with any suggestions you have for improving the services and resources.

Library Information

The Facility

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

The Collection

The library contains over 1200 sources, including books, journals, and electronic databases, and our electronic and print collection continues to grow.

Hours of Service

During the academic year, the libraries and computer labs are typically open from 8 a.m.-9 p.m. Monday through Thursday, 8 a.m.-5 p.m. on Friday, and 1 p.m.-9 p.m. 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 communicated via e-mailed to the student body. Library Student workers will follow the same schedule as Gym Student workers during early inclement weather closings.

Library Services

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

Finding Library Materials

The library's catalog of books is available online at:

<http://opac.libraryworld.com/opac/home>

Journals available through ACP are listed on:

<http://www.acpharm.org/index.php/library/journals/>

Circulation of Library Materials

Students may check out books (not including reference books or journals) for a period of two weeks. If a book is listed as reference, students may discuss the situation with the Library Director and he or she will make decisions on a case-by-case basis.

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. The link for accessing off campus resources is: <http://ezproxy.pharm.uacp.org:2048/login>

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 by completing the web form at: <http://www.acpharm.org/index.php/library/interlibrary-loan/>

Photocopying and Printing

Students may photocopy and print for free, but usage is monitored to detect excessive or inappropriate use.

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 are always available to assist you. Information on contacting the library is available via e-mail at library@acpharm.org or through this link: <http://www.acpharm.org/index.php/library/contact/>

Suggestions

Library Staff members welcome suggestions from faculty, staff, and students. Suggestions regarding materials to support learning in the classroom, to assist with research, or to make the Library a more amenable and friendly place to study are always welcome and can be made via e-mail at library@acpharm.org or <http://www.acpharm.org/index.php/library/contact/>.

Library Policies

Food and Drink

Food and non-alcoholic beverages in spill proof-containers are allowed in the Library. Faculty, staff, and students are responsible for discarding food and beverages before leaving the Library. The Library Director reserves the right to relinquish the food privilege at any time he or she feels the policy is being abused.

Noise

The Library is a place to study in groups or as individuals. Please respect the other faculty, staff, and students by keeping your noise to a minimum.

Cell Phone

Cell Phones must be turned off before entering the Library premises. Rings, vibrations, and so forth are not conducive to studying. The Library Director will enforce this policy and request individuals to either turn off the cell phone or leave the Library while checking messages or making phone calls.

Computers

The computer usage policy will follow the policies and procedures set in the Student Handbook and Course Catalog 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. Students and employees are encouraged to utilize their personal laptops and wireless access is available for faculty, staff, and students.

Unattended Items

Please do not leave items unattended in the library. The library reserves the right to inspect and remove unattended personal items.



V. APPENDICES

- A. PLEDGE OF PROFESSIONALISM
- B. APHA CODE OF ETHICS
- C. CERTIFICATION OF UNDERSTANDING AND ADHERENCE TO POLICIES, RULES AND PROCEDURES OF THE APPALACHIAN COLLEGE OF PHARMACY

Appendix A

Pledge of Professionalism

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

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

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

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

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

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

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

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

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

Appendix B

APhA Code of Ethics

PREAMBLE

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

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

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

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

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

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

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

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

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

V. A pharmacist maintains professional competence.

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

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

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

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

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

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

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

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

Appendix C

APPALACHIAN COLLEGE OF PHARMACY INTELLECTUAL PROPERTY POLICY

PURPOSE OF THE POLICY

The Appalachian College of Pharmacy (the “College”) desires to publish guidelines for the College relating to the ownership of intellectual property created by or on behalf of the College, its faculty, staff and students. As a non-profit educational institution, the College desires to promote the creation and dissemination of scholarly and academic works and inventions in a manner that is equitable to everyone involved.

SUMMARY

While the federal “work for hire” doctrine (see definition below), provides in general that the copyright in all copyrightable works created by an employee in the normal course of his or her employment belong to the employer, the College desires to allow those rights to revert to the creator(s) in certain circumstances outlined in this policy. However, when a work is specifically commissioned by the College or is developed with significant College resources, different ownership rules are appropriate. Further, when a work is commissioned by a third party, the agreement governing such commissioned work shall determine ownership rights.

DEFINITIONS

The following terms shall have the following meanings for purposes of this Policy:

“Copyright” shall mean the federal right of protection in copyrightable materials that permits the owner to prevent others from copying, making derivative works, distributing to the public and publicly performing or displaying such materials (17 U.S.C. §106). Copyrightable materials are original works of authorship and include literature, music, photography, computer programs and artistic works.

“Significant College Resources” shall mean the substantial use of the College’s facilities, equipment and/or personnel in the creation and/or development of materials or inventions. Materials and inventions created and/or developed almost exclusively during normal business hours at the College shall be considered as using Significant College Resources. If there is any doubt whether intellectual property has been created using Significant College Resources, the Dean of the College shall make such determination.

“Sponsored Resources” shall mean funding and/or other assistance provided by a third party including, without limitation, the government, for the development of materials and/or inventions by the College’s faculty, employees and/or students. All such sponsored activities shall be governed by a separate agreement to which the College is a party.

“College Commissioned” shall mean materials and/or inventions specifically requested by the College either orally or in writing and all developments related thereto. If there is any doubt whether materials and/or inventions have been College Commissioned, the Dean of the College shall make such determination.

“Work For Hire” shall mean the federal rule that the copyright in materials prepared by an employee within the scope of his or her employment is owned by the employer and not the employee (17 U.S.C. §201(b)).

POLICY

Work For Hire

Except as otherwise provided in a written agreement, all copyrightable materials created by the faculty and/or staff of the College that is not College Commissioned, created with Significant College or Sponsored Resources shall not be considered Work For Hire, but all Copyrights and other intellectual property rights shall be the property of the creator(s). However, the creator(s) agree to grant the College a non-exclusive, fully paid up, perpetual and worldwide license to use all such works that relate to the operations or missions of the College. In this regard, the Dean of the College shall be notified in a timely manner of the creation of all such works and shall be provided with a complete and accurate list with copies of all such works upon the termination of employment, for any reason, of each faculty and staff member. All use of such works by the creator(s) shall give appropriate credit to the College.

College Commissioned Works and Use of Significant College Resources

Except as may be otherwise provided in a written agreement, all Copyrights and other intellectual property rights in works created and/or developed using Significant College Resources or that are College Commissioned shall be owned by the College. In certain circumstances, the College may want to provide for joint ownership or to cede its intellectual property rights to the creator(s). In such cases, the ownership of the intellectual property rights and any allocation of income derived from such intellectual property shall be governed by a separate written agreement entered into between the College and the creator(s). All creators of intellectual property under this section shall notify the Dean of the College in a timely manner of the creation or contemplated creation of such intellectual property. If the creator(s) desire to have an ownership interest in any intellectual property created and/or developed using Significant College Resources or that is College Commissioned, such matter should be discussed with the Dean of the College and a written agreement should be entered into as soon as reasonably practical.

Sponsored Resources

In all cases, intellectual property that is to be created and/or developed by the College faculty, staff or students using Sponsored Resources shall be governed by a written agreement to which the College shall be a party. The ownership of the Copyrights and other intellectual property rights and any allocation of income derived from such intellectual property shall be governed by that agreement.

Trademarks

The College’s name, logo, trademarks and service marks (collectively, the “College Marks”) are owned exclusively by the College and the faculty, employees and students of the College may not use any of the College Marks as a trademark or service mark without the express written permission of the Dean of the College.

Appendix D

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

I hereby certify and confirm that I have been provided access to a copy of the Appalachian College of Pharmacy Student Handbook and Course Catalog.

I hereby certify and confirm that I understand that the policies, rules and procedures contained in the Student Handbook and Course Catalog will apply during the 2012– 2013 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)