

Appalachian College of Pharmacy

Certified Pharmacy Technician (CPhT) Program Handbook and Course Catalog



**Appalachian College of Pharmacy
1060 Dragon Road • Oakwood, VA 24631
Phone (276) 498-4190 • Fax (276) 498-4193**

www.acp.edu

**Remote Instructional Site:
Southwest Virginia Higher Ed Center
1 Partnership Cir, Abingdon, VA 24210
Phone (276) 619-4380**

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

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A. Academic Calendar

The pharmacy technician program is offered each month, starting on the first Monday of the month. Students will progress through the modules with minimum completion date of 6 months. Students will complete Modules 1 - 20, Labs 1 - 17, Computer Software/Simulations, and 130 hours of clinical experience.

Cohorts beginning in 2026

Start Date	Projected End Date	CPhT Cohorts
January 5, 2026	June 26, 2026	Cohort A
February 2, 2026	July 31, 2026	Cohort B
March 2, 2026	August 28, 2026	Cohort C
April 6, 2026	October 2, 2026	Cohort D
May 4, 2026	October 30, 2026	Cohort E
June 1, 2026	November 27, 2026	Cohort F
July 6, 2026	January 1, 2027	Cohort G
August 3, 2026	January 29, 2027	Cohort H
September 7, 2026	March 5, 2027	Cohort I
October 5, 2026	April 2, 2027	Cohort J
November 2, 2026	April 30, 2027	Cohort K
December 7, 2026	June 4, 2027	Cohort L

B. Function of Policies

1. Terms and Policies

Note: The name “Appalachian College of Pharmacy” shall also include the acronym “ACP” and the two terms are interchangeable. All pronouns used herein, such as “him,” “his,” “himself,” or “he,” shall be considered as non-gender references and include both male and female in their

meanings. When the term “Dean” or “dean” standing alone is used herein, it is assumed to mean ACP’s academic dean, also known as ACP’s chief academic officer, unless otherwise indicated or nonsensical to be interpreted in that fashion. When the phrase “ACP community” is used, that term normally includes trustees, administration, faculty, preceptors, staff, 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. Newly adopted standards will be incorporated in the Student Handbook and Course Catalog as an interim revision and will be posted to and available on the ACP intranet. Newly adopted standards shall have immediate effect upon being posted on the ACP intranet.

2. Notice of These Policies Are Assumed and Constructive

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

C. 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.

D. Availability

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



I. INTRODUCTION TO ACP

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E. VISION, MISSION, AND CORE VALUES OF THE APPALACHIAN COLLEGE OF PHARMACY

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

1. Vision Statement

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

2. Mission Statement

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

3. Core Values

ACP is committed to the following core values:

a. Excellence

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

b. Professionalism

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

c. Social Responsibility

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

Collaboration

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

Lifelong Learning

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

F. 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 was awarded pre-candidate accreditation status with the Accreditation Council for Pharmacy Education (ACPE) in June 2005 and was awarded candidate accreditation status by ACPE in June 2007, permitting ACP's graduates to sit for the national pharmacy licensure examinations. The University of Appalachia was renamed the Appalachian College of Pharmacy in February 2009. In January 2010, ACP was awarded accreditation status by ACPE and was subsequently awarded accreditation status by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) with an effective date of January 1, 2011.

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

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

In December 2022, ACP signed a memorandum of understanding with the Southwest Virginia Higher Education Center creating a partnership to allow ACP to offer classes at the Southwest Virginia Higher Ed Center. ACP students who complete their first year of pharmacy school are given the opportunity to apply to attend class at the Southwest Virginia Higher Ed Center. Beginning with the fall 2023 term, a small cohort of students began to attend class at the Southwest Virginia Higher Ed Center located at 1 Partnership Cir, Abingdon, VA 24210. In the fall 2024 term, ACP added a Doctor of Public Health (DrPH) online program and an online Certified Pharmacy Technician (CPhT) certificate program. In

2025, ACP signed an agreement with the Roanoke Higher Education Center located at 108 N. Jefferson Street, Roanoke, Virginia and a small cohort of students began taking courses at this center.

G. ACCREDITATION

Southern Association of Colleges and Schools Commission on Colleges:

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

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

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



H. FACILITIES

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

faculty research laboratory, board room, faculty and student lounges, the Business Office, the Office of Student Affairs, the Financial Aid Office, and other faculty and staff offices.



Garden Hall



McGlothlin Hall



Mountain Care Center

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

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

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

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

In December 2022, ACP signed a memorandum of understanding with the Southwest Virginia Higher Education Center creating a partnership to allow ACP to offer classes at the Southwest Virginia Higher Ed Center. ACP students who complete their first year of pharmacy school are given the opportunity to apply for class at the Southwest Virginia Higher Ed Center. Beginning with the fall 2023 term, a small cohort of students began to attend class at the Southwest Virginia Higher Ed Center located at 1 Partnership Cir, Abingdon, VA 24210. In the fall 2024 term, ACP added a Doctor of Public Health (DrPH) online program and an online Certified Pharmacy Technician (CPhT) certificate program. In 2025, ACP signed an agreement with the Roanoke Higher Education Center located at 108 N. Jefferson Street, Roanoke, Virginia and a small cohort of students began taking courses at this center.

I. BOARD OF TRUSTEES

The Appalachian College of Pharmacy is a Virginia-registered non-stock corporation. All corporate powers shall be exercised by or under authority of, and the business and affairs of this College shall be controlled by, its Board. The Board may delegate the management of the day-to-day operation of the College to the President provided that the business and affairs of the College shall be managed and all corporate powers shall be exercised under the ultimate direction of the Board. The Board will make policies, rules and regulations for the operation of the college.

Additional powers, duties, and responsibilities of the governing Board of Trustees are contained in the Corporate By-Laws of the Appalachian College of Pharmacy and in the Faculty Handbook, which are on file in the Office of the Director of Academic Records Admissions and Financial Aid and are available on request in the Dean's office.

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

Trustees Appointed by the Harvey W. Peters Research Foundation:

Lucius Ellsworth, Ph.D., Chairman Term Expires: April 2028 Wise, Virginia	Ida Harris, PharmD Term Expires: August 2028 Bluefield, Virginia
John G. Rocovich, Jr., JD, LL.M. Term Expires: March 2027 Roanoke, Virginia	Susie Mullins, PhD Term Expires: March 2027 Grundy, Virginia
Sue E. Cantrell, M.D. Term Expires: April 2026 Big Stone Gap, Virginia	Dixie Tooke-Rawlins, DO, FACOFP Term Expires: March 2027 Blacksburg, Virginia
Scott Cole, PharmD, Vice Chairman Term Expires: April 2028 Tazewell, Virginia	Jim Viers, Ph.D. Term Expires: October 2026 Blacksburg, Virginia
Sherri Ratliff, EdD., Secretary Term Expires: April 2028 Abingdon, Virginia	Derek Webb, PharmD Term Expires: August 2029 Abingdon, Virginia

Trustees Appointed by the Buchanan County Board of Supervisors:

David Compton, BPharm Term Expires: October 2028 Grundy, Virginia	Frannie Minton, R.N., B.S. Term Expires: October 2028 Grundy, Virginia
Tim Hess Term Expires: March 2027 Council, Virginia	Ginger Robertson Term Expires: December 2028 Grundy, Virginia

Craig Horn, B.A. Term Expires: September 2026 Pilgrim's Knob, Virginia	Rebecca Thornbury, J.D., BPharm Term Expires: September 2026 Grundy, Virginia
Scott Justus, PharmD Term Expires: March 2029 Rosedale, Virginia	Eural Viers, PharmD Term Expires: September 2026 Vansant, Virginia
Derek Keen, B.A., LNHA Term Expires: March 2029 Oakewood, Virginia	

J. COLLEGE ADMINISTRATION

Michael G. McGlothlin, J.D. President
J.D., Marshall Wythe School of Law of the College of William and Mary

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

Susan L. Mayhew, PharmD Provost and Dean
PharmD, University of Tennessee

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

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

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

The Dean of the Department of Public Health is the assistant academic officer for the

Wade McGeorge, J.D. Associate Dean of Student and Alumni Affairs
J.D., Appalachian School of Law

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

Marcy Hernick, Ph.D. Associate Dean of Academic Affairs and
Assessment
Ph.D. Purdue University; BS Pharm, Albany College of Pharmacy

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

Elshamly A. Abdelfattah, PharmD Assistant Dean for Clinical Innovation & CPhT
Program Director
PharmD, University of Tennessee

Assistant Dean for Clinical Innovation is responsible for developing health innovations and facilitating new programs with health care facilities.

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

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

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

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

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

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

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

The Chief Financial Officer (“CFO”) has overall management responsibility for the college’s budget and financial needs. The CFO manages the daily financial activities of the college, which

includes budget preparation and control, accounting, purchasing, and business planning and management.

Karen S. Brown, Ed.S. Director of Academic Records (“Registrar”), Director of Financial Aid, Title IX Adjudicator, and Section 504 Coordinator
Ed.S., University of Virginia

The Director of Academic Records ("Registrar") maintains and ensures the integrity and confidentiality of highly sensitive academic records, oversees academic registration, and completes state and federal reports. The Director of Financial Aid ensures the college's compliance with state and federal regulations governing financial aid.

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

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

Angela Mutter, EdD Director of Student Success and Library Learning Center
EdD, Liberty University

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

R. Jason McGlothlin, M.B.A. Director of Admissions, Director of Student Services
M.B.A., King University Alumni Affairs, Visa and Immigration Administrator

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

Amy Cochran, PharmD Director of Experiential Education (APPE, IPPE, APE, CPT)
PharmD, Bernard J. Dunn School of Pharmacy

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

Hillary Deskins, PharmD Director of Pharmacists in Community Service (PICS)
PharmD, Appalachian College of Pharmacy

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

Kristen Bailey Preston, PharmD Director of Inter-Professional Education
PharmD, University of Kentucky

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

Caterina Hernandez, Ph.D. Title IX Coordinator
Ph.D., University of Georgia

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

Ted Williamson Hagen II, Ph.D. Director of Research
D. Min., Union Theological Seminary; Ph.D., Education, University of Georgia

The Director of Research works with faculty and administration to identify and develop infrastructure necessary to implement biomedical and clinical research, ensures compliance with regulatory agencies governing the generation, handling, storage and disposal of hazardous waste, and initiates faculty development programs to promote the acquisition of grant funds.

Jen Hammons, PharmD, DrPH Director of Rural Health Advancement, PharmD,
DrPH, Appalachian College of Pharmacy.

The Director of Rural Health Advancement oversees initiatives focused on rural health, public health integration, workforce development, and community engagement while helping prepare future pharmacists and public health professionals to address health care disparities in underserved communities.

K. FACULTY AND ADMINISTRATIVE STAFF

Faculty

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

Hillary Deskins, PharmD Assistant Professor of Pharmacy Practice, PharmD, Bernard J. Dunn School of Pharmacy

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

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

Staff

Mossamat Afroza Begum, Lab Assistant

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

Brandon Estep, Safety Coordinator and Information Technology Support

Gary T. Fletcher, Building and Grounds

Tina Fletcher, Director of Financial Aid

Holli R. Harman, Chief Financial Officer

Mackenza Harris, Recruiter

Lisa D. Hess, Administrative Assistant for the Business Office

Nathan Hibbitts, Maintenance

Donna Horn, Administrative Assistant for Student Affairs

Regina G. Horn, Experiential Education

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

Tonuya D. McGlothlin, Assessment Coordinator

Angela Mutter, Director of Student Success and Library Learning Center

Trula Perrigon, Custodian and Maintenance Assistant

M. Leigh Ratliff, Administrative Assistant

Christina Rose, Administrative Assistant for Student Affairs

Joshua Snead, IT & Network Administrator
Gary Sutherland, Maintenance Worker
Sherry Sutherland, Building and Grounds
Elizabeth Welch, Administrative Assistant
Wanda Vance, Administrative Assistant
Donnie Yates, Maintenance Supervisor



II. CERTIFIED PHARMACY TECHNICIAN (CPhT) PROGRAM SPECIFIC POLICIES

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L. Certified Pharmacy Technician

Appalachian College of Pharmacy invites you to join a growing field in health care with our 6-month certificate leading to a Certified Pharmacy Technician (CPhT). In addition to building your skills in general pharmacology and medical terminology, the curriculum provides 130 hours of real-world, hands-on experience.

PROGRAM TYPE	LEARNING MODALITY	MINIMUM HOURS
ENTRY-LEVEL	Didactic	224
	Simulated	50
	Experiential	130
TOTAL:	Minimum Total:	404

Program Overview

- 404 total program contact hours
- 100% online lecture
- 224 contact hours of lectures
- Simulation and active learning
- 50 lab hours – virtual
- 130 hours of experiential rotation
- Program length of 6 months (26 weeks)
- Program cost: \$3,300

Students completing the ACP program will be eligible to sit for the Pharmacy Technician Certification Board (PTCB) exam to become certified pharmacy technicians

M. Distance Education Delivery

All content, with the exception of lab hours, is taught asynchronously online via distance education. Instructors are assigned to each course in accordance with the College's distance learning policy. Program content is delivered in modules over 16 weeks and through experiential rotations completed over 10 weeks.

The College's secure web server maintains program courses, student participation, and academic records. Enrolled students access a course through an internet connection on a computer approved for use by the College's Office of Information Technology (to ensure compatibility with the College's learning management system (LMS) and electronic testing platform). All courses are delivered through the Canvas LMS. The College's Office of Information Technology provides the administrative structure and support for distance education.

To use Canvas, your computer should meet or exceed the following minimum requirements:

Processor: 2 GHz or faster

RAM: 4 GB, though 1 GB is the minimum

Operating system: Windows 10 or newer, Mac OSX 10.6 or newer, chromeOS

Screen size: 800 x 600 or higher

Internet connection: At least 512 kbps, but fast enough to handle the material you'll be viewing

Supported Browsers:

Instructure products support the current and previous major releases of the following browsers:

Recommended:

Chrome 126 | 127

Firefox 127 | 128 (Extended Releases are not supported*)

Edge 126 | 127

Respondus LockDown Browser (supporting the latest system requirements)

Safari 16 | 17 (Macintosh only)

Mobile Apps

The Canvas mobile apps require Android 8.0 or later and iOS 16.0 or later.

Major browsers that are compatible with mobile devices include Safari, Chrome, and Firefox

N. REQUIREMENTS FOR ADMISSION

To be eligible for admission to the Certified Pharmacy Technician (CPhT) program, applicants must meet all of the following criteria:

- Applicants must be 18 years or older
- Applicants must have earned a high school diploma or GED and must be proficient in the English language.
- Applicants will be expected to undergo a criminal background check. Applicants must have a clean criminal record with no felonies

Applicants who wish to apply for admission to Appalachian College of Pharmacy's Certified Pharmacy Technician (CPhT) program are required to submit an application through ACP's application portal. The process also includes requesting of official high school transcript / GED certificate proving the award of a high school diploma or GED equivalency.

The Appalachian College of Pharmacy does not discriminate on the basis of age, race, color, national origin, religion, disability, marital status, gender, or sexual orientation.

O. Tuition and Fees

The Appalachian College of Pharmacy Board of Trustees approves tuition and fees each year. Federal Financial Aid is not available for this certificate program.

Fall Term 2025	Total \$3,300
Cohorts beginning in 2026	Total \$3,300

TUITION REFUNDS

Admitted students may cancel their enrollment agreement, by written notice, prior to the first day of class and receive a refund of all monies paid less a non-refundable fee. When cancellation is requested under these circumstances, the school will refund all tuition paid by the student, less a maximum fee of 15% of the stated costs of the course or program or \$100, whichever is less. Students are eligible for a tuition refund if they withdraw from the program as follows:

- Completion of less than 5 Modules = 75% refund
- Completion of less than 10 Modules = 50% refund
- Completion of less than 15 Modules = 25% refund
- Completion of more than 15 modules completed – no refund

P. ChPT Grading Policy

Pharmacy Technician Certificate Program: Grading Policy

Objective: To ensure that students have met the required competencies and knowledge to be certified as pharmacy technicians, this policy outlines the program's pass/fail criteria for module completion.

Module Requirements:

1. Completion Criteria:

- Students must complete all designated modules within the program.
- Each module will be assessed through various means, including but not limited to written exams, practical assessments, and participation in class activities.
- Students must achieve a minimum score of 70% on each written exam to pass the module.
- Class Participation: Active participation and adherence to program expectations are required for module completion.

2. Failing and Reassessment:

- Students who do not meet the passing criteria for any component of a module will be considered to have failed that module.
- Failed modules may be retaken as per the program's policy on reassessment. The program will provide guidance on retake opportunities and additional support as needed.

3. Certificate Issuance:

- Upon successful completion of all required modules with a passing grade, students will be awarded the Pharmacy Technician Certificate.
- Students must demonstrate satisfactory performance in all modules to qualify for certification.

Additional Notes:

- Students are encouraged to seek assistance and utilize available resources if they encounter difficulties with module content.
- The program is committed to maintaining a fair and supportive learning environment, and students are encouraged to discuss any concerns with their instructors.

Grade	Quality Points	Range
A	4	89.50 or above
B	3	79.50 to 89.49
C	2	69.50 to 79.49
D	1	59.50 to 69.49
F	0	59.49 or below

Q. Requirements for Progression

Students must complete each module with a passing grade. Any student failing a module must retake the module until a passing grade is received. Grade appeals must be submitted to the CPhT Grade Appeal Committee within 10 days of the posted grade. If the 10th day is not a business day of ACP, the 10th will be extended to the next business day of ACP. Appeals of dismissal must be sent to the Assistant Dean of Student and Alumni Affairs within 10 days of notice of dismissal. The program is 26 weeks long, and students must complete the modules and experiential rotations during this timeframe.

R. Academic Integrity

Not only in this program but in your entire educational experience, you are expected to practice the highest standards of academic integrity. Plagiarism, cheating, falsification, and other forms of academic misconduct are strictly prohibited. Committing any of these acts or helping others to do so will result in disciplinary sanctions, including loss of credit for a test or assignment, failing the course, or expulsion from the Program.

- Plagiarism is using, borrowing, or stealing of someone's ideas or content without proper citation and credit to the source or claiming them as your own from papers, publications, the internet, or any other resource. It includes the use of unauthorized websites and applications in which content is generated by others or by artificial intelligence (AI).
- Cheating occurs in many forms, including the use of unauthorized materials, information, or study aids on assignments or tests. It also includes collaborating with others on tests and assignments not designated for group assessment.
- Falsification involves the intentional and unauthorized fabrication or invention of any information, data, or source citation in any academic exercise or assessment.

For a full description of the ACP policy on academic integrity, including details of possible sanctions, see the section on "Honor Code of Academic Integrity."

S. ChPT Competencies and Program Learning Outcomes

Domain 1: Personal/Interpersonal Knowledge and Skills (M = MODULE)

- 1.1 Demonstrate ethical conduct. M7
- 1.2 Present an image appropriate for the profession of pharmacy in appearance and behavior. M7
- 1.3 Demonstrate active and engaged listening skills. M7
- 1.4 Communicate clearly and effectively, both verbally and in writing. M7
- 1.5 Demonstrate a respectful and professional attitude when interacting with diverse patient populations, colleagues, and professionals. M6, M7
- 1.6 Apply self-management skills, including time, stress, and change management. M6
- 1.7 Apply interpersonal skills, including negotiation skills, conflict resolution, customer service, and teamwork. M6, M7

1.8 Demonstrate problem-solving skills. M6, M7

Domain 2: Foundational Professional Knowledge and Skills

2.1 Explain the importance of maintaining competency through continuing education and continuing professional development. M1, M20

2.2 Demonstrate ability to maintain confidentiality of patient information and understand applicable state and federal laws. M8

2.3 Describe the pharmacy technician's role, pharmacist's role, and other occupations in the healthcare environment. M1

2.4 Describe wellness promotion and disease prevention concepts. M15

2.5 Demonstrate basic knowledge of anatomy, physiology and pharmacology, and medical terminology relevant to the pharmacy technician's role. M11, M12, M13, M14

2.6 Perform mathematical calculations essential to the duties of pharmacy technicians in a variety of settings. M5

2.7 Explain the pharmacy technician's role in the medication-use process. M1, M3, M4, M16 2.8

Practice and adhere to effective infection control procedures. M15

Domain 3: Processing and Handling Medications and Medication Orders

3.1 Assist pharmacists in collecting, organizing, and recording demographic and clinical information for the Pharmacist Patient Care Process. M1

3.2 Receive, process, and prepare prescriptions/medication orders for completeness, accuracy, and authenticity to ensure safety. M4

3.3 Assist pharmacists in the identification of patients who desire/require counseling to optimize the use of medications, equipment, and devices. M1, M3, M4, M7, M15, M16, M17

3.4 Prepare patient-specific medications for distribution. M4, M18, M19

3.5 Prepare non-patient-specific medications for distribution. M17

3.6 Assist pharmacists in preparing, storing, and distributing medication products including those requiring special handling and documentation. M3, M4, M18, M19

3.7 Assist pharmacists in the monitoring of medication therapy. M4, M14, M15

3.8 Maintain pharmacy facilities and equipment. M10

3.9 Use information from Safety Data Sheets (SDS), National Institute of Occupational Safety and Health (NIOSH) Hazardous Drug List, and the United States Pharmacopeia (USP) to identify, handle, dispense, and safely dispose of hazardous medications and materials. M19

3.10 Describe Food and Drug Administration product tracking, tracing and handling requirements. M1 3.11 Apply quality assurance practices to pharmaceuticals, durable medical equipment, devices and supplies. M4, M10, M17, M18, M19

3.12 Explain procedures and communication channels to use in the event of a product recall or shortage, a medication error, or identification of another problem. M2, M10, M20

3.13 Use current technology to ensure the safety and accuracy of medication dispensing. M4 3.14

Collect payment for medications, pharmacy services, and devices. M9

3.15 Describe basic concepts related to preparation for sterile and non-sterile compounding. M18, M19 3.16 Prepare simple non-sterile medications per applicable USP chapters (e.g., reconstitution, basic ointments and creams). M18
3.17 Assist pharmacists in preparing medications requiring compounding of non-sterile products. M18 3.18 Explain accepted procedures in purchasing pharmaceuticals, devices, and supplies. M10 3.19 Explain accepted procedures in inventory control of medications, equipment, and devices. M10 3.20 Explain accepted procedures utilized in identifying and disposing of expired medications. M15
3.21 Explain accepted procedures in the delivery and documentation of immunizations. M19 3.22 Prepare, store, and deliver medication products requiring special handling and documentation. M19

Domain 4: Patient Care, Quality and Safety Knowledge and Skills

4.1 Explain the Pharmacists' Patient Care Process and describe the role of the pharmacy technician in the patient care process. M1, M4, M7
4.2 Apply patient- and medication-safety practices in aspects of the pharmacy technician's roles. M2, M15
4.3 Explain how pharmacy technicians assist pharmacists in responding to emergent patient situations, safely and legally. M20
4.4 Explain basic safety and emergency preparedness procedures applicable to pharmacy services. M20 4.5 Assist pharmacists in the medication reconciliation process. M4
4.6 Explain point of care testing. M15
4.7 Explain pharmacist and pharmacy technician roles in medication management services. M1, M4, M7 4.8 Describe best practices regarding quality assurance measures according to leading quality organizations. M1, M2, M3, M4, M10, M15, M17, M18, M19

Domain 5: Regulatory and Compliance Knowledge and Skills

5.1 Describe and apply state and federal laws pertaining to processing, handling and dispensing of medications including controlled substances. M3
5.2 Describe state and federal laws and regulations pertaining to pharmacy technicians. M1, M3, M18, M19
5.3 Explain that differences exist between states regarding state regulations, pertaining to pharmacy technicians, and the processing, handling and dispensing of medications. M1, M3, M15
5.4 Describe the process and responsibilities required to obtain and maintain registration and/or licensure to work as a pharmacy technician. M1
5.5 Describe pharmacy compliance with professional standards and relevant legal, regulatory, formulary, contractual, and safety requirements. M1, M3, M4, M8, M9, M10, M17, M18, M19, M20 5.6 Describe Occupational Safety and Health Administration (OSHA), National Institute of Occupational Safety and Health (NIOSH), and United States Pharmacopeia (USP) requirements for prevention and treatment of exposure to hazardous substances (e.g., risk assessment, personal protective equipment, eyewash, spill kit). M15, M19, M20

- 5.7 Describe OSHA requirements for prevention and response to blood-borne pathogen exposure (e.g., accidental needle stick, post-exposure prophylaxis). M15
- 5.8 Describe OSHA Hazard Communication Standard (i.e., “Employee Right to Know”). M1

T. Curriculum and Course Schedule

CPhT Courses	Corresponding Modules
CPT 100 Introduction to Pharmacy and Prescription Medications	Modules 1 and 2
CPT 101 Dispensing Process and Controlled Substances	Modules 3 and 4
CPT 102 Pharmacy Math and Calculations	Module 5
CPT 103 Communication and Patient Interaction	Modules 6 and 7
CPT 104 Federal Privacy Rules and Managed Care Prescriptions	Modules 8 and 9
CPT 105 Medical Terminology and Non-Dispensing Duties	Modules 10 and 11
CPT 106 Anatomy and Physiology	Module 12
CPT 107 Pharmacology I	Module 13
CPT 108 Pharmacology II	Module 14
CPT 109 Infection Control, Wellness and Prevention	Modules 15
CPT 110 Over the Counter (OTC) Medications and Prevention	Module 16

CPT 112 Emergency Situations	Module 20
CPT 300 Experiential Rotation I- Retail	Rotation I
CPT 310 Experiential Rotation II- Institutional	Rotation II
13 Total Courses	20 Total Modules

U. Courses and Course Descriptions

Courses and Course Descriptions	Class Hours	Modules/Faculty
CPT 100 Introduction to Pharmacy and Prescription Medications (Modules 1 and 2) An introductory course into the practice of pharmacy, including the history of pharmacy, technician roles in various practice settings, and pharmacy ethics and professionalism. Students will learn about the advancing and emerging opportunities for technicians now and in the future.	20	Abdelfattah
CPT 101 Dispensing Process and Controlled Substances (Modules 3 and 4) This course is designed to facilitate your mastery of computer and practical skills needed to perform various pharmacy technician-related responsibilities in community pharmacy practices. The course entails a series of lab activities that walk you through entering and filling prescription orders.	20	Deskins

CPT 102 Pharmacy Math and Calculations (Module 5) This course introduces the pharmacy technician student to basic math, and pharmaceutical calculations used in pharmacy practice.	15	Hossain
CPT 103 Communication and Patient Interaction (Modules 6 and 7) Students will learn how to communicate with patients and How to collect pertinent information from the patient to facilitate the delivery of services such as medication therapy management, and self-care products in an ethical manner and how to advocate for patients	15	Deskins
CPT 104 Federal Privacy Rules and Managed Care Prescriptions (Modules 8 and 9) This course teaches how law affects healthcare practitioners, the origin of laws that affect medical professionals, and how to mitigate risk regarding malpractice, crimes, and torts. The legal basis for the confidentiality of healthcare information, and the laws regulating healthcare information collected and maintained by government agencies will also be covered. Students will learn about the pharmacy reimbursement process, study third-party healthcare plans, reimbursement systems, and claims processing to see how medical services are billed in healthcare institutions. Student will also learn about various health insurance programs, how they're funded, and which types of patients they cover.	20	Deskins

CPT 105 Medical Terminology and Non-Dispensing Duties (Modules 10 and 11) Students will learn about drug and medical terminology and abbreviations. Students will learn about ordering, receiving, and storing medications and maintaining inventory	16	Deskins
CPT 106 Anatomy and Physiology (Module 12) This course will familiarize you with various body systems including structure, function, diseases, disorders, and treatments.	15	Deskins
CPT 107 Pharmacology I (Module 13) Students will learn drug delivery systems, drug administration routes, drug classifications, and commonly used medications for various organ system disorders.	20	Deskins
CPT 108 Pharmacology II (Module 14) Students will continue to learn about various body systems, drug delivery systems, drug administration routes, drug classifications, and commonly used medications for various organ system disorders. You'll also learn about specific classes of antibiotics, antifungals, antivirals, and dietary supplements for preventative health. Medications are listed throughout this unit by their generic names, with brand names provided in parentheses.	20	Deskins

CPT 109 Infection Control, Wellness and Prevention (Module 15) Students will learn about OSHA, and how to prevent bloodborne pathogen infections, and identify point of care testing (POC) equipment. Students will learn about the role of pharmacy technicians in the pharmacy immunization and health and wellness programs.	10	Abdelfattah
CPT 110 Over the Counter (OTC) Medications and Prevention (Module 16) Studies over-the-counter medications, herbals and dietary supplements, and durable medical supplies commonly encountered in the practice of pharmacy. This includes simulated patient assessment, counseling, and a workshop.	20	Deskens
CPT 111 Sterile and Non-Sterile Compounding (Modules 17, 18 and 19) This course introduces students to sterile and nonsterile compounding. A strong emphasis is placed on proper aseptic technique and compliance with USP 797 and 800. Compounding practices and equipment are also discussed.	25	Hossain
CPT 112 Emergency Situations (Module 20) Students will learn about different types of emergencies and the role of the technician and the pharmacy preparedness and risk assessment after a disaster.	8	Abdelfattah
CPT 200 CPhT Lab Students will have 17 weekly lab sessions (3-4 hours each). Students will use virtual lab kits, simulation activities remotely and/or attend the physical lab in person	50	Deskens

CPT 300 CPhT Experiential Rotation I 5-week rotation in a retail pharmacy setting. Students must complete this rotation before they are Allowed to take Rotation II	65-130	Cochran
CPT 310 CPhT Experiential Rotation II 5-Week rotation in a hospital pharmacy. Students must complete Rotation I first	65	Cochran
Total Class Hours	404	

V. Course Learning Outcomes

The Program's courses are designed to achieve learning outcomes (PLOs) consistent with the CPhT knowledge and competencies of the Pharmacy Technician Certification Board (PTCB). The following table shows the course(s) in which each PLO will be measured and sample-specific assessments that may be used. Exam questions and course assignments will be categorized and mapped to the expected outcomes, facilitating the measurement of knowledge and competency achievement. Likewise, rubrics and other evaluation tools will be used in these assessments. Assessments are subject to change to fit the needs of the course and the Program outcomes they measure.

Course Descriptions	Course Learning Outcomes
100 Introduction to Pharmacy and Prescription Medications (Modules 1 & 2) An introductory course into the practice of pharmacy, including the history of pharmacy, technician roles in various practice settings, and pharmacy ethics and professionalism. Students will learn about the advancing and emerging opportunities for technicians now and in the future.	2.1 Explain the importance of maintaining competency through continuing education and continuing professional development. 2.3 Describe the pharmacy technician's role, pharmacist's role, and other occupations in the healthcare environment. 2.1 Explain the importance of maintaining competency through continuing education and continuing professional development. 2.7 Explain the pharmacy technician's role in the medication-use process. 3.1 Assist pharmacists in collecting, organizing, and recording demographic and clinical information for the Pharmacist Patient Care Process 3.3 Assist pharmacists in the identification of patients who desire/require counseling to optimize the use of medications, equipment, and devices 3.10 Describe Food and Drug Administration product tracking, tracing and handling requirements 3.12 Explain procedures and communication channels to use in the event of a product recall or shortage, a medication error, or identification of another problem 4.1 Explain the Pharmacists' Patient Care Process and describe the role of the pharmacy technician in the patient care process. 4.2 Apply patient- and medication-safety practices in aspects of the pharmacy technician's roles 4.7 Explain pharmacist and pharmacy technician roles in medication management services 4.8 Describe best practices regarding quality assurance measures according to leading quality organizations. 5.2 Describe state and federal laws and regulations pertaining to pharmacy technicians 5.3 Explain that differences exist between states regarding state regulations, pertaining to pharmacy technicians, and the processing, handling and dispensing of medications 5.4 Describe the process and responsibilities required to obtain and maintain registration and/or licensure to work as a pharmacy technician 5.5 Describe pharmacy compliance with professional standards and relevant legal, regulatory, formulary, contractual, and safety requirements

CPT 101 Dispensing Process and Controlled Substances (Modules 3 & 4) This course is designed to facilitate your mastery of computer and practical skills needed to perform various pharmacy technician-related responsibilities in community pharmacy practices. The course entails a series of lab activities that walk you through entering and filling prescription orders.	2.7 Explain the pharmacy technician's role in the medication-use process. 3.2 Receive, process, and prepare prescriptions/medication orders for completeness, accuracy, and authenticity to ensure safety 3.3 Assist pharmacists in the identification of patients who desire/require counseling to optimize the use of medications, equipment, and devices 3.4 Prepare patient-specific medications for distribution 3.6 Assist pharmacists in preparing, storing, and distributing medication products including those requiring special handling and documentation 3.7 Assist pharmacists in the monitoring of medication therapy. 3.11 Apply quality assurance practices to pharmaceuticals, durable medical equipment, devices and supplies. 3.13 Use current technology to ensure the safety and accuracy of medication dispensing 4.1 Explain the Pharmacists' Patient Care Process and describe the role of the pharmacy technician in the patient care process. 4.5 Assist pharmacist in the medication reconciliation process 4.7 Explain pharmacist and pharmacy technician roles in medication management services. 4.8 Describe best practices regarding quality assurance measures according to leading quality organizations. 5.1 Describe and apply state and federal laws pertaining to processing, handling and dispensing of medications including controlled substances 5.2 Describe state and federal laws and regulations pertaining to pharmacy technicians. 5.3 Explain that differences exist between states regarding state regulations, pertaining to pharmacy technicians, and the processing, handling and dispensing of medications. 5.5 Describe pharmacy compliance with professional standards and relevant legal, regulatory, formulary, contractual, and safety requirements.
CPT 102 Pharmacy Math and Calculations (Module 5) This course introduces the pharmacy technician student to basic math, and pharmaceutical calculations used in pharmacy practice.	2.6 Perform mathematical calculations essential to the duties of pharmacy technicians in a variety of settings

CPT 103 Communication and Patient Interaction-15 hours (Modules 6 & 7)	1.1 Demonstrate ethical conduct. 1.2 Present an image appropriate for the profession of pharmacy in appearance and behavior. 1.3 Demonstrate active and engaged listening skills. 1.4 Communicate clearly and effectively, both verbally and in writing. 1.5 Demonstrate a respectful and professional attitude when interacting with diverse patient populations, colleagues, and professionals. 1.6 Apply self-management skills, including time, stress, and change management. 1.7 Apply interpersonal skills, including negotiation skills, conflict resolution, customer service, and teamwork.
Students will learn how to communicate with patients and how to collect pertinent information from the patient to facilitate the delivery of services such as medication therapy management, and self-care products in an ethical manner and how to advocate for patients	1.8 Demonstrate problem-solving skills.

CPT 104 Federal Privacy Rules and Managed Care Prescriptions (Modules 8 & 9) This course teaches how law affects healthcare practitioners, the origin of laws that affect medical professionals, and how to mitigate risk regarding malpractice, crimes, and torts. The legal basis for the confidentiality of healthcare information, and the laws regulating healthcare information collected and maintained by government agencies will also be covered. Students will learn about the pharmacy reimbursement process, study third-party healthcare plans, reimbursement systems, and claims processing to see how medical services are billed in healthcare institutions. Student will also learn about various health insurance programs, how they're funded, and which types of patients they cover.	2.2 Demonstrate ability to maintain confidentiality of patient information, and understand applicable state and federal laws 3.14 Collect payment for medications, pharmacy services, and devices 5.5 Describe pharmacy compliance with professional standards and relevant legal, regulatory, formulary, contractual, and safety requirements
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CPT 105 Medical Terminology and Non-Dispensing Duties (Modules 10 & 11) Students will learn about drug and medical terminology and abbreviations. Students will learn about ordering, receiving and storing medications and maintaining inventory	2.5 Demonstrate basic knowledge of anatomy, physiology and pharmacology, and medical terminology relevant to the pharmacy technician's role. 3.8 Maintain pharmacy facilities and equipment 3.11 Apply quality assurance practices to pharmaceuticals, durable medical equipment, devices and supplies. 3.12 Explain procedures and communication channels to use in the event of a product recall or shortage, a medication error, or identification of another problem. 3.18 Explain accepted procedures in purchasing pharmaceuticals, devices, and supplies 3.19 Explain accepted procedures in inventory control of medications, equipment, and devices 4.8 Describe best practices regarding quality assurance measures according to leading quality organizations. 5.5 Describe pharmacy compliance with professional standards and relevant legal, regulatory, formulary, contractual, and safety requirements.
CPT 106 Anatomy and Physiology (Module 12) This course will familiarize you with various body systems including structure, function, diseases, disorders, and treatments.	2.5 Demonstrate basic knowledge of anatomy, physiology and pharmacology, and medical terminology relevant to the pharmacy technician's role.
CPT 107 Pharmacology I (Module 13) Students will learn drug delivery systems, drug administration routes, drug classifications, and commonly used medications for various organ system disorders.	2.5 Demonstrate basic knowledge of anatomy, physiology and pharmacology, and medical terminology relevant to the pharmacy technician's role.
CPT 108 Pharmacology II (Module 14) Students will continue to learn about various body systems, drug delivery systems, drug administration routes, drug classifications, and commonly used medications for various organ system disorders. You'll also learn about specific classes of antibiotics, antifungals, antivirals, and dietary	2.5 Demonstrate basic knowledge of anatomy, physiology and pharmacology, and medical terminology relevant to the pharmacy technician's role

supplements for preventative health. Medications are listed throughout this unit by their generic names, with brand names provided in parentheses.	
CPT 109 Infection Control, Wellness and Prevention (Module 15) Students will learn about OSHA, and how to prevent bloodborne pathogen infections, and identify point of care testing (POC) equipment. Students will learn about the role of Pharmacy technician in the pharmacy immunization and health and wellness programs.	2.4 Describe wellness promotion and disease prevention concepts 3.3 Assist pharmacists in the identification of patients who desire/require counseling to optimize the use of medications, equipment, and devices. 3.7 Assist pharmacists in the monitoring of medication therapy. 3.20 Explain accepted procedures utilized in identifying and disposing of expired medications. 4.2 Apply patient- and medication-safety practices in aspects of the pharmacy technician's roles 4.6 Explain point of care testing 4.8 Describe best practices regarding quality assurance measures according to leading quality organizations 5.3 Explain that differences exist between states regarding state regulations, pertaining to pharmacy technicians, and the processing, handling and dispensing of medications. 5.6 Describe Occupational Safety and Health Administration (OSHA), National Institute of Occupational Safety and Health (NIOSH), and United States Pharmacopeia (USP) requirements for prevention and treatment of exposure to hazardous substances (e.g., risk assessment, personal protective equipment, eyewash, spill kit). 5.7 Describe OSHA requirements for prevention and response to blood-borne pathogen exposure (e.g., accidental needle stick, post-exposure prophylaxis). 5.8 Describe OSHA Hazard Communication Standard (i.e., "Employee Right to Know").
CPT 110 Over the Counter (OTC) Medications and Prevention (Module 16) 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.	2.7 Explain the pharmacy technician's role in the medication-use process. 3.3 Assist pharmacists in the identification of patients who desire/require counseling to optimize the use of medications, equipment, and devices.
CPT 111 Sterile and Non-Sterile Compounding (Modules 17, 18 &19) This course introduces students to sterile and nonsterile compounding. A strong emphasis is placed on proper aseptic technique and compliance with	3.3 Assist pharmacists in the identification of patients who desire/require counseling to optimize the use of medications, equipment, and devices. 3.4 Prepare patient-specific medications for distribution. 3.5 Prepare non-patient-specific medications for distribution 3.6 Assist pharmacists in preparing, storing, and distributing medication products including those requiring special handling and documentation. 3.9 Use information from Safety Data Sheets (SDS), National Institute of Occupational Safety and Health (NIOSH) Hazardous Drug List, and the United States Pharmacopeia (USP) to identify, handle, dispense, and safely dispose of hazardous medications and materials. 3.11 Apply quality assurance practices to pharmaceuticals, durable medical equipment, devices and supplies. 3.15 Describe basic concepts related to preparation for sterile and non-sterile compounding.

USP 797 and 800. Compounding practices and equipment are also discussed.	3.16 Prepare simple non-sterile medications per applicable USP chapters (e.g., reconstitution, basic ointments and creams). 3.17 Assist pharmacists in preparing medications requiring compounding of non-sterile products. 3.21 Explain accepted procedures in delivery and documentation of immunizations 3.22 Prepare, store, and deliver medication products requiring special handling and documentation 4.8 Describe best practices regarding quality assurance measures according to leading quality organizations. 5.2 Describe state and federal laws and regulations pertaining to pharmacy technicians 5.5 Describe pharmacy compliance with professional standards and relevant legal, regulatory, formulary, contractual, and safety requirements. 5.6 Describe Occupational Safety and Health Administration (OSHA), National Institute of Occupational Safety and Health (NIOSH), and United States Pharmacopeia (USP) requirements for prevention and treatment of exposure to hazardous substances (e.g., risk assessment, personal protective equipment, eyewash, spill kit).
CPT 112 Emergency Situations (Module 20) Students will learn about different types of emergencies and the role of the technician and the pharmacy preparedness and risk assessment after a disaster.	2.1 Explain the importance of maintaining competency through continuing education and continuing professional development. 3.12 Explain procedures and communication channels to use in the event of a product recall or shortage, a medication error, or identification of another problem. 4.3 Explain how pharmacy technicians assist pharmacists in responding to emergent patient situations, safely and legally. 4.4 Explain basic safety and emergency preparedness procedures applicable to pharmacy services. 5.5 Describe pharmacy compliance with professional standards and relevant legal, regulatory, formulary, contractual, and safety requirements 5.6 Describe Occupational Safety and Health Administration (OSHA), National Institute of Occupational Safety and Health (NIOSH), and United States Pharmacopeia (USP) requirements for prevention and treatment of exposure to hazardous substances (e.g., risk assessment, personal protective equipment, eyewash, spill kit).

W. Lab and Simulations

Students will be using Science Interactive virtual lab kits and Pioneer RX and Mckesson Enterprise RX Pharmacy system software and hardware.

Lab Lesson	Learning Objectives	Course
Customer Services	1- Describe best practices for good customer service. 2- Summarize the Health Insurance Portability and Accountability Act of 1996 and discuss its impacts on customer service in a pharmacy. 3- Identify the information needed to create a patient profile.	CPT 104

Using Drug References	1- Discuss common medical references used in pharmacies. 2- Describe the red flags that indicate an unreliable internet resource.	CPT 101
Validating DEA number	1- Discuss the classification of different DEA drug schedules. 2- Explain the purpose and process of validating DEA numbers.	CPT 100
Inventory Management	1- Discuss pharmacy inventory management. 2- Describe the process of reconciling a shipment.	CPT 101
Prescription forms and Labeling	1- Describe the elements of a drug prescription form and label. 2- Identify common abbreviations used in drug prescriptions.	CPT 101

Medication Reconciliation	1- Discuss the process and importance of medication reconciliation.	CPT 101
Measurement Systems	1- Explain the differences between the metric system, apothecary system, and household system of measurement. 2- Discuss the methods for converting between and within the different measurement systems. 3- Describe the use of the alligation alternative method to determine the amount of each ingredient needed to create a new solution.	CPT 102

Equipment Practice	1- Identify common pharmacy laboratory equipment. 2- Describe proper techniques for using pharmacy lab equipment.	CPT 101
Drug Dispensing Systems	1- Explain the use of PAR levels in drug dispensing systems. 2- Discuss the use of hospital crash carts and automated dispensing systems.	CPT 101
Repackaging	1- Discuss the repackaging of medication into different types of unit dose packaging. 2- Outline the process for calculating the correct volume of a dose of liquid medication.	CPT 111

Compounding- Creams and Ointments	1- Describe scenarios in which a compounded pharmaceutical might be prescribed. 2- Define trituration and geometric dilution. 3- Explain the differences in properties and uses for ointments and creams.	CPT 111
Compounding- Solutions and Suspensions	1- Discuss the properties that differentiate a solution and a suspension.	CPT 111
Compounding- Emulsions	1- Define emulsion and explain what differentiates an emulsion from other liquid mixtures. 2- Differentiate between the dry gum method and the wet gum method of producing a primary emulsion.	CPT 111

Aseptic Techniques	1- Discuss non-sterile and sterile compounding techniques. 2- Summarize USP <797> Guidelines and how they relate to personal protective equipment.	CPT 111
Filling Floor Stock	1- Explain the purpose of maintaining a floor stock. 2- Describe the process of filling a floor stock request. 3- Discuss the use of a perpetual inventory record to track controlled substances.	CPT 105
Preparing Hospital Drugs	1- Describe the different preparations of parenteral drugs in hospital pharmacies. 2- Discuss the use of Investigational New Drugs in hospitals.	CPT 111

Emergency Scenarios	1- Describe possible emergency scenarios that may be encountered in a pharmacy. 2- Discuss the proper course of action to take during emergency scenarios within a pharmacy.	CPT 112
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X. Experiential Rotations

Students must complete a minimum of 130 hours of experiential rotation for the entry-level pharmacy technician program. One rotation must be in a retail or community pharmacy. ACP has rotation sites in both retail and hospital pharmacies. Please contact the Experiential Office (OEE) for a complete list of sites and their locations. (276-498-5234)

This entry-level program has 2 rotations; the student must complete the first rotation of 5 -weeks CPT 300, which is a retail pharmacy setting. The student can do the whole 130 required hours during CPT 300 or can do 65 hours during the first rotation and 65 hours in the second 5 weeks CPT 310 institutional rotation. Students can spread the rotation hours over 5-10 weeks. Rotation sites have affiliation agreements with ACP for the pharmacy technician program on file and preceptors will use the CORE ELM system to evaluate the students and verify their competency.



III. APPALACHIAN COLLEGE OF PHARMACY ADMINISTRATIVE POLICIES

Y. [ENROLLMENT](#)

Z. [CURRICULAR AND ACADEMIC POLICIES](#)

AA. [RESOURCES AND ACADEMIC SUPPORT](#)

BB. [STUDENT RIGHTS, RESPONSIBILITIES, AND COMPLAINTS](#)

CC. [DISCLOSURES](#)

DD. [STUDENT IDENTITY AND PRIVACY POLICY](#)

Y. ENROLLMENT

1. Deferral of Enrollment for Military Service

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

2. Certificate of Eligibility

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

3. Reinstatement After Military Service

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

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

4. Documentation of Military Service

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

5. Website Privacy Policy

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

6. Failure to Pay Tuition

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

Z. CURRICULAR AND ACADEMIC POLICIES

1. 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.

2. 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 computer-based, paper-based, or a combination of these methods. Computer-based examinations may have a different order to the questions, different order to the answer fields, or may have variations on questions.

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

a. Formative Assessments

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

b. Examinations and Quizzes

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

3. Withdrawal

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

The procedure for Withdrawal is as follows:

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

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

4. Withdrawal by Disenrollment

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

5. Leave of Absence

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

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

6. Credit Hour Policy

a. Lecture Courses

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

b. Laboratory Courses

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

c. Experiential Courses

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

7. Student Appeals

a. Appeal of Final Course Grade

If a student believes that his final course grade is in error, the student shall first contact the course coordinator or preceptor and attempt to resolve the matter. If the student is unable to resolve the matter, the student may initiate a grade appeal by submitting a written statement summarizing the alleged error and the desired remedy to the Appeals Committee at appeals@acp.edu. The initial grade appeal to the CPhT Appeals Committee shall be made no later than ten (10) days after the posting of the final course grade. If the 10th day is not a business day of ACP, the 10th will be extended to the next business day of ACP. The CPhT Appeals Committee shall review the appeal and attempt to resolve the concern. The CPhT Appeals Committee is convened on an as-needed basis and is composed of three faculty members appointed by the Provost. If not resolved, the student may appeal to the Provost. An appeal to the Provost shall be filed no later than ten (10) days after being notified of the decision by the CPhT 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 Provost is final.

b. Appeals of Academic Dismissal, Suspension, Probation

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

- i.** The student, within ten (10) days of receiving notice of his academic suspension or dismissal, shall submit a detailed appeal in writing to the Assistant Dean of Student and Alumni Affairs setting forth his grounds for the appeal along with any documentation he wishes to have considered. If the 10th day is not a business day of ACP, the 10th will be extended to the next business day of ACP.
- ii.** The President, or the President's designee, shall decide the appeal and issue a decision in writing within ten (10) business days of the President receiving notification of the appeal.
- iii.** The appeal process and outcome shall be kept confidential except that the record of appeal will be placed in the student's file and made available to accrediting agencies or for legally issued subpoenas.

The foregoing appeal process applies to academic sanctions only, and does not apply to suspension or dismissal for violations of the Honor Code of Academic Integrity,

Professional Code of Conduct violations, unprofessional behavior, crimes, and related violations as set forth herein.

8. Distance and Correspondence Education Policy

a. Purpose

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

b. Definitions

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

i. Distance education: distance education is a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place.

Instruction may be synchronous

or asynchronous. A distance education course may use the internet; one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; audio conferencing; or video cassettes, DVD's, and CD-ROMs if used as part of the distance learning course or program.

ii. Correspondence education: correspondence education is a formal educational process under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor. Interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student; courses are typically self-paced.

c. Classification of Distance Courses

Appalachian College of Pharmacy classifies distance courses as follows:

i. Online – Courses that are delivered 100% online

ii. Hybrid – Courses that are delivered 51 – 99% online

iii. Blended – Courses that are delivered 25 – 50% online

iv. Face-to-face – Courses that are delivered < 25% online

- v. Off-campus instruction sites – Locations that are geographically separate from the main campus and where students can complete 25% or more of the educational program credit hour requirements.

d. Policy Statements

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

i. ACP ensures that the student who registers in a distance or correspondence education course or program is the same student who participates in and completes the course or program and receives course credit by verifying the identity of a student who participates in coursework as outlined in the College's Student Identity and Privacy Policy.

- All students are issued a unique username and student ID. The unique username or student ID is used along with a unique password or PIN for all ACP activities including email (via Google G Suite for Education), Sonis (student information system), CORE (experiential education platform), ExamSoft (secure assessment software), and Canvas (learning management system (LMS)).
- Student identity is verified through secure login, proctored examinations (e.g., supervised face-to-face, electronic, and/or online services), and/or other technologies and practices that are effective in verifying student identification.
- All students and faculty are required to use a secure login/password to access online courses through Canvas, ExamSoft, and/or other platforms (e.g., Google Classroom, Google Meet). Links to Zoom are housed in Canvas. Use of these platforms allows for regular and timely interactions between students and faculty.

ii. ACP protects the privacy of all students, including distance and correspondence education students, through strict adherence to the Family Educational Rights and Privacy Act of 1974 as Amended (FERPA).

- ACP's LMS utilizes user roles (e.g., course coordinator, course faculty, student, etc.) to restrict access to course and student information. Students are only able to access course content and information necessary to complete course requirements. Students are unable to access protected information of other students in the LMS.
- Only students registered for the course are enrolled in course sites.
- Only users who have completed FERPA training have access to the control panel (e.g., Gradebook tool) and protected student information in course sites.
- ACP utilizes SONIS to report and maintain student course grades in a secure environment.

iii. ACP does not charge additional fees for verification of student identity.

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

v. All distance and correspondence education courses and programs at ACP comply with the SACSCOC Principles of Accreditation, ACPE Standards 2016, and state (SCHEV) requirements

and will use the guideline statements listed below in the College's implementation and reporting for distance and correspondence education programs.

e. Guideline Statements

i. Mission

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

ii. Curriculum and Instruction

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

- Decisions to offer courses or programs through distance and/or correspondence education will reflect student needs and availability of resources.
- If a degree program is designed to be offered entirely by distance and/or correspondence education, the enrolled student must satisfy all requirements of that degree program and the program must be of an appropriate length.
- The College monitors individual student academic progress through programs, including those that involve distance education.
- Academic support services will be offered to students that enroll in distance and/or correspondence education courses.
- SCHEV requires the college to report the course delivery mode according to a schedule in which modes are defined. The Registrar's office will have copies of this schedule.
- ACP does not have any consortial arrangements or contractual agreements for the delivery of courses or services offered by distance education.

iii. Faculty

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

iv. Security and Privacy

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

Meet). Sharing user names and passwords is a violation of this policy and constitutes a violation of the Academic Integrity Policy

v. Institutional Effectiveness

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

AA. Resources for Academic and Student Support

i. Library and Learning Resources

- Equivalent online library and learning resources will be available to students enrolled in distance education programs and courses as students enrolled in campus-based programs and courses. Students will receive an online orientation on available resources and their use following matriculation into the College.
- Elements of library support and learning resources available to students will include electronic document delivery, electronic journals, full-text databases, end-user searching, reference assistance and instruction, reciprocal borrowing and interlibrary loan services, and cooperative arrangements with other libraries for collection access.
- The library will regularly evaluate learning resources provided to distance education students and make recommendations.
- Students enrolled at ACP will have access to necessary laboratories, facilities, and equipment regardless of course/program delivery mode.

ii. Student Services

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

iii. Facilities and Finances

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

iv. Technology

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

BB. Student Rights, Responsibilities, and Complaints

i. Student Rights and Responsibilities

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

ii. Student Complaint Information

- ACP complaint process: Students enrolled in an ACP course who have a complaint about a course or experience should follow ACP's complaint, grievance, and appeal procedures as outlined in the Student Handbook.
- SARA-complaint process: Student complaints not resolved at the institutional level (ACP) may be appealed to the SARA state portal entity – the State Council of Higher Education for Virginia. The state portal entity has final authority on SARA complaints.
- Darlene Derricott

Director of Academic Services

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

For a complaint that has not been resolved through these grievance procedures, students residing outside Virginia may file a complaint with the state in which you reside.

(<https://www.nc-sara.org/>)

Students in California, which is not a member of SARA, may contact the state Attorney General

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

(<https://www.acpe-accredit.org/complaints/>).

Office of California or the California Bureau for Private Postsecondary Education.

iii. International Students

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

CC. Disclosures

i. Regulatory Requirements

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

ii. Accreditation

ACP is accredited by SACSCOC to award doctorate degrees. The U.S. Department of Education (USDE) recognizes SACSCOC for the accreditation and pre-accreditation of degree-granting institutions of higher education in Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, and Virginia, including the accreditation of educational programs offered via distance and

correspondence education within these institutions. Accreditation by SACSCOC may be used by any institution accredited by the agency to establish eligibility to participate in Title IV programs.

iii. Authorizations

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

DD. Student Identity and Privacy Policy

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

- a. ACP protects the privacy of all students, including distance and correspondence education students, through the strict adherence to the Family Educational Rights and Privacy Act of 1974 as Amended (FERPA). Faculty and staff receive training on FERPA annually.
- b. At the time of enrollment, all students are required to present the College with a government issued photo ID, such as a driver's license or passport, and complete the College's Identity & Statement of Educational Purpose form for initial verification of student identity. A copy of the completed form will be placed within the student's academic records.
- c. ACP issues a unique username and password to each student (and student ID) at the initial time of enrollment. The unique username and student identification number (ID) are the unique identifiers for the student throughout their academic career at ACP. The unique username or student ID is used along with a unique password or PIN for all ACP activities including email (via Google G Suite for Education), Sonis (student information system), CORE (experiential education platform), and Canvas (learning management system (LMS)). For security purposes, all systems require all passwords to be updated approximately every 90 days. Students receive a training session on username and password security and protection during Orientation that includes having them change the initial password provided. The College has no access or ability to view passwords once the initial password is reset by the student.
- d. Student identity is verified through secure login, proctored examinations (e.g., supervised face-to-face, electronic, and/or online services), and/or other technologies and practices that are effective in verifying student identification.

- i. All students are required to use a secure login/pass code to access Canvas (LMS), ExamSoft (secure assessment software), and/or other platforms (e.g., Google Classroom, Google Meet, GoToMeeting, Zoom). Canvas and the other platforms allow for regular and timely interactions between students and faculty.
 - ii. For all proctored assessments, students must present an official, current ACP photo ID prior to taking the assessment or use ExamID in ExamSoft.
- e. Students and faculty at ACP access all courses, including distance and correspondence education courses, through the College's LMS Canvas, which may provide links to other platforms (e.g., Google Classroom, Google Meet, GoToMeeting, Zoom) that require a secure login/pass code.
 - i. ACP's LMS restricts access to course and student information by controlling users' access through user roles (e.g., course coordinator, faculty, student). Student users are only able to access course information that is needed to complete course requirements. The privacy of individual student's assessments and grades is maintained within the LMS.
 - ii. Only registered students are enrolled in course sites.
 - iii. Faculty access to course information is restricted to courses which they teach.
 - iv. Only users that have completed FERPA training have access to the control panel (e.g., Gradebook tool) and protected student information in course sites.
- f. Faculty use ACP's secure SONIS website for reporting student grades for all courses, including distance and correspondence education courses. Only the course coordinator, Registrar, and Dean/Assistant Deans have the permissions in SONIS to view student grades.



IV. STUDENT POLICIES

EE. [APPALACHIAN COLLEGE OF PHARMACY STUDENT RIGHTS AND RESPONSIBILITIES](#)

FF. [PROFESSIONAL CODE OF CONDUCT](#)

GG. [HONOR CODE OF ACADEMIC INTEGRITY](#)

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II. [ALCOHOL, DRUGS, WEAPONS, AND VIOLENCE](#)

JJ. [COMPUTER USE POLICY](#)

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LL. [HAZING POLICY](#)

MM. [BULLYING POLICY](#)

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OO. [ACCESS TO STUDENTS BY THIRD PARTIES](#)

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QQ. [COVID-19 VACCINATION POLICY](#)

EE. APPALACHIAN COLLEGE OF PHARMACY STUDENT RIGHTS AND RESPONSIBILITIES

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

1. Student Rights

ACP seeks to maintain an environment where students:

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

2. Student Responsibilities and Guidelines for Professionalism

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

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

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

a. Professional Knowledge, Skills, and Behaviors

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

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

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

c. Service Orientation/Altruism

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

d. Continuing Commitment to Excellence and Pride in the Profession

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

e. Covenantal Relationship with the Patient and Respect for Others

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

f. Creativity and Innovation

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

g. Conscience and Trustworthiness

- i. Demonstrates a high degree of integrity, truthfulness, and fairness
- ii. Uses time and resources appropriately

- iii. Truthful about facts or events
- iv. Does not hide errors

h. Accountability

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

i. Ethically Sound Decision-Making

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

j. Leadership

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

3. Professional Responsibilities

a. Respect and Concern for the Welfare of Patients

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

b. Respect for the Rights and Property of Others

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

c. Trustworthiness

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

d. Responsibility and Sense of Duty

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

e. Ethical and Legal Consciousness

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

f. Professional Demeanor

- i. Maintain a neat and clean appearance and dress in attire that is accepted as professional to the population served. Guidelines for the professional dress code may be found in the Professional Attire section of this handbook.
- ii. Be thoughtful and professional when interacting with patients, their families, and other health professionals.
- iii. Avoid offensive language, gestures, inappropriate remarks, and all forms of violence and threats.
- iv. Be punctual when attending classes, meetings, appointments, patient care settings, rotation sites, or other ACP-related activities.
- v. Desist from purposely submitting false or misleading information on a curriculum vitae concerning academic details, work experience, or any other matter relevant to past pharmacy or public health leadership experience.
- vi. Maintain adherence to ACP's social media policy.

FF. PROFESSIONAL CODE OF CONDUCT

1. Definitions and Guidelines for Unprofessional Behavior

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

2. Civility

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

3. 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.

4. Etiquette in the Experiential Setting

While on clinical rotations, 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. Pharmacy interns shall wear white clinical lab coats should also be worn along with the ACP identification badge.

5. 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.

6. 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.

8. Inappropriate Dress

Students who are present 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.

GG. HONOR CODE OF ACADEMIC INTEGRITY

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

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

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

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

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

2. Honor Code Reaffirmation

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

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

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

Student's signature:

Date:

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

3. Honor Code of Academic Integrity Violations

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

a. Cheating in the Academic Setting

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

Examples:

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

b. Plagiarism in the Academic Setting

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

Examples:

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

c. Facilitating Academic Dishonesty

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

Examples:

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

d. Abuse of Academic Materials

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

Examples:

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

e. Stealing

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

Examples:

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

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

Definition:

- i. Lying - Making any oral or written statement within the academic setting that the individual knows to be untrue.
- ii. Deceit - Willful or reckless misrepresentation or concealment of material facts with an intent to mislead. (Duhaime's Law Dictionary)
- iii. Fraud - An intentional misrepresentation of a material existing fact made by one person to another with knowledge of its falsity and for the purpose of inducing the other person to act, and upon which the other person relies with resulting injury or damage. Fraud may also be made by an omission or purposeful failure to state material facts, which nondisclosure makes other statements misleading. (USLegal.com)
- iv. Willful Misrepresentation of the Facts - Giving a false or misleading account of facts with an intent to mislead or deceive.

Examples:

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

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

Examples:

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

HH. HONOR, ETHICS AND PROFESSIONALISM POLICY AND PROCEDURES

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

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

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

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

In order to serve on the HEP Board, all student representatives must be in good academic standing, as defined in the Student Handbook, and may not have violated the Honor Code of Academic Integrity or Professional Code of Conduct. If a student member of the HEP Board is charged with violating the Honor Code of Academic Integrity or Professional Code of Conduct, he or she shall temporarily stop serving on the board until charges are resolved. If charges are admitted to by the student or are otherwise determined by the Hearing Board, that student shall no longer be eligible to serve on the HEP Board and a replacement shall be appointed to serve the remainder of the removed student's term. If acquitted, that student may resume responsibility on the HEP Board and serve the remainder of the removed student's term.

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

3. **Conflicts of Interest**

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

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

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

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

An individual planning to file a charge may first notify the student with whom the incident occurred. Consultation with this person prior to the filing of a charge may lead to a resolution. If consultation with the Accused Student fails to resolve the issue, or if consultation with the Accused Student is not prudent, the Complainant may prepare an Honor, Ethics, and Professionalism (“HEP”) charge in writing and submit the HEP charge to the Associate Dean of Student and Alumni Affairs. Any HEP charge should be submitted as soon as possible after the event takes place, preferably within five working days.

A form titled “Honor, Ethics and Professionalism Charge” is available in the Appendix of the ACP Student Handbook. This form may be submitted by a student, faculty, or staff member to the Associate Dean of Student and Alumni Affairs. An Honor, Ethics, and Professionalism (HEP) charge shall include the following information:

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

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

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

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

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

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

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

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

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

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

The accused Student shall be afforded due process. If the Accused Student denies committing the actions described in the charge, a hearing will be held to determine whether the Accused Student violated the Honor Code or Code of Conduct and to determine appropriate sanctions. The Complainant and the Accused Student shall have the opportunity to provide their testimony, present evidence, and call witnesses. If the Accused Student admits to actions that are a violation of the Honor Code or Code of Conduct, a hearing will be held to determine the appropriate sanction(s). Although the Accused Student admitted to the action(s) described in the charge, the Complainant and the Accused Student shall have the opportunity to provide their testimony, present evidence, and call witnesses to aid the Hearing Board in determining appropriate sanctions.

8. Evidence

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

9. Faculty Advisor to the Student

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

10. Legal Counsel

- a. The hearing is an internal process; legal rules of evidence do not apply, and legal counsel may not represent the Complainant or the Accused Student. The College does not provide for formal legal representation at hearings.
- b. ACP legal counsel may be present at any proceeding or meeting related to the HEP charge to advise the Hearing Board or its Chair regarding the appropriate rules and procedures involved and to respond to any legal questions of law posed by members of the Hearing Board.

- c. ACP counsel cannot question or impeach the Complainant, Accused Student, or any witnesses, respond to their questions of law or make arguments about what the final decision should be.
- d. The Accused Student has the right to obtain counsel of his choice prior to responding to the HEP charge. If the Accused Student retains legal representation, that HEP charge shall be heard by the Administrative Board. The decision by an Accused Student to retain legal counsel shall be deemed a waiver of the right to have the HEP charge heard by the HEP Board.
- e. The Accused Student's counsel cannot attend the actual hearing but may serve as a legal advisor outside the hearing room as needed by the Accused Student, particularly in questions regarding possible self-incrimination if the HEP charge alleges facts that, if proved, would amount to the violation of state or federal criminal statutes.
- f. In order to avoid any potential interference with the client/attorney relationship and avoid any conflict of interest or allegations that the faculty advisor (and by inference ACP) is providing legal advice or obtaining client/attorney confidentialities or strategies from the Accused Student, the faculty advisor shall immediately cease his role as advisor to the Accused Student if the Accused Student has legal counsel. The faculty advisor shall have no further communication with the Accused Student or the Accused Student's legal counsel, except that the faculty advisor may assist the Accused Student during the Administrative Board hearing with respect to ACP procedural issues only. The faculty advisor is otherwise prohibited from further involvement in the HEP charge process or subsequent proceedings from the moment that Accused Student or his lawyer advises that he has legal counsel.

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

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

- a. It is the responsibility of all parties involved to be present at the hearing. Both the Complainant and the Accused Student shall have an opportunity to appear before the Hearing Board if desired. Furthermore, all faculty, whether they submit an Honor, Ethics, and Professionalism Charge or not, may appear before the Hearing Board on relevant issues that have occurred in their classes.
- b. Both the Complainant and the Accused Student may present a written or oral statement on his behalf at the hearing, present witnesses to testify about relevant information, and present relevant evidence in written or other tangible forms. The Complainant and the Accused Student must submit their list of witnesses to the Chair of Hearing Board for approval.
- c. The Accused Student and members of the Hearing Board shall have an opportunity to question the Complainant and the Complainant's witnesses about relevant information and their testimony.
- d. The Complainant and the members of the Hearing Board shall have an opportunity to question the Accused Student and the Accused Student's witnesses about relevant information and their testimony.

- e. All witnesses, except the Complainant and Accused Student, shall be excluded from the hearing until they are called to testify and shall exit the hearing as soon as their testimony ends. The Hearing Board Chair can require any witness to remain available for recall as a witness until excused. All witnesses, including the Complainant and Accused Student, will be required to affirm that the information they are presenting is accurate and complete to the best of their knowledge, and the refusal by such witness to so affirm shall exclude his testimony or evidence. The Hearing Board Chair may exclude evidence, written or oral, that is repetitive, speculative, irrelevant, slanderous, or offered on its face merely to intimidate or embarrass a party or witness. The Complainant, Accused Student, or a member of the Hearing Board may challenge the Chair's ruling on admissibility and will be subjected to a majority vote by the Hearing Board, including the Chair's vote, and such decisions shall be final and not open to further debate or objection.
- f. All hearings shall be closed sessions and only the Hearing Board and those persons invited to attend will be allowed at the hearing.
- g. Hearings shall be conducted by the Chair of the Hearing Board. The Chair shall only be entitled to vote along with the other members of the Hearing Board in the event of a tie vote.
- h. In any action by the Hearing Board, a majority vote of the members shall be required.
- i. After reviewing the evidence and hearing testimonies of witnesses, the Hearing Board will meet in closed session without the Complainant, Accused Student, and any witnesses to determine whether a violation of the Honor Code or Code of Conduct occurred. The standard of proof required to determine a violation is a preponderance of the evidence (whether it is more likely than not that the Accused Student has committed the violation). The Hearing Board shall decide the matter by majority vote.
- j. If the Hearing Board concludes that the Accused Student violated the Honor Code or Code of Conduct, the Hearing Board will also determine appropriate sanctions. If the Hearing Board concludes that the student did not commit the actions described in the charge, or that the incident is not a violation of the Honor Code or the Code of Conduct, the Accused Student will be notified, and no other proceedings shall follow.
- k. When the Hearing Board has made its final decision, the Chair of the Hearing Board shall notify the Accused Student in writing of the decision. The Complainant may only be notified of the decision as permitted by the Family Educational Rights and Privacy Act (FERPA).
- l. A record of the Hearing Board proceedings and documentation will be maintained by ACP.
- m. The decision of the Hearing Board regarding a written reprimand or disciplinary probation shall be implemented. If the Hearing Board recommends suspension or dismissal of a student, the Dean of the College must approve the suspension or dismissal of the student.
- n. The matter is closed unless the Accused Student or the Complainant appeals the decision.

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

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

- a. **Written reprimand** – a letter from the Hearing Board that decided the matter, signed by the Chair, stating that the Accused Student acted with impropriety. The letter shall be included in the Accused Student’s student file for a designated time, and if no such time is designated the letter shall be a part of the Accused Student’s permanent file maintained by ACP.
- b. **Disciplinary Probation** – imposed for a defined period of time in which the Accused Student may not participate in ACP sponsored extracurricular activities, serve as an officer in any school or school-related professional organization, or violate any other restrictions, terms, or conditions imposed by the entity that decided the matter. The Accused Student shall be listed as **not in good academic standing** during the period of probation. If the Accused Student is later found to be in violation of applicable ACP policies during this probationary period, a more severe punishment may be imposed by the board hearing the disciplinary probation violation charge. At the end of the defined period of disciplinary probation, the Accused Student will return to good standing if no further charges are pending. This policy does not apply to academic probation, which is covered separately.
- c. **Suspension** – imposed for a defined period of time in which the Accused Student is not permitted to attend classes or be present on campus or at ACP sponsored events or clinical rotations sites. At the end of the suspension period, the Accused Student may apply to the Dean for reinstatement.
- d. **Dismissal (expulsion)** – the most severe punishment for repeat offenses, probation violations, or one or more serious offenses. Once dismissed, the Accused Student shall not be permitted to apply for reinstatement or readmission to ACP.

Sanctions of suspension and dismissal may be recommended by the HEP Board and the Administrative Board, but the decision to suspend or dismiss a student from the College

must

be approved by the Dean of the program.

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

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

13. Authority and Jurisdiction of the College

The HEP Board and the Administrative Board shall each have the authority and jurisdiction to determine whether a policy of the Honor Code or Code of Conduct has been violated. The HEP Board and the Administrative Board shall accordingly determine sanctions as described in the Student Handbook.

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

14. Hearing Board Appeals Process

- a. If the Accused Student or the Complainant believes that an inappropriate decision or sanction has been rendered, he or she has the right to file an appeal. Either the Accused Student or the Complainant may appeal decisions of the Hearing Board.
 - i. Decisions of the HEP Board may be appealed by submitting an appeal in writing to the President of ACP within ten (10) working days of the receipt of the HEP Board's decision. If the 10th day is not a business day of ACP, the 10th day will be extended to the next business day of ACP.
 - ii. Decisions of the Administrative Board may be appealed by submitting an appeal in writing to the Chair of the ACP Board of Trustees within ten (10) working days of the receipt of the Administrative Board's decision. If the 10th day is not a business day of ACP, the 10th day will be extended to the next business day of ACP.
- b. Appeals must be based on a contention that an error was made in the review of the evidence presented at the original hearing.
- c. The purpose of an appeal is NOT to rehear the case, but instead provides a process for additional information to be offered that serves to clarify the evidence presented during the original hearing to correct any previous misinterpretation. No "new evidence," including witnesses (material or character), will be considered from either party (the Accused Student or the Complainant) as part of the appeals process.
- d. It is the responsibility of the person filing the appeal to clarify information that they believe justifies an overturning of the Hearing Board's decision or sanction.

- e. For HEP Board hearings, the President of ACP will be the final arbitrator of the appeal. The President of ACP will endeavor to notify the Accused Student of the resolution within ten working days of the receipt of the appeal.
- f. For Administrative Board hearings, the Chair of the ACP Board of Trustees will be the final arbitrator of the appeal. The Chair of the ACP Board of Trustees will endeavor to notify the Accused Student of the resolution within ten working days of the receipt of the appeal.
- g. The Complainant may only be notified of the appeal decision as permitted by the Family Educational Rights and Privacy Act (FERPA).

15. Pre-emptive Authority of the Dean

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

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

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

16. Suspension of the Student

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

17. Confidentiality

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

- a. Keeping confidential all matters discussed within hearings.

- b. Maintaining confidentiality in all hearing board decisions.
- c. Maintaining anonymity of all parties in reports of violations and sanctions to the ACP community.

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

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

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

18. Immunity

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

19. Questions

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

II. ALCOHOL, DRUGS, WEAPONS, AND VIOLENCE

1. Alcohol and Drug Abuse Prevention Policy

It is the policy of ACP to provide a drug-free, healthy, safe, and secure work and educational environment. Employees and students are required and expected to report to their activities in

appropriate mental and physical condition to meet the requirements and expectations of their respective roles.

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

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

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

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

Directory of Assistance Programs and Drug/Alcohol Rehabilitation Services:

Clinch Valley Treatment Center

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

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

Cumberland Mountain Community Services

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

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

Stone Mountain Health Services at St. Charles Community Health Center

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

Drug Abuse Counseling Services

The Laurels Residential Detoxification & Rehabilitation

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

The Rehabilitation Hospital of Southwest Virginia

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

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

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

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

2. Alcohol Policy

A. Alcohol may be served at events sanctioned by the President or the Dean of the College. Alcoholic beverages may be consumed at student or faculty organization functions under the following conditions:

1. The responsible parties from the student organization(s) hosting the event must sign a Host Agreement with the College and adhere to the terms of the Host Agreement.
2. The organization and/or responsible individuals will be subject to the Student Conduct Code for any event-related violations of law and/or policy and/or for a failure to comply with the terms of the Host Agreement.

B. 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.

C. The public display of advertising or promotion of the use of alcoholic beverages in ACP facilities, publications, or in association with existing ACP events or programs, on or off campus, is prohibited. This includes, but is not limited to, banners, beer/liquor signs, caps, t-shirts, beverage can coolers, and balloon blow-ups.

3. Drug Testing Policy

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

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

and Alumni Affairs or other person designated by the Dean. If the Dean and Assistant Dean of Student and Alumni Affairs or other person designated by the Dean determines that reasonable suspicion exists, the student shall be required to provide a specimen sample for testing. Testing shall be performed by medical personnel approved by the Dean.

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

4. Procedure for Violations

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

5. Criminal Penalties for Violations

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

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

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

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

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

The Science of Drug Abuse and Addiction:

<https://archives.drugabuse.gov/publications/media-guide/science-drug-use-addiction-basics>

7. Weapons Policy

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

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

This policy is subject to the following exemptions:

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

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

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

All suspicious individuals or activities shall be reported by ACP students and employees that have reason to suspect that a danger is posed regarding their safety or the well-being of others as soon as possible to the above ACP officials and, if none are immediately available, to the first ACP employee that can be located, who shall then convey that information to his superior. In the case of actual or imminent attacks, threats, or danger, any person witnessing or suspecting the same shall immediately call local law enforcement officials and not attempt to arrest or detain the

suspect, and only when in a location safe to do so, notify the first available ACP official. These policies notwithstanding, every citizen has a right of self-defense, and if the situation clearly warrants immediate action, then reasonable force is allowed to defend against or prevent violence. No student or employee will be subjected to retaliation under ACP policies for reporting any threat or perceived threat unless such report is knowingly false.

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

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 party’s information about campus safety policies and procedures, established safety programs, and statistics concerning crimes that have taken place on campus.

JJ. COMPUTER USE POLICY

1. General Principles

ACP Technology Resources (ACPTR) is intended to support and enhance the academic mission and administrative functions of ACP. This policy complements and supplements, rather than replaces, other policies concerning appropriate conduct of ACP employees and students regarding the use of computers and related technology and equipment. ACPTR includes any computer, computer-based network and supporting infrastructure, computer peripherals such as printers, scanners, software, audio-video, network operating systems, or any combination thereof owned, licensed, or under the custody or control of ACP. Information technology (IT) services and equipment covered by this policy shall include, but not be limited to, the following: software, apps, learning management systems, email, cloud based applications, facsimiles, telephone and voicemail systems, computer networks, online services, the Internet, computer files, video equipment and video recordings, audio recordings, cellular telephones, electronic bulletin boards, and internal memoranda.

This policy also applies to any of the above-mentioned items which fall under college 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. Computers 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 information technology (IT) services and equipment for personal purposes except in emergencies or as may otherwise be expressly authorized. In the event such personal usage results in damage to ACP's information technology (IT) services (e.g., viruses, trojans, ransomware, spyware, etc.), the 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.

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

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

- a. Access only files, data, and resources accessible to the user through purchase, lease, or permission or that are publicly available. Do not use someone else's user ID or password at any time.
- b. Take all reasonable precautions to safeguard passwords. ACPTR users are responsible for all activities that originate from the system being used by them. In other words, allowing others access to or use of passwords or user IDs when such use violates these policies is not a defense to enforcement of these rules.
- c. Use only legal versions of copyrighted material in compliance with vendor license requirements. This includes, but is not limited to, installing software on personal or other systems and making copies of software, music, or movies for others.
- d. Be considerate in the shared use of resources. Refrain from monopolizing systems, overloading networks with excessive data, degrading services, or wasting computer time, disk space, printer paper, manuals, or other resources.
- e. All users must have an antivirus program installed with the most current update on their personal computer when connecting to the ACP network.
- f. Access only Internet sites that are directly related to either class assignments or job functions.
- g. All users must maintain the confidentiality of student information in compliance with the Family Education Rights and Privacy Act of 1974 (FERPA).

2. ACP Issued Laptop Computers

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

3. Unauthorized Use

The following activities are prohibited at all times:

- a. Attempting to use ACPTR or other means to decode passwords or access confidential information.

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

4. Privacy and Misuse of ACP Equipment

Users are advised that there is no guarantee of privacy associated with their use of ACPTR. ACP may view electronic data accessible via ACPTR at any time and without notice or user permission to ensure compliance with these policies and applicable law or in some instances may be required by law to allow third parties to do so. For example, electronically stored data may become evidence in legal proceedings. Due to internal and external hacking or inadvertent mistyping of access codes, messages or data may be viewed by others. Any student or ACP employee using an ACP-owned or controlled computer may be required to surrender such computer to the President or his designee without any advance notice. As a means to protect the college’s information services and network, the college reserves the right to scan ACP laptops for viruses, malware, ransomware, trojans, spyware, etc. and to remove such items from a laptop and to reformat the laptop if necessary. 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 the destruction of property, misappropriation or unauthorized dissemination of intellectual property, or other offenses set forth in state or federal law.

5. Security

System administration access: ACP's Director of Information Technology 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 endpoints, CPU and disk utilization, security audit trails, etc. Such activity may be performed within the reasonable discretion of the Director of Technology, subject to prior written approval from the President.

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

6. Enforcement

It is the policy of ACP that all members of the ACP community act in accordance with these responsibilities, relevant laws and contractual obligations, and the highest standards of ethics. ACP considers any violation of acceptable use principles or guidelines to be a serious offense and reserves the right to copy and examine any files or information stored 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 the 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 usages. 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 Director of Information Technology.

7. Termination of Services

If a user assumes a new position and/or responsibility within the ACP community, such user shall not use facilities, accounts, access codes, privileges, or information for which he or she is not authorized in his or her new position or circumstances. Upon ceasing enrollment or employment at ACP, a student or employee may have access to email and network accounts disabled, effective

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

8. Use of Electronic Devices in the Classroom

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

9. Use of Social Media

Social media includes all means of communicating or posting information or content on the Internet, including to a student's own or someone else's blog, journal, personal website, social networking (i.e., Facebook, LinkedIn, Twitter, etc.), 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.

The unauthorized use or manipulation of any student, staff, or faculty member's likeness, voice, or image to create digital media is strictly prohibited under this policy. This includes, but is not limited to, the generation or dissemination of altered media, deepfakes, or misleading content intended to bully, defame, or harm an individual's reputation. Students are expected to respect the digital privacy and consent of all community members, and any use of campus computing resources to facilitate such actions will be considered a direct contribution to a hostile educational environment. Violations of this policy will result in immediate disciplinary action up to and including suspension, expulsion, or legal referral.

a. Know and follow the rules

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

b. Be respectful

Students should always be fair and courteous to fellow students, administration, faculty, and staff of ACP. Students should also keep in mind that speaking directly to individuals in a respectful manner rather than by posting complaints to a social media outlet is more

likely to resolve issues. Nevertheless, if a decision is made to post complaints or criticism, students should avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating, that may disparage other individuals, or that might constitute harassment or bullying. Examples of such conduct include, but are not limited to, offensive posts meant to harm someone's reputation or posts that could contribute to a hostile environment on the basis of race, sex, disability, religion, or any other status protected by law or ACP policy.

c. Be honest and accurate

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

d. Post only appropriate and respectful content

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

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

KK. POLICY PROHIBITING SEXUAL AND OTHER UNLAWFUL HARASSMENT

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

As a recipient of federal financial assistance, ACP is required to comply with Title IX of the Higher Education Amendments of 1972 (20 U.S.C. § 1681 et seq.) and related regulations, which prohibit discrimination on the basis of sex in educational programs or activities. Appalachian College of Pharmacy does not discriminate on the basis of sex in the education program or activities and the College is required by Title IX and 34 CFR Part 106 - Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance not to discriminate in such a manner. The requirement not to discriminate in the education program extends to admission and employment. Inquiries about the application of Title IX and 34 CFR Part 106 to Appalachian College of Pharmacy may be referred to the College's Title IX Coordinator, to the Assistant Secretary, or both. Sexual Misconduct as defined in this Policy is a form of sex discrimination, and is prohibited by Title IX.

1. Scope of Policy

The Appalachian College of Pharmacy has adopted the following standards of conduct (herein after broadly referred to as “Sexual Misconduct Policy” or “Policy”) for all members of our community--students, faculty, administrators, staff, vendors, contractors, and third parties-- with respect to sexual harassment, sexual exploitation, sexual violence, stalking, and dating and domestic violence (collectively referred to as “Prohibited Conduct”) to address ACP’s responsibilities under Title IX and the Violence Against Women Reauthorization

Act of 2013 (also known as the Campus SaVE Act). These standards apply equally to all regardless of the sex, gender, sexual orientation, gender identity, or gender expression of any of the individuals involved.

Sexual Misconduct (both on and off campus) violates ACP policy and Federal Civil Rights Laws, and may also be subject to criminal prosecution. ACP is committed to creating and sustaining an educational and working environment free of sex discrimination, sexual harassment, sexual violence, sexual exploitation, domestic violence, dating violence, and stalking. The safety and well-being of the campus community is a priority for ACP.

This Sexual Misconduct Policy adopted by ACP is designed to provide for a prompt, fair, and impartial investigation and resolution of complaints, while ensuring a Complainant’s protections under Title IX. A complete copy of the ACP Sexual Misconduct Policy can be found at: <https://www.acp.edu/wp-content/uploads/2020/11/Sexual-Misconduct-Policy-10-29-20.pdf>

2. Title IX Coordinator

Pursuant to Title IX of the Education Amendments of 1972 and the U.S. Department of Education’s implementing regulations at 34 C.F.R. Part 106, ACP’s Title IX Coordinator has primary responsibility for coordinating ACP’s efforts to comply with and carry out its responsibilities under Title IX, which prohibits sex discrimination in all the operations of ACP, as well as retaliation for the purpose of interfering with any right or privilege secured by Title IX.

The Title IX Coordinator oversees this process in order to ensure the appropriate steps are taken to end the Prohibited Conduct (under Title IX and the Campus SaVE Act), prevent its recurrence, and redress its effects. The Title IX Coordinator shall be appointed by the President of ACP.

Title IX Coordinator:

Caterina Hernandez

Office Phone: (276) 498-5235

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

TitleIXCoordinator@acp.edu

Website: <https://www.acp.edu/resources/title-ix/>

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

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

A student may also contact or file a complaint regarding an alleged violation of Title IX with:

US Department of Education Office for Civil Rights

OCR; Phone: 1-800-421-3481

Email: OCR@ed.gov)

Online: <http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>.

LL. 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.

MM. 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.

NN. COMPLAINT POLICY

Student complaints may be submitted using the Complaint Form on the ACP website.

Title IX complaints may be reported directly to the Title IX Coordinator. Title IX complaints will be addressed under ACP's Sexual Misconduct Policy and Procedures.

Upon receipt of a complaint, the Associate Dean of Student and Alumni Affairs ("Associate Dean") will meet with the student who submitted the complaint and with any individuals named in the complaint. The Associate Dean may meet with students, faculty, staff, and administrators to obtain additional information or evidence.

After investigating the complaint, the Associate Dean will determine any measures taken by the College to address the complaint. Such measures to address the complaint will be reported to the complainant and to the respondent (if the complaint includes a respondent).

No student shall be subjected to unfair action or retaliation as a result of filing a complaint under this policy.

Complaint Hearing

If the complainant or respondent is dissatisfied with the initial resolution of the complaint, that party may request a hearing. The following procedural rules shall apply to a hearing:

- a) A hearing will be scheduled and a hearing officer appointed by the President will preside at the hearing.
- b) The order of the hearing shall be as follows:
 - i. Reading of the complaint
 - ii. A statement by the complainant
 - iii. A statement by the respondent (if the complaint includes a respondent)
 - iv. Presentation of evidence and witnesses by parties to the complaint
 - v. Closing comments of the complainant

- vi. Closing comments of the respondent (if the complaint includes a respondent)
- c) A record of the hearing shall be maintained.
- d) Upon completion of the hearing, the hearing officer will make a decision in writing on the complaint and the appropriate institutional response, if any, within ten (10) calendar days. The ten (10) day timeline may be extended by ACP if all parties are provided written notice. Absent an appeal to the President, the decision of the hearing officer is final.

Appeal Process

- a) Either 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 and render a decision on the appeal. The decision of the President shall be final and shall be rendered in writing within thirty (30) calendar days of the appeal. The thirty day timeline may be extended by ACP if all parties are provided written notice.
- b) The records of all complaints, complaint resolutions, complaint hearings, and all final decisions on complaints will be kept by the Legal Counsel for a period of not less than three (3) years after the parties involved no longer attend ACP. These records will be made available to others only with the express and specific approval of the Legal Counsel or upon a subpoena from an authorized agency.

After utilizing the college's grievance process, any unresolved complaint may be appealed to the State Council of Higher Education for Virginia (SCHEV).

SCHEV

James Monroe Building
101 North Fourteenth Street
Richmond, Virginia 23219
804.225.2600; Fax: 804.225.2604
www.SCHEV.edu

OO. ACCESS TO STUDENTS BY THIRD PARTIES

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

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

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

1. E-mail Access to Students

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

2. In-Person Access to Students

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

PP. RECORDED CONVERSATION POLICY

No student or other member of the ACP campus community (e.g., Board of Trustee member, administrator, faculty, or staff) shall record by any electronic means (e.g. video recording, audio recording, etc.) any conversation with any individual who is a member of Appalachian College of Pharmacy Board of Trustees, administration, faculty, staff, or student body (collectively "ACP campus community") without the knowledge of that individual. It shall be a violation of the Appalachian College of Pharmacy Code of Conduct to record a conversation with any member of the ACP campus community without the knowledge of that individual. Any student who violates this policy will be subject to a disciplinary hearing through the Honor, Ethics and Professionalism (HEP) Board or the Administrative Board. Any employee of Appalachian College of Pharmacy who violates this policy will be subject to disciplinary action by the College.

Official college recordings of ACP Board of Trustee meetings, HEP or Administrative Board disciplinary hearings, faculty meetings, and other ACP committee meetings are exempt from this policy.

QQ. COVID-19 VACCINATION POLICY

HISTORY

COVID-19 is a contagious infectious disease caused by the SARS-CoV-2 virus which originated in China and spread to the United States in early 2020 that has caused the deaths of a significant number of people in the United States and around the world. The College took several measures (e.g., use of masks, frequent testing, social distancing, sanitizing) in response to the pandemic that were highly successful at mitigating the spread of the disease on campus. Vaccinations for COVID-19 were developed by several private companies separately with the assistance of government incentives. Vaccines began to be administered after authorization by the United States Food and Drug Administration (FDA) in late 2020. Authorized COVID-19 vaccinations were offered to faculty, staff, and students beginning on January 5th, 2021 and approved vaccines are available on an ongoing basis.

POLICY

The Appalachian College of Pharmacy (ACP or “the College”) strongly encourages vaccination including the COVID-19 vaccine for all those to whom it is not medically contraindicated. The College advises any individual who has questions about COVID-19 vaccination to seek the advice of the individual’s physician or medical provider as to whether or not the individual should be vaccinated based upon the individual’s particular medical circumstances.

Administering COVID-19 vaccines and COVID-19 tests may present a substantial risk of infection with a communicable disease to both parties in such encounters, the staff or student providing the service, as well as the recipient of the service (members of our communities or patients of practice sites or rotation sites). ACP faculty and students must receive the full sequence of a COVID-19 vaccination (as defined by the CDC) prior to administering COVID-19 vaccines and collecting clinical specimens and/or conducting COVID-19 tests. The College will accept for proof of vaccination only those vaccines authorized or approved by the United States Food and Drug Administration (FDA) and recommended by Centers for Disease Control and Prevention (CDC). The Dean of the College may grant exemptions to these requirements for religious or medical reasons based on a case-by-case review. The Dean of the College is also authorized to use other safeguards as she deems appropriate including those recommended by CDC to protect those administering and receiving COVID-19 vaccinations and testing.

If an unvaccinated student is not permitted to participate at a rotation site due to the COVID-19 vaccination policies of that site then the College will make a reasonable effort to obtain another comparable rotation site for the student. The College cannot assure that an appropriate comparable rotation site for an unvaccinated student will be available which may delay student progression to graduation.



V. STUDENT AFFAIRS

RR. [STUDENT SERVICES](#)

SS. [THE LIBRARY](#)

RR. STUDENT SERVICES

1. Disability Services and Accommodation Policy

The Appalachian College of Pharmacy (ACP) endeavors to provide disability services to students with a disability. ACP's programs do not discriminate against individuals with disabilities, as those disabilities are defined in Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 706; 45 C.F.R. § 84.3(k)(3); and the Americans with Disabilities Act, 42 U.S.C. §§ 12101, et seq. In an effort to provide full opportunities to individuals with disabilities, ACP offers reasonable accommodation as required by law. Reasonable accommodations are those that do not fundamentally alter the nature of ACP's educational program and can be provided without undue financial or administrative burden and without lowering academic or other essential performance standards as outlined in the Technical Standards listed in the Student Handbook.

Students with medically verifiable disabilities may be provided reasonable accommodations for course assessments and work performed at experiential sites. Contact the Assistant Dean of Student and Alumni Affairs for information regarding disability services and accommodations. Petitions for accommodations must be made annually to the Dean and are due by September 1 of each academic year for which the student desires them. Petitions for accommodations made after September 1 will be given consideration on a case by case basis. Each petition must be accompanied by evidence of the medical condition and evidence detailing the successful accommodations that have been provided the student in past educational settings or examinations. The student whose request is granted is responsible for making appropriate arrangements with ACP's administration, the course coordinator and the Coordinator of Experiential Programs. Unexpected circumstances that create the need for an accommodation for a student should be reported to the Dean as soon as possible in writing with the required medical documentation.

For each course that the student elects to utilize an accommodation, it shall be the student's responsibility to notify the course coordinator or the Coordinator of Experiential Programs regarding an approved accommodation at the beginning of the course. For experiential sites, the Coordinator of Experiential Programs, upon receiving the student's accommodation request, will require the student to sign a release of information form authorizing the Coordinator of Experiential Programs to communicate with clinical preceptors in order to request and facilitate the accommodation.

Accommodation requests may be submitted with the accommodations request form on the ACP website. Individuals who believe they have been discriminated against based on a disability may file a complaint under ACP's Complaint/Grievance Policy contained in this Student Handbook.

2. Record Keeping and Student Files

- a. Transcripts

A student may obtain a copy of his transcript upon submission of a completed and signed transcript request form along with payment of \$15. The transcript request form is available on the website at <https://www.acp.edu/resources/request-a-transcript/>.

b. Student Files

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

Records of students and graduates are maintained in accordance with all applicable federal and state laws. The Director of Academic Records maintains an academic record for each student, including information related to the academic and experiential curriculum. Additional student records regarding experiential rotations are maintained by the Experiential Office.

ACP complies with the Buckley Amendment, formally known as the Family Educational Rights and Privacy Act of 1974 (FERPA), which establishes that a post-secondary student has the right to inspect and review his or her academic records and prohibits outside parties from obtaining the information contained in these records without the student's written consent subject to the exceptions noted below. However, a student may sign a waiver allowing named parties to review certain confidential information contained in his or her file.

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

- i. The right to inspect and review the student's educational records within forty-five (45) days of the day ACP's Director of Academic Records receives a written request for access.
- ii. The right to request the amendment of information in the student's education records that the student believes is inaccurate or misleading.
- iii. Students may make a request in writing to the Director of Academic Records to amend a record that they believe is inaccurate or misleading. The request must clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If ACP decides not to amend the record as requested by the student, the applicable ACP official will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment through the appeal process. The appeal for amendment of the record will be heard by the Appeals Committee.
- iv. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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

- i. School officials with legitimate educational or legal defense interest;
- ii. Other schools to which a student is transferring;
- iii. Specified officials for audit or exam purposes;
- iv. Appropriate parties in connection with financial aid to a student;
- v. Organizations conducting certain studies for or on behalf of the school;
- vi. Accrediting organizations;
- vii. Appropriate officials in cases of health and safety emergencies; and/or
- viii. Federal, state, and local authorities pursuant to specific law or subpoena.

ACP may disclose directory information without a student's consent. Directory information includes but is not limited to: the student's name; address; telephone listing; email address; photograph; date and place of birth; field of study; grade level; enrollment status (e.g., graduate, full-time or part-time); dates of attendance; participation in officially recognized activities; degrees, honors and awards received; and the most recent educational institution attended. A student may make a request to the Director of Academic Records in writing that his or her directory information not be released to third parties. All such requests will be honored.

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

Family Policy Compliance Office US Department of Education
600 Independence Ave., SW Washington, DC 20202-4605
<https://www2.ed.gov/policy/gen/guid/fpc/ferpa/index.html?src=rn>

A student (or applicant for admission) is permitted to waive access by third parties to confidential recommendations written on his behalf regarding (a) admission to any educational agency or institution, an application for employment, or (c) the receipt of an honor or recognition. A student who consents to release records to third parties must do so in writing to the Director of Academic Records and specify the records and the reasons for their release and the names and addresses of the parties to receive the records. ACP may charge the student fees for copying.

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

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

- a. Recommendations submitted to ACP by third parties under conditions of confidence, such as letters of recommendation; and
- b. Student records requiring the interpretation of a professional, such as medical, psychiatric, or psychological testing, must be reviewed in consultation with the appropriate professional and accompanied by a Health Insurance Portability and Accountability Act (HIPAA) release executed by the student.

3. Advising

Advising is available to students and may be provided by faculty advisors who are assigned to students during Orientation.

4. Career Counseling

Career Planning and Professional Development Seminars are hosted several times each academic year. Students are encouraged to meet with the Director of Student Success and Library Learning Center for career counseling services. Faculty advisors with a wide variety of experience are available to help students explore various career avenues within the profession. Faculty members at ACP come from diverse backgrounds including retail pharmacy, clinical pharmacy, advanced compounding, pharmacokinetic software development, research in chronic disease state management, chain pharmacy management, community pharmacy practice, preventative wellness services, therapeutic genome editing research, clinical research, cancer research, pharmaceuticals and regulatory affairs, homeopathic medicine, clinical partnerships and teaching of pharmacology and pharmaceutical practice.

Clinical rotations provide students the opportunity to explore subspecialties within pharmacy and public health. Preceptors may provide additional career guidance.

The College does not offer placement services, however, the College hosts an annual career fair with an interview day for all students. Additionally, students are encouraged to attend conferences that offer job and residency placement services.

6. Non-Academic Counseling

Counseling for non-academic issues is available to students and may be provided by faculty advisors who are assigned to students during Orientation. The Dean, and the Assistant Dean of Student and Alumni Affairs, Assistant Dean of Academic Affairs and Assessment, and Department Chairs may also provide counseling for non-academic issues. Additionally, an online, interactive counseling services portal is available to ACP students, including those on campus and those on APPE rotations. The Student Assistance Program provides professionally guided reflection regarding academic, personal, and career issues that do not arise to the level of a mental health diagnosis or treatment. Counseling through the Student Assistance Program is available in

person and online. For more information regarding the Student Assistance Program, please contact the Assistant Dean of Student and Alumni Affairs.

7. Personal Counseling

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

Directory of Counseling Services:

SWVCD Services, LLC

142 W Jackson St Ste 101, Gate City, VA 24251 276-386-2534

Clinical psychology, anxiety, depression, panic attacks, Post-Traumatic Stress Disorder, psychological disorders

Cumberland Mountain Community Services

P.O. Box 810, Cedar Bluff, VA 24609 276-964-6702

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

Healing Waters Counseling Center

1113 Cedar Valley Drive, Cedar Bluff, VA 24609 276-963-0111

Counseling, Group Counseling, Family and Marriage Counseling, Psychological Evaluation

Stone Mountain Health Services at St. Charles Community Health Center 241 Monarch Road, St. Charles, VA 24282 276-383-4428

Drug Abuse Counseling Services

8. Health Services

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

Directory of Health Services:

Mountain Care Center

8252 Riverside Dr., Oakwood, VA 276-498-5264 or 276-498-5261

Buchanan General Hospital

1535 Slate Creek Rd, Grundy, VA 24614 276-935-1000

Appalachian Family Care

18765 Riverside Drive, Vansant, VA 24656 276-935-2880

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

Bristol Regional Medical Center
One Medical Park Blvd., Bristol, TN 37621 800-697-2762

Johnston Memorial Hospital
351 Court Street NE, Abingdon, VA 24210
276-676-7000

SS. THE LIBRARY

1. Introduction

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

The goals of the ACP library are to:

- Provide curricular and research resources for student use, appropriate to the Doctor of Pharmacy degree program, the Interprofessional Doctorate in Public Health Leadership (DrPH) program, the Certified Pharmacy Technician (CPhT) program, and to support faculty instruction and research.
- Provide instruction on the resources contained within and navigation of the library's electronic and print collections.
- Offer additional research and curricular support services to students and faculty.
- Develop and maintain print and electronic resources and other services to support the College's mission.

2. Facilities

The library and group study room are located on the first floor of Garden Hall.

3. Electronic and Print Collections

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

The library maintains at least two print copies of all required textbooks available in the library's Reserve Collection (adjacent to the print Journal Collection), for the purpose of short-term consultation. Students may check out any copy of a required textbook that is available. Student textbooks are listed on the student intranet at <https://sites.google.com/acp.edu/acplibrary/e-library-resources/textbooks-by-course>

4. Operating Hours

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

Monday – Friday 8 a.m. – 5 p.m.

The library's schedule may be amended for college functions, mandatory student events, inclement weather, holidays, or other scheduled events.

5. Library Services

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

a. Locating Library Materials

The library's online catalog to search for print materials is available at:
<https://sites.google.com/acp.edu/acplibrary/home>

The library maintains Electronic Databases and Resources web page at:
<https://sites.google.com/acp.edu/acplibrary/e-library-resources>

b. Borrowing Print Library Materials

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

c. Accessing Online Library Materials

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

d. Requesting Articles and Books Not Available Through the Library

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

e. Library Subject Guides and Tutorials

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

f. Photocopying, Printing, and Scanning

Students may photocopy, print, or scan in the library, in accordance with the college's printing policy and

U.S. copyright law.

The library's 3-in-1 photocopier can be physically accessed either through the library or Garden Hall's reception room. When the library is closed, please access the 3-in-1 photocopier through Garden Hall's reception area. To print, students can connect to the photocopier/printer/scanner with their iPad or laptop. Document scanning and file e-mail transmission is available at no charge to students.

6. Unauthorized Distribution of Copyrighted Material

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

7. Penalties for Copyright Infringement

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

8. Search Assistance

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

If you need help finding a specific article, doing research for a course project, or navigating the library's resources, please contact the library staff for assistance at (276) 498-5248 or via e-mail at amutter@acp.edu.

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

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

9. Library Policies

a. Food and Drink

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

b. Noise

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

c. Cell Phone Use

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

d. Library Workstations

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

e. Personal Belongings

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



VI. APPENDICES

- A. [FERPA WAIVER](#)
- B. [WITHDRAWAL FORM](#)
- C. [LEAVE OF ABSENCE FORM](#)
- D. [CERTIFICATION OF UNDERSTAND AND ADHERENCE TO POLICIES, RULES, AND PROCEDURES OF THE APPALACHIAN COLLEGE OF PHARMACY](#)
- E. [APPALACHIAN COLLEGE OF PHARMACY ORGANIZATIONAL CHART](#)

Appendix A - FERPA Waiver

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 Admissions Office.

Student Name (please print)

Student (signature)

Student Social Security Number

Date

Appendix B - Withdrawal Form



**Appalachian College of Pharmacy
1060 Dragon Road
Oakwood, Virginia 24631**

WITHDRAWAL FORM

(Name) _____

(Last 4 digits of Social Security) _____ wishes to withdraw from all

classes for the term of _____, year _____.

Effective date of withdrawal is _____.

Student

Date

Dean

Date

Appendix C - Leave of Absence Form



**Appalachian College of Pharmacy
1060 Dragon Road
Oakwood, Virginia 24631**

LEAVE OF ABSENCE FORM

(Name) _____

(Last 4 digits of Social Security) _____ wishes to take a leave of absence

from all classes for the term of _____, year _____.

The reason for the leave of absence _____.

Effective date of leave of absence is _____,

and the anticipated return date is _____.

Student

Date

Dean

Date

Appendix D - Policy Handbook Receipt

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)

Appalachian College of Pharmacy
Organizational Chart

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