

# APPALACHIAN COLLEGE OF PHARMACY STUDENT HANDBOOK AND COURSE CATALOG



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

Notice: Nothing in this student handbook shall in any way alter, reduce or abridge the following Certification, Acknowledgments and Releases signed by every ACP student when application was made for admissions and the binding arbitration clause signed in the student's application shall remain in full force and effect, reference to which is here made in Appendix D and incorporated by reference.

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# Academic Calendar 2017-2018

## Fall Term 2017

August 7, 2017	First day of classes (P2): Fall Term
August 9 - 11, 2017	Orientation
August 14, 2017	First day of classes (P1): Fall Term
September 4, 2017	Labor Day
September 20 - 22, 2017	APPE Forum (P3) and Career Fair and Interviews
September 29 - October 1, 2017	(Projected) Community Service Days (including Grundy RAM) *
October 12 - 13, 2017	Fall Break
October 19, 2017	Community Service Day (P2 Only) Brown Bag
November 20 - 24, 2017	Thanksgiving Break
December 15, 2017	End of Fall Term

## Spring Term 2018

January 8, 2018	First day of classes: Spring Term
February 19, 2018	President's Day
March 12 - 16, 2018	Spring Break
April 7, 2018	Community Service Day (ACP Health Fair) *
April 25, 2018	Annual Awards Ceremony*
April 27, 2018	End of Spring Term (P1/P2 Didactic)
April 16 - May 4, 2018	APPE Capstone (P3), Milestone (P3), NAPLEX Review (P3)
April 30 - May 1, 2018	NAPLEX Review (P2)
May 2 or 3, 2018	PCOA Exam (P2)*
May 5, 2018	Graduation, Class of 2018

## Summer Term 2018

May 7, 2018	Start of CPPE-I (P2)
May 7, 2018	First day of classes: Summer Term (P3)
May 28, 2018	Memorial Day
May 28, 2018	Start of CPPE-II (P2)
June 15, 2018	Last day of classes (P3)
June 18, 2018	Start of Didactic Classes (P2)
June 25, 2018	Start of APPEs (P3)
July 2 - 4, 2018	Summer Break and July 4th Holiday
July 20 - 22, 2018	(Projected) Community Service Day (Wise RAM) *
July 27, 2018	End of Summer Term

## Advanced Pharmacy Practice Schedule 2017-2018 (P3, Class of 2018) \*

### Summer Term:

June 26 - August 4, 2017	Advanced Pharmacy Practice Experience I
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### Fall Semester:

August 7 - September 15, 2017	Advanced Pharmacy Practice Experience II
September 20 - 22, 2017	APPE Forum and Career Fair
September 25 - November 3, 2017	Advanced Pharmacy Practice Experience III
November 6 - December 15, 2017	Advanced Pharmacy Practice Experience IV
December 18, 2017 - January 5, 2018	P3 Winter Break

### Spring Semester:

January 8 - February 16, 2018	Advanced Pharmacy Practice Experience V
February 19 - March 30, 2018	Advanced Pharmacy Practice Experience VI
April 16 - May 4, 2018	Capstone and Milestone, NAPLEX Review

\*Dates subject to change

## **Snow Schedule**

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

## **Function of Policies**

### **Terms, Comprehensive Rules, Policy Functions, and the Adoption of Temporary Rules**

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

The function of these policies is to provide comprehensive rules governing students at ACP. To the extent the rules fail to provide adequate guidance for administering a particular aspect of the program, the Dean 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 posted to and available on the ACP website. For example, (but not limited to), if any student disciplinary rule or procedure is not clear due to ambiguity, vagueness, or inconsistency, the Dean may clarify the subject rule or procedure to correct the ambiguity, vagueness, or inconsistency, and such change shall have immediate and retroactive effect upon being posted on the ACP website until such time as it is rejected or adopted with or without modifications by the ACP Faculty. Such changes by the Dean shall be brought to the ACP Faculty for consideration as permanent amendments at its next regularly scheduled meeting or at any special called meeting. This corrective feature is necessary to meet deadlines in the disciplinary system when having the ACP Faculty timely act upon proposed changes is not practical in the written view of the Dean. No such changes shall remove any current substantive rights of the student that are clear in their meaning and interpretation. Rather, such changes are to be applicable only to processes and procedures that have been discovered or challenged for vagueness or ambiguities and subsequently changed at the Dean's discretion in order to remedy a potential unjust outcome to the student or ACP.

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

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

**Enrollment**

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

**Availability**

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

**Tuition and Fees**

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



# I. INTRODUCTION

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

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

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

## **Vision Statement**

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

## **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 ACP 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 the professional development of students, faculty, staff, preceptors, alumni, and other pharmacists.

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

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

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

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

## C. CERTIFICATION AND ACCREDITATION

### State Council of Higher Education for Virginia:

The Appalachian College of Pharmacy is certified to operate in Virginia by the [State Council of Higher Education for Virginia](#) (SCHEV). Any unresolved complaints regarding matters within the jurisdiction of SCHEV may be appealed to:

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

### Accreditation Council for Pharmacy Education:

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

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

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

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

The Appalachian College of Pharmacy is accredited with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the doctorate of Pharmacy (PharmD) degree.

If any student would like to submit a complaint to SACSCOC regarding an unresolved complaint involving an accreditation standard or verify the status of ACP, he or she may do so according to the SACSCOC policy found at [www.sacscoc.org/pdf/081705/complaintpolicy.pdf](http://www.sacscoc.org/pdf/081705/complaintpolicy.pdf) or by mail at the following address:

**SACSCOC**  
**1866 Southern Lane**  
**Decatur, Georgia 30033-4097**  
**404-679-4501**

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

## **D. FACILITIES**

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



**Garden Hall**



**McGlothlin Hall**



**Mountain Care Center**

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

In January of 2010, ACP acquired a building and property adjacent to the campus. Renovation of the building is ongoing to establish an eatery for the College community.

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

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

## 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 Admissions and Financial Aid and are available on request in the Dean's office.

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

### Trustees Appointed by the ACP Board of Trustees:

Lucius Ellsworth, Ph.D., Chair  
Term Expires: September 2019  
Wise, Virginia

Barbara Fuller, EdD.  
Term Expires: September 2020  
Lebanon, Virginia

Kemper J. Bausell, B.M.E., First Vice-Chair  
Term Expires: September 2019  
Grundy, Virginia

Honorable Patrick Johnson, J.D.  
Term Expires: September 2020  
Grundy, Virginia

Sue E. Cantrell, M.D.  
Term Expires: February 2020  
Big Stone Gap, Virginia

Jerry Miller, M.D.  
Term Expires: February 2020  
Kingsport, Tennessee

Scott Cole, PharmD  
Term Expires: September 2019  
Tazewell, Virginia

Frannie Minton, R.N., B.S.  
Term Expires: September 2019  
Grundy, Virginia

Sherri Dawson, EdD., Secretary  
Term Expires: September 2019  
Abingdon, Virginia

Jim Viers, PhD.  
Term Expires: September 2020  
Blacksburg, Virginia

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

Trey Adkins, A.B. (or successor)  
Term Expires: January 2020 or upon completion of service as Chair of the Buchanan County Board of Supervisors  
Grundy, Virginia

Carroll Branham, M.S.  
Term Expires: January 2020  
Grundy, Virginia

Roger Rife, B.A.  
Term Expires: September 2017  
Grundy, Virginia

Craig Horn, B.A.  
Term Expires: September 2017  
Pilgrim's Knob, Virginia

David Shanahan, RPh., Treasurer  
Term Expires: September 2018  
Grundy, Virginia

Arthur Mullins, EdD  
Term Expires: January 2020  
Pilgrims Knob, Virginia

Eural Viers, PharmD  
Term Expires: September 2017  
Vansant, Virginia

## **F. COLLEGE ADMINISTRATION**

Michael G. McGlothlin, JD	President
Susan L. Mayhew, PharmD	Dean and Professor
Wade McGeorge, JD	Assistant Dean of Student and Alumni Affairs, Legal Counsel, and Assistant Professor
Marcy Hernick, PhD	Assistant Dean of Academic Affairs and Assessment and Associate Professor
Richard Nicholas, PharmD	Department Chair of Pharmacy Practice and Assistant Professor
C. Randall Mullins, PharmD	Department Chair of Pharmaceutical Sciences and Associate Professor
Sharon Deel, RN	Coordinator of Experiential Education (APPE, EPPE, CPPE)
Melissa Speed, MSIS	Library Director and Instructor
Michael S. Deel, MIS	Director of Safety and 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 and Assistant Professor
R. Jason McGlothlin, MBA	Director of Student Services and Alumni Affairs
U.S. Rao, PhD	Director of Research and Professor

## G. FACULTY

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

**Samir Abdelfattah**, PharmD, Assistant Professor of Pharmacy Practice, PharmD, Appalachian College of Pharmacy

**J. Todd Carter**, PharmD, Assistant Professor of Pharmacy Practice, B.S., Biology, PharmD, University of Kentucky

**Randal Cole**, PharmD, Assistant Professor of Pharmacy Practice, PharmD, Appalachian College of Pharmacy

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

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

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

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

**Marcy Hernick**, Ph.D., BS Pharm, Associate Professor of Medicinal Chemistry, Assistant Dean of Academic Affairs and Assessment, Ph.D. Purdue University, BS Pharm Albany College of Pharmacy

**Michael Justice**, PharmD, Assistant Professor of Pharmacy Practice, PharmD, Appalachian College of Pharmacy

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

**Terry G. Kilgore**, JD, Assistant Professor of Pharmacy Law, B.A., Business and Public Administration, Clinch Valley College of the University of Virginia, J.D., William and Mary School of Law

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

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

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

**C. Randy Mullins**, PharmD, Associate Professor of Pharmacy Practice, Chair, Department of Pharmaceutical Sciences, B.S. 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, BCPS, Assistant Professor of Pharmacy Practice, Chair, Department of Pharmacy Practice, PharmD, Idaho State University, ND, Bastyr University

**Crystal Phillips**, PharmD, Assistant Professor of Pharmacy Practice, PharmD, Appalachian College of Pharmacy

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

**US Rao**, Ph.D., Professor of Pharmaceutical Sciences, Director of Research, M.Sc., Osmania University,  
Ph.D., Indian Institute of Science

**Mamoon Rashid**, Ph.D., Assistant Professor of Pharmaceutical Sciences, M.S., Pharmaceutics, University of  
Dhaka, Bangladesh, Ph.D., Pharmaceutical Sciences, Texas Tech University Health Sciences Center,

**Melissa Speed**, M.S.I.S. Instructor of Pharmacy Practice, Library Director, B.A. in History, Southwestern  
University, M.S.I.S, University of North Texas

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

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

**Amy Kristen Wood**, PharmD, Assistant Professor of Pharmacy Practice, PharmD, Medical College of Virginia

#### **RESIDENT FACULTY**

**Christopher Clark**, PharmD, Instructor and Pharmacy Practice Resident, PharmD, Appalachian College of  
Pharmacy

**Brittany Palmer**, PharmD, Instructor and Pharmacy Practice Resident, PharmD, LECOM School of Pharmacy

## **H. ADMINISTRATIVE STAFF**

**Sherrie M. Baldwin**, Senior Admissions and Registration Administrative Assistant

**Phyllis Call**, Receptionist

**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

**Tina Fletcher**, Administrative Assistant for Institutional Effectiveness and Assessment

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

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

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

**Regina G. Horn**, Experiential Education

**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

**Prema Rao**, Research Associate

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

**Sherry Sutherland**, Building and Grounds

**Wanda Vance**, Administrative Assistant

**Derek VanDyke**, Maintenance

**Donnie Yates**, Maintenance Supervisor

**Elizabeth Yates**, Administrative Assistant for the Business Office

**Elizabeth Welch**, Administrative Assistant



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

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

## A. ADMISSIONS

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

ACP utilizes a centralized application service called PharmCAS (Pharmacy College Application Service). All applicants 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 invited for an interview must also complete and submit the ACP Supplemental Application for Admission document during the Interview Day. This document may be accessed and downloaded for review from the ACP website at [www.acp.edu/admissions.html](http://www.acp.edu/admissions.html). Detailed information about ACP, its curriculum, the admission process, prerequisite courses, tuition and fees, financial aid, student life, and accreditation and certification status are also available at [www.acp.edu](http://www.acp.edu).

### **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, or the equivalency of credits from a foreign college or university whose transcripts are evaluated by Josef Silny and Associates, World Educational Services, or AACRAO International Education Services.
2. Have a grade of C- (or its equivalent) or better in all prerequisite courses.

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

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

## Prerequisite Courses

<b>Prerequisite Courses</b>	<b>Required Credit Hours</b>
General Biology I & II with labs	8.0 Sem. Hrs. <sup>1</sup>
College Chemistry I & II with labs	8.0 Sem. Hrs. <sup>1</sup>
Organic Chemistry I & II with labs	8.0 Sem. Hrs. <sup>1</sup>
College Physics I with lab	4.0 Sem. Hrs.
College Physics II or Advanced Biological Science with lab	4.0 Sem. Hrs. <sup>2</sup>
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. <sup>3</sup>
College Mathematics	6.0 Sem. Hrs. <sup>4</sup>
Electives	19.0 Sem. Hrs. <sup>5</sup>
<b>Total</b>	<b>72.0 Sem. Hrs.</b>

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

<sup>1</sup> Two semester terms or three quarter terms.

<sup>2</sup> Advanced Biological Science (e.g. biochemistry, cell biology, molecular biology, immunology, genetics).

<sup>3</sup> Similar coursework will be evaluated and may be deemed to fulfill the required semester credit hours.

<sup>4</sup> The mathematics component must include a minimum of 3 semester hours of calculus.

<sup>5</sup> In order to fulfill the Electives requirement, an 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.

## Recommended Courses

Biochemistry 3.0 Semester Hrs.

Introduction to Medicinal Chemistry and Pharmacology 3.0 Semester Hrs.

Public Speaking 3.0 Semester Hrs.

Statistics 3.0 Semester Hrs.

## College-Level Examination Program (CLEP)

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

## Advanced Degrees, Advanced Curriculum, and Life Experience

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

## **Transcripts**

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

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

Applicants who have completed any of the core prerequisites from a non-U.S. institution must submit transcript evaluations from World Educational Services, Josef Silny & Associates, or AACRAO International Education Services. The transcript evaluations shall be submitted with the PharmCAS application and not to the Appalachian College of Pharmacy.

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

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

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

## **Evidence of English Language Proficiency**

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

- Diploma or degree from an English speaking school – a degree or diploma from an accepted accredited college or university in which the primary language of instruction for the entire institution is English.
- You have graduated from a regionally accredited college or university in the United States.
- You have taken English composition and speech prerequisites from a regionally accredited college or university in the United States, and have earned a “B” or better.
- Completing the TOEFL with a recommended minimum score for admissions of:
  - 550 or higher for paper-based test; or
  - 90 or higher for internet-based test; and
  - The date of taking the TOEFL should not be more than 24 months prior to the date of enrollment.

The TOEFL score should be included in your PharmCAS application and not submitted to the Appalachian College of Pharmacy. The Appalachian College of Pharmacy school code is 5875.

More information regarding the TOEFL is available at [www.ets.org/toefl](http://www.ets.org/toefl).

## **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 Pearson Education, which offers the exam several times each year during the months of January, July, September, October/November. For information about PCAT test dates, registration process and deadlines, contact Pearson Education at 800-622-3231, or at [www.pcatweb.info](http://www.pcatweb.info).

Prospective ACP students must submit at least one set of PCAT scores with the application. Students should request that PCAT scores be sent directly to PharmCAS using Code 104 and **NOT** to ACP. We recommend the September 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. Pearson Education limits the number of times an applicant can take the PCAT to five. An applicant may apply for a waiver of this rule by following specific criteria established by Pearson Education (contact Pearson for waiver information).

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

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

- Diagnosis or treatment in the last five years for a mental illness or a physical condition that would impair the ability to perform any of the essential functions of a license, including alcohol or substance abuse;
- 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 \$1,000 seat deposit be submitted to ACP by a specified time. The seat deposit is credited toward the fall semester tuition. One-half of the seat deposit (\$500) is refundable upon written request received by ACP prior to June 1<sup>st</sup>, after which the seat deposit is not refundable.

## **Deferred Enrollment**

A seat deposited applicant request for a deferral of admission until the following academic year will be evaluated on a case by case basis. In the event that an applicant is granted a deferral until the following academic year, then a second seat deposit of five hundred dollars (\$500) shall be required not later than April 1 of the year of the deferred admission. Deferred applicants must provide current transcripts of all academic coursework prior to matriculation.

## 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:

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

Tuition and fees are approved each year by the ACP's Board of Trustees. Tuition and fees may change annually. Tuition and fees for ACP's 2017-2018 academic year will be \$37,800 for the Class of 2020, \$37,800 for the Class of 2019, and \$37,800 for Class of 2018.

Audit fee: \$50 per credit hour

Per course tuition: \$800 per credit hour

### **Tuition and Fees Schedule:**

<b>Tuition and Fees for 2017-2018 Academic Year</b>			
<b>Standard Fee</b>	<b>Class 2020</b>	<b>Class of 2019</b>	<b>Class of 2018</b>
Tuition	\$34,800	\$34,800	\$34,800
Student Activities Fee <sup>1</sup>	\$403	\$403	\$403
Student Government Fee <sup>2</sup>	\$77	\$77	\$77
Clerkship/Practicum Fee <sup>3</sup>	\$1,358	\$1,358	\$1,358
Technology Fee <sup>4</sup>	\$1,162	\$1,162	\$1,162
<b>Total Tuition and Fees</b>	<b>\$37,800</b>	<b>\$37,800</b>	<b>\$37,800</b>
<b>Additional Fees</b>			
Seat Deposit <sup>5</sup>	\$1,000	\$1,000	\$1,000

<sup>1</sup> The 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.

<sup>2</sup> The Student Government Fee covers costs associated with student government-sponsored activities.

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

<sup>4</sup> The Technology Fee covers costs associated with providing networking and computer equipment for students.

<sup>5</sup> Students offered admission have ten (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 written requests prior to June 1<sup>st</sup>.

### Enrollment Status Policy

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

Visit the Financial Aid website to learn how your enrollment status may impact your eligibility for financial aid.

The Veterans Administration may have different definitions for full-time and part-time status. Students receiving veterans' benefits should talk to the veterans certifying official.

## **PharmD Graduate Program Enrollment Status**

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

Half-time = 6 semester credit hours but less than 12 hours per term

Less than half-time = 5 semester credit hours or less per term

## **Registration for Class**

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

## **Verification of Health Insurance**

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

## **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 2017-2018 academic year. Please note these expenses are in addition to tuition and fees, which differ depending upon the student's academic level, i.e., P1, P2, or P3 (see <http://www.acp.edu/index.php/admissions/cost-of-living/> for the current year's costs). These estimates may be used for calculating student expenditures but are only estimates and not guaranteed by ACP:

<b>Expense</b>	<b>Per Month</b>	<b>Per Year</b>
Housing	\$565/month	\$6,780
Utilities	\$315/month	\$3,780
Food	\$365/month	\$4,380
Incidentals	\$165/month	\$1,980
Transportation	\$365/month	\$4,380
<b>Total Expenses</b>	<b>\$1,775/month</b>	<b>\$21,300</b>

The 2017-2018 Cost of Attendance is \$7,100 per term less the government fees deducted prior to disbursement. The 2017-2018 Cost of Attendance for a first year student is based on two terms of enrollment (fall and spring). However, a second and third year student's Cost of Attendance covers three terms or a full year of enrollment (summer, fall, and spring).

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

- 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 is 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. Please contact the Experiential Office for a listing of specific site requirements.

### **Withdrawal from Classes and Refund of Tuition**

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

Students who withdraw from ACP are responsible for paying all assessed tuition and fees due for that term. ACP adheres to the federal Return of Title IV Funds regulations for calculating the percentage of the academic term completed by the student. The amount of tuition owed will be assessed based upon the percentage of time the student spent in academic attendance. This policy applies to all students regardless of whether the student received Title IV funds.

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

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

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

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

Students who decide to withdraw or request a leave of absence during the academic year must submit prior written notification to the Director of Academic Records, Admissions and Financial Aid (hereinafter the "Director of Academic Records"). 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:

### **Failure to Pay Tuition**

Students that have not paid tuition and fees ten (10) business days after the start of a semester will be sent a warning letter. If payment has not been received within ten (10) business days after the date of issue of the warning letter, the student will receive a second letter that the student may be removed from all classes and rotations without further warning. If the student has applied for Title IV and has taken all of the appropriate steps, the student may continue in class until the Title IV loan is processed.

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

## **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 is received. Contact Vickie Keene, the Director of Financial Aid, via email at [vkeene@acp.edu](mailto:vkeene@acp.edu) or Sherrie Baldwin, Financial Aid Assistant, via email at [sbaldwin@acp.edu](mailto:sbaldwin@acp.edu) or visit the Student Affairs Office in Garden Hall for information regarding financial aid. Please see the ACP website for additional information and details.

### **Scholarships**

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

### **Study Abroad**

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

## **D. CURRICULUM**

ACP offers a sequence of courses designed to lead to a doctor of pharmacy degree. Requirements for the PharmD degree include completion of a minimum of 140 credits, including more than 1,700 hours of experiential coursework, and three academic years of full-time residence. In addition, a student must maintain a cumulative grade point average of C (2.0) or better in order to progress and graduate.

### **Credit Hour Policy**

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

### **Internship Policy**

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

### **Preceptors for Clinical Rotations**

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

## PharmD Course of Study:

### P1 curriculum

#### Fall Semester:

❖ PHA 0104	6 Credits	Introduction to Pharmacy, Communications, and Health Care Systems
❖ PHA 0114	6 Credits	Foundations I
❖ PHA 0118	5 Credits	Foundations II
PHA 0124	6 Credits	Pharmaceutical Principles
PHA 1008	0 Credits	EPPE I: Skills Lab and Training
Total Credits: 23 hours		

#### Spring Semester:

PHA 0158	3 Credits	Pharmaceutical Sciences Foundations III
PHA 0159	3 Credits	Pharmaceutical Sciences Foundations IV
PHA 0175	1 Credit	Pharmaceutics Lab I
❖ PHA 0184	4 Credits	Non Prescription Drugs, Devices, and Skills Lab (OTC)
PHA 0202	3 Credits	Applied Clinical Pharmacokinetics
PHA 0250	1 Credits	Physical Assessment and Case Studies I
PHA 1010	1 Credit	EPPE I
PHA 0210	3 Credits	Drug Information, Clinical Research, and Biostatistics
Total Credits: 19 hours		

### P2 curriculum

#### Summer Semester:

PHA 2010	3 Credits	CPPE I
PHA 2020	3 Credits	CPPE II
PHA 0236	4 Credits	Foundations V
❖ PHA 0239	3 Credits	Foundations VI
❖ PHA 4000	1 Credit	**Electives
Total Credits: Up to 14 hours		

#### Fall Semester:

PHA 0195	0 Credits	P1 Milestone Examination
PHA 0222	3 Credits	Diseases of the Renal System and Fluid and Electrolyte Disorders
❖ PHA 0228	6 Credits	Pharmacotherapy of Infectious Diseases
❖ PHA 0229	4 Credits	Pharmacotherapy of Immune System Disorders
❖ PHA 0246	6 Credits	Pharmacotherapy of Cardiovascular and Pulmonary Diseases
❖ PHA 0264	2 Credits	Pharmacotherapy of Endocrine System Diseases
PHA 0212	2 Credits	Drug Knowledge and Clinical Skills
PHA 0260	1 Credit	Advanced Pharmaceutics Lab
PHA 2030	1 Credit	EPPE II A & Forum
PHA 4000	1 Credit	**Electives
Total Credits: Up to 26 hours		

#### Spring Semester: P2 curriculum

PHA 0270	5 Credits	Diseases of the Hematological System and Oncological Disorders
PHA 0277	5 Credits	Integrated GI Diseases and Disorders of Nutrition and Metabolism
PHA 0287	7 Credits	Integrated Neurological System and Psychiatric Disorders
PHA 0292	2 Credits	Pharmacotherapeutic Considerations in Special Populations
PHA 0251	1 Credit	Patient Assessment
PHA 2040	2 Credits	EPPE II B & Forum
PHA 4000	1 Credit	**Electives
Total Credits: Up to 23 hours		

### **P3 curriculum**

#### **Summer Semester:**

PHA 0215	3 Credits	Pharmacy Administration
PHA 0302	3 Credits	Advanced Jurisprudence & Pharmacy Law
PHA 0298	0 Credits	P2 Milestone Exam
❖ PHA 0296	2 Credits	P2 Capstone Course

Total Credits: 8 hours (Summer term includes APPE-I for total of 14 hours)

#### **Advanced Pharmacy Practice Experiences: I through VI:**

PHA 3022	6 Credits	Hospital/Health System Pharmacy
PHA 3032	6 Credits	Community Patient Care
PHA 3042	6 Credits	Ambulatory Care
PHA 3052	6 Credits	Acute Care Inpatient General Medicine
PHA 3062	6 Credits	APPE Elective
PHA 3072	6 Credits	APPE Elective
PHA 0399	0 Credits	P3 Capstone and Milestone

Total Credits: 36 hours (Fall semester includes APPE II-IV for 18 hours; Spring term includes APPE V-VI and P3 Capstone and Milestone for 12 hours)

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

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

❖ **Designates a new course or credit hour change to course**

## **E. COURSE DESCRIPTIONS\***

### **PHA 1008 EPPE I: Skills Lab and Training**

*0 Credits*

- Provides instruction on the fundamentals of basic physical assessment, including the correct method of measuring blood pressure and vital signs, including BMI and the correct interpretation of results, and counseling points. Teaches commonly employed medical terminology.

### ❖ **PHA 0104 Introduction to Pharmacy, Communications, and Health Care Systems**

*6 Credits*

- A study of the history of pharmacy and the role of pharmacy in US health care systems. Also includes basic instruction on the 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. The intent is to help prepare student to become patient centered, evidence-based future pharmacists.

### ❖ **PHA 0114 Foundations I**

*6 Credits*

- Studies the basic concepts of mammalian cellular biology and biochemistry including the biosynthesis of proteins, 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. Examines the basic concepts and principles of mammalian metabolic biochemistry including chemistry, biosynthesis and metabolism of proteins, carbohydrates, and lipids at the cellular level in normal and disease states. Principles of energy transformation are also studied.

- ❖ **PHA 0118 Foundations II** *5 Credits*
- This course covers components of biochemistry, immunology, basic virology and basic hematology. The biochemistry part includes the basic concepts and principles of mammalian metabolic biochemistry of lipids, nucleotide metabolism, vitamins and micronutrients at the cellular level in normal and disease states. The immunology component covers basic immunology, fundamental principles involved in host defense mechanisms, the immunological response and immunization training. The hematology component includes hematopoiesis, red cell physiology and basic hemoglobinopathies.
- PHA 0124 Pharmaceutical Principles** *6 Credits*
- Introduction to pharmaceutical calculations and principles of basic physicochemical phenomena, and the application of these principles to the design and development of dosage forms, and evaluation of the biopharmaceutical aspects of the dosage form. Pharmaceutical calculations, pharmaceuticals, and biopharmaceuticals are integrated in this course for a concise overview of the scientific principles, mathematical reasoning, regulatory elements of dosage form design and evaluation.
- PHA 0158 Foundations III** *3 Credits*
- This course has three important components- pharmacodynamics, microbiology and antimicrobials for common infectious diseases. Studies drug action and the chemical properties, primary pharmacological actions, mechanisms of drug action, routes of administration, disposition, contraindications, adverse reactions, clinically significant drug interactions, and drug disease interactions.
- PHA 0159 Foundations IV** *3 Credits*
- Studies basic concepts of the autonomic and central nervous systems 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 of selected drugs used to treat autonomic and nervous system disorders
- PHA 0175 Pharmaceutics Lab I** *1 Credit*
- Teaches basic laboratory concepts and skills in pharmaceutical compounding of non-sterile formulation, and the admixing and sterile preparation of parenteral dosages forms.
- ❖ **PHA 0184 Non Prescription Drugs, Devices, and Skills Lab (OTC)** *4 Credits*
- Studies over-the-counter medications, herbals and dietary supplements, and durable medical supplies commonly encountered in the practice of pharmacy. Includes simulated patient assessment, counseling, and workshop.
- PHA 0195 P1 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 0202 Applied Clinical Pharmacokinetics** *3 Credits*
- Studies the absorption, distribution, metabolism, and elimination of medications in the body; describes the effect of physiological changes on the distribution and elimination of medications from the body including introduction to pharmacogenomics concepts; evaluates the use of formulas and nomograms to design individualized drug dosage regimens including 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 0212 Drug Knowledge and Clinical Skills** *2 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, pharmacoeconomics 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 0228 Pharmacotherapy of Infectious Diseases** *6 Credits*
- This course provides an integrated study of epidemiology, pathophysiology, signs and symptoms, laboratory examinations, assessment, pharmacology, therapeutics, clinical pharmacokinetics, patient care, pharmacoeconomic issues, medication use in special populations, and review of pertinent literature as related to diseases of the common infectious diseases.
- PHA 0229 Pharmacotherapy of Immune System Disorders** *4 Credits*
- Studies 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 common immune disorders and diseases of the skin and connective tissues.
- ❖ **PHA 0236 Foundations V** *4 Credits*
- This course provides an introduction to basic concepts and pathophysiology of common diseases of the Renal, Pulmonary, and Cardiovascular Systems, as well as the pharmacology and medicinal chemistry as applied to medications that act on those systems. Included are basic principles of drug action and the chemical properties, primary pharmacological actions, mechanisms of drug action, routes of administration, disposition, and elimination, contraindications, adverse and unwanted reactions, clinically significant drug interactions, and drug-disease interactions of drugs used to treat disorders of Renal, Pulmonary, and Cardiovascular Systems.
- ❖ **PHA 0239 Foundations VI** *3 Credits*
- This course provides an introduction to basic concepts and pathophysiology of common diseases of the Endocrine System, as well as the pharmacology and medicinal chemistry as applied to medications that act on those systems. Included are basic principles of drug action and the chemical properties, primary pharmacological actions, mechanisms of drug action, routes of administration, disposition, and elimination, contraindications, adverse and unwanted reactions, clinically significant drug interactions, and drug-disease interactions of drugs used to treat disorders of the Endocrine System.

- ❖ **PHA 0246 – Pharmacotherapy of Cardiovascular and Pulmonary Disorders** *6 Credits*
  - This course provides an integrated study of epidemiology, pathophysiology, signs and symptoms, laboratory examinations, assessment, pharmacology, therapeutics, clinical pharmacokinetics, patient care, pharmacoecomic issues, medication use in special populations, and review of pertinent literature as related to cardiovascular and pulmonary disorders.
  
- PHA 0250 Physical Assessment and Case Studies** *1 Credit*
  - Teaches the fundamentals of physical 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** *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 0264 Pharmacotherapy of Endocrine System Diseases** *2 Credits*
  - This course provides an integrated study of epidemiology, pathophysiology, signs and symptoms, laboratory examinations, assessment, pharmacology, therapeutics, clinical pharmacokinetics, patient care, pharmacoecomic issues, medication use in special populations, and review of pertinent literature as related to diseases of the endocrine system.
  
- PHA 0270 Diseases of the Hematological System and Oncological Disorders** *5 Credits*
  - Studies the anatomy, pathophysiology, pharmacology, therapeutics, physical assessment, clinical pharmacokinetics, patient care, alternative/complimentary therapies, pharmacoecomic issues, medication use in special populations and review of pertinent literature as they relate to common hematological and Oncological conditions.
  
- ❖ **PHA 0277 Integrated GI Diseases and Disorders of Nutrition and Metabolism** *5 Credits*
  - This course studies the anatomy, pathophysiology, physical assessment, pharmacology, therapeutics, clinical pharmacokinetics, patient care, alternative/complementary therapies, pharmacoecomic 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.
  
- ❖ **PHA 0287 Integrated Neurological System and Psychiatric Disorders** *7 Credits*
  - An integrated study of anatomy, pathophysiology, genetics and pharmacogenomics, physical and mental assessment, pharmacology, therapeutics, clinical pharmacokinetics, patient care, alternative/complementary therapies, pharmacogenomic issues, medication use in special populations, and review of pertinent drug literature as related to common diseases involving the neurologic and psychiatric systems.
  
- PHA 0292 Pharmacotherapeutics Consideration in Special Populations** *2 Credits*
  - This course studies the anatomy, special considerations in pathophysiology, pharmacology, therapeutics, clinical pharmacokinetics, patient care, alternative/complementary therapies, pharmacoecomic issues, medication use in special

- PHA 0296 P2 Capstone** *3 Credits*
- This course provides a comprehensive review of the skills and knowledge students will require prior to their Advanced Pharmacy Practice Experiences (APPE). In addition to a comprehensive orientation to their APPEs, this course will use complex patient case scenarios to develop critical thinking skills and evidence-based pharmacotherapeutic approaches to problem solving and patient medication management.

- PHA 0298 P2 Milestone Exam** *0 Credits*
- 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 0302 Advanced Jurisprudence and Pharmacy Law** *3 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 0399 P3 Capstone and Milestone Examination** *3 Credits*
- 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.

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

❖ **Designates a new course or credit hour change to course**

## **Experiential Curriculum:**

**PHA 1008 EPPE I: Skills Lab and Training** *0 Credits (pass/fail)*

- PHA 1010 EPPE I** *1 Credit*
- This is a required two (2) term early pharmacy practice experience that introduces the student to the practice of pharmacy in multiple settings. The student acquires the confidence, knowledge, skills, and professionalism required for pharmacists to function competently. Students will gain experience in providing patient care services while applying the basic and pharmaceutical sciences learned in the classroom and practice laboratories. EPPE 1 involves both simulated and actual practice experiences and permits students, under appropriate supervision and as permitted by practice regulations, to assume direct patient care responsibilities. The EPPE 1 course is organized as a progressive continuum to support growth in the student's capabilities to render patient-centered care as a competent, independent practitioner.

- PHA 2030 EPPE II Fall P2 year** *1 Credit*
- Students will meet with patients in a nursing home setting. Special considerations in pathophysiology, pharmacology, therapeutics, clinical pharmacokinetics, patient care, alternative/complimentary therapies, and medication use in geriatric populations. Forums will be scheduled with faculty and preceptors every other week.

- PHA 2040 EPPE II Spring P2 year** *2 Credits*
- Students will meet with patients in a nursing home setting. Special considerations in pathophysiology, pharmacology, therapeutics, clinical pharmacokinetics, patient care, alternative/complimentary therapies, and medication use in geriatric populations. Forums will be scheduled with faculty and preceptors every other week.

- PHA 2010 CPPE I** *3 Credits*
- This is a required 3-week core pharmacy practice experience which occurs in the community pharmacy setting. Each week of experience shall contain an average of 40 hours of practice. The primary purpose of the CPPE is to develop an appreciation of all aspects of the provision of patient centered pharmacy care in the community setting. Students will develop the professionalism, judgment, and skills needed to function in a community pharmacy setting.

- PHA 2020 CPPE II** *3 Credits*
- This is a required 3-week core practice experience which occurs in the hospital or health-system pharmacy setting. Each week of experience shall contain an average of 40 hours of practice. The primary purpose of the Hospital Pharmacy Practice rotation is to develop an appreciation of all aspects of the provision of pharmacy care in the inpatient setting. Students will develop the professionalism, judgment, and skills needed to function in a hospital pharmacy.

**PHA 3022-3082 APPE I through VIII** *6 Credits each*

- PHA 3022 Hospital/Health System Pharmacy** *6 Credits*
- This is a required 6-week advanced practice experience that prepares the student to function within a hospital or health-system of integrated pharmaceutical services. The student will develop an appreciation for all aspects of pharmaceutical care, both traditional and direct patient care responsibilities.

- PHA 3032 Community Patient Care** *6 Credits*
- This is a required 6-week advanced pharmacy practice experience that prepares the student to function in a community setting. The student will develop an appreciation for delivering patient-centered pharmaceutical care services in a community setting

- PHA 3042 Ambulatory Care** *6 Credits*
- This is a required 6-week advanced pharmacy practice experience which prepares the student to actively participate in the delivery of patient-center pharmaceutical care in an outpatient setting. This rotation provides the student with experience in establishing caring relationships with patients in an outpatient clinic setting. As the student identifies actual and potential patient-specific drug-related problems he/she will collaborate with primary care physicians and other health care providers to resolve and/or prevent them.

- PHA 3052 Acute Care, Inpatient and General Medicine** *6 Credits*
- This is a required 6-week advanced pharmacy practice experience in which the student will gain experience providing patient-centered pharmaceutical care in an acute care inpatient setting. During this course, students will refine and develop the pharmacotherapy skills necessary to evaluate, implement, and monitor drug therapy to optimize the delivery of pharmaceutical care and improve the therapeutic outcomes in patients with a variety of disease states.

- PHA 3062 APPE Elective** *6 Credits*
- This is a 6-week elective advanced pharmacy practice experiences that allow the student an opportunity to explore an area of interest in a more in-depth manner. The experiences may be in a variety of practice settings.

- PHA 3072 APPE Elective** *6 Credits*
- This is a 6-week elective advanced pharmacy practice experiences that allow the student an opportunity to explore an area of interest in a more in-depth manner. The experiences may be in a variety of practice settings.

## **Electives\*\*:**

<b>PHA 4005 Wilderness First Aid</b>	<i>1 Credit</i>
<b>PHA 4008 Social and Behavioral Aspects of Pharmacy Practice</b>	<i>1 Credit</i>
<b>PHA 4010 History of Pharmacy</b>	<i>1 Credit</i>
<b>PHA 4012 Concepts in Pharmacogenomics</b>	<i>1 Credit</i>
<b>PHA 4015 Advanced Cardiovascular Life Support (ACLS certification)</b>	<i>1 Credit</i>
<b>PHA 4018 Cosmeceutical and Nutraceutical Formulations: The Fifty Shades of Gray</b>	<i>1 Credit</i>
<b>PHA 4020 Drugs in Pregnancy and Lactation</b>	<i>1 Credit</i>
<b>PHA 4022 Current Events in Pharmacy Practice</b>	<i>1 Credit</i>
<b>PHA 4025 Translational Research I</b>	<i>1 Credit</i>
<b>PHA 4028 Diagnostic Imaging</b>	<i>1 Credit</i>
<b>PHA 4030 Advanced Compounding Lab</b>	<i>1 Credit</i>
<b>PHA 4032 Integrated Pharmaceutical Calculations</b>	<i>1 Credit</i>
<b>PHA 4035 Integrated Healthcare: Nonpharmacological &amp; Herbal Therapies</b>	<i>1 Credit</i>
<b>PHA 4040 Pharmacoepidemiology</b>	<i>1 Credit</i>
<b>PHA 4042 Herbals</b>	<i>1 Credit</i>
<b>PHA 4045 Toxicology</b>	<i>1 Credit</i>
<b>PHA 4048 Anticoagulants and Anticoagulation Therapy</b>	<i>1 Credit</i>
<b>PHA 4050 Neurophysiology</b>	<i>1 Credit</i>
<b>PHA 4052 Integrative Medicine: Holistic Pharmacy</b>	<i>1 Credit</i>
<b>PHA 4054 Probiotics</b>	<i>1 Credit</i>
<b>PHA 4055 Women's Health</b>	<i>1 Credit</i>
<b>PHA 4058 Advanced Compounding and Quality</b>	<i>1 Credit</i>
<b>PHA 4060 Pharmacoeconomics</b>	<i>1 Credit</i>
<b>PHA 4062 Introduction to Radiopharmaceuticals</b>	<i>1 Credit</i>
<b>PHA 4065 Critical Care</b>	<i>1 Credit</i>
<b>PHA 4068 Introduction to Clinical Pharmacy</b>	<i>1 Credit</i>
<b>PHA 4070 Health Disparities in Appalachia</b>	<i>1 Credit</i>
<b>PHA 4072 Medical Spanish</b>	<i>1 Credit</i>
<b>PHA 4075 Legislative Process and Pharmacy Leadership and Advocacy</b>	<i>1 Credit</i>
<b>PHA 4078 Movies &amp; Mental Illness</b>	<i>1 Credit</i>
<b>PHA 4080 Pharmacy Entrepreneurship</b>	<i>1 Credit</i>
<b>PHA 4082 Drug-Induced Diseases</b>	<i>1 Credit</i>
<b>PHA 4084 Diabetes Management in Rural Area Medical Events "The Sugar Shack" 1</b>	<i>1 Credit</i>
<b>PHA 4085 Advanced Infectious Disease</b>	<i>1 Credit</i>
<b>PHA 4086 Diabetes Management in Rural Area Medical Events "The Sugar Shack" 2</b>	<i>1 Credit</i>
<b>PHA 4088 Flipped Classroom</b>	<i>1 Credit</i>
<b>PHA 4090 Addiction</b>	<i>1 Credit</i>
<b>PHA 4092 Introduction to Pharmacy Residency</b>	<i>1 Credit</i>
<b>PHA 4094 Medicine and Music</b>	<i>1 Credit</i>
<b>PHA 4095 Basic Nutrition for Pharmacists</b>	<i>1 Credit</i>

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

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

❖ Designates a new course or credit hour change to course

## F. CURRICULAR AND ACADEMIC POLICIES

ACP 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 over 1,700 hours of experiential coursework, in three academic years (eight terms) of full-time residence. In addition, a student must maintain a cumulative grade point average of 2.0 or better in order 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 ACP's program outcomes statements. The curriculum will educate and develop the necessary knowledge and skills based on sound basic and clinical science, professional skills, attitudes, and values in a student-centered, cooperative active learning environment. Students will learn to integrate and apply these skills to the practice and advancement of the profession of pharmacy.

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

### Curricular Issues

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

For issues that concern the entire class (e.g., examinations, scheduling concerns, course notes/handouts), a process is in place to facilitate open discussion and resolve non-disciplinary issues among course coordinators, faculty, and students. The initial step is to work with the course coordinator and the Class President. The Class President is responsible for communication between the faculty, administration, and students regarding curricular concerns. If the concern is not resolved, then the Class President should submit a written complaint or question to the Assistant Dean of Academic Affairs and Assessment. If the matter is not resolved by the Assistant Dean of Academic Affairs and Assessment, then the written complaint may be submitted to the Dean for final resolution. The decision of the Dean is final.

## **Attendance**

**Attendance in class is expected of all students.** All classes and examinations begin at 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 (HEP) Board. Students who fail to “sit” for any registered classes will not be allowed to remediate the course material, thereby requiring the student to repeat the course when it is next offered and therefore, not progress through the curriculum in a timely manner to graduate as planned.

## **Recording of Lectures**

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

## **Examinations and Quizzes**

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

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

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

## 1. Formative Assessments

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

## 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 the student's 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 Director of Academic Records.**

While a physician'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 HEP Board.

**Absence from any exam is permitted only under the following conditions or circumstances:**

- a) A student may be excused for an exam one time per year for a student illness when accompanied by a physician's note describing the illness (note to include diagnosis and expected date of return).
- b) A personal emergency or emergency in the student's immediate family (parents, children, siblings, grandparents) such as death, hospitalization, or other emergency situation. Documentation evidencing the emergency situation may be requested. In the case of a personal emergency, the student must contact the Course Coordinator and Assistant Dean of Academic Affairs and Assessment, or designee, prior to the examination, to 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 Assistant Dean of Academic Affairs and Assessment.

**Absence from an exam for any other reason (including minor illnesses, family obligations, job interviews, and other unexpected events) will result in a grade of 0 for that exam.**

## 3. Excused Absences during Exams

The student will be evaluated on a date designated by the Course coordinator and the make-up exam will have different questions and be of a different format (e.g. essay, short answer) than that given to the class at the assigned date and time.

#### 4. Unexcused Absences during Exams

For an unexcused absence during an exam, the student will receive a zero for the examination. If the average for the Course is less than 60%, the student will receive a failing grade for the Course, be referred to the Committee on Academic Requirements, and be subject to dismissal from ACP.

Excused Absences for quizzes and other daily activities may be made up at the discretion of the course coordinator or class instructor. If a student has 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

ACP has adopted a numerical scoring system where a 60% score is the minimum passing score with a 10-point grading scale whereby all grades are rounded to the nearest whole number using standard rounding rules. Unless noted separately in the course syllabi, the following is ACP's grading scale and the quality points assigned to each letter grade:

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

Other possible grades include:

I	=	Incomplete (all incompletes must be cleared by the end of the following semester in which the incomplete was recorded)
IP	=	In Progress (grade has not been reported)
P/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

Requests regarding transfer credit for course work completed at another institution will be evaluated by ACP. Requests for transfer of course work must include an official transcript from the college or university where the course work was completed. Courses deemed equivalent shall be awarded transfer credit. The ACP transcript will indicate the transfer credits accepted toward the Doctor of Pharmacy degree. In addition, ACP does not award credit for coursework taken on a noncredit basis or for life or work experience.

A minimum of 30% of course work must be completed at the Appalachian College of Pharmacy for the Appalachian College of Pharmacy to award a degree.

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

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

## **Articulation Agreements**

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

## **Satisfactory Academic Progress and Academic Standing**

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

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

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

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

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

## **Courses and Grades Used in Determining Satisfactory Academic Progress**

All coursework attempted, including courses that are failed, 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 who fails to maintain satisfactory academic progress as evidenced by being placed on *not in good academic standing* at the end of any term shall be placed on academic probation, and if receiving Title IV assistance, 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 ACP. A student who is *not in good academic standing* will only return to *good academic standing* upon completion of all requirements as set forth by CARE, the Dean, or the HEP Board, and meeting all requirements for being listed in *good academic standing* as described above.

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

The Appalachian College of Pharmacy will communicate relevant information regarding student performance on formative assessments, summative assessments and course grades to faculty advisors, deans, and the Academic Success Coach to identify at-risk students and students who are struggling academically. Students identified as at-risk for not being successful in the PharmD program and students who are in academic difficulty will receive academic support and tutoring through the Planned Academic Success System (PASS).

## **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; or when a student has received two grades of D during their course of study. The Dean or Assistant Dean of Student and Alumni Affairs may also call a meeting of CARE in cases where academic progress of a student is affected by poor academic performance, leaves of absence, or other factors.

CARE is composed of the following members: the Assistant Dean for Student and Alumni Affairs, Assistant Dean of Academic Affairs and Assessment, 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 Director of Academic Records, and the Course coordinator(s).

## **Unsatisfactory Progress During the Didactic Curriculum**

Any student who receives a grade of F in any didactic coursework (P1 or P2 year) may be dismissed from ACP. CARE will meet to discuss the student's academic record and provide the Dean with a recommendation regarding the student's future standing with ACP. A student making an F in any coursework may be required to apply for readmission or given the option of readmission in the following academic year, at the discretion of the CARE Committee and Dean.

A student who receives a grade of D will be placed on academic probation through the succeeding academic semester. A student may make a single grade of D during the didactic component of the curriculum. A student

making a second D, at the discretion of the CARE Committee and Dean, may be dismissed from ACP, may be required to complete an alternate academic recovery plan as defined by the Dean **or** may be required to repeat all coursework: 1) beginning with the academic year the first D grade was earned or, 2) beginning with the semester the first D grade was earned.

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

A student who fails an assigned rotation in the experiential program will have his or her 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 who fails an experiential rotation may be subject to academic dismissal and at a minimum 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 Academic Recovery plan will be based on a review of the student's deficiencies, and may include the following:

- Repeating the entire Pharmacy Practice Experience that was failed;
- Requirement to re-enter the didactic curriculum in order to overcome significant knowledge deficits observed by the preceptors on experiential rotations. This may require students to repeat all Advanced Pharmacy Practice Experience rotations;
- Dismissal from ACP; and/or
- Other Academic Recovery plans as deemed appropriate by the CARE Committee.

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

Any student who receives a C on an experiential rotation will be reviewed by the Office of Experiential Education (OEE) and will be monitored by the OEE for the remainder of the Advanced Pharmacy Practice Experience (APPE) rotations. The student may have his or her rotation schedule modified and may be required to meet regularly with the Experiential Coordinator or designee.

Any student receiving a second C while on APPE rotations may be referred to CARE for evaluation and recommendation of an Academic Recovery plan to attain the required competencies. Any issues involving violations of the Professional Code of Conduct during a pharmacy practice experience will be handled in accordance with ACP's disciplinary action process.

### **Academic Probation**

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

## **Disciplinary Probation**

When a student is placed on disciplinary probation by the HEP Board or the appropriate administrative official, his or her status will be *not in good academic standing*, which may affect the student's Title IV financial aid status. The student may be required to meet with a faculty member assigned by the Dean or designee to monitor his or her progress and any terms of the probation imposed. Once the student has satisfied the terms of the imposed probation, the Chair of the HEP Board, the Dean, or their respective designee, shall render a written decision regarding the student's status and provide a copy to the student. This documentation becomes part of the student's permanent academic record.

## **Student Dismissals, Withdrawals, and Leaves of Absence**

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

### **Academic Dismissal**

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

- Failing grade in didactic coursework; or in an Advanced Pharmacy Practice Experience (APPE);
- Two (2) grades of D in any didactic coursework;
- Evidence from coursework, experiential rotations, and/or Milestone examinations that demonstrate that the student is not gaining the appropriate knowledge and/or competencies to become a pharmacist.

### **Voluntary Withdrawal During the Didactic Curriculum (P1 and P2 years)**

Application for voluntary withdrawal from ACP for any reason must be made in writing to the Director of Academic Records. Withdrawal from ACP is not complete until the required withdrawal forms are signed by the student, the Director of Academic Records (whether or not the student has received financial aid), and the Dean. The withdrawal forms are available from the Director of Academic Records.

A student may request a temporary withdrawal for medical reasons or significant personal problems. Such request must be made in writing to the Director of Academic Records. 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 medical condition 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 whose decision shall be final.

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. Students on a temporary withdrawal must request reinstatement by notifying the Dean of their expected return at least one month prior to the beginning of the academic term the student is to re-enroll. Rarely will a temporary withdrawal be granted for a period other than an academic year (or remainder thereof). Since students must, unless a waiver is granted, complete all requirements for graduation within a four year period from the first date of matriculation, any temporary withdrawal 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 forfeits his enrollment and will be officially withdrawn from the program. It is the student's responsibility to keep the Director of Academic Records informed of any change of address or status while on a temporary withdrawal. If the withdrawal becomes permanent, the student's tuition will be reimbursed in accordance with the reimbursement schedule as outlined in Section II herein.

The procedure for Withdrawal is as follows:

1. The student obtains withdrawal forms from the Student Affairs Office and makes a written request to the Director of Academic Records to withdraw from ACP or request a temporary withdrawal.
2. The written request may be followed by a personal interview with the Dean or Assistant Dean of Academic Affairs and Assessment .
3. The completed withdrawal form and terms of withdrawal are signed by the student and the Dean.
4. The student shall meet with the Director of Academic Records and the Chief Financial Officer to finalize and settle all financial accounts with ACP.
5. Once all forms are signed and dated and financial accounts settled, the withdrawal process is complete.
6. Students seeking readmission after a withdrawal must submit a request in writing to the Dean no later than 2 months prior to the beginning of the term of re-enrollment.

A student who through a unilateral and unexcused absence or absences withdraws from ACP without notifying the Dean and/or without completing the established withdrawal procedures listed above may be automatically dis-enrolled from ACP within seven (7) consecutive instructional days after the student's last known attendance. In these circumstances, the official date of withdrawal will be defined as the midpoint of the payment period or period of enrollment, as applicable, or the last known date of an academically-related activity that the student participated in. A student who is terminated in this manner may be denied consideration for re-admission at a later date.

### **Leave of Absence**

A leave of absence may be requested for a specific duration but such leave may not exceed 180 days. Students requesting a leave of absence during the didactic curriculum must submit a written request to the Director of Academic Records. Students requesting a leave of absence during clinical rotations must submit a written request to the Director of Experiential Education and the Director of Academic Records. If the leave of absence is requested for medical reasons, the request must be accompanied by a letter from a physician describing the nature of the medical condition for which the leave of absence is requested and the estimated length of time needed for recovery. The approval of and terms and conditions of any leave of absence will be determined by the Dean whose decision is final. Any student requesting leave for more than 180 days must apply for a temporary withdrawal from the program as described above. If a leave of absence results in a student not completing a course, then student will be required to enroll in that course during the next term that the course is offered. The scheduling of any remaining experiential requirements is dependent upon availability of the rotations that the student needs to complete.

### **Student Appeals**

#### **Appeal of Final Course Grade**

If a student believes that his final course grade is in error, he shall first contact the course coordinator or preceptor and attempt to resolve the matter. If the student is unable to resolve the matter, he may initiate an appeal and can do so by submitting a written statement summarizing the alleged error and the desired remedy to the Grade

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

### **Appeals of Academic Dismissal, etc.**

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

1. The student, within ten (10) days of receiving notice of his academic suspension or dismissal shall submit a detailed appeal in writing to the Assistant Dean of Student and Alumni Affairs setting forth his grounds for the appeal along with any documentation he wishes to have considered.
2. The President, or the President's designee, shall decide the appeal and issue a decision in writing within ten (10) business days of the President receiving notification of the appeal.
3. The appeal process and outcome shall be kept confidential except that the record of appeal will be placed in the student's file and made available to accrediting agencies or for legally issued subpoenas.

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

## **Graduation**

### **Requirements**

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

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

The normal period to complete degree requirements upon matriculation in the ACP curriculum is three years (eight terms). The Dean may grant a waiver to this rule upon a showing of exceptional circumstances as defined below. However, the student must complete all requirements for graduation within a four (4) year period from the first date of matriculation, unless waived in writing by the President or the Chair of the ACP Board of Trustees, in the absence of the President, due to extraordinary circumstances or in compliance with applicable law or accrediting standards. At the end of each term of enrollment, students must have earned credit for at least 75% of all attempted credit hours, which includes all courses that are failed, 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 may not be eligible for federal financial aid.

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

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

## **Honors**

### **Summa Cum Laude:**

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

### **Magna Cum Laude**

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

### **Cum Laude**

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

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

The PICS program is designed to actively engage students in service projects that support ACP's mission to promote community service, lifelong learning, and service to underserved and rural communities. The PICS program is a mandatory part of the Doctor of Pharmacy program and requires that all students complete 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 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 hours 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 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. Writing a reflective essay about the community service experience is also 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 30th of their graduation year will not receive a diploma on graduation day.** Participation in the PICS program often requires students to volunteer services after school hours, on weekends and/or holidays in order to fulfill their PICS requirement.

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

### **1. 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. Organizations must complete and file an “Event Proposal Form” (Appendix VI in the Student Organization Handbook) in the Student Affairs Office to hold an event.

## 2. Activity Documentation/PICS Hours Approval

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

The information required for activity documentation is as follows:

- Date of the activity
  - This should be the date the service activity took place, not the date the information was submitted
- The location/site of the activity (if you cannot find your particular site in the RxPreceptor database, contact the Director of Community Service and Outreach and the site will be added 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 ACP faculty member
  - This information will be entered in the comments sections in the same location as the Service Encounters
- Brief Description of Service Activity
  - This should be very brief
  - Examples:
    - blood pressure and glucose checks

- coached a little league team
- Number of Service Encounters
  - This should be a numeral (e.g. 25)
  - This is required for **all** categories of PICS hours

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

## **G. TECHNICAL STANDARDS**

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

### **Domain: Communications**

#### **Performance Standards**

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

#### **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 and rules of composition and grammar
- Ability to explain to healthcare team members, patients, and/or caregivers the reasons and procedures for treatment, preventive measures, disease process, and the need for referral
- 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)**

- 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 relevant learning environments.
- 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 within expected 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**

- 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.
- Must possess ability to interact with and relate to faculty, staff, peers, patients, and healthcare professionals in a mature and professional manner that reflects the core values of ACP.
- Demonstrate sensitivity to people from a variety of cultural backgrounds.
- 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 fully utilize intellectual abilities to exercise good judgment, to complete patient care responsibilities appropriately, and to relate to faculty, staff, peers, patients, and healthcare professionals with courtesy, compassion, maturity, and respect for their dignity
- Must be able to effectively function when faced with the challenges and uncertainties in classroom, laboratories, and experiential settings
- Must be able to tolerate the mentally and physically taxing workloads of ACP, 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 healthcare team in a mature and professional manner that reflects the core values of ACP

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

#### **Performance Standard**

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

#### **Essential Functions**

- Ability to gather data from written reference material, computer-based programs, and 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 physical 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
- Possess the functional use of the senses 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 ACP's Honor Code of Academic Integrity and Professional Code of Conduct
- 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 Commonwealth of Virginia (or other site where the student may receive training)
- Pass requisite criminal background checks, drug tests/screens, or any other requirements adopted by ACP, its affiliated experiential sites (or other sites the student may receive training), the Virginia Board of Pharmacy, and any accrediting and/or regulatory agencies

## H. Accommodation Policy

The Appalachian College of Pharmacy (ACP) 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, ACP offers reasonable accommodation as required by law. Reasonable accommodations are those that do not fundamentally alter the nature of ACP's educational program and can be provided without undue financial or administrative burden and without lowering academic or other essential performance standards as outlined in the Technical Standards (listed on pages 50-53 of the Student Handbook and Course Catalog).

Students with medically verifiable disabilities may be provided reasonable accommodations for course assessments and work performed at experiential sites. **Petitions for accommodations must be made annually to the Dean and are due by September 1 of each academic year for which the student desires them.** Petitions for accommodations made after September 1 will be given consideration on a case by case basis. Each petition should be accompanied by evidence of the medical condition and evidence detailing the successful 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 ACP's administration, the course coordinator and the Coordinator of Experiential Programs. Unexpected circumstances that create the need for an accommodation for a student should be reported to the Dean as soon as possible in writing with the required medical documentation.

For each course that the student elects to utilize an accommodation, it shall be the student's responsibility to notify the course coordinator or the Coordinator of Experiential Programs regarding an approved accommodation at the beginning of the course.

For experiential sites, the Coordinator of Experiential Programs, upon receiving the student's accommodation request, will require the student to sign a release of information form authorizing the Coordinator of Experiential Programs to communicate with clinical preceptors in order to request and facilitate the accommodation.

Individuals who believe they have been discriminated against on the basis of a disability may file a complaint under the ACP's Complaint/Grievance Policy contained in this Student Handbook and Course Catalog, which is distributed to students at the beginning of each academic year and is subject to changes in ACP's website version, continued reference to which is here made.

The Accommodation Request Form is listed in Appendix E.

# **I. Record Keeping and Student Files**

## **Transcripts**

A student may obtain a copy of his transcript upon submission of a completed and signed transcript request form along with applicable payment. The transcript request form is available on the website at <http://www.acp.edu/files/7612/9226/1655/transcriptrequest.pdf>. Costs are \$2 for students and \$10 for alumni or former students.

## **Student Files**

The Director of Academic Records is responsible for maintaining and updating student files. Faculty and administration have access to student files for legitimate educational and business purposes only, including the use of such files in litigation or arbitration.

Records of students and graduates are maintained in accordance with all applicable federal and state laws. ACP 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 Director of Academic Records.

ACP 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 subject to the exceptions noted below. However, a student may sign a waiver allowing named parties to review certain confidential information contained in his or her file.

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

1. The right to inspect and review the student's educational records within forty-five (45) days of the day ACP's Director of Academic Records receives a written request for access.
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 Director of Academic Records to amend a record that they believe is inaccurate or misleading. The request must clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If ACP decides not to amend the record as requested by the student, the applicable ACP official will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment through the appeal process set forth herein.
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.

Upon request, ACP may disclose education records without consent of the student when the following conditions are met:

1. School officials with legitimate educational or legal defense interest;
2. Other schools to which a student is transferring;
3. Specified officials for audit or exam purposes;
4. Appropriate parties in connection with financial aid to a student;
5. Organizations conducting certain studies for or on behalf of the school;
6. Accrediting organizations;
7. Appropriate officials in cases of health and safety emergencies; and/or
8. Federal, state, and local authorities pursuant to specific law or subpoena.

ACP 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 e-mail address;
- Terms of attendance;
- Enrollment status;
- Full, Half time or more, or less than half time;
- 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 Director of Academic Records **in writing** that his or her directory information not be released to third parties. All such requests will be honored.

A student has the right to file a complaint with the US Department of Education concerning alleged failures by ACP to comply with the requirements of FERPA. The name and address of the office that administers FERPA is as follows:

**Family Policy Compliance Office**  
**US Department of Education**  
**600 Independence Ave., SW**  
**Washington, DC 20202-4605**  
**[www.ed.gov/offices/OM/esi.html](http://www.ed.gov/offices/OM/esi.html)**

A student (or applicant for admission) is permitted to waive access by third parties to confidential recommendations written on 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 records to third parties must do so in writing to the Director of Academic Records and specify the records and the reasons for their release and the names and addresses of the parties to receive the records. ACP may charge the student fees for copying.

The Director of Academic Records shall maintain a record identifying all outside parties who have requested or obtained access to a student's educational records. This record shall be available only to the student upon written request to the Director of Academic Records and ACP officials with a legitimate interest as set forth herein.

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

1. Recommendations submitted to ACP 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 AND RESPONSIBILITIES**

- A. APPALACHIAN COLLEGE OF PHARMACY STUDENT RIGHTS AND RESPONSIBILITIES
- B. PROFESSIONAL CODE OF CONDUCT
- C. HONOR CODE OF ACADEMIC INTEGRITY
- D. ADDRESSING HONOR CODE OF ACADEMIC INTEGRITY AND PROFESSIONAL CODE OF CONDUCT VIOLATIONS
- E. ALCOHOL, DRUGS, WEAPONS, AND VIOLENCE
- F. COMPUTER USE POLICY
- G. TRAFFIC AND PARKING POLICY
- H. POLICY PROHIBITING SEXUAL AND OTHER UNLAWFUL HARASSMENT
- I. COMPLAINT/GRIEVANCE POLICY
- J. ACCESS TO STUDENTS BY THIRD PARTIES
- K. STUDENT USE OF ACP EQUIPMENT

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

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

### **Student Rights**

ACP seeks to maintain an environment where students:

- can freely exchange ideas in an orderly, professional, non-threatening, non-violent, and non-slanderous 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 ACP community without discrimination as defined by federal and state law and ACP regulations
- can expect reasonable access to the facilities and services of ACP in accordance with the policies and procedures stated in the Student Handbook and Course Catalog
- can expect to perform daily functions and activities with reasonable expectations of a safe campus environment with the exceptions that ACP cannot assure safety in regard to dangerous weather conditions, acts of terrorism or deadly assault, and events which by their sudden nature are not preventable or predictable under normal circumstances
- can expect discipline to be implemented through established duly adopted procedures, including appeals processes
- can expect to have access to established procedures for presenting and respecting their concerns/complaints
- can expect to have access to qualified faculty and academic resources necessary for the learning process
- can expect faculty and other instructors to offer office hours outside of normal class period
- can expect to have reasonable access and opportunities to interact with people and institutions beyond the ACP community
- can expect to have representation on selected ACP faculty committees to participate in the improvement of the academic and administrative units
- can expect timely 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 and Guidelines for Professionalism**

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

Professional behavior is critical to success not only in the Doctor of Pharmacy program, but also in the practice of a pharmacy career. Whether an act of unprofessional behavior requires a formal proceeding of the Honors,

Ethics, and Professionalism (HEP) Board is dependent on the severity of the offense and whether the 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).

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

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

- Performs responsibilities in a manner consistent with ACP's educational outcomes statement, the Center for the Advancement of Pharmacy Education (CAPE) outcomes, National Association of Boards of Pharmacy (NABP), and Accreditation Council for Pharmacy Education (ACPE) competencies, professional associations' competency statements, and other professionalism documents
- 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 healthcare 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 healthcare team
- Respects a patient's autonomy, privacy, and dignity

- Involves the patient as a partner in his/her healthcare 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 healthcare 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 his/her 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

## **Professional Responsibilities**

### ***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.
- 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 ACP. 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 for self-promotion at the expense of the patient.
- Not represent his or herself 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.
- Abstain from falsifying documents or records.

### ***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 Professional Attire section of this handbook.
- 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 ACP-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 ACP's social media policy.

## **B. Professional Code of Conduct**

### **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.

#### **Civility**

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

#### **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:

- Habitually arriving late to class. If you are late and class has already begun, enter the room quietly and take the first open seat.
- Confronting the instructor in an angry fashion. This type of behavior creates an unacceptable environment for all parties involved.
- 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.
- 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.
- Habitually leaving class early. The expectation is that students will attend class in its entirety.
- Overt inattentiveness. Students should attempt to pay attention for the full length of 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.
- Ringing cell phones. Cell phones should be placed on silent or turned off during classes and labs.
- Text messaging is not permitted during class time.
- 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.
- Dominating classroom discussion or interrupting the instructor. The expectation is that students will not interrupt other students or the instructor while speaking.
- Sleeping in class. This is very distracting to classmates and disrespectful to faculty.

- Dressing inappropriately. All students should adhere to the ACP Dress Code as stated in the Professional Attire section of this handbook.
- Inappropriate i-Pad or laptop/computer use. During class, i-Pads and computers may be used for note-taking or other academically-related purposes only. Activities such as e-mailing, 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.
- 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.
- Eating or drinking in the lecture halls.
- Chewing gum in such a way that it makes noises that will be distracting to neighboring students.
- Shuffling through papers, cleaning out a backpack or purse during lecture.
- Attending class under the influence of alcohol or other drugs.

### **Communication in the Experiential Setting**

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

### **Etiquette in the Experiential Setting**

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

### **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, dress shirt or polo or button down shirts for men, and dress pants or skirts (at least knee length), or dresses (at least knee length), blouses, dress shirts, or sweaters for women.

The following items are prohibited in the didactic classrooms:

- 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 Pharmaceuticals 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 pharmaceuticals and patient assessment laboratories. ACP-approved scrubs are teal in color and have the ACP logo. Students are allowed to wear “Crocs” 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 dress shirt, tie, and dress pants for men, and dress pants, skirts (at least knee length), or dresses (at least knee length), blouses, shirts, or sweaters for women, and other attire that is suitable for wearing to a professional office or workplace. Open-toed shoes of any kind are strictly prohibited in the clinical setting. Students must adhere to the dress requirements of their experiential site. Students must wear a standard-length, long-sleeve white clinic coat; faculty and staff may wear either long or standard-length, long-sleeve white clinic coats. Nail polish of any kind is prohibited in the clinical setting.

### **Inappropriate Dress**

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

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

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

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

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

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

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

## **Honor Code Reaffirmation**

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

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

Student’s signature:

Date:

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

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

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

- **Cheating in the Academic Setting**

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

Examples:

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

- **Plagiarism in the Academic Setting**

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

Examples:

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

- **Facilitating Academic Dishonesty**

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

Examples:

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

- **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.

- **Stealing**

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

Examples:

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

- **Lying or Willful Misrepresentation of the Facts in The Academic Setting**

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

Examples:

- Making a false statement to any instructor or other ACP employee in an attempt to gain an advantage or exception; falsifying evidence or testifying falsely in a HEP Board, AAB, or other administrative interview or investigative proceeding; inventing or counterfeiting data, research results, research procedures, internship or practicum experiences or other information; and citing a false source for referenced material/data.
- **Any Form of Academic Dishonesty Not Previously Defined that Provides a Student an unfair Advantage or violates the rights of another student or member of the ACP community.**

Examples:

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

## **D. Addressing Unprofessional Behavior, Honor Code and Code of Conduct Violations**

### **Definitions, Hearing Entities, and Conflicts of Interest**

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

The **Honors, Ethics, and Professionalism (HEP) Board** is responsible for hearing HEP charges filed against ACP students regarding alleged violations of the Honor Code or Professional Code of Conduct, with the exceptions of those that fall under the pre-emptive authority of the Dean which are conducted under an Administrative review, as described herein. Alleged violations of the Code of Conduct and allegations of unprofessional behavior shall include student conduct within the academic setting and conduct while attending ACP sponsored events. The standing HEP Board shall consist of the Chair, the P2 Class President, the P1 Class President, and three faculty members or preceptors appointed by the Dean. The Senior Associate Dean serves as ex-officio, non-voting member. ACP's legal counsel may be present at any proceeding or meeting related to the HEP charge to advise the HEP Board or its Chair regarding the appropriate rules and procedures involved and to respond to any legal questions of law posed by members of the HEP Board. The ACP counsel cannot question or impeach the Complainant, Respondent, or any witnesses, respond to their questions of law, or make arguments about what the final decision should be.

If a conflict of interest exists, the conflicted individual shall recuse himself from the HEP Board, and an ACP full-time faculty member or preceptor will be assigned by the Dean to fill that vacancy. In the event that the Dean is the Complainant, replacements for recused HEP Board members shall be appointed by the Senior Associate Dean. Additional HEP Board members from ACP's full and part time faculty roster may be appointed by the Dean (or the Senior Associate Dean in the event of the Dean's conflict of interest) on a case by case basis to replace HEP Board members who cannot participate or to further the purposes of ACP's Code of Conduct and Honor Code. Any member of the HEP Board that is the Complainant shall recuse himself from hearing the matter and shall take no action to influence the remaining HEP Board members as to an outcome.

The formal HEP hearing is an internal process; legal rules of evidence do not apply and legal counsel may not represent the Grievant or the Respondent. The Honor Code does not provide for formal legal representation at Honor Board proceedings.

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

### **Conflicts of Interest**

Any person serving on the HEP Board during this process shall recuse himself if he: is the Complainant, is the victim of the alleged acts of the student, or has a relation (spouse, fiancé, romantic or outside business partner, child, parent, sibling, or any member of his household) who is the Complainant or the student, or is a victim of the alleged acts of the student. Unless otherwise set forth herein, the recused person's replacement shall be appointed by Dean.

## **Procedures for Addressing Unprofessional Behavior, Honor Code and Professional Code of Conduct Violations**

The following procedures are established by ACP to address a student's alleged unprofessional behavior, and violations of the Honor Code and Code of Conduct filed against ACP's Doctor of Pharmacy (PharmD) students, including former students applying for re-admission.

### **Suspension of the Student or HEP charge Respondent**

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

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

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

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

## **Confidentiality**

Specific details of the HEP charge and ACP proceedings shall remain confidential unless otherwise found to be reportable to law enforcement as set forth herein. The Complainant, members of the HEP Board hearing the allegations, and ACP students and employees called to testify in the matter for ACP shall not otherwise disclose the proceedings or their contents unless compelled to do so by a Court of competent jurisdiction, a duly appointed arbitrator, or exceptions provided elsewhere herein. Unless authorized in writing by the Respondent, any person or agency representative not listed herein asking to receive the aforesaid confidential information shall be referred to ACP counsel without further comment.

Any ACP employee, representative, or student improperly disclosing information about the hearing or its outcome may be subject to applicable ACP disciplinary procedures. Although probably ill-advised, the Respondent may accurately disclose the hearing process and sanctions imposed without such disclosure being the basis of further disciplinary procedure against the Respondent as a First Amendment right. Subject to applicable law, the College's administration may publically refute any untrue allegations made by a student regarding an HEP complaint.

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

## **Immunity**

Participants involved in an HEP hearing or administrative review and ACP employees, officials, representatives, students, or agents shall be immune from liability for reporting evidence or information that may give rise to academic or criminal sanctions against the student, unless shown to be knowingly false and done with actual malice. This immunity is part of the conditions precedent for the student to obtain a hearing before ACP's hearing entities. The student's act of filing a response to the HEP charge or other disciplinary process against him shall be presumed to be an acknowledgement of this immunity.

## **Procedures for Processing the HEP Charge**

The following procedures are established by ACP to address unprofessional behavior and alleged violations of the Honor Code of Academic Integrity (Honor Code), Code of Conduct, or any of the policies, rules, and regulations set forth herein:

### **Reporting**

Any member or members of the ACP community (hereinafter Complainant) may bring a HEP charge against a student or a group of students under this Policy for any academic or non-academic action or inaction that is unprofessional behavior, an alleged violation of the Honor Code, Code of Conduct, or any of the policies, rules and regulations, or other duly-adopted disciplinary rules and procedures set forth herein including, but not limited to, alleged violations of local, state, and federal criminal laws, breaches of ACP contract terms with any party, including experiential sites, or collaborating with others to violate such laws, rules, procedures, or contracts. A HEP charge regarding alleged violations must be initially submitted in writing to the Chair of the HEP Board (hereinafter HEP Chair), or his or her designee, and the Complainant shall have and articulate a reasonable suspicion of, or documentation in support of, the alleged violation. Although formal charges are not required to be filed using any specific form, the Honor, Ethics and Professionalism Report (Appendix F) may be used for these purposes.

The HEP Chair shall serve the Respondent with a copy of the HEP charge and exhibits and refer the Respondent to the Student Handbook for any further information regarding policy and procedures. It is the Respondent's duty prior to responding to the HEP charge or attending any subsequent hearing to familiarize himself with all relevant policies and procedures in this Student Handbook, in its entirety, whether or not each and every policy and procedure is set forth in this hearing process notice.

### **Honor, Ethics and Professional Board Responsibilities**

All HEP charges will be heard by the HEP Board during its normal scheduled meeting or at a special called meeting:

- 1) All HEP charges against ACP students shall be forwarded to the HEP Chair (or his designee in the event of a conflict of interest), and shall be reviewed during its normally scheduled meetings or at a special called meeting. The HEP Board shall meet at a regular meeting or at a special called meeting to review the charge of unprofessional behavior, Honor Code violations, or Code of Conduct violation. The HEP Board shall determine the severity of the HEP charge. If the HEP charge is a minor Professional Code of Conduct violation and the sanction for such violation would only warrant private censure or disciplinary probation, the HEP charge may be resolved at a regularly scheduled HEP meeting. In these situations, the HEP Board shall meet with the Respondent and the Respondent shall provide an oral or written response to the HEP charge. Upon hearing testimony regarding the HEP charge and evaluating any evidence presented, the HEP Board may render a decision whether the Respondent violated the Code of Conduct or committed unprofessional behavior. If the Review Panel renders a decision and a violation is found, the HEP Board shall impose a sanction of either private censure or disciplinary probation, based upon the circumstances of the HEP charge and the severity of the violation.
- 2) If the HEP charge is an alleged Honor Code violation, or a Professional Code of Conduct violation and the HEP Boards decides that the severity of the action warrants a formal hearing, the HEP charge shall be heard under the formal HEP review process by the HEP Board. The HEP Board will determine if sufficient evidence exists for the report to be addressed by a formal hearing of the HEP Board. HEP charges that, if proved, could give rise to a criminal charge, potentially involves the violation of a contract between ACP and any party, or could negatively impact ACP's financial status or expose ACP to civil or criminal liabilities may be addressed through an Administrative Review. If the Respondent admits to the allegations, the board will proceed as to the appropriate sanctions as set forth herein. If the Respondent does not admit to the allegations or admits to some but not all of the allegations, then the admitted allegations are to be considered founded, and the contested allegations will proceed onto a full hearing as set forth herein. Any sanctions will be decided upon at that hearing upon completion of the formal review process. Once notice has been served that the HEP charge will be heard by an HEP formal review process, the HEP Chair will inform the Respondent:
  - Respondent has five (5) business days to submit a written response to the HEP charge which shall include either an acknowledgement that the Respondent committed the acts charged in the HEP charge, or a statement that the Respondent denies committing the acts charged in the HEP charge, along with any explanation he wishes to submit;
  - Respondent has the right to participate in any formal hearing relevant to the HEP charge;
  - Respondent has a right to present a written or oral statement on his behalf at the hearing, present witnesses to testify about relevant information, and present relevant evidence in the form of written or otherwise tangible form;

- Respondent may seek advice from his assigned faculty member who will assist the student through the HEP process. The faculty member may attend the evidentiary hearing but is prohibited from providing legal advice (i.e. interpretation of or advice regarding state or federal law, legal rights, regulations, or procedure), conducting his own investigation, questioning any party or witness before or during the hearing, testifying as a fact witness, or attempting to have any influence upon the decision making process.

### **Honor, Ethics and Professional Committee Formal Review Hearing Procedure**

- 1) Any HEP Board member who has a conflict of interest (as hereinabove defined) regarding the HEP charge must recuse himself or, if he refuses to voluntarily recuse himself, shall be removed and replaced (as provided hereinabove) upon a finding by the HEP Board that such conflict of interest exists. If the complainant is an ACP administrative official that fact alone is not to be considered a conflict of interest for ACP employees or students sitting upon the HEP Board as all such employees and students are required and expected to be professional and fair in all such proceedings.
- 2) Complainant and Respondent(s) and any witnesses who are students or employees of ACP may be reminded by the Chair that during the hearing they are still under ACP codes of conduct which, among other prohibitions, explicitly prohibits lying.
- 3) The hearings and all information associated with the HEP charge shall not be open or released to the public and will be conducted in a manner that preserves confidentiality to the most reasonable extent possible.
- 4) The hearing Chair or his designee shall maintain an audio record of the hearing. Such designee shall be an ACP employee who is under the same confidentiality guidelines as all hearing participants. The transcript and any exhibits attached thereto may be subject to subpoena through civil or criminal processes beyond the control of ACP, so all parties and witnesses that are ACP employees or students are charged with this knowledge.
- 5) The Complainant and Respondent may present witnesses to testify to relevant information. The Respondent and members of the HEP Board shall have an opportunity to question the Complainant and his witnesses about relevant information and his testimony. All witnesses, except the parties (Complainant and Respondent) shall be excluded from the hearing until they are called to testify and shall exit the hearing as soon as their testimony ends. The hearing Chair can require any witness to remain available for recall as a witness until excused. All witnesses, including the Complainant and Respondent, will be required to affirm that the information they are presenting is accurate and complete to the best of their knowledge, and the refusal by such witness to so affirm shall exclude his testimony or evidence. The hearing HEP Chair may exclude evidence, written or oral, that is repetitive, speculative, irrelevant, slanderous, or offered on its face merely to intimidate or embarrass a party or witness. The Complainant, Respondent, or a member of the HEP Board may challenge the Chair's ruling on admissibility, and will be subjected to majority vote by the Board, including the Chair's vote, and such decisions shall be final and not open to further debate or objection.
- 6) Once all evidence and witnesses have been presented, the HEP Board will then meet in closed session (no recordings allowed) to determine whether the HEP charge has been proven by a preponderance of the evidence (whether it is more likely than not that the Respondent has committed the violation). The HEP Board shall decide the matter by majority vote.

- 7) If it is determined by majority vote that the Respondent committed the alleged offense or offenses, then the HEP Board deciding the matter shall use the approved sanction guidelines to determine, again by majority vote, the appropriate sanctions. Sanctions include, but are not limited to the following:
- i. **Private censure** – a letter from the person or entity that decided the matter, signed by the Chair, stating that the Respondent acted with impropriety. The letter shall be included in the Respondent’s student file for a designated specified time, and if no such time is designated the letter shall be a part of the Respondent’s permanent file maintained by ACP.
  - ii. **Disciplinary Probation** – imposed for a defined period of time in which the Respondent may not participate in ACP-sponsored extra-curricular activities, serve as an officer in any school or school-related professional organization, or violate any other restrictions, terms, or conditions imposed by the person or entity that decided the matter. The Respondent shall be listed as **not in good academic standing** during the period of probation. If the Respondent is later found to be in violation of applicable ACP policies during this probationary period, a more severe punishment may be imposed by the person or entity hearing the probation violation charge. At the end of the defined period of probation, the Respondent will return to good standing if no further charges are pending. This policy does not apply to academic probation which is covered separately.
  - iii. **Suspension** – imposed for a defined period of time in which the Respondent is not permitted to attend classes or be present on campus or at ACP-sponsored events or clinical rotations sites. At the end of the suspension period, the Respondent may apply to the Dean for reinstatement. The Dean, at his sole and absolute discretion, may allow the Respondent to be readmitted to ACP under terms and conditions required of him.
  - iv. **Dismissal (expulsion)** – the most severe punishment for repeat offenses, probation violations, or one or more serious offenses. Once dismissed, the Respondent shall not be permitted to apply for reinstatement or readmission to ACP.

**NOTICE:** If **convicted** of any felony or a misdemeanor involving the illegal use, possession, or transaction of drugs, the student shall be automatically dismissed by the Dean without a right to any ACP hearing. If such conviction is on appeal, then the student may be suspended from ACP by the Dean pending the outcome of the appeal, and if the student’s appeal is successful ACP reserves the right to process a HEP charge based upon the allegations and evidence contained in the criminal proceeding which will be adjudicated by the “preponderance of the evidence” and not by the criminal standard of proof “beyond a reasonable doubt.” Should the student’s dismissed criminal charges be expunged by a court of competent jurisdiction and evidence of same is presented to the Dean, the HEP charge evidentiary process shall be governed by the statutes providing the expungement relief. Students **convicted** of non-felony crimes may also be dismissed by the Dean from ACP under the same procedure set forth herein as such conduct denotes a disregard for the professionalism and trustworthiness required of pharmacists. Otherwise, the Dean or other Complainant may bring such charges against the offending student for a hearing as set forth herein.

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

- 8) The only persons allowed in the hearing room when the sanctions are announced are the HEP Board members, the Respondent, the Complainant, the person recording the proceedings, and security if the Chair desires its presence. The evidentiary decision shall be forwarded in writing by the Chair via hand delivery or e-mail to the Complainant and Respondent, and the Assistant Dean of Student Affairs and the ACP Legal Counsel.

## **Evidence**

The hearing is an internal academic process, accordingly the rules of evidence are not to be strictly applied except for those matters expressly allowed or disallowed by the Rules of Evidence for HEP Board hearings, which are maintained by the Student Affairs Office and by the Chair of the HEP Board. The HEP Evidentiary Rules shall be distributed to any student charged with an HEP charge and are also available upon request made to the Assistant Dean of Student and Alumni Affairs.

All evidence, including lists of witnesses to testify at the hearing and exhibits to be offered, shall be exchanged among the Complainant and Respondent, or their representatives, five (5) business days prior to a hearing scheduled before the HEP Board or the AAB. Any supplemental evidence to be introduced or adduced at the hearing as a result of the review of the previously submitted evidence, witness list, and exhibits shall be likewise exchanged at least two (2) days prior to the hearing. Deadlines for submission of evidence may be waived by the parties if necessary to accommodate end of term constraints. Otherwise, any non-disclosed evidence and witnesses will not be allowed to be presented at the hearing or subsequent appeals. Evidence presented by the Complainant and Respondent shall be provided to the HEP Board in advance of a scheduled hearing.

## **Appeal**

The Respondent or Complainant may appeal any decision of the HEP Board to the President within five (5) business days of the issuance of the written decision. The President's decision is final. The appeal must be in writing and filed in the Dean's Office and based upon one or more of the following criteria:

- 1) Production of substantial new evidence not previously known or reasonably available at the hearing with specific reference to such evidence and why it was not previously known or reasonably available, along with documents in support of same;
- 2) A claim of inadequate consideration of specific evidence that was excluded at the hearing or inappropriate weight given to evidence allowed into evidence over the objection of the appealing party, and how this evidence, if admitted into or excluded from the evidence, would have likely changed the outcome;
- 3) A claim with specific references and exhibits that a procedural requirement applied in the case was inapplicable or was not properly applied and how, if it had been properly applied, the requirement would have likely changed the outcome;
- 4) A claim with specific references and exhibits that specified unwaivable guarantees of due process were denied, along with written legal authority that such rights are applicable to particular duly adopted ACP procedures;
- 5) Specific claims with references and exhibits that particular material testimony or evidence was false along with any tangible proof thereof and how such false evidence, had it been excluded, would have likely changed the outcome;

- 6) A claim by the Respondent that the imposed sanction was not authorized or justified with specific grounds as to why, along with the Respondent's recommendation for an alternate sanction and how such alternative would serve the purposes of maintaining ACP's standards of student conduct.

### **Administrative Review**

If the matter will be heard by Administrative Review relevant evidence will be collect and evaluated and a decision rendered regarding sanctions to be imposed on the student or pre-emptive actions previously taken by college.

### **Conflict Disclosure for the Associate General Counsel to the Appalachian College of Pharmacy**

The purpose of this policy is to inform and guide ACP students and employees regarding the procedure for potential conflicts of interest involving the Associate General Counsel if such counsel is also serving in the capacity of Assistant or Associate Dean of Students. In this dual capacity, the Associate General Counsel provides legal counsel to ACP's Board of Trustees, coordinates with general or other outside counsel, and manages ACP's internal legal affairs, among other duties.

ACP recognizes that a situation may arise wherein the Associate General Counsel role may present a conflict of interest in this dual capacity as Dean of Students when HEP charges filed against students might arise. Simply put, if the Respondent prior to the HEP charge being filed against him disclosed facts to the Dean of Students/Counsel that gave rise in whole or in part to the HEP charge, then the Dean of Students/Counsel may not serve on the HEP Board when those entities hear the HEP charge except to provide general legal advice regarding the hearing process and procedure to such entity as set forth hereinabove. The Dean of Students/Counsel in this situation may ask other legal counsel, with the President's approval, to act upon his behalf in the role as Associate General Counsel. In no instance is the Dean of Students/Counsel, or his substitute, to be considered legal counsel for the Respondent, and the Respondent shall have no expectation that ACP will provide him with legal counsel.

The foregoing restrictions notwithstanding, the Dean of Students/Counsel has an obligation to ACP to come forward if he has valid information or documentation that the Complainant or Respondent lied or provided false documentation to the HEP Board or if he receives information from the Respondent, his faculty advisor, or counsel at any time involving Respondent's acts or threats of violence to himself or others or if Respondent admits to criminal behavior.

All ACP students, employees, and administrators are hereby notified of and charged with the knowledge that any counsel for ACP, including the Associate General Counsel, owes his ultimate client/attorney duty to the institution, not to any individual. Accordingly, if such counsel receives information from any source that amounts to probable cause to believe that any member of the ACP community has participated in or plans to participate in any criminal acts upon any person or property, that information is not privileged and must be reported by counsel to the President. If the President is the subject of the aforesaid information, then counsel shall report same to the ACP board Chair or ACP general counsel, or both, depending upon any conflicts of interest that may apply in the view of such counsel. All ACP counsel are otherwise to hold in confidence any information provided to them by members of the ACP community who may be called as a witness in any proceeding wherein ACP, its board of trustees, or administrator(s) are a party or potential party to litigation or arbitration unless such disclosure is necessary under applicable rules of discovery, evidence, or ethics.

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

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

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

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

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

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

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

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

Cumberland Mountain Community Services

P.O. Box 810

Cedar Bluff, VA 24609

276-964-6702

Mental Health Services, Substance Abuse Services, Intellectual Disability Services, Prevention Services

Clinch Valley Treatment Center

111 Town Hollow Road

Cedar Bluff, VA 24609

276-963-3554

Substance abuse treatment, Detoxification, Methadone Maintenance, Methadone Detoxification, Buprenorphine Services

Stone Mountain Health Services

St. Charles Community Health Center

241 Monarch Road, PO Drawer S

St. Charles, VA 24282

Phone: 276-383-4428

Drug Abuse Counseling Services

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

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

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

## **Alcohol Policy**

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

1. Students, faculty, or staff and their respective organizations may not use public or ACP funds for the purchase of alcoholic beverages.
2. Student and faculty organizations may use non-ACP organizational funds (funds raised by the student or faculty organization and not given to them by ACP or a public entity) for the purchase of alcohol. Alcoholic beverages purchased with non-public and non-ACP funds by student or faculty organizations may be consumed at student or faculty organization functions under the following conditions:
  - 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. Alcoholic beverages (such as kegs or cases of beer) may not be used as awards or prizes in connection with ACP events or activities sponsored by students, faculty, or staff and their respective campus organizations, on or off campus.
4. The public display of advertising or promotion of the use of alcoholic beverages in ACP facilities, publications, or in association with existing ACP events or programs, on or off campus, is prohibited. This includes, but is not limited to, banners, beer/liquor signs, caps, t-shirts, beverage can coolers, and balloon blow-ups.

## **Drug Testing Policy**

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

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

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

### **Procedure for Violations**

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

### **Criminal Penalties for Violations**

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

### **Health Risks Associated with The Use of Illicit Drugs and The Abuse Of Alcohol**

Please refer to the links below.

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

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

The Science of Drug Abuse and Addiction (<http://www.drugabuse.gov/publications/media-guide/science-drug-abuse-addiction>)

### **Weapons Policy**

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

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

This policy is subject to the following exemptions:

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 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 at ACP events or on ACP-controlled property and sites.

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

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

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

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

### **Disclosure of Threats**

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

## **F. COMPUTER USE POLICY**

### **General Principles**

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

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

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

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

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

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

### **ACP Issued Laptop Computers or iPads**

ACP issues a laptop or iPad to students on the first day of orientation. These laptops and iPads are designed to enhance the academic learning experience while here at ACP. The college on issuing the laptop or iPad requires that an **ACP Laptop Agreement** or **ACP iPad Agreement** be signed stating the terms of use for the laptop or iPad. The college owns the laptop or iPad until the student completes the academic program and upon graduation the laptop is transferred from the college to the graduated student. The cost of the laptop or iPad is divided over three years and in the event the student decides to leave ACP for whatever reason the laptop or iPad **must** be returned to the information technology department or the remaining balance paid to keep the equipment.

### **Unauthorized Use**

The following activities are prohibited at all times:

- Attempting to use ACPTR 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 secure data.
- Connecting unauthorized equipment to the campus network, including hubs, switches, or wireless access points.
- Engaging in any activity that might be harmful to ACPTR systems or to any information stored thereon, such as creating or propagating viruses, worms, or “Trojan horse” programs; disrupting services; damaging files; or making unauthorized modifications to ACP data.
- Making or using illegal copies of copyrighted materials or software, or storing such copies or transmitting them over the ACPTR 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 prohibited activities.
- Wasting computing resources or network resources. Examples include intentionally placing a program in an endless loop, downloading or streaming videos, movies, sporting events during business hours; printing using excessive amounts of paper, or sending chain letters or unsolicited mass mailings.
- Removing supplies provided in computer laboratories for use on personal computers.
- Using ACPTR for commercial purposes. Examples include selling access to one's user ID or to ACPTR systems or performing work for profit using such resources in a manner not authorized by ACP.
- Storing games and other non-academic related files such as music or movies on shared computing facilities, such as lab computers and personal network directories.
- Engaging in any other activity that does not comply with the general prohibitions above, including the downloading, streaming, or storing of music, sporting events, movies, unlicensed media, or network games.

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

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

## **Security**

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

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

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

## **Enforcement**

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

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

## **Termination of Services**

If a user assumes a new position and/or responsibility within the ACP community, such user shall not use facilities, accounts, access codes, privileges, or information for which he or she is not authorized in his or her new position or circumstances. Upon ceasing enrollment or employment at ACP, a student or employee will no longer have access to e-mail and network accounts, effective immediately upon separation. Such student or employee

shall immediately return all resources owned or issued by ACP, and shall immediately return any associated data or other files that may be stored on personal equipment.

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

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

### **Use of Social Media**

Social media includes all means of communicating or posting information or content on the Internet, including to a student's own or someone else's blog, journal, or diary, personal web site, social networking (i.e. Facebook, LinkedIn, 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 students' activities online. Ultimately, students are solely responsible for what they post online. Before creating online content, students shall consider the risks that are involved and that any conduct that adversely affects academic performance, the performance of fellow students, or otherwise adversely affects ACP may result in disciplinary action up to and including termination.

- **Know and follow the rules**

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

- **Be respectful**

Students should always be fair and courteous to fellow students, administration, faculty, and staff of ACP. Students should also keep in mind that speaking directly to individuals in a respectful manner rather than by posting complaints to a social media outlet is more likely to resolve issues. Nevertheless, if a decision is made to post complaints or criticism, students should avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating, that disparage other individuals, or that might constitute harassment or bullying. Examples of such conduct include, but are not limited to, offensive posts meant to harm someone's reputation or posts that could contribute to a hostile environment on the basis of race, sex, disability, religion, or any other status protected by law or ACP policy.

- **Be honest and accurate**

Students should make sure posted information or news is honest and accurate, and if a mistake is made it is corrected quickly. Be open about any previous posts that have been altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that are known or suspected to be false about ACP students, administration, faculty and staff, or other individuals.

- **Post only appropriate and respectful content**
  - Students must maintain the confidentiality of ACP private or confidential information.
  - Students should not create a link from a blog, website, or other social networking site to an ACP website without identifying themselves as a student of ACP.
  - Students should express only personal opinions and should never represent themselves as a spokesperson for ACP. If ACP is a subject of the content students are creating, they must be clear and open about the fact that they are students. Students creating such content must use their real names, state their positions, and make it clear that their views do not represent those of ACP, fellow students, administration, faculty, and staff of ACP. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of ACP.”
  - Students should not engage in online arguments or inflammatory debates in an attempt to defend ACP or disparage others.
  - Students may not use ACP trademarks or other intellectual property for commercial use without permission.

ACP acknowledges that students may access social media from time-to-time using its provided equipment or systems as long as such use is within the policies stated herein. However, such use, even if authorized, does not permit the use of ACP e-mail addresses to register on social networks, blogs, or other online tools utilized for personal use.

### **Media Contacts**

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

*\*Nothing in this policy is intended in any way to interfere with any rights afforded to employees under the National Labor Relations Act and other federal or state law, and all ACP employees are required to notify the President if such Act is violated so corrective actions may be taken.*

## **G. TRAFFIC AND PARKING POLICY**

Parking is available to students in the lower parking lot of the college. Faculty and staff parking is located in the upper parking lot closest to Garden Hall and is off limits to students unless otherwise authorized in writing by the Dean. All students must adhere to regulations as set forth by ACP regarding traffic and parking.

These regulations include but are not limited to the following and prohibit:

- Failure to display a valid ACP parking permit.
- Parking in a reserved (visitor, staff, handicapped, etc.) parking space.
- Parking in areas not designated for parking (on grass, drives, sidewalks, etc.).
- Failure to make disposition of a ticket in the required time of ten (10) days. Unpaid fines will be assessed to the student’s account.

### **Accidents**

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

### **Handicapped Parking**

Parking in handicapped areas requires that a window or license plate decal be properly displayed in or on the vehicle. Temporary permits may be issued by the Director of Safety when circumstances warrant.

### **Towing and Impounding Vehicles**

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

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

### **Traffic and 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
Parking illegally .....	\$10.00 per violation
Parking in a handicapped zone without a State or ACP-issued permit .....	\$50.00 per violation
Altering, damaging, or moving ACP 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

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

Harassment of applicants, students, and employees of the Appalachian College of Pharmacy (ACP) for any reason, particularly on the basis of race, color, religion, age, sex, marital status, national origin, disability or handicap, sexual orientation, ancestry, or veteran’s status, including sexual harassment (all as defined and protected by applicable law) is prohibited.

As a recipient of federal financial assistance, ACP is required to comply with Title IX of the Higher Education Amendments of 1972 (20 U.S.C. § 1681 *et seq.*) and related regulations, which prohibit discrimination on the basis of sex in educational programs or activities. Sexual Misconduct as defined in this Policy is a form of sex discrimination, and is prohibited by Title IX.

### **Scope of Policy**

The Appalachian College of Pharmacy has adopted the following standards of conduct (herein after broadly referred to as “Sexual Misconduct Policy” or “Policy”) for all members of our community--students, faculty, administrators, staff, vendors, contractors, and third parties-- with respect to sexual harassment, sexual exploitation, sexual violence, stalking, and dating and domestic violence (collectively referred to as “Prohibited Conduct”) to address ACP’s responsibilities under Title IX and the Violence Against Women Reauthorization Act of 2013 (also known as the Campus SaVE Act). These standards apply equally to all regardless of the sex, gender, sexual orientation, gender identity, or gender expression of any of the individuals involved.

Sexual Misconduct (both on and off campus) violates ACP policy and Federal Civil Rights Laws, and may also be subject to criminal prosecution. ACP is committed to creating and sustaining an educational and working environment free of sex discrimination, sexual harassment, sexual violence, sexual exploitation, domestic

violence, dating violence, and stalking. The safety and well-being of the campus community is a priority for ACP.

This Sexual Misconduct Policy adopted by ACP is designed to provide for a prompt, fair, and impartial investigation and resolution of complaints, while ensuring a Complainant's protections under Title IX. A complete copy of the ACP Sexual Misconduct Policy can be found at: <http://www.acp.edu/title-ix-compliance/>

## **Title IX Coordinator**

Pursuant to Title IX of the Education Amendments of 1972 and the U.S. Department of Education's implementing regulations at [34 C.F.R. Part 106](#), ACP's Title IX Coordinator has primary responsibility for coordinating ACP's efforts to comply with and carry out its responsibilities under Title IX, which prohibits sex discrimination in all the operations of ACP, as well as retaliation for the purpose of interfering with any right or privilege secured by Title IX. The Title IX Coordinator oversees this process in order to ensure the appropriate steps are taken to end the Prohibited Conduct (under Title IX and the Campus SaVE Act), prevent its recurrence, and redress its effects. The Title IX Coordinator shall be appointed by the President of ACP.

Title IX Coordinator:

Dr. Marcy Hernick

Office Phone: (276) 498-5244

Address: 227 McGlothlin Hall (1060 Dragon Rd., Oakwood, VA 24631)

Email: [TitleIXCoordinator@acp.edu](mailto:TitleIXCoordinator@acp.edu)

Website: <http://www.acp.edu/title-ix-compliance/>

**All ACP faculty and staff are required to report allegations of Prohibited Conduct as defined in this Policy (or potentially Prohibited Conduct) to the Title IX Coordinator unless they have a recognized confidentiality privilege. Additionally, any student with knowledge of Prohibited Conduct is strongly encouraged to report the concern to the Title IX Coordinator.**

Under Virginia Code § 23-9.2:15: Any responsible employee who in the course of his employment obtains information that an act of sexual violence may have been committed against a student attending the institution or may have occurred on campus, in or on a non-campus building or property, or on public property shall report such information to the Title IX coordinator as soon as practicable after addressing the immediate needs of the victim. "Sexual violence" means physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent.

A person may also contact or file a complaint with the US Department of Education, Office for Civil Rights (OCR; Phone: 1-800-421-3481; Email: [OCR@ed.gov](mailto:OCR@ed.gov)) regarding an alleged violation of Title IX online at: <http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>.

## **I. HAZING POLICY**

Hazing is prohibited in any form at the Appalachian College of Pharmacy (ACP). This policy applies to all ACP student organizations and individuals. Hazing is a criminal offense in the Commonwealth of Virginia.

Hazing is defined as recklessly or intentionally endangering the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in an organization, fraternity, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.

Conduct which meets the definition of hazing as described in this Hazing Policy is a violation of the Appalachian College of Pharmacy's Professional Code of Conduct.

## **J. BULLYING POLICY**

Bullying is prohibited in any form at the Appalachian College of Pharmacy (ACP).

Bullying is defined as written, verbal or physical conduct that adversely affects the ability of one or more students to participate in or benefit from the school's educational programs or activities by placing the student (or students) in reasonable fear of physical harm.

Conduct which meets the definition of bullying as described in this Bullying Policy is a violation of the Appalachian College of Pharmacy's Professional Code of Conduct.

## **K. COMPLAINT/GRIEVANCE POLICY**

**Complaints of a general nature may be addressed to the Assistant Dean of Student and Alumni Affairs or to one of the Deans.**

The Assistant Dean of Students will meet with students who have a complaint and seek to resolve the complaint informally. In the event the complaint is not resolved informally, the Assistant Dean of Students will advise the student how to file the complaint or grievance. The Assistant Dean of Student and Alumni Affairs will seek additional information as needed, and will confer with ACP administrators, faculty, and staff to seek an appropriate resolution to the complaint. Information will be conveyed to the complainant, and any parties to the complaint, regarding measures taken by the College to address the complaint.

**Complaints regarding students, employees, or participants in ACP-sponsored programs or activities may be addressed to the Associate Legal Counsel.**

The Board of Trustees has adopted the following complaint/grievance policy:

A person with a complaint or grievance against ACP or its students or employees regarding any non-academic matter, incident, or episode, including, for example, harassment (other than sexual harassment), discrimination (other than discrimination based upon sex), retaliation for filing a complaint or grievance, etc., shall make that grievance known in writing to the Associate General Counsel. Complaints must be in writing.

1. ACP's Associate General Counsel shall investigate the grievance and may obtain assistance with this responsibility from other appropriate persons who are not connected to the complaint.
2. The Associate General Counsel and any other appropriate persons involved in the investigation of the complaint will take all reasonable steps to preserve all parties' privacy throughout the investigation; however, the investigative process itself will oftentimes require some disclosure of facts and parties in order to discuss witness accounts or seek forensic evidence such as computer-based postings or messages.
3. The Associate General Counsel may impose interim measures during the pendency of the investigation when there is a need to protect the person filing the grievance from further contact with the person the complaint was filed against. These may include, but are not limited to, temporary suspensions approved by the Dean or agreements of no contact. If these measures are imposed and subsequent positive resolution of the complaint occurs, ACP may take reasonable restorative steps such as reinstatement, reassignment, promotion, training, back pay, or reinstatement of other benefits as advisable.

4. Within fifteen (15) days of receiving the complaint, the Associate General Counsel shall make an initial resolution of the matter and will inform the parties of this resolution. The initial resolution will consist of a determination of fact, determination of the merits of the allegation, imposition of sanctions (if appropriate), and any other appropriate information regarding the investigation. The fifteen (15) day timeline may be extended by ACP if all parties are provided written notice to their addresses of record.

Possible sanctions include but are not limited to warnings, fines, educational projects, additional community service, counseling, no contact orders, and the disciplinary actions available through the Honor, Ethics, and Professionalism (HEP) Board as outlined in the Student Rights and Responsibilities section of this Student Handbook.

5. If any party involved is unsatisfied with the Associate General Counsel's initial resolution of the complaint, he may request that the Associate General Counsel hold a hearing on the complaint within ten (10) working days of the initial resolution.
6. If a hearing is held, the following procedural rules shall apply:
  - a) The hearing shall be held within ten (10) working days of the request for the hearing. The ten-day timeline may be extended by ACP if all parties are provided written notice to their addresses of record.
  - b) The ACP Hearing Officer shall preside over the hearing. The Hearing Officer shall be an impartial ACP employee appointed annually by the Dean.
  - c) The two parties to the hearing are as follows:
    - 1) The complainant, or his or her designee who shall state his or her complaint; and
    - 2) The person the complaint was brought against, the accused.
  - d) The order of the hearing shall be as follows:
    - 1) Reading of the complaint.
    - 2) A statement by the complainant or designee.
    - 3) A statement by the accused or designee.
    - 4) Presentation of evidence and witnesses by both parties.
    - 5) Closing comments of the complainant or designee.
    - 6) Reply by the accused or designee
  - e) A record of the hearing shall be created.
7. Upon completion of the hearing, the Hearing Officer shall make a decision in writing on the validity of the complaint and the appropriate institutional response thereto, if any, within forty-five (45) calendar days. The forty-five-day timeline may be extended by ACP if all parties are provided written notice to their addresses of record. Absent an appeal to the President, the decision of the Hearing Officer is final.
8. Any party, if not satisfied with the decision of the Hearing Officer, may appeal that decision in writing to the President provided that notice of appeal is received by the President within ten (10) working days from the date of the Hearing Officer's written decision. The President shall review the record of the proceeding and conduct further investigations as are deemed appropriate. The President shall consider all information

to ensure the outcome provided for fundamental fairness and take one of the following actions: concur with sanctions, reduce or rescind sanctions, or resubmit the complaint to the Hearing Officer with appropriate instructions. The decision of the President shall be final and shall be rendered in writing within forty-five (45) calendar days of the appeal. The forty-five-day timeline may be extended by ACP if all parties are provided written notice to their addresses of record.

9. The records of all complaint, all complaint hearings, and all final decisions on complaints will be kept by the Associate General Counsel or their designee for a period of not less than five (5) years, and these records will be made available to others only with the express and specific approval of the Associate General Counsel or upon a subpoena from an authorized agency.
10. 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 complaint, the Dean shall appoint an impartial ACP employee to perform the role of the Associate General Counsel in the complaint process.
11. If the Hearing Officer is a party to the complaint or in some other way is not capable of making a fair and impartial judgment on the complaint, the Dean shall appoint an impartial ACP employee to perform the role of the Hearing Officer in the complaint process.
12. If the President is a party to the complaint and in his or her opinion is not capable of making a fair and impartial judgment on the complaint, then the Chair of the Board of Trustees shall appoint a fair and impartial person to hear the appeal.
13. The procedure outlined in this Complaint/Grievance Policy shall not apply to complaints concerning grades, academic dismissals or expulsions, curricular concerns, or decisions of the Honor, Ethics, and Professionalism (HEP) Board. Any complaint concerning a grade or any grade challenge shall be governed by the appropriate provisions of the Academic Policies.
14. No student or employee shall be subjected to unfair action or retaliation as a result of filing a complaint under this policy.
15. Any unresolved complaint may be appealed to the State Council of Higher Education for Virginia (SCHEV).

SCHEV  
James Monroe Building  
101 North Fourteenth Street  
Richmond, Virginia 23219  
804.225.2600; Fax: 804.225.2604  
[www.SCHEV.edu](http://www.SCHEV.edu)

## **L. ACCESS TO STUDENTS BY THIRD PARTIES**

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

Individuals or organizations that contact ACP requesting access to students via e-mail or in person must be referred to the Office of the Dean and in the Dean's absence to the Office of the Assistant Dean of Student and Alumni Affairs. Third Parties may not access students without the express permission of these officials.

ACP reserves the right to refuse access of Third Parties to its students and also reserves the right to refuse to release student information to Third Parties. While present on campus, Third Parties are expected to inquire about and adhere to relevant policies and any terms or agreements associated with the Third Parties' presence on campus.

### **E-mail Access to Students**

Students' e-mail addresses are not to be released to Third Parties, and any proposed communications shall be pre-approved by the Dean or Assistant Dean for Student and Alumni Affairs and forwarded by their offices to the students.

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

Third Parties may request to make presentations to ACP students through the Dean or Assistant Dean for Student and Alumni Affairs, and notices of and information regarding approved presentations will be forwarded by ACP to the students.

## **M. STUDENT USE OF ACP EQUIPMENT**

ACP students, faculty, staff, and administration (Lessee) may borrow tables and chairs and other equipment through ACP's Maintenance Office for ACP or related events. Lessee must arrange for the transportation of the equipment to the desired location and back to ACP's Garden Campus.

Upon pick up of the equipment, the Lessee must sign the usage log with his name, address, and telephone number, the organization he represents, and the quantity of equipment borrowed. No more than thirty (30) chairs or fifteen (15) tables may be borrowed at the same time by the same Lessee. Prior to pick of the equipment, the Lessee shall remit a deposit to the Business Office at a rate of \$5.00 per chair and \$15.00 per table. The deposit shall be returned to the Lessee upon return of the equipment and after an inspection to ensure that the equipment is returned undamaged and in the same condition in which it was loaned to Lessee. If any equipment is damaged or destroyed, the Lessee is responsible for the full replacement cost of such equipment.



## **IV. STUDENT AFFAIRS**

- A. STUDENT SERVICES
- B. STUDENT ORGANIZATIONS
- C. THE LIBRARY

## **A. STUDENT SERVICES**

### **Planned Academic Success System (PASS)**

ACP provides academic support and tutoring to students through Planned Academic Success System (PASS). Tutoring is provided at no additional charge to students. Student tutors are available to meet with students and provide individual tutoring, tutoring in small groups, as well as review sessions open to the entire class. A request for a tutor shall be submitted in writing to the Academic Success Coach. Members of faculty are also available to provide additional academic support to students through PASS.

### **Financial Aid Counseling**

Counseling for financial aid is available to students through the Student Affairs Office and is provided by the Director of Academic Records, Admissions, and Financial Aid

### **Mentoring**

Mentoring is available to students and may be provided by faculty advisors who are assigned to students during Orientation. Incoming students are also assigned a student mentor from the P2 class to provide additional mentoring opportunities.

### **Career Counseling**

Career Counseling is available to students upon request and may be provided by faculty advisors who are assigned to students during Orientation. Students are encouraged to explore the various career avenues available to them within the profession by meeting with faculty who have expertise in the student's areas of interest, attending the Professional Seminar Series, or taking electives in the areas of interest. The Dean, Assistant Dean of Academic Affairs and Assessment, Department Chairs, Course Coordinators and faculty may also provide career counseling. Clinical rotations provide students the opportunity to further explore subspecialties within pharmacy and preceptors may provide additional career guidance. Students complete six separate six-week clinical rotations in the areas of Hospital/Health System Pharmacy, Community Patient Care, Ambulatory Care, Acute Care Inpatient General Medicine, and students choose Advanced Pharmacy Practice Experience APPE electives in their area of interest. The College does not offer placement services for students; however, the College offers an annual career fair with an interview day, and students may attend various conferences that offer job and residency placement services.

### **Non-Academic Counseling**

Counseling for non-academic issues is available to students and may be provided by faculty advisors who are assigned to students during Orientation. The Dean, and the Assistant Dean of Student and Alumni Affairs, Assistant Dean of Academic Affairs and Assessment, and Department Chairs may also provide counseling for non-academic issues. Additionally, an online, interactive counseling services portal is available to ACP students, including those on campus and those on APPE rotations. The Student Assistance Program provides professionally guided reflection regarding academic, personal, and career issues that do not arise to the level of a mental health diagnosis or treatment. Counseling through the Student Assistance Program available online utilizing Thera-Link ([www.thera-link.com](http://www.thera-link.com)). For more information regarding the Student Assistance Program and Thera-Link, please contact the Assistant Dean of Student and Alumni Affairs.

## **Personal Counseling**

The directory of counseling services is included for informational purposes only and is not an endorsement of a specific counseling service provider.

### **Directory of Counseling Services:**

SWVCD Services, LLC  
142 W Jackson St Ste 101  
Gate City, VA 24251  
(276) 386-2534

Clinical psychology, ADHD and-or ADD, anxiety, depression, panic attacks, Post-Traumatic Stress Disorder (PTSD), psychological disorders

Cumberland Mountain Community Services  
P.O. Box 810  
Cedar Bluff, VA 24609  
276-964-6702

Mental Health Services, Substance Abuse Services, Intellectual Disability Services, Prevention Services

Healing Waters Counseling Center  
1113 Cedar Valley Drive  
Cedar Bluff, VA 24609  
276-963-0111

Psychological Evaluation, Individual Counseling, Group Counseling, Child and Adolescent Counseling, Family and Marriage Counseling

Clinch Valley Treatment Center  
111 Town Hollow Road  
Cedar Bluff, VA 24609  
276-963-3554

Substance abuse treatment, Detoxification, Methadone Maintenance, Methadone Detoxification, Buprenorphine Services

Stone Mountain Health Services  
St. Charles Community Health Center  
241 Monarch Road, PO Drawer S  
St. Charles, VA 24282  
Phone: 276-383-4428  
Drug Abuse Counseling Services

## **Health Services**

The directory of health service providers is included for informational purposes only and is not an endorsement of a specific health service provider.

### **Directory of Health Services:**

Buchanan General Hospital  
1535 Slate Creek Rd  
Grundy, VA 24614  
(276) 935-1000

Appalachian Family Care  
Street: 18765 Riverside Drive  
Vansant, VA 24656  
Phone: (276) 935-2880

Clinch Valley Medical Center  
6801 Gov. G. C. Peery Highway  
Richlands, VA 24641  
Phone: (276) 596-6000

## **B. STUDENT ORGANIZATIONS**

ACP-funded organizations are those that are formed and/or funded by student activity fees through ACP accounts and include the Student Government Association (SGA) and the Student Leadership Council (SLC), and the following professional pharmacy organizations: the American Pharmacists Association – Academy of Student Pharmacists (APhA), American Society of Health-System Pharmacy – Recognized Student Society (ASHP), and National Community Pharmacy Association (NCPA). Each student is required to join at least one (1) professional pharmacy organization while enrolled as a full-time student, and all dues associated with membership to these organizations are covered by the Student Activity Fee. In addition to the ACP-funded organizations, ACP also recognizes the Fellowship of Christian Pharmacist (FCP), the service fraternities Phi Delta Chi (PDC) and Kappa Psi (KY), as well as the Rho Chi honor society, Phi Lambda Sigma 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.

### **ACP Compounding Club**

The ACP Compounding Club (ACC) provides activities related to compounding of pharmaceutical, nutraceutical and cosmeceutical formulations. ACC's mission is to provide information about pharmaceutical compounding along with the latest trends in pre-formulation science, formulation development & characterization and current regulatory affairs. The goal of the club is to enable students to establish a successful career in pharmaceutical compounding.

### **The Apothecary Medicinal Plant Society (AMPS)**

The purpose of the Apothecary Medicinal Plant Society is to inform the faculty, students, and staff of ACP in order to foster and increase interest in and awareness of medicinal plants and their properties and uses for health benefits. AMPS explores the roots of the apothecary profession as well as the multi-cultural traditions that continue to use medicinal plants. AMPS members wish to share what they learn with each other, and with the community, in order to become better pharmacists and to provide a valuable informed outreach in this increasingly popular area of public health interest. Membership in the Apothecary Medicinal Plant Society is open to all students of ACP.

### **American Pharmacists Association-Academy of Student Pharmacists (APhA-ASP)**

The American Pharmacists Association - Academy of Student Pharmacists, Appalachian College of Pharmacy Chapter members strive to serve the rural and underserved communities in our country and throughout the world. APhA-ASP ACP Chapter commits to improve medication use and advance patient care by providing a common thread between pharmacists, student pharmacists, and other healthcare professionals, educating and influencing

legislators, policy makers, regulators, and the public to advance our mission and vision, seeking continuous academic excellence and professional development at the highest standard, and enhancing social and academic learning while developing character and citizenship skills. Membership in APhA-ASP is open to all students of ACP.

### **American Society of Health-System Pharmacists (ASHP)**

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

### **Fellowship of Christian Pharmacists FCP**

The mission of the Fellowship of Christian Pharmacists is to provide fellowship, Bible study, and prayer to enrich our walk with the Lord, Jesus Christ. FCP encourages the advancement of knowledge and ethics in pharmacy practice and promotes community outreach to the Appalachian region. Membership in FCP is open to all students of ACP.

### **Kappa Psi**

The Foundation of Kappa Psi Pharmaceutical Fraternity reinforces itself on the four cornerstones of Fellowship, Industry, Sobriety, and High Ideals. These four values distinguish a member of Kappa Psi and hold him to a higher standard that other organizations try to replicate. As a member of Kappa Psi, members of the pharmacy profession expect only the best. Major activities include philanthropy and fundraising events, community service including healthcare-related activities, social events, and sharing in many other Brotherhood activities with a main focus on having fun, professional development, and serving the community.

### **National Community Pharmacists Association (NCPA)**

NCPA's ACP Student Chapter I is a student organization that represents independent community pharmacists in the Appalachia region. They are dedicated to educating themselves and others about rural independent community pharmacy and are particularly committed to quality pharmaceutical care and maintaining and promoting the health and well-being of the public they serve through community service projects. NCPA upholds the right to petition the appropriate legislative and regulatory bodies to serve the needs of those they represent and defend common interests in the political arena. Membership in NCPA is open to all students of ACP.

### **Phi Delta Chi**

Phi Delta Chi ( $\Phi\Delta X$ ) 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 four 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.

### **Pro Mé**

Pro Mé is a volunteer organization where healthcare professionals can express their talents and creativity to patients in cancer centers, hospitals, nursing homes, and hospice. Students and faculty gifted in the arts may sing and play music to patients, give art lessons to the elderly or children, and share talents such as dancing or story telling. The goal of the organization is for health care professionals to volunteer their talents and time to encourage and uplift patients.

### **Rho Chi Society**

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

### **Student Government Association (SGA)**

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

### **Student Leadership Council (SLC)**

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

Additional information regarding these student organizations and the policies and procedures under which they are governed can be accessed on the *Student Organization Handbook* on ACP's website at <http://www.acp.edu/index.php/student-affairs/student-organizations/> or downloaded from <http://www.acp.edu/files/7612/8803/8786/studentorghandbook.pdf>

## **C. THE LIBRARY**

### **Introduction**

Please consult this information to guide your use of the Appalachian College of Pharmacy Library's resources and facilities.

The goals of the ACP library are to:

- Provide curricular and research resources for student use, appropriate to the Doctor of Pharmacy degree program, and to support faculty instruction and research.
- Provide instruction on the resources contained within and navigation of the library's electronic and print collections.
- Offer additional research and curricular support services to students and faculty.

- Develop and maintain print and electronic resources and other services to support the College's mission.

## **Facilities**

The library and group study room are located on the first floor of Garden Hall (the original Garden High School building).

## **Electronic and Print Collections**

The library provides access to over 8,000 electronic journals, books, and other periodicals in the ACP Full Text E-Library and over 1,000 print volumes in the Reserve and Main Collections.

The library makes at least two print copies of all required textbooks available in the library's Reserve Collection (adjacent to the print Journal Collection), for the purpose of short-term consultation. Students may check out any copy of a required textbook that is available. Student textbooks (subject to change) are listed on this library subject guide: <http://acplibrary.wikispaces.com/textbooks>

## **Operating Hours**

During the academic year, the library facilities' operating hours are:

Monday – Friday	9 a.m. – 11 p.m.
Saturday & Sunday	1 p.m. – 11 p.m.

The library's schedule may be amended for college functions, mandatory student events, inclement weather, holidays, or other scheduled events. When inclement weather delays or closures are announced, library student workers will follow the same schedule as gym student workers.

## **Library Services**

The library offers a number of services to the ACP community: access to print materials, electronic books, journals, and reference databases, interlibrary loan (ILL) for non-licensed materials, group instruction on library resources, assistance with citing sources and formatting documents, and consultations for individual research.

## **Locating Library Materials**

The library's online catalog to search for print materials is available at:

<http://opac.libraryworld.com/opac/signin?libraryname=ACP>

The library maintains an Electronic Databases and Resources web page at:

<http://www.acp.edu/library-databases/>

Search the electronic periodicals and books directory by publication title via the Find By E-Title page at:

<http://ezproxy.pharm.uacp.org:2048/login?url=http://hw8up2qd6x.search.serialssolutions.com/>

## **Borrowing Print Library Materials**

Students may check out books for a period of three weeks, with the option to renew the loan.

## **Accessing Online Library Materials**

ACP library licenses drug reference, e-book, and journal databases, all of which can be accessed through the campus' wireless network, stationary library workstations, or from off-campus, (accessible after being authenticated by typing in your college e-mail prefix (before the @ sign) and password).

## **Requesting Articles and Books Not Available Through the Library**

If you need a book or article that the library does not own or license, the library can attempt to borrow the item from another library for your use. You will not be charged for requests associated with any ACP course work or projects. You can submit an interlibrary loan request by completing the web form at: <http://www.acp.edu/interlibrary-loan/> or contacting the library at [library@acp.edu](mailto:library@acp.edu).

## **Library Subject Guides and Tutorials**

The library has prepared online guides for locating resources on specific subjects, like citing sources, images and videos, medical terminology, mobile health apps, NAPLEX® preparation, textbooks, and other subjects, at: <http://www.acp.edu/tutorials-guides/>.

## **Photocopying, Printing, and Scanning**

Students may photocopy, print, or scan in the library, in accordance with the college's printing policy and U.S. copyright law.

The library's 3-in-1 photocopier can be physically accessed either through the library or Garden Hall's reception room. When the library is closed, please access the 3-in-1 photocopier through Garden Hall's reception area. To print, students can connect to the photocopier/printer/scanner with their iPad or laptop (see library personnel for instructions) or sign into a library workstation using the username and password used to log into Moodle. Document scanning and file e-mail transmission is available at no charge to students.

## **Unauthorized Distribution of Copyrighted Material**

The unauthorized distribution of copyrighted material, including peer-to-peer file sharing, may subject students involved in the unauthorized distribution of copyrighted material to civil and criminal liabilities. Students involved in unauthorized peer-to-peer file sharing, or engaged in illegal downloading or unauthorized distribution of copyrighted materials using ACP's information technology system will be subject to an Honor, Ethics and Professionalism hearing and sanctions.

## **Penalties for Copyright Infringement**

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages of "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringement. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorney's fees. For details, see Title 17, United States Code, Section 504, 505.

## **Help-- I can't find what I need!**

If you need help finding a specific article, doing research for a course project, or navigating the library's resources, please contact the library staff for assistance at [library@acp.edu](mailto:library@acp.edu).

## **I need access to something I think the library should make available.**

Students are welcome to make suggestions for library acquisitions or instruction to assist with an assignment or activity. Suggestions regarding materials or instruction to support student learning, research, group activities, or college mission can be made via email to [library@acp.edu](mailto:library@acp.edu).

## **Library Policies**

### **Food and Drink**

Food and non-alcoholic beverages in spill-proof containers are allowed in the library and group study room. Students are responsible for cleaning up after themselves. The Library Director reserves the right to change the policy if students don't practice good stewardship of their study space.

### **Noise**

The library is a place to study both in groups and as individuals. If you are not bothering other students, you may study in either room as groups. However, if students are studying in the library's study carrels, particularly for examinations that or the following day, please respect your classmates by keeping your noise in that room to a minimum.

### **Cell Phone Use**

Cell phone conversations may not be held in the library while other students are present. The Library Director will request individuals leave the library if they place or take a call.

### **Library Workstations**

The computer usage policy for the library and group study room will follow the policies and procedures set forth in the ACP Student Handbook and Course Catalog and information technology policies approved and published by the College. Students can sign into the workstations using the same username and password they use to sign into Moodle.

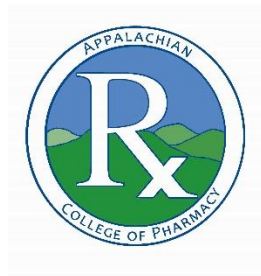
ACP computers are available on a first-come first-serve basis for students, faculty, and staff. Staff may periodically remove non-essential software and other files from the computers. Patrons should save their files to a USB thumb drive or upload it to a file storage site. Students and employees are encouraged to utilize their personal iPads and laptops; wireless access is available for faculty, staff, and students.

### **Personal Belongings**

Library staff is not responsible for personal belongings left unattended in the library or group study room. Library staff reserves the right to inspect and remove unattended personal items.

### **Other Questions?**

If you have any questions please contact the library staff at (276) 498-5239 or, via e-mail, at [library@acp.edu](mailto:library@acp.edu).



## **V. APPENDICES**

- A. PLEDGE OF PROFESSIONALISM
- B. APHA CODE OF ETHICS
- C. INTELLECTUAL PROPERTY POLICY
- D. CERTIFICATION, ACKNOWLEDGEMENT, RELEASES AND BINDING  
ARBITRATION
- E. ACCOMMODATION REQUEST FORM
- F. STUDENT INCIDENT REPORT
- G. NEEDLE STICK POLICY
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- I. FERPA WAIVER
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- K. APPALACHIAN COLLEGE OF PHARMACY ORGANIZATIONAL CHART
- L. CERTIFICATION OF UNDERSTANDING AND ADHERENCE TO POLICIES, RULES,  
AND PROCEDURES OF THE APPALACHIAN COLLEGE OF PHARMACY

## *Appendix A*

### **PLEDGE OF PROFESSIONALISM**

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

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

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

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

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

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

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

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

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

## ***Appendix B***

### **APHA CODE OF ETHICS**

#### **PREAMBLE**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## *Appendix C*

### **APPALACHIAN COLLEGE OF PHARMACY INTELLECTUAL PROPERTY POLICY**

#### **PURPOSE OF THE POLICY**

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

#### **SUMMARY**

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

#### **DEFINITIONS**

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

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

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

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

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

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

## **POLICY**

### **Work For Hire**

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

### **ACP Commissioned Works and Use of Significant ACP Resources**

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

### **Sponsored Resources**

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

### **Trademarks**

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

## *Appendix D*

### ***Appalachian College of Pharmacy***

#### **CERTIFICATION, ACKNOWLEDGEMENTS, RELEASES, AND BINDING ARBITRATION**

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This certification **MUST** be signed and dated by the applicant, and received by the Office of Admissions before action can be taken on this application.

I understand that withholding information requested on this application, including attendance at any other educational institution, or giving false or misleading information may make me ineligible for admission to ACP or subject to dismissal, and it may render me ineligible to obtain placement for required experiential rotations. Furthermore, I understand that I have an ongoing duty to supplement the information provided in the attached prior to matriculation and at any time such information changes while I am a student (either active or inactive) at ACP.

I understand that I may be required to obtain a criminal records background check of all jurisdictions, including the Commonwealth of Virginia and any other state where I may have lived or worked, for the conviction of any crimes in order to matriculate at ACP, to remain at ACP, and to participate in experiential rotations. I understand that I am solely responsible for the costs of such a background check. I further understand and agree that if the results of the background check indicate that I have been convicted of a felony or any crime involving lying, cheating, stealing, or the illegal, use, possession or distribution of drugs, ACP reserves the right to rescind my acceptance, expel me, or decline to refer me for participation in experiential programs and clinical rotations. I further understand and agree that if the results of the background check indicate that I have a felony or misdemeanor charge involving lying, cheating, stealing, or the illegal, use, possession or distribution of drugs, with any of the following dispositions: dismissed, nolle prosequi (nolle processed), conditional deferral of charges, or resolved under a first offender statute allowing for dismissal of charges, ACP reserves the right to rescind my acceptance, expel me, or decline to refer me for participation in experiential programs and clinical rotations. Furthermore, I hereby grant permission for ACP to provide the results of my criminal background check, as well as consumer reports to actual or potential experiential rotation sites. I understand that the results of such criminal background checks and reports may result in my inability to participate in experiential rotations, which would prevent me from obtaining my degree.

I hereby grant permission to ACP to take and use my photograph on its World Wide Web site or in other official College printed publications without further consideration, and I acknowledge the College's right to crop or treat any photographs taken at its discretion. I also acknowledge that the College may choose to use my photo at any time and discontinue such use without notice.

I also understand that once my image is posted on any College website, including ACP's website, the image can be downloaded by any computer user on or off campus. Therefore, I agree to indemnify and hold harmless from any claims the following:

- Board of Trustees of the Appalachian College of Pharmacy
- All Employees of the Appalachian College of Pharmacy

I have carefully reviewed and understand the complete set of application instructions and the ACPE accreditation disclaimer.

I have carefully completed and proofed my application, and hereby certify that all information provided is true and accurate.

**Arbitration.** In order to avoid the costs and inconvenience of litigation regarding any and all claims and controversy arising during, as a result of, and relating to my attendance to or work for ACP, and any civil claims or proceedings by me or my estate against the Appalachian College of Pharmacy or its assigns, agents, employees, officers, Trustees or former Trustees arising out of actions or omissions related to Appalachian College of Pharmacy business, I agree that all such matters shall be settled and finally determined by arbitration. I further understand and agree that for a period of at least thirty (30) days after I, my estate, or counsel gives written notice that a controversy exists, that ACP and I shall endeavor in good faith to resolve the controversy through formal mediation, using a qualified mediator who is a retired Virginia judge. The costs of such mediation shall be equally divided. At the end of said thirty days, if that effort does not resolve the dispute, then I or my estate may begin the arbitration process upon additional written notice to ACP that I wish to proceed to binding arbitration.

Within thirty (30) days of such notice of arbitration, the parties shall endeavor in good faith to select a qualified arbitrator who is a retired Virginia judge who regularly conducts arbitrations and mediations individually or with The McCammon Group of Richmond, Virginia, by mutual agreement in writing. If we cannot agree upon such arbitrator, then I or ACP may petition the Buchanan County Circuit Court in Buchanan County, Virginia, to appoint an independent, industry-qualified arbitrator under the Uniform Arbitration Act. It is agreed that the finding and award made by said arbitrator in writing shall be final and accepted as a complete adjustment of all matters in controversy, and shall be entered as a judgment of the appropriate court.

The arbitration hearing shall be conducted in Buchanan County, Virginia, and the arbitrator shall hear any relevant evidence as may be offered by the parties. The parties shall assume their respective costs, including attorney fees, incurred for the arbitration, except that the arbitrator may assess reasonable fees and costs against a party found to have acted in bad faith. The law of the Commonwealth of Virginia shall apply to the arbitration proceedings.

Should I serve as an employee of the Appalachian College of Pharmacy, then any claim for injuries by me or my estate shall be exempted from the arbitration process as such injuries are covered by workers' compensation insurance. I understand and agree that the only reasons that this arbitration process can be voided is if the ACP's insurance carrier determines that it violates the terms and conditions of its policy, or the ACPE rules that this clause is unenforceable under its guidelines. I certify that I have had the opportunity to have this application and, particularly, this arbitration clause reviewed by legal counsel of my choice prior to signing and submitting same.

By signing and submitting this application the applicant understands that he or she may be subjected to drug testing and that such results will be submitted to school officials, experiential sites and any other institution, group agency or individual that requires such information as a pre-requisite for admission or entry to their programs or facilities.

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**Applicant's Signature**

**Print Name**

**Date**

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#### **NON-DISCRIMINATION POLICY & AMERICANS WITH DISABILITIES ACT**

The Appalachian College of Pharmacy does not discriminate on the basis of race, color, national origin, religion, handicap, marital status, gender, lifestyle, veteran status or sexual orientation, and fully complies with the Americans with Disabilities Act.

## Appendix E

### Appalachian College of Pharmacy



#### Accommodation Request

Student Information	
Student Name:	
Student Email:	
Student Phone:	

Nature of Disability:					
<input type="checkbox"/>	Visual Disability	<input type="checkbox"/>	Learning Disability	<input type="checkbox"/>	Psychiatric / Mood Disorder
<input type="checkbox"/>	Hearing Disability	<input type="checkbox"/>	Physical Disability	<input type="checkbox"/>	Attention Deficit / Hyperactivity Disorder
<input type="checkbox"/>	Other:				

Did you receive accommodations during your undergraduate studies? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please specify:
_____
_____

Accommodations Requested:
_____
_____
_____
_____
<i>Please submit supporting documentation for your request.</i>

I certify that the above information is true and accurate. If testing accommodations granted to me include a deviation from the standard testing time schedule, I agree that, from the time I begin the examination until I have completed it, I will not communicate in any way, to the extent possible, with any other individuals taking the examination and I will not communicate in any way with any such individuals about the content of the examination.

If clarification or further information regarding the documentation provide is needed, I authorize Appalachian College of Pharmacy to contact the professional(s) who diagnosed the disability and / or those entities which have provided me test accommodations. I authorize such professional(s) and entities to communicate with the Appalachian College of Pharmacy in this regard to provide Appalachian College of Pharmacy with such clarification and / or further information.

_____	_____
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Student Signature	Date
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**Appendix F**



**HONOR, ETHICS AND PROFESSIONALISM REPORT**

Student Name: \_\_\_\_\_ Date of Incident: \_\_\_\_\_

Time of Occurrence: \_\_\_\_\_ Location: \_\_\_\_\_

Is this incident associated with a course(s)? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, please list the name of the course. \_\_\_\_\_

Incident Details:

Professional Code of Conduct alleged violation:

Unprofessional Behavior (Please describe the incident)

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Honor Code of Academic Integrity alleged violation: (Please check all that apply)

*Please review the Student Honor Code of Academic Integrity for full explanation of each charge.*

- Cheating
- Plagiarism
- Facilitating Academic Dishonesty
- Abuse of Academic Materials
- Stealing
- Lying or Willful Misrepresentation of the Facts In The Academic Setting
- Any Form of Academic Dishonesty Not Previously Defined that Provides a Student an unfair Advantage or violates the rights of another student or member of the ACP community

Honor Code of Academic Integrity alleged violation (Please describe the incident)

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Evidence (Please list and describe **all** evidence that exists to support this claim and submit any evidence you intend to use to support this complaint)

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Please list all witnesses or individuals who may have information regarding this complaint.

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Action Taken for Professionalism Concern:

- Student Coaching
- Written Warning
- Corrective Action/Improvement Plan
- Suspension: \_\_\_\_\_ day(s)

*Depending on the nature of the incident, the Appalachian College of Pharmacy reserves the right to impose any of the sanctions listed above at its discretion. A copy of this Student Incident Report shall be maintained by the College. Further action may be taken by HEP Board if deemed appropriate.*

Corrective Action/Improvement Plan:

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Student Comments:

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\_\_\_\_\_  
Complainant's Signature

\_\_\_\_\_  
Date

***BY SIGNING BELOW YOU ACKNOWLEDGE THAT YOU HAVE RECEIVED THIS NOTICE.***

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean, Signature (required for Other Action or Dismissal)

\_\_\_\_\_  
Date

## *Appendix G*

### **APPALACHIAN COLLEGE OF PHARMACY NEEDLE STICK POLICY POST-EXPOSURE EVALUATION AND FOLLOW-UP**

Should an exposure incident occur, contact (*Director of Safety- Michael Deel*) at the following number: 276-498-5237.

A confidential medical evaluation and follow-up will be conducted by ACP or by the health care facility at the site of incident. Following initial first aid (clean the wound, flush eyes or other mucous membrane, etc.), the following activities will be performed:

- Document the routes of exposure and how the exposure occurred.
- Identify and document the source individual (unless the health care facility can establish that identification is infeasible or prohibited by state or local law).
- Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual's test results were conveyed to the employee's health care provider.

Students on rotation or at ACP Wellness events need to contact the Director of Safety and Office of Experiential immediately.

*Appendix H*



**APPALACHIAN COLLEGE OF PHARMACY  
ACCIDENT REPORT**

Student Name: \_\_\_\_\_

Injury Date: \_\_\_\_\_

Location of Accident, Property Damage or Illness: \_\_\_\_\_

Time of Incident: \_\_\_\_\_

If body part injured list part (left ring, nose, right ankle, etc.): \_\_\_\_\_

Description of incident: \_\_\_\_\_

\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

Did incident require hospitalization or ER visit? \_\_\_\_\_

Witnesses to incident: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_  
Date

*Appendix I*



**APPALACHIAN COLLEGE OF PHARMACY**

**FEDERAL EDUCATION RIGHTS AND PRIVACY ACT WAIVER FORM**

**Instructions:** This form is to be used by the student to grant access to their education records to other entities besides themselves, such as a parent, spouse, organization, etc. When completing this form, please print all items clearly to allow for correct processing.

I, \_\_\_\_\_(please print name), hereby authorize the release of my academic records indicated below to the individual or organization listed below as permitted under the Federal Education Rights and Privacy Act (FERPA).

I understand that this request will remain in effect until I request in writing that the waiver be withdrawn.

**Individual or Organization Receiving the Information:**

Name: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

**Information to be Released:**

Please indicate which of the following records that you are instructing ACP to release to the individual or organization named above.

\_\_\_\_\_ All Records    \_\_\_\_\_ ACP Transcript    \_\_\_\_\_ Immunization Record    \_\_\_\_\_ Drug Screen

\_\_\_\_\_ Background Check    \_\_\_\_\_ Withdrawal Record    \_\_\_\_\_ Proof of Health Insurance

\_\_\_\_\_ Letters of Recommendation    \_\_\_\_\_ Honors, Ethics and Professionalism

\_\_\_\_\_ Other (Please Describe) \_\_\_\_\_

If applicable, describe the purpose of the request:

\_\_\_\_\_  
\_\_\_\_\_

I understand that the records that I am requesting shall be released to the individual or organization named above that the records may include sensitive information related to my transcripts, withdrawal records, immunization records, background check, drug screen, or other confidential academic information.

I understand that I may see and request a copy of the information described on this form if I so desire. I understand that any review of my records or information shall be supervised. I agree to pay any fees associated with copying of records.

I understand that the information requested herein for release to the above individual or organization may be communicated electronically or by a copy of the original.

I understand that I have the right to revoke this authorization by submitting a revocation in writing to the Appalachian College of Pharmacy Admission's Office.

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

\_\_\_\_\_  
Student (signature)

\_\_\_\_\_  
Student Social Security Number

\_\_\_\_\_  
Date

## *Appendix J*

### **Appalachian College of Pharmacy Family Educational Rights and Privacy Act (FERPA) Non-Disclosure / Confidentiality Agreement**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the confidentiality of student education records. “Education records” are those records that are directly related to a student that are maintained by an educational institution or by a party acting for the institution. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

As a student participating in an academic experiential rotation or as student tutor, it is important for you to familiarize yourself with some of the basic provisions of FERPA to ensure that you do not violate this Federal law.

You **must not**, under any circumstances, release to any person(s) information about a student, unless your position specifically requires you to do so. You must refer any requests for information about a student to your supervisor to ensure that you do not violate FERPA.

You **must not** release any information about a student unless authorized to do so by your supervisor or preceptor. You must avoid acquiring student record information that you do not need to do your assignment or job, nor should you disclose/release information about students that you may have learned while performing your assignment or job. Even a minor disclosure of information may be a violation.

The course you are participating in or department you work in may have additional restrictions on information sharing and/ or additional rules about privacy and confidentiality. (*e.g. research results, pending policy changes, financial information*). Be sure to discuss these issues with your preceptor or supervisor before you begin your experiential rotation or job. In general, keep any information obtained on your experiential rotation or at the workplace strictly confidential.

**I have read and understand my responsibilities as described above and that unauthorized disclosure is a violation of Federal law. I further acknowledge that an intentional or unauthorized disclosure also violates the Appalachian College of Pharmacy policy and could constitute just cause for disciplinary action, including dismissal from the Doctor of Pharmacy program or termination of my employment.**

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**Student Name (please print)**

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**Student Signature**

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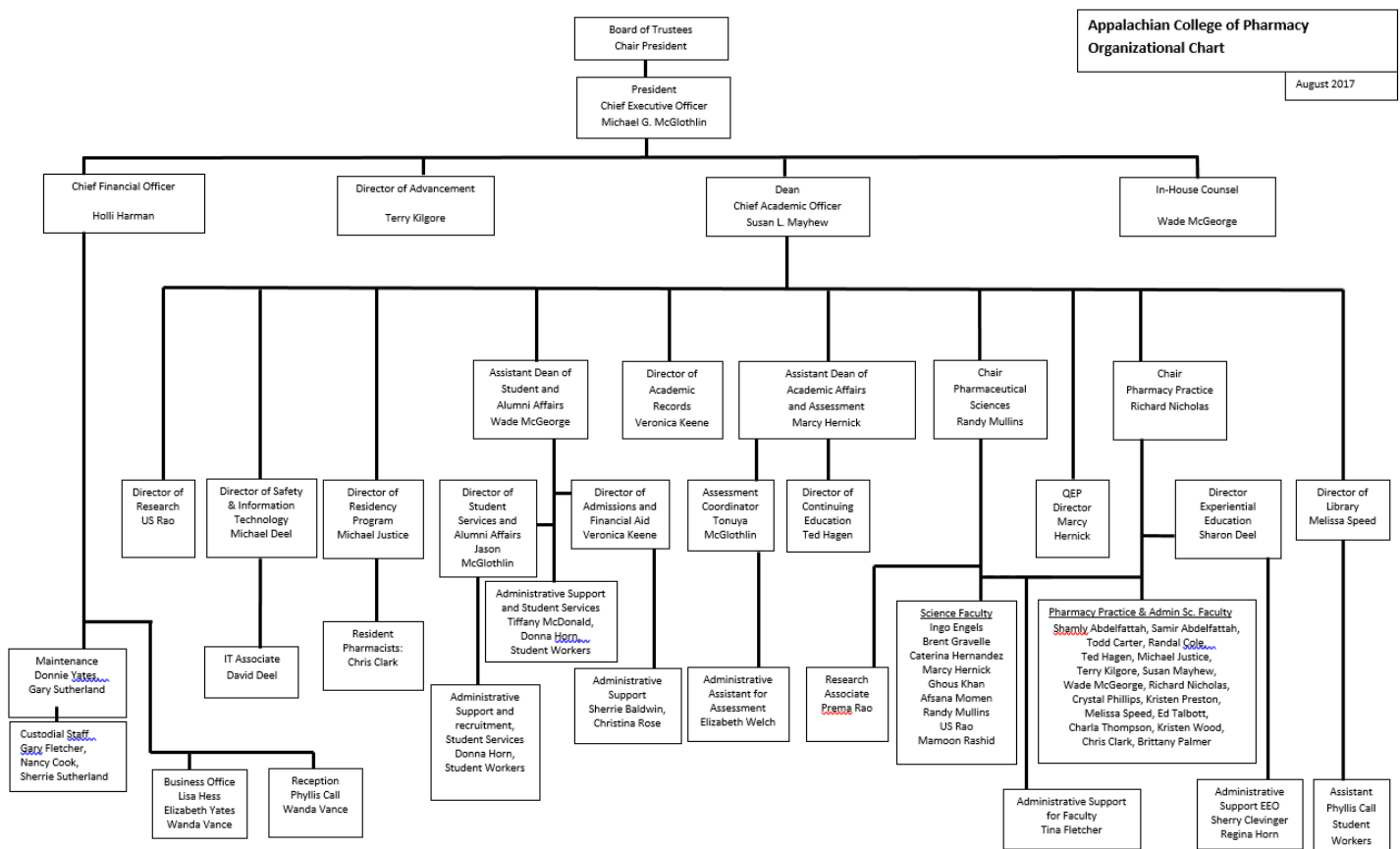
**Date**

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**Supervisor/Preceptor Name (please print)**

# Appendix K

## Appalachian College of Pharmacy Organizational Chart



## *Appendix L*

### **CERTIFICATION OF UNDERSTANDING AND ADHERENCE TO POLICIES, RULES, AND PROCEDURES OF THE APPALACHIAN COLLEGE OF PHARMACY**

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

I hereby certify and confirm that I understand that the policies, rules, and procedures contained in the Student Handbook and Course Catalog will apply during the academic year containing the date below and are in force until such time that they are revised. Further, I certify that I have read and understand the policies and agree to adhere to such policies as they apply to my tenure at ACP and in some situations these policies may be enforced even after I depart ACP.

I further understand that the Appalachian College of Pharmacy may revise its policies, rules, and procedures at any time, that I am charged with the notice and knowledge of those revisions upon being posted to the ACP website, and that I will adhere to any revisions, alterations, or changes made by ACP from that point forward.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

