

WILLIAM CAREY UNIVERSITY

College of Health Sciences



GRADUATE STUDENT HANDBOOK 2018-2020

Approved by the Board of Trustees on 01/24/2019

The College of Health Sciences Graduate Student Handbook is intended to address informational needs which are unique to the health science majors. In all other instances, the policies and procedures as outlined in *The Translation* and the *William Carey University Undergraduate Catalog* will be followed and will take precedence. This handbook is a combination of the School of Nursing, the School of Pharmacy, and the Department of Physical Therapy.

MISSION STATEMENT

As a Christian university which embraces its Baptist heritage and namesake, William Carey University provides quality educational programs, within a caring Christian academic community, which challenge the individual student to excel in scholarship, leadership, and service in a diverse global society.

VISION

William Carey University is a community of learners which seeks to blend faith and learning with living. Within this unique and challenging environment students prepare to fulfill their diverse callings in the larger global community.

INTRODUCTION

This handbook is prepared as a resource for students enrolled in the Doctor of Philosophy in Nursing Education and Administration (PhD), Doctor of Philosophy in Nursing Education (PhD), Master of Science in Nursing (MSN), Master of Science in Nursing/Master of Business Administration (MSN/MBA), Doctor of Pharmacy (PharmD), and the Doctor of Physical Therapy (DPT) programs at William Carey University. It contains information regarding the policies and procedures that govern and guide graduate students and faculty. Policies and procedures are updated regularly and are approved by the William Carey University Board of Trustees. Any changes made are communicated to students through email, Canvas, announcements in class, or by other means deemed necessary by the faculty or administration of the College of Health Sciences or University. Students are also advised to consult the University Graduate Academic Catalog.

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WILLIAM CAREY UNIVERSITY
**College of Health
Sciences**



**Joseph and Nancy Fail
School of Nursing
GRADUATE STUDENT
HANDBOOK
2018-2020**

Approved by the Board of Trustees on 01/24/2019

- This handbook does not constitute a contract between WCU and its students. The plans, policies, and procedures described in this handbook are subject to change by the University at any time.
- Failure to read this handbook and other sources of regulations governing college life at WCU does not excuse the student from the requirements and regulations described therein.
- This edition of the handbook does repeal and supersede all previous editions of the handbook.

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ACADEMIC COURSE LOAD/ CURRICULUM DESCRIPTION

The Master of Science in Nursing degree is designed for registered nurses who are seeking advanced preparation and leadership roles. The nurse educator concentration prepares graduates to assume faculty roles in nursing education at the pre-licensure program levels or roles in staff development in healthcare settings. In the program, graduates participate in clinical experiences in selected settings and in teaching environments. Graduates begin preparation to become eligible for national specialty certification as a certified nurse educator (CNE). Students will be eligible to take the certification exam upon graduation and after meeting the eligibility criteria.

The Master of Science in Nursing and Master of Business Administration is an integrated dual degree program requiring students to complete a minimum of 53 semester hours to graduate. Registered nurses with a bachelor's degree in nursing are eligible to apply for this dual degree. Graduates are prepared to apply both professional nursing and business theories in their administrative roles. The goal of this program is to prepare nurses for administrative roles that facilitate quality patient care in the increasingly complex health care industry.

Designated courses in the dual MSN-MBA program are integrated courses which incorporate concepts from both business and nursing. See course descriptions for further information. Integrated courses are intended only for this dual degree and will not substitute for courses in the individual MBA or MSN programs.

The Doctor of Philosophy in Nursing Education and Administration degree is designed to be completed in two or three years. Students may attend on a part-time basis but the course of study must be completed within six years of initial enrollment. The program is presented in a hybrid (web-enhanced) format. Students meet face-to-face two times per term and the rest of the content and student activities are conducted via Canvas (on-line learning management system).

Each student must complete a dissertation. There will be a written comprehensive examination during the last year to determine mastery of the Ph.D. content. The curriculum schema was developed so that courses proceed from simple-to-complex with students beginning with foundational courses that present basic concepts, principles, and theory overviews.

Subsequent courses will be progressively more complex and require the student to analyze, expand upon, synthesize, and utilize the basic content.

The Doctor of Philosophy in Nursing Education degree is designed to be completed in two years. Students may attend on a part-time basis but the course of study must be completed within six years of initial enrollment. The program is presented in a hybrid (web-enhanced) format. Students meet face-to-face two times per term and the rest of the content and student activities are conducted via Canvas (on-line learning management system).

Each student must complete a dissertation. There will be a written comprehensive examination during the last year to determine mastery of the Ph.D. content. The curriculum schema was developed so that courses proceed from simple-to-complex with students beginning with foundational courses that present basic concepts, principles, and theory overviews.

The College of Health Sciences, in collaboration with Student Financial Services, defines full-time study as 6 credit hours for students enrolled in cohort-based graduate programs.

ACADEMIC STANDING

MSN AND MSN/MBA

An overall 3.0 GPA on graduate courses taken at William Carey University is required for graduation. A student whose GPA drops below a 3.0 is placed on academic probation. Students are allowed to improve their GPA by retaking courses at William Carey University; however, only one grade replacement is allowed. Grades from other retakes will be averaged with grades from other courses. Students on probation may not improve their GPA by taking courses at other institutions. Students on academic probation must raise their GPA to a 3.0 by the end of the next trimester of enrollment or the student will be dismissed from the program and cannot continue in the program. Only two grades lower than a “B” are allowed. Upon receiving a second grade lower than “B”, the student is advised to repeat one of the first two grades before continuing in the program. **Students making a third grade lower than “B” are dismissed from the program.**

PhD in Nursing Education and Administration; PhD in Nursing Education

Successful completion of all degree requirements with a GPA of 3.5 is required for graduation. All courses must be completed with no grade below a B. The student is allowed to repeat only one course to improve the grade to a B. **A student who achieves less than a B in a second course is not eligible to progress in the program.**

All appeals to the policy relative to academic standing are made through the appropriate dean and, as necessary, to the graduate appeals subcommittee of the graduate committee.

ACADEMIC INTEGRITY

William Carey University (WCU) seeks to create an environment that encourages continued growth of moral and ethical values which include personal honesty and mutual trust.

The University places the highest value on academic integrity and regards any act of academic dishonesty as a serious offense. Academic dishonesty is considered unethical and in violation of William Carey University's academic standards and Christian commitment.

A full explanation of the procedures for responding to instances of academic dishonesty is contained in the university's *Policies and Procedures Manual* and in the student handbook, *The Translation*.

Plagiarism- plagiarism is using someone else's thoughts or words as one's own. Plagiarism is an act of academic dishonesty and will not be tolerated. It can result in failure of a project, failure of a course, or dismissal from WCU. It is HIGHLY recommended that the student view the online presentation on plagiarism at the WCU library website. Faculty submit all assignments to Turnitin.com as a plagiarism detector tool. Students of the School of Nursing must also generate a Grammarly account to be used for all writing assignments. Grammarly is an automated grammar checker and plagiarism detector. There are no additional fees associated with the Grammarly account.

The College of Health Sciences considers each course assignment to be essential to achieving the graduate outcomes of the PhD, MSN, and MSN/MBA programs; therefore, the student should turn in original work for each course. Although thoughts and excerpts from previous, similar

assignments are permissible, they should be synthesized, integrated, and referenced in subsequent assignments and may only represent a small portion of the completed assignment. **No student may turn in an assignment from one course in the program in its entirety to meet the requirements of a different course (self-plagiarism).**

ADMISSIONS CRITERIA

MSN AND MSN/MBA

The College of Health Sciences admits students without regard to age, sex, race, disability, national origin, religion, or political affiliation. To begin the admission process, students must submit an application and all required forms and transcripts to the Graduate Admissions Office. Once all application materials are received, the program administrator will review the file. If the student meets criteria for admission to the MSN or MSN/MBA program, a letter of acceptance will be sent to the student.

If the student applying to the MSN or MSN/MBA program is denied admission, a letter explaining the deficiencies will be provided to the student. Admission decisions may be appealed to the campus associate dean of the College of Health Sciences. Conditional requirements may be identified and a time table will be established outlining when the student must meet the deficiencies in order to be admitted.

The criteria for admission to the Joseph and Nancy Fail School of Nursing, College of Health Sciences MSN and MSN/MBA Program include the criteria for admission to the graduate school. These are a) official college/university transcripts from all colleges/universities attended, b) two recommendations, one of which must be from a former nursing instructor, c) an application, and d) payment of the application fee. Additionally, the College of Health Sciences requires that the applicant a) hold a baccalaureate degree from a nationally accredited school of nursing, b) hold a current unencumbered RN license, c) submit a statement of professional goals and current resume, and d) have an overall undergraduate GPA of 3.0 or a GPA of 2.5 on the last 30 undergraduate hours.

PhD in Nursing Education and Administration; PhD in Nursing Education

To be admitted as a regular student the applicant will have to submit:

- Completed application form

- A non-refundable application fee
- Official transcripts of all university/college work completed to date
- Three references – one personal and two attesting to the applicant’s research abilities
- A scholarly 1-2-page narrative indicating personal philosophy of nursing education and administration including personal goals
- MSN or DNP from an accredited school of nursing
- Evidence of an earned GPA of ≥ 3.5 on MSN courses
- Unencumbered license with no pending legal or state board action
- Eligibility to re-enter any previously attended college or university in good standing
- Computer literacy involving proficiency in word processing, email correspondence, and the internet
- Updated curriculum vita

ADMISSION STATUS

Those students who meet all requirements for admission to the MSN and MSN/MBA programs and are actively pursuing the degree are admitted under **Regular Admission Status**. A student who appears to be eligible for admission but is unable to supply certain required records prior to registration may be allowed to register on an incomplete basis for one trimester (**Incomplete Admission**.) Students who do not provide all official documents required for admission by the end of the term will not be allowed to continue in the program. Permission for Incomplete Admission does not indicate official acceptance into William Carey University. No financial aid will be processed or paid for students who have not been officially accepted with Regular Admission Status. Non-degree status may be assigned to those students who meet the requirements for admission, but do not wish to become a candidate for a degree. No more than nine hours of credit earned in a non-degree status may apply toward degree.

ADVISEMENT

The general curriculum schema for each program is available on the website and/or from the program advisor. Prospective students should make an appointment (in person or by phone or email) for initial advisement with the program advisor to map out a course of study. A student wishing to change his/her registration should contact the program coordinator or program director to discuss the decision prior to changing his/her schedule.

The advisement process is intended to guide the student through the curriculum in order to complete degree requirements. **The ultimate responsibility for completion of the degree requirements lies with the individual student.**

AMERICANS WITH DISABILITIES ACT (ADA) STATEMENT

See complete details in *The Translation* Students with Disabilities/ Section 504.

Students with disabilities, who are protected by the Americans with Disabilities Act of 1990 and require special accommodations, should contact the following person on their respective campus:

The contact information:

Hattiesburg campus: Mr. Allen Bonner, 601-318-6211, Student Support Office in
Lawrence Hall.

Tradition campus: Mr. Jerry Bracey, 228-702-1802

Keesler Center: Ms. Amanda Knesal, 228-376-8480

Baton Rouge campus: Dr. Karen Sicard, 601-318-6475

ATTENDANCE AND PREPARATION

As part of the preparation for the professional graduate role, the faculty expect students to adhere to the highest level of punctuality, attendance, and participation in all scheduled classroom and online activities. Absences may seriously affect the work of the whole class as well as that of the student who is absent. Students are required to participate in all face-to-face classroom meetings (when required) and all online activities, as outlined in course syllabi, to meet course contact hour requirements.

Students must meet WCU requirements for attendance for on-line/hybrid courses. For on-line courses, students must submit assignments by the deadlines delineated in the syllabus to meet attendance requirements. For hybrid classes, students must submit on-line assignments by deadlines indicated in the syllabus and attend face-to-face meetings.

Students are responsible for their own transportation.

The SON graduate programs adhere to the following guidelines. In no circumstances will a student receive credit for a course if he/she has not met the WCU requirement of meeting at least 80% of the scheduled classroom and online time requirements.

1. Absenteeism- Class
 - A. The student is expected to attend scheduled class 100% of the time.
 - B. Absences due to illness, death in the immediate family, or extreme circumstances will be handled on an individual basis provided the instructor is notified of the need to be absent **PRIOR TO** class.
 - C. Faculty members have the right to request appropriate documentation regarding an absence. The program head has the right to intervene if he/she notes a pattern of reported absences for any student.
2. Absenteeism- Scheduled In-Class Presentations or Projects
 - A. The student is expected to make all presentations or projects on the assigned day.
 - B. In extreme circumstances, such as illness or death in the immediate family, a student may be allowed to make up a project at a later time provided the instructor has been notified of the need to be absent as indicated by the instructor in the syllabus. If the instructor is not notified prior to the absence, a grade of “0” will be assigned.
 - C. Faculty members have the right to request appropriate documentation regarding an absence. The program head has the right to intervene if he/she notes a pattern of reported absences for any student.
 - D. Presentations/projects will be made up at the time assigned by the instructor.
3. Tardiness
 - A. Punctuality for class is considered an integral component of professional behavior. Tardiness is also disruptive to other class members.
 - B. Students are expected to be in their seats when class begins.
 - C. Students exhibiting a pattern of tardiness will be referred to the program head.
4. Leaving Class Early
 - A. Students are expected to attend each class meeting in its entirety. Leaving class early is disruptive and may have an effect on subsequent classroom activities.
 - B. Leaving class early results in failure of the student to meet the course for the required contact hours and will be calculated as part of an absence.
 - C. Students exhibiting a pattern of leaving class early will be reported to the program head.

5. Class Preparation

- A. Students are expected to be prepared for and participate appropriately in each class.
- B. Students should show respect for classmates. This includes attendance for and participation in the presentations of others.
- C. Students should come to class prepared with papers and handouts printed.

6. Written Assignments

- A. All written assignments are to be typed and in APA format unless otherwise indicated by the instructor. Incorrect APA format and style, grammar, inaccurate spelling, and typos are unacceptable and may result in failure of the written assignment.
- B. Written work submitted late will be assessed a penalty as determined by the individual instructor.

7. Attendance/Punctuality for Practicum

- A. Students are expected to attend the practicum as scheduled. Should the student need to miss an assigned day, the course instructor must be notified as soon as possible.
- B. The missed day must be made up in order to meet the contact hours requirements
- C. Punctuality for scheduled practicum experiences is expected as part of professional behavior

8. Behavior During the Practicum

- A. **The student may not engage in any practicum experience until a contract with preceptors is signed by both the preceptor and course faculty member.**
- B. **A contract must be executed for each practicum experience.**
- C. **A plan for each practicum experience must be pre-approved by the course faculty member.**
- D. Students are expected to dress and behave in a professional manner at all times during practicum experiences. Unprofessional behaviors may result in failure of the course.
- E. Unsafe behaviors will result in failure of the practicum.

9. Other

- A. No smoking is allowed on WCU campuses.
- B. If food/drink is permitted during class, these items must be disposed of in an appropriate manner.
- C. No food/drink is allowed in computer labs.

BOOKSTORE

The WCU bookstore is operated by Barnes & Noble. Faculty select textbooks, which are made available to students in Hattiesburg through the bookstore, located in McMillan Hall. The bookstore also offers a variety of a) nursing reference resources, b) exam guides, c) textbooks, d) school supplies, e) snacks, f) gifts, and g) clothing. Tradition students may purchase textbooks by going to www.wmcarey.bkstore.com or by calling 601-318-6123. Store hours and the policy on book returns and buy-back of books are stipulated in *The Translation*.

CANVAS

The web platform used by WCU is Canvas. Canvas is the primary means by which students and faculty communicate in the graduate program. The course orientation materials and learning modules are housed on Canvas. Communication between students and faculty are predominantly through email. Threaded discussions are used frequently as learning strategies and as part of course requirements. Written assignments submitted via the drop box function. Therefore, is extremely important that students create access to the Canvas portal as soon as possible.

To create a Canvas account, access the internet and go to www.wmcarey.edu. On the left hand side of the page click on Canvas in the red menu box. At the Login page click on the blue indigo portal link. On the WCU Account Setup page the following information is needed:

- Username (first initial followed by last name and student ID number...wcarey12340)
- SS Number, Birthdate
- New Password, Confirm New Password and then click on submit. (It takes 5 minutes for the new password to set.)

This username and password will be used by the student on all WCU accounts including WCU email and Indigo Portal.

The student is expected to login to Canvas frequently during the week to check for communications from the instructor. If the student needs assistance, he/she should contact the IT help desk at <http://help@wmcarey.edu> and notify the course instructor.

CLINICAL COURSEWORK

As registered nurses, the College of health Sciences expects graduate students to independently identify appropriate clinical experiences. However, all clinical experiences must be approved by the

faculty member teaching the course in which the clinical assignment is made. Faculty are available for consultation regarding appropriate clinical sites. WCU's College of Health Sciences dress code is to be honored while in clinical settings.

COMPLIANCE DOCUMENTS

Students must have all compliance documents submitted by the end of the first term. MSN and MSN/MBA students must submit all documents to their medical compliance management account. PhD students must submit their documents to the program coordinator. For those taking any class with a clinical/practicum component, compliance documents must be uploaded to your medical compliance management account before beginning that course. Any delay in turning in this documentation will delay students starting clinical/practicum hours.

Required compliance documents for MSN and MSN/MBA programs

The first two need to be checked every year:

- TB Skin Test or Chest x-Ray

TB Testing Requirements:

1. Yearly TB Skin Test is adequate if the individual has had a negative TBST within the past 12 months. The current test must be completed in the anniversary month (within 30 days of the previous test). You must have documentation of both tests on file through the medical compliance management system **OR**
2. Quantiferon Gold (blood test) **OR**
3. A two-step TB skin test.
4. **If** an individual has had a previous positive TB Skin Test:
 - a. You must have a CXR every 5 years (copy of most recent CXR must be on file)
 - b. You have an annual re-evaluation for signs & symptoms must be conducted. Documentation of the exam must be submitted for your records.
 - c. **OR** a Quantiferon gold (showing a negative result; if positive see above).
5. The TB skin test must be completed before receiving any live vaccines (MMR or varicella).

- Influenza vaccine

An influenza vaccination taken between September 1 and November 1 of each year in the program. Individuals admitted to the spring class may take the vaccination later than November 1. The current vaccination for the current year is still required.

- CPR certification must be current
- History and Physical Form - Physical Exam
- Hepatitis B 1st
- Hepatitis B 2nd
- Hepatitis B 3rd
- *Or* Hepatitis B Titer
- MMR 1st
- MMR 2nd
- *Or* MMR Titer
- Varicella 1st
- Varicella 2nd
- *Or* Varicella Titer
- Tetanus (Tdap) (within past 10 years)
- 10 Panel Urine Drug Test
- Criminal Back ground check
- Notarized Health Care Criminal Background Affidavit
- Signed Acknowledgement of receipt of HIPAA Privacy Guideline
- Permission to Release Information Form
- Signed Photography Release Form
- Signed Handbook Form
- Signed Academic Integrity Policy Form

Required compliance documents for the PhD program

- Criminal Back ground check

COMPUTER TECHNOLOGY REQUIREMENTS

Technology is an essential and integral aspect of a web-enhanced course. The student must have access to a computer and stable connection to the Internet on a regular basis, software to meet course requirements and adequate system capacity. A high-speed internet connection, such as a cable modem or DSL is preferred. The student will need access to the most current version of Microsoft Office Software, including: Word, PowerPoint, and Excel. As web-enhanced lectures may contain an audio component and you may be required to use voice over capabilities, the student will additionally need the capability to access audio through speakers and record through a microphone. Students submitting contracts or compliance documents online must scan and submit documents as a .pdf file. JPEG files will not be accepted.

Minimum hardware requirements:

Computers for student use must meet the minimum requirements as established in Canvas. Basic computer specifications can be found in the Canvas Orientation in all Canvas courses or at <https://community.canvaslms.com/docs/DOC-10721>.

COMPREHENSIVE EXAMINATIONS FOR PHD STUDENTS

The purpose of comprehensive exams is for the student to demonstrate achievement of graduate outcomes and readiness to function in the roles related to doctoral-prepared nurses. Each student must indicate content mastery by successfully writing a comprehensive examination which consists of essay questions from the major content areas of coursework taken throughout the program. The answers to the essay questions must be thorough, concise, and directly answer the question. The narrative of answers must be grammatically correct, flow logically, and contain no spelling errors. Students should prepare for comprehensive examinations by reviewing course outcomes and all course content for 700 and 800 level courses. If you received credit for transfer courses, you are responsible for that course content.

To be eligible to sit for the comprehensive exam, the student must be in good standing with the University as well as the School of Nursing. The student must have earned an A or B on all doctoral level courses taken up to this point, and be currently registered for summer courses.

Each essay question will be assigned a grade of Pass or Fail. The blind grading process is used for evaluating the comprehensive exam. All questions assigned a failing grade are reviewed through by a minimum of two faculty members. Students must receive a Pass for each question in order to

receive an overall Pass for the comprehensive exam. If a student fails one or more questions, the student will be required to remediate and retake a new question for content derived from the outcomes of the same course. If the student is unsuccessful on the second attempt at the comprehensive exam, the student will meet with the Dean of Nursing or her designee to develop a remediation plan for the course in which the student was unsuccessful. Graduation will be deferred and a third and final attempt will be allowed the next time that comprehensive exams are offered. If the student is unsuccessful at the third attempt, he/she will be dismissed from the program.

CONTRACTING CLINICAL PRACTICUM FOR STUDENTS

Designated MSN and MSN/MBA courses include a clinical component (see current *WCU Graduate Catalog* for clinical courses). Students are expected to contract with a preceptor, who is employed with an approved facility, for the clinical experience and number of hours indicated in the course syllabus. Students will present the signed preceptor agreement to the assigned course faculty for approval, within the time frame designated by the instructor. Preceptor agreements must be scanned in a .pdf format. JPEG files will not be accepted.

Failure to meet requirements, including failure to gain faculty approval of the preceptor experience, may result in failure of the course.

Contracting Practicum for PhD Students

NUR 726 has a practicum component. Each student is expected to contract with a preceptor in either the education or administrative area for practicum experiences as outlined in the course syllabus. Further information on practicum requirements will be provided by the faculty member of record. Practicum contract forms will be found in the course syllabus.

CRIMINAL BACKGROUND CHECK

All students enrolled in nursing must have clearance of criminal background checks prior to participating in nursing courses. This is a mandatory requirement as part of the Mississippi state law, Section 43-11-13 of Mississippi Code of 1972.

After initial enrollment, any subsequent disciplinary action, arrest, charge, addiction, or impairment shall also be reported immediately to the Dean of Nursing. Failure to report any and all subsequent

disciplinary actions, arrests, or impairment will constitute falsification of records and may result in denial of licensure as a registered nurse.

All costs associated with criminal background checks are the responsibility of the student.

DEGREE APPLICATION AND GRADUATION

Participation in the graduation ceremony is required. Degrees are not conferred in absentia except with permission by the Office of Academic Affairs. Students must submit a written request for permission.

Graduation application for degree and graduation fee is paid to the Registrar's office. The deadlines are:

- May graduates are required to submit their application for degrees and pay the graduation fee by October 15.
- August graduates are required to submit their application for degrees and pay the graduation fee by March 31.
- See the registrar's webpage on the William Carey website at <https://wmcarey.edu/Office/registrar#collapseThree> for guidelines for completing the degree application and information regarding late submissions of degree applications.
- Although faculty advisors assist with registering students for the courses necessary to satisfy degree requirements, the responsibility lies ultimately with the student.

A student who meets all the degree requirements must:

1. Finalize the *Application for Degree*
2. Complete the end of program survey(s)

Instructions for completing the degree application and the degree application form are located on the Registrar's website. The student should make an appointment with his/her advisor to finalize the degree application.

DISMISSAL/WITHDRAWAL

When students' conduct, or health endangers the well-being of others or makes it inadvisable to remain in the nursing program, the faculty reserves the right to dismiss the individual from the course or program. Students may choose to withdraw from the program at any time. Students who

wish to withdraw from a course must follow the withdrawal procedure in the Graduate Academic Catalog.

DISSERTATION PROCESS FOR PHD STUDENTS

To successfully complete the requirements of the PhD program, each student must complete a research dissertation. The process of dissertation is guided by a dissertation committee through four research process courses. Each student must orally defend his/her dissertation in person for a PhD committee and other interested persons. See dissertation requirements in NUR 801, 802, 803, and 804 course syllabi.

DRUG TESTING

MSN and MSN/MBA

Refer to the current *WCU Graduate Catalog* for information on the student drug testing requirements.

EVALUATION OF FACULTY AND COURSES BY STUDENTS

Students will have the opportunity to evaluate various aspects of the program on a schedule established by WCU and the SON. Evaluation will include courses, faculty, electronically-mediated instruction, and the hybrid format. This information is extremely important and is considered in the revision of the program.

EXIT INTERVIEW POLICY

A student leaving the program prior to graduation is required to meet with the program head (in-person, by phone, or email) to complete an Exit Interview survey. This information is important and is considered in the ongoing processes for improvement of the program. In the event that a student refuses to meet with the program coordinator, the program coordinator is responsible for completing an Exit Interview survey form for that student noting the student's refusal to participate. Graduating students are required to complete the university exit interview survey at the time of filing the degree application.

EXTENDED DISASTER LEAVE

In the event of closure or cancellation of classes due to a natural/man- made disaster or other emergency cause, general information will be forwarded to local media, posted on the WCU website, and sent via automated process to your WCU student email address or cell phone; through Sader Watch. Specific information regarding the continuation of coursework will be posted on the University's course management system (Canvas) at <https://wmcarey.instructure.com/login/ldap>. For up-to-the minute alerts regarding emergency situations, sign up to receive notifications through SaderWatch, the WCU emergency text message service. Instructions can be found under "Current Students" on the WCU homepage.

GRADUATE STUDENT ROLE

College of Health Sciences faculty and administration believe that graduate students are self-motivated to learn and expand their professional behavior. Students are expected to maintain a positive professional attitude that allows for academic growth. Additionally, the student is expected to follow the directions stated in course syllabi or given by instructors in class. Failure to follow directions may result in a reduction of course grade or failure of the class. Each student is accountable for achieving a higher level of leadership, consultation, collaboration, communication, advanced practice, and scholarship.

GRIEVANCE PROCEDURE

The College of Health Sciences seeks to provide each student with a positive educational experience. However, students who experience difficulty in a course should make every effort to resolve the problem informally by discussing it with the faculty of record for the course. Students who wish to file formal complaints (grade appeal) should do so in accordance with William Carey University and College of Health Sciences policies. The procedure for a grade appeal can be found in *The Translation; grade appeals*.

Note:

An academic grievance is a dispute concerning some aspect of academic involvement arising from an administrative or faculty decision which the student claims is unjust, arbitrary or capricious. A formal grievance is allowed only in cases where there is evidence from the complainant of one of the following:

- Unfair or unjust treatment of the student by the instructor which resulted in the student being evaluated on some other basis than the student's academic performance and/or the student being required to adhere to expectations that are different from expectations of other students or policy.
- Miscalculation on the part of the instructor in determining the final course grade.
- A departure from the standards of evaluation stated in the course syllabus.

Students who experience difficulty are encouraged to make every effort to resolve the problem informally by discussing it with the faculty of record for the course. However, students who wish to file formal complaints should do so in accordance with William Carey University and College of Health Sciences policies.

For the graduate student in nursing who is dissatisfied with nursing courses, faculty, procedures, policies, or other issues; the student must submit concerns in writing with supporting evidence to the instructor of the course. If no resolution is achieved, the student may appeal to the Associate Dean, then to the Dean of Nursing. If no satisfactory outcome is reached, the student may appeal to the Graduate Academic Appeals committee. If the Associate Dean is the instructor of the course in question, the student must first negotiate with the instructor. If no resolution is achieved, the student may appeal to the Dean of the College of Health Sciences. If the outcome is not satisfactory, the student may appeal to the Graduate Academic Appeals Committee.

If the instructor of the course in question is the Dean of Nursing, the student must first negotiate with the instructor. If the outcome is not satisfactory, the student may appeal to the Associate Dean of Nursing. If the outcome is still not satisfactory, the student may appeal to the Graduate Academic Appeals Committee.

HEALTH POLICIES

MSN and MSN/MBA students must submit a WCU College of Health Sciences history and physical form to the designated College of Health Sciences personnel within 2 weeks of admission. Any changes in physical status must be reported to the program administrator. Documentation of current CPR, hepatitis B series (or a positive titer) or declination statement, annual PPD or negative Chest X-ray, varicella immunization or immunity, two MMR or MMR titer, release of information form, and HIPAA form must be submitted to the medical compliance management system account

within two weeks of admission. No clinical hours can be accrued without satisfactory completion of all proofs.

HIPAA GUIDELINES

Each student is required to read the information on HIPPA regarding protection of patients' privacy. A signed acknowledgement form must be signed and returned to the administrative assistant to the Graduate Academic Advisor. This acknowledgement form is kept in the student's folder.

INCIDENT REPORTS

If at any time a student encounters a situation that requires reporting, the student is to fill out the incident report of the clinical facility. A copy must be provided to the faculty of that course and the campus associate dean. William Carey University is not responsible for any costs associated with incidents occurring in the clinical setting.

INCOMPLETE ADMISSION

Students may attend classes for one term before all admission materials are submitted. All admission materials must be completed and on file with the Graduate Admissions office before the student is allowed to enroll for a second term.

INCOMPLETE PROGRESSION

Incomplete status in a course must be applied for in writing to the faculty of record of the course and approved by the associate dean.

LATE ASSIGNMENT POLICY

Late assignment policies are determined by each instructor and published in the course syllabi.

LENGTH OF PROGRAM

There are various MSN and MSN/MBA and PhD program completion options. However, the complete program of study must be accomplished within six years of enrollment in the first course. Additional options can be devised based upon the specific student needs. Each student must meet with the campus program advisor to develop a degree plan.

LIBRARY

All graduate students will be required to utilize library resources throughout the programs. Please refer to *The Translation* for details concerning location and hours of the campus library. Library services are available to all students in the School of Nursing through campus collections, inter-library loan, electronic databases, and cooperative agreements with other libraries. Updates on library services are communicated to faculty and students via e-mail and the university web page. See separate *William Carey University Library Handbook* for further information. The WCU library can be accessed at www.wmcarey.edu or <http://library.wmcarey.edu/>.

LICENSURE

All nursing graduate students must hold a current, active, unencumbered license to practice as a registered nurse in the state of residency and/or the state where clinical experiences will occur.

MALPRACTICE INSURANCE

Malpractice insurance is provided by the University for all graduate and doctoral nursing students as long as they are functioning in the student role.

NONDISCRIMINATION STATEMENT

In compliance with federal law, including provisions of Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the bylaws of the university, William Carey University does not discriminate against any person on the basis of race, color, national or ethnic origin, sex, gender, age, or disability in admissions or in the administration of its education policies, scholarships, loan programs, athletic and other school-administered rights, privileges, programs, and activities generally accorded or made available to students at the school.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Academic Affairs, 710 William Carey Parkway, Hattiesburg, MS 39401 (601) 318-6101.

PHILOSOPHY

Joseph and Nancy Fail School of Nursing

William Carey University

Mission Statement

The William Carey University School of Nursing seeks to provide quality nursing programs with Christian principles as the cornerstone of a professional education in a challenging, yet nurturing environment. Students will be prepared to practice evidence-based, culturally sensitive nursing care. The graduate will be prepared to enter the nursing profession with a foundation in scholarship, leadership, service, and life-long learning in a diverse global society.

Philosophy

The faculty of the Joseph and Nancy Fail School of Nursing of William Carey University fully supports the purpose of the University which focuses on the individual student developing his or her highest potential in scholarship, leadership, and service. Within the framework of the University's purpose, the nursing faculty has developed the following statement of beliefs.

Humankind evolves holistically as sentient beings who possess a unique biological and cultural heritage, and who are potentially capable of unlimited mental, emotional, and spiritual growth. In the search for fulfillment of needs, individuals are constantly changing and choosing alternatives in unique, imaginative, and rational ways. Each individual has biological and physiological interaction with his own environment, culture, and society.

Society is comprised of individuals interacting on multidimensional levels, forming groups to meet needs and goals. These groups or social institutions include, but are not limited to, the family, government, school, church, and community organizations. It is within these institutions that individuals grow and develop. The individual, family, groups, community, and society are viewed as clients of Nursing. In a democratic society, participation and input from all members serve to maintain basic human rights of life, liberty, and the pursuit of happiness which are derived from common goals, values, and beliefs. All individuals have the right to pursue health care and information upon which to base health-related decisions. Individual and aggregate health units are core components in the continuance of a free society and reflect the productivity of its members.

Environment refers to the physical, both internal and external, as well as the psychosocial realms within which the individual experiences interactions. The relationship of humankind with the various environmental systems has an important impact on behavior. It is believed that these interactions influence health as well as decisions related to health. These interactions with the environment, in turn, influence the individual's place on the health continuum.

Health refers to a client's position on a health continuum. An individual's ability to impact his/her position on this health continuum relates to the ability of the individual to adapt to constantly changing stimuli within the environment. Individuals' prior interactions within their family, groups, community, and society will impact upon their action toward or response to the stimuli they currently face. Nursing actions can facilitate a positive response to the stimuli presented.

Nursing actions are centered toward the facilitation of self-care of the client that positively impacts the individual's position on the health continuum. By fostering self-care activities, individuals take increased responsibility for their own health, and consequently, the health of their family and community.

Nursing is both an art and a science, combining knowledge and principles from the liberal arts, the biological, physical, social, behavioral sciences, and religious domains. Nursing provides a holistic viewpoint and a caring approach to assist clients in realizing their health potential for maximum wellness. Nursing practice occurs within the framework of the nursing process with emphasis on the client's active participation in the helping relationship. The nursing professional is a dynamic and integral part of the health care delivery system that responds to ever changing health needs of individuals, families, groups, and communities. In a practice discipline, nurses demonstrate mastery of a vast body of unique skills. Nurses practice independently and interdependently. Examples of nursing practice include consulting and working in concert with other nurses and health care professionals, assuming accountability and autonomy for their own nursing practice, accepting responsibility for the management of nursing care, and serving as client advocates with individuals, families, groups, communities, and within society.

Professional nursing is based on theory and research. The goal of professional nursing is to promote client well-being and provide information that clients may use to make health decisions. Nurses function within the realms of health promotion, primary prevention, and health maintenance, as well as rehabilitation, restoration, and palliative care for individuals, families, groups, and communities. Nursing is an essential service to humankind that provides primary, episodic, and long-term care. Nursing serves those who are essentially well, those who are ill or infirm, those who are developing, and those who are declining.

Leadership involves the guiding, teaching, and directing of others. The leader is the role model who has the ability to direct or motivate an individual or group toward the achievement of predetermined goals. Leadership qualities include self-confidence, self-awareness, strong personal values and beliefs, and accountability. Nursing education fosters leadership by equipping the nurse to guide the health care team, hold leadership positions, and impact society as an advocate for health.

Communication is the basic component of all human interactions. Effective communication is the essence of any helping relationship. Professional communication includes data collection, information exchange, and therapeutic relationships with individuals, families, groups, and communities. Interpersonal influence is exercised through skillful communication to achieve specific goals. Within an organization, interpersonal and professional communication skills are utilized to design, implement, and evaluate plans of care for individuals, families, groups, and communities.

Change and adaptation, the dynamic processes that include growth and development throughout the life span, are required to maintain equilibrium in a fluctuating environment. Adaptation refers to the constant process by which the individual attempts to maintain unity within mind, body, and spirit in response to changes in the internal and external environment.

Critical thinking is the basis for both the scientific process and the nursing process which require logic, objectivity, the use of empirical data, and analytical thinking. The nursing process, based on the scientific process, is the foundation for research, which permits one to understand,

critically analyze, and apply findings to nursing practice and approach nursing practice with knowledge, confidence and a spirit of inquiry.

Education is the systematic effort of an institution and its faculty to guide the learning process by which students acquire particular skills and arrive at unique ways of thinking, communicating, decision-making, and enhancing self-awareness. The educational institution is accountable to society and the student for preparing individuals to meet the needs of society.

The teaching/learning process incorporates multi-cultural ideas and experiences of both the student and the faculty to promote a climate that fosters learning by free exchange of ideas, opinions, expressions of creativity, and enhancement of social bonds. The interchanges that occur during the teaching/learning process require active participation and personal investment in learning.

Nursing education integrates principles from liberal arts, the biological, physical, social, behavioral sciences, the spiritual domain, and nursing. Nursing education fosters leadership, professional accountability, critical thinking, creativity, and the synthesis of scientific knowledge. A broad knowledge base enables the development of undergraduate nursing competencies necessary to function as a nurse generalist in various health care settings. Graduate nursing competencies utilize scientific foundations and theoretical frameworks to implement essential knowledge and skills in advanced nursing practice. The BSN programs provide the foundation for professional nursing practice. The master's program builds on the BSN to educate nurses to assume roles in nursing education and administration in schools of nursing and healthcare facilities. The PhD program represents the highest level of education to produce leaders in the field of education and administration and influence the future of the nursing profession.

Revised: 10/17 dhc

PROGRAM ACCREDITATION

William Carey University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award bachelor, master, specialist, and the doctoral degrees. All normal inquiries regarding the operation of the university, including admissions, financial aid, educational programs, and other operational matters should be addressed directly to the university and not to the Commission. The Commission should be contacted only if there is evidence of significant noncompliance with the requirements or standards for accreditation.

The master's degree in nursing at William Carey University is accredited by the Commission on Collegiate Nursing Education (CCNE), 665 K Street NW, Suite 750, Washington, DC 20001, (202) 887-6791 and the Mississippi Institutions of Higher Learning 3825 Ridgewood Road Jackson, Mississippi 39211-6453.

PROGRESSION

The student will be able to progress based on the satisfactory completion of previous terms and a status of good standing in the graduate programs. See individual syllabi for progression policies for specific courses. See the current *WCU Graduate Catalog* for progression requirements for each program.

RELEASE OF INFORMATION/PHOTOGRAPHS

William Carey University has a responsibility to protect the privacy of our students. Typically, only directory information is released without the student's written permission. Other information, such as medical or CPR status, will be released to clinical agencies, upon request, where students are completing program assignments or practicum. Students who do not wish this information to be released should contact the program head. Information on the Family Educational Rights and Privacy Act (FERPA) of 1974 can be found in *The Translation* or at <https://www.wmcarey.edu/page/institutional-policy-privacy-rights-students>.

The SON takes photographs at a number of events in which students participate. These photographs are used for such purposes including, but not limited to, poster presentations and recruiting documents. Students who do not wish to have their photographic images used for such purposes should contact the Associate Dean.

TRANSFER CREDIT

MSN

Students are allowed to transfer up to nine hours of graduate work from another college or university to be applied to the MSN or MSN/MBA degree. The individual student is responsible for asking for possible transfer credit and providing the appropriate documents, course catalog description and syllabus, for review by the Associate Dean. Approval of transfer credit lies with the SON (See *WCU Graduate Catalog; request to transfer policy*). Dual degree (MSN/MBA) students should refer to the *WCU Graduate Catalog; Transfer Courses dual degree policy*.

PHD

Students are allowed to transfer up to 15 hours of graduate work from another college or university to be applied to the PhD degree. No master's level courses will be accepted as transfer for WCU 700 and 800 level courses. The individual student is responsible for asking for possible transfer credit and providing the appropriate documents, course catalog description and syllabus, for review by the Associate Dean.

UNIFORM/PROFESSIONAL DRESS POLICY

MSN Students

Students must present a professional appearance during any clinical experience including visits to prepare for clinical experience in an agency, participating in observational experiences, or conducting interviews and assessments in the community. Students will follow the dress code of the institution where they are satisfying their clinical requirements. A William Carey University name badge will be worn on the upper left front side of the uniform. Badge should be white with red lettering. The first line of the pin should read: Your name, RN. The second line of the pin should read: WCU Graduate Nursing Student. Professional appearance includes consideration of jewelry, hair, cosmetics, nails, hygiene, and clothing. Guidelines specific to clinical sites will be provided by the instructor.

PhD Students

Students must present a professional appearance during any clinical experience including visits to prepare for clinical experience in an agency, participating in observational experiences, or conducting interviews and assessments in the community. Students will follow the dress code of the institution where they are satisfying their clinical requirements.

UPSILON THETA OF SIGMA THETA TAU INTERNATIONAL (STTI)

MISSION

The Honor Society of Nursing, Sigma Theta Tau International (STTI) provides leadership and scholarship in practice, education and research to enhance the health of all people. We support the learning and professional development of our members who strive to improve nursing care worldwide.

MEMBERSHIP

Membership is by invitation only to baccalaureate and graduate nursing students who demonstrate excellence in scholarship, and to nurse leaders exhibiting exceptional achievements in nursing.

PRODUCTS AND SERVICES

From its inception, STTI has recognized the value of scholarship and excellence in nursing practice. In 1936 the honor society became the first U.S. organization to fund nursing research. Today, the honor society supports these values through its numerous professional development products and services that focus on the core areas of education, leadership, career development, evidence-based nursing, research and scholarship. These products and services advance the learning and professional development of members and all nurses who strive to improve the health of the world's people:

Reference: Sigma Theta Tau International at www.nursingsociety.org.

UPSILON THETA CHAPTER

On July 21, 2007, Upsilon Theta was chartered as an official chapter of STTI. This prestigious achievement affirms the School of Nursing's commitment to academic excellence. Students in the graduate and undergraduate nursing programs, as well as community nursing leaders, are invited annually to join Upsilon Theta of STTI, the honor society of professional nursing.



**WILLIAM CAREY UNIVERSITY SCHOOL OF NURSING
2018-2020 GRADUATE STUDENT HANDBOOK CERTIFICATION**

I have read and understand the policies, procedures and information included in the William Carey University (WCU) School of Nursing 2018-2020 Graduate Handbook.

I understand that the policies, procedures and information therein apply to me. I further understand that I am expected to abide by these policies and procedures, and be aware of all information in the Handbook throughout my enrollment in the Nursing Program at WCU. I understand that changes or additions to these policies and procedures may be made while I am enrolled in the Nursing Program. Notification in writing of the policy and/or procedural changes will be binding upon me.

My signature below constitutes my acceptance of the policies and procedures in the School of Nursing 2018-2020 Graduate Handbook (revised 2018) and my acceptance of future amendments given to me in writing.

Signed: _____ DATE: _____

Name (print): _____ /ID#: _____

Witness: _____

WILLIAM CAREY UNIVERSITY
**Health Administration &
Education Program**



**GRADUATE STUDENT
HANDBOOK
2018-2020**

Approved by the Board of Trustees on 01/24/2019

- This handbook does not constitute a contract between WCU and its students. The plans, policies, and procedures described in this handbook are subject to change by the University at any time.
- Failure to read this handbook and other sources of regulations governing college life at WCU does not excuse the student from the requirements and regulations described therein.
- This edition of the handbook does repeal and supersede all previous editions of the handbook.

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INTRODUCTION

This handbook is prepared as a resource for students enrolled Master of Science in Health Administration and Education programs at William Carey University. It contains information regarding the policies and procedures that govern and guide graduate students and faculty. Policies and procedures are updated annually, but may be revised more frequently with the approval of the College of Health Sciences. Changes are communicated to students through email, announcements in class, or by other means deemed necessary by the faculty or administration of the College of Health Sciences or University. Students are also advised to consult the University Graduate Academic Catalog.

CURRICULUM DESCRIPTION

The Masters of Science in Health Administration and Education (MS-HAE) program is designed to prepare the allied health practitioner for the enhanced role of the educator or the healthcare administrator. This program has a focus on administration and leadership in the healthcare setting as well as education for healthcare professionals. Graduates will be prepared to apply both administrative and business theories in leadership roles in the healthcare industry. They will also be prepared to apply educational theories and concepts to the classroom setting. The goal of this program is to prepare professionals for administrative and educator roles that facilitate quality patient care in the increasingly complex healthcare industry. Students will be required to take 38 masters-level hours to meet the requirements of Health Administration and Education degree. The College of Health Sciences, in collaboration with Student Financial Services, defines full-time study as 6 credit hours for students enrolled in cohort-based graduate programs.

ACADEMIC INTEGRITY

William Carey University (WCU) seeks to create an environment that encourages continued growth of moral and ethical values which include personal honesty and mutual trust. The University places the highest value on academic integrity and regards any act of academic dishonesty as a serious offense. Academic dishonesty is considered unethical and in violation of William Carey University's academic standards and Christian commitment.

A full explanation of the procedures for responding to instances of academic dishonesty is contained in the university's *Policies and Procedures Manual* and in the student handbook, *The Translation*.

Plagiarism- plagiarism is using someone else's thoughts or words as one's own. Plagiarism is an act of academic dishonesty and will not be tolerated. It can result in failure of a project, failure of a course, or dismissal from WCU. It is **HIGHLY** recommended that the student view the online presentation on plagiarism at the WCU library website.

The College of Health Sciences considers each course assignment to be essential to achieving the graduate outcomes MS-HAE program; therefore, the student should turn in original work for each course. Although thoughts and excerpts from previous, similar assignments are permissible, they should be synthesized, integrated, and referenced in subsequent assignments and may only represent

a small portion of the completed assignment. **No student may turn in an assignment from one course in the program in its entirety to meet the requirements of a different course (self-plagiarism).**

ADMISSION STATUS

Those students who meet all requirements for admission to the MS-HAE program and are actively pursuing the degree are admitted under **Regular Admission Status**. A student who appears to be eligible for admission but is unable to supply certain required records prior to registration may be allowed to register on an incomplete basis for one trimester (**Incomplete Admission**.) Students who do not provide all official documents required for admission by the end of the term will not be allowed to continue in the program. Permission for Incomplete Admission does not indicate official acceptance into William Carey University. No financial aid will be processed or paid for students who have not been officially accepted with Regular Admission Status. Non-degree status may be assigned to those students who meet the requirements for admission, but do not wish to become a candidate for a degree. No more than nine hours of credit earned in a non-degree status may apply toward degree.

ADVISEMENT

The general curriculum schema for each program is available on the website and/or from the program advisor. Prospective students should make an appointment (in person or by phone or email) for initial advisement with the program advisor to map out a course of study. A student wishing to change his/her registration should contact the advisor or Program Director to discuss the decision prior to changing his/her schedule.

The advisement process is intended to guide the student through the curriculum in order to complete degree requirements. **The ultimate responsibility for completion of the degree requirements lies with the individual student.**

AMERICANS WITH DISABILITIES ACT (ADA) STATEMENT

See complete details in *The Translation* Students with Disabilities/ Section 504.

Students with disabilities, who are protected by the Americans with Disabilities Act of 1990 and require special accommodations, should contact the following person on their respective campus:

The contact information:

Hattiesburg campus: Mr. Allen Bonner, 601-318-6188, Student Support Office, Lawrence Hall.

Tradition campus: Mr. Jerry Bracey, 228-702-1802

Keesler Center: Ms. Amanda Knesal, 228-376-8480

Baton Rouge Campus: Dr. Karen Sicard, 601-318-6475

ATTENDANCE AND PREPARATION

As part of the preparation for the professional graduate role, the faculty expect students to adhere to the highest level of punctuality, attendance, and participation in all scheduled classroom and online activities. Absences may seriously affect the work of the whole class as well as that of the student who is absent. It is imperative for the student to participate in all face-to-face classroom meetings (when required) and all online activities, as outlined in course syllabi, to meet course contact hour requirements.

Students must meet WCU requirements for attendance for on-line/hybrid courses. For on-line courses, students must submit assignments by the deadlines delineated in the syllabus to meet attendance requirements. For hybrid classes, students must submit on-line assignments by deadlines indicated in the syllabus and attend face-to-face meetings.

Students are responsible for their own transportation.

The MS-HAE program adheres to the following guidelines. In no circumstances will a student receive credit for a course if he/she has not met the WCU requirement of meeting at least 80% of the scheduled classroom and online time requirements.

1. Absenteeism- Class

A. The student is expected to attend scheduled class 100% of the time.

B. Absences due to illness, death in the immediate family, or extreme circumstances will be handled on an individual basis provided the instructor is notified of the need to be absent **PRIOR TO** class.

- C. Faculty members have the right to request appropriate documentation regarding an absence. The program head has the right to intervene if he/she notes a pattern of reported absences for any student.
2. Absenteeism- Scheduled In-Class Presentations or Projects
- A. The student is expected to make all presentations or projects on the assigned day.
 - B. In extreme circumstances, such as illness or death in the immediate family, a student may be allowed to make up a project at a later time provided the instructor has been notified of the need to be absent as indicated by the instructor in the syllabus. If the instructor is not notified prior to the absence, a grade of “0” will be assigned.
 - C. Faculty members have the right to request appropriate documentation regarding an absence. The program head has the right to intervene if he/she notes a pattern of reported absences for any student.
 - D. Presentations/projects will be made up at the time assigned by the instructor.
3. Tardiness
- A. Punctuality for class is considered an integral component of professional behavior. Tardiness is also disruptive to other class members.
 - B. Students are expected to be in their seats when class begins.
 - C. Students exhibiting a pattern of tardiness will be referred to the program head.
4. Leaving Class Early
- A. Students are expected to attend each class meeting in its entirety. Leaving class early is disruptive and may have an effect on subsequent classroom activities.
 - B. Leaving class early results in failure of the student to meet the course for the required contact hours and will be calculated as part of an absence.
 - C. Students exhibiting a pattern of leaving class early will be reported to the program head.
5. Class Preparation
- A. Students are expected to be prepared for and participate appropriately in each class.
 - B. Students should show respect for classmates. This includes attendance for and participation in the presentations of others.
 - C. Students should come to class prepared with papers and handouts printed.
6. Written Assignments

- A. All written assignments are to be typed and in APA format unless otherwise indicated by the instructor. Incorrect APA format and style, grammar, inaccurate spelling, and typos are unacceptable and may result in failure of the written assignment.
 - B. Written work submitted late will be assessed a penalty as determined by the individual instructor.
7. Attendance/Punctuality for Practicum
- A. Students are expected to attend the practicum as scheduled. Should the student need to miss an assigned day, the course instructor must be notified as soon as possible.
 - B. The missed day must be made up in order to meet the contact hours requirements
 - C. Punctuality for scheduled practicum experiences is expected as part of professional behavior
8. Behavior During the Practicum
- A. **The student may not engage in any practicum experience until a contract with preceptors is signed by both the preceptor and course faculty member.**
 - B. **A contract must be executed for each practicum experience.**
 - C. **A plan for each practicum experience must be pre-approved by the course faculty member.**
 - D. Students are expected to dress and behave in a professional manner at all times during practicum experiences. Unprofessional behaviors may result in failure of the course.
 - E. Unsafe behaviors will result in failure of the practicum.
9. Other
- A. No smoking is allowed on WCU campuses.
 - B. If food/drink is permitted during class, these items must be disposed of in an appropriate manner.
 - C. No food/drink is allowed in computer labs.

BOOKSTORE

The WCU bookstore is operated by Barnes & Noble. Faculty select textbooks, which are made available to students in Hattiesburg through the bookstore, located in McMillan Hall. The bookstore also offers a variety of a) College of Health Science reference resources, b) exam guides, c) textbooks, d) school supplies, e) snacks, f) gifts, and g) clothing. Tradition students may purchase textbooks by going to www.wmcarey.bkstore.com or by calling 601-318-6123. Store hours and the policy on book returns and buy-back of books are stipulated in *The Translation*.

CANVAS

The web platform used by WCU is Canvas. Canvas is the primary means by which students and faculty communicate in the graduate program. The course orientation materials and learning modules are housed on Canvas. Communication between students and faculty are predominantly through email. Threaded discussions are used frequently as learning strategies and as part of course requirements. Written assignments are submitted via the drop box function. Therefore, it is extremely important that students create access to the Canvas portal as soon as possible.

To create a Canvas account, access the internet and go to www.wmcarey.edu. On the left hand side of the page click on Canvas in the red menu box. At the Login page click on the blue indigo portal link. On the WCU Account Setup page the following information is needed:

- Username (first initial followed by last name and student ID number...wcarey12340)
- SS Number, Birthdate
- New Password, Confirm New Password and then click on submit. (It takes 5 minutes for the new password to set.)

This username and password will be used by the student on all WCU accounts including WCU email and Indigo Portal.

The student is expected to login to Canvas frequently during the week to check for communications from the instructor. If the student needs assistance, he/she should open a trouble ticket at <http://help@wmcarey.edu> and notify the course instructor.

CLINICAL COURSEWORK

As healthcare professionals, the College of health Sciences expects graduate students to independently identify appropriate clinical experiences. However, all clinical experiences must be

approved by the faculty member teaching the course in which the clinical assignment is made. Faculty are available for consultation regarding appropriate clinical sites. WCU's College of Health Sciences dress code is to be honored while in clinical settings.

COMPLIANCE DOCUMENTS

Students must have all compliance documents submitted by the end of the first term. For those taking any class with a clinical/practicum component, compliance documents must be in your file before beginning that course. Any delay in turning in this documentation will delay students starting clinical/practicum hours.

Required compliance documents for MS-HAE

The first two need to be checked every year:

- TB Skin Test or Chest x-Ray
 - (within past 12 months)
 - Influenza vaccine
- CPR certification (every two years)
- History and Physical Form - Physical Exam
- Hepatitis B 1st
- Hepatitis B 2nd
- Hepatitis B 3rd
- **Or** Hepatitis B Titer
- MMR 1st
- MMR 2nd
- **Or** MMR Titer
- Varicella 1st
- Varicella 2nd
- **Or** Varicella Titer
- Tetanus (Tdap) (within past 10 years)
- 10 Panel Urine Drug Test
- Criminal Back ground check
- Notarized Health Care Criminal Backgrqnd Affidavit

- Signed Acknowledgement of receipt of HIPAA Privacy Guideline
- Permission to Release Information Form
- Signed Photography Release Form
- Signed Handbook Form
- Signed Academic Integrity Policy Form

COMPUTER TECHNOLOGY REQUIREMENTS

Technology is an essential and integral aspect of a web-enhanced course. The student must have access to a computer and stable connection to the Internet on a regular basis, software to meet course requirements and adequate system capacity. A high-speed internet connection, such as a cable modem or DSL is preferred. The student will need access to the most current version of Microsoft Office Software, including: Word, PowerPoint, and Excel. As web-enhanced lectures may contain an audio component and you may be required to use voice over capabilities, the student will additionally need the capability to access audio through speakers and record through a microphone.

Minimum hardware requirements are as follows:

For computers utilizing *Windows*, the student will need: Dual Core Processor, 2-4 G RAM, 160 GB hard drive, at least 2 USB ports, and Internet Explorer 8.0.

For *Macintosh* computers, the student will need: a MAC Book or I MAC with Firefox for MAC. Any student who is unable to access Canvas is responsible for contacting Canvas, the IT department, and the course instructor.

CONTRACTING CLINICAL PRACTICUM FOR STUDENTS

Designated MS-HAE courses include a clinical component (see current WCU Graduate Catalog for clinical courses). Students are expected to contract with a preceptor, who is employed with an approved facility, for the clinical experience and number of hours indicated in the course syllabus. Students will present the signed preceptor agreement to the assigned course faculty for approval, within the time frame designated by the instructor.

Failure to meet requirements, including failure to gain faculty approval of the preceptor experience, may result in failure of the course.

CRIMINAL BACKGROUND CHECK

All students enrolled in the MS-HAE program must have clearance of criminal background check prior to participating in MS-HAE courses. This is a mandatory requirement as part of the Mississippi state law, Section 43-13-11 of Mississippi Code of 1972.

After initial enrollment, any subsequent disciplinary action, arrest, charge, addiction, or impairment shall also be reported immediately to the Program Director. Failure to report any and all subsequent disciplinary actions, arrests, or impairment will constitute falsification of records and may result in denial of licensure as a healthcare professional.

All costs associated with criminal background checks are the responsibility of the student.

DEGREE APPLICATION AND GRADUATION

Participation in the graduation ceremony is required. Degrees are not conferred in absentia except with permission by the Office of Academic Affairs. Students must submit a written request for permission.

Graduation application for degree and graduation fee is paid to the Registrar's office. The deadlines are:

- May graduates are required to submit their application for degrees and pay the graduation fee by October 15.
- August graduates are required to submit their application for degrees and pay the graduation fee by March 31.
- Late applications will be accepted up to 30 days after the respective deadlines; however, there will be a \$100.00 late fee in addition to the graduation fee.
- Although faculty advisors assist with registering students for the courses necessary to satisfy degree requirements, the responsibility lies ultimately with the student.

A student who meets all the degree requirements must:

1. Finalize the *Application for Degree*
2. Complete the end of program survey(s)

Instructions for completing the degree application and the degree application form are located on the Registrar's website. The student should make an appointment with his/her advisor to finalize

the degree application.

DISMISSAL/WITHDRAWAL

When students' conduct, or health endangers the well-being of others or makes it inadvisable to remain in the MS-HAE program, the faculty reserves the right to dismiss the individual from the course or program. Students may choose to withdraw from the program at any time. Students who wish to withdraw from a course must follow the withdrawal procedure in the Graduate Academic Catalog.

DRUG TESTING

Refer to the current *WCU Graduate Catalog* for information on the student drug testing requirements.

EVALUATION OF FACULTY AND COURSES BY STUDENTS

Students will have the opportunity to evaluate various aspects of the program on a schedule established by WCU and the SON. Evaluation will include courses, faculty, electronically-mediated instruction, and the hybrid format. This information is extremely important and is considered in the revision of the program.

EXIT INTERVIEW POLICY

A student leaving the program prior to graduation is required to meet with the program head (in-person, by phone, or email) to complete an Exit Interview survey. This information is important and is considered in the ongoing processes for improvement of the program. In the event that a student refuses to meet with the Program Director, the Program Director is responsible for completing an Exit Interview survey form for that student noting the student's refusal to participate. Graduating students are required to complete the university exit interview survey at the time of filing the degree application.

EXTENDED DISASTER LEAVE

In the event of closure or cancellation of classes due to a natural/man-made disaster or other emergency cause, general information will be forwarded to local media, posted on the WCU website, and sent via automated process to your WCU student email address or cell phone; through Sader Watch. Specific information regarding the continuation of coursework will be

posted on the University's course management system (Canvas) at <https://wmcarey.instructure.com/login/ldap>. For up-to-the minute alerts regarding emergency situations, sign up to receive notifications through SaderWatch, the WCU emergency text message service. Instructions can be found under "Current Students" on the WCU homepage.

GRADUATE STUDENT ROLE

College of Health Sciences faculty and administration believe that graduate students are self-motivated to learn and expand their professional behavior. Students are expected to maintain a positive professional attitude that allows for academic growth. Additionally, the student is expected to follow the directions stated in course syllabi or given by instructors in class. Failure to follow directions may result in a reduction of course grade or failure of the class. Each student is accountable for achieving a higher level of leadership, consultation, collaboration, communication, advanced practice, and scholarship.

GRIEVANCE PROCEDURE

The College of Health Sciences seeks to provide each student with a positive educational experience. However, students who experience difficulty in a course should make every effort to resolve the problem informally by discussing it with the faculty of record for the course. Students who wish to file formal complaints (grade appeal) should do so in accordance with William Carey University and College of Health Sciences policies. The procedure for a grade appeal can be found in *The Translation; grade appeals*.

Note:

An academic grievance is a dispute concerning some aspect of academic involvement arising from an administrative or faculty decision which the student claims is unjust, arbitrary or capricious. A formal grievance is allowed only in cases where there is evidence from the complainant of one of the following:

- Unfair or unjust treatment of the student by the instructor which resulted in the student being evaluated on some other basis than the student's academic performance and/or the student being required to adhere to expectations that are different from expectations of other students or policy.
- Miscalculation on the part of the instructor in determining the final course grade.
- A departure from the standards of evaluation stated in the course syllabus.

- Students who experience difficulty are encouraged to make every effort to resolve the problem informally by discussing it with the faculty of record for the course. However, students who wish to file formal complaints should do so in accordance with William Carey University and College of Health Sciences policies.

For the graduate student in the MS-HAE program who is dissatisfied with courses, faculty, procedures, policies, or other issues; the student must submit concerns in writing with supporting evidence to the instructor of the course. If no resolution is achieved, the student may appeal to the Associate Dean, then to the Dean of the College of Health Sciences. If no satisfactory outcome is reached, the student may appeal to the Graduate Academic Appeals committee. If the Associate Dean is the instructor of the course in question, the student must first negotiate with the instructor. If no resolution is achieved, the student may appeal to the Dean of the College of Health Sciences. If the outcome is not satisfactory, the student may appeal to the Graduate Academic Appeals Committee.

If the instructor of the course in question is the Dean of the College of Health Sciences, the student must first negotiate with the instructor. If the outcome is not satisfactory, the student may appeal to the Associate Dean of Graduate Programs. If the outcome is still not satisfactory, the student may appeal to the Graduate Academic Appeals Committee.

HEALTH POLICIES

MS-HAE students must submit a WCU College of Health Sciences history and physical form to the designated College of Health Sciences personnel within 2 weeks of admission. Any changes in physical status must be reported to the program administrator. Documentation of current CPR, hepatitis B series (or a positive titer) or declination statement, annual PPD or negative Chest X-ray, varicella immunization or immunity, two MMR or MMR titer, release of information form, and HIPAA form must be on record within two weeks of admission.

No clinical hours can be accrued without satisfactory completion of all proofs.

HIPAA GUIDELINES

Each student is required to read the information on HIPAA regarding protection of patients' privacy. A signed acknowledgement form must be signed and returned to the administrative assistant to the Graduate Academic Advisor. This acknowledgement form is kept in the

student's folder.

INCIDENT REPORTS

If at any time a student encounters a situation that requires reporting, the student is to fill out the incident report of the clinical facility. A copy must be provided to the faculty of that course and the campus associate dean. William Carey University is not responsible for any costs associated with incidents occurring in the clinical setting.

INCOMPLETE ADMISSION

Students may attend classes for one term before all admission materials are submitted. All admission materials must be completed and on file with the Graduate Admissions office before the student is allowed to enroll for a second term.

INCOMPLETE PROGRESSION

Incomplete status in a course must be applied for in writing to the faculty of record of the course and approved by the campus associate dean.

LATE ASSIGNMENT POLICY

Late assignment policies are determined by each instructor and published in the course syllabi.

LENGTH OF PROGRAM

The MS-HAE program has 2 different completion options: fulltime and part-time. However, the complete program of study must be accomplished within six years of enrollment in the first course. Additional options can be devised based upon the specific student needs. Each student must meet with the campus program advisor to develop a degree plan.

LIBRARY

All graduate students will be required to utilize library resources throughout the programs. Please refer to *The Translation* for details concerning location and hours of the campus library. Library services are available to all students in the College of Health Sciences through campus collections, inter-library loan, electronic databases, and cooperative agreements with other libraries. Updates on library services are communicated to faculty and students via e-mail and the university web page. See separate *William Carey University Library Handbook* for further information. The

WCU library can be accessed at www.wmcarey.edu or <http://library.wmcarey.edu/>.

LICENSURE

If the graduate student is eligible to hold a license, registry, or certification, it must be in an unencumbered status in any state.

MALPRACTICE INSURANCE

Malpractice insurance is provided by the University for all HAE students as long as they are functioning in the student role.

NONDISCRIMINATION STATEMENT

In compliance with federal law, including provisions of Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the bylaws of the university, William Carey University does not discriminate against any person on the basis of race, color, national or ethnic origin, sex, gender, age, or disability in admissions or in the administration of its education policies, scholarships, loan programs, athletic and other school-administered rights, privileges, programs, and activities generally accorded or made available to students at the school. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Academic Affairs, 710 William Carey Parkway, Hattiesburg, MS 39401, (601) 318-6101.

PROGRESSION

The student will be able to progress based on the satisfactory completion of previous terms and a status of good standing in the graduate programs. See individual syllabi for progression policies for specific courses.

RELEASE OF INFORMATION/PHOTOGRAPHS

William Carey University has a responsibility to protect the privacy of our students. Typically, only directory information is released without the student's written permission. Other information, such as medical or CPR status, will be released to clinical agencies, upon request, where students are completing program assignments or practicum. Students who do not wish this information to be released should contact the Program Director. Information on the Family Educational Rights and Privacy Act (FERPA) of 1974 can be found in *The Translation* or at <https://www.wmcarey.edu/page/institutional-policy-privacy-rights-students>.

The SON takes photographs at a number of events in which students participate. These photographs are used for such purposes including, but not limited to, poster presentations and recruiting documents. Students who do not wish to have their photographic images used for such purposes should contact the Associate Dean of Graduate Programs.

UNIFORM/PROFESSIONAL DRESS POLICY

Students must present a professional appearance during any clinical experience including visits to prepare for clinical experience in an agency, participating in observational experiences, or conducting interviews and assessments in the community. Students will follow the dress code of the institution where they are satisfying their clinical requirements. A William Carey University name badge will be worn on the upper left front side of the uniform. Badge should be white with red lettering. Professional appearance includes consideration of jewelry, hair, cosmetics, nails, hygiene, and clothing. Guidelines specific to clinical sites will be provided by the instructor.



**WILLIAM CAREY UNIVERSITY
HEALTH ADMINISTRATION AND EDUCATION PROGRAM
2018-2020 GRADUATE STUDENT HANDBOOK CERTIFICATION**

I have read and understand the policies, procedures and information included in the William Carey University (WCU) Health Administration and Education Program 2018-2020 Graduate Handbook. I understand that the policies, procedures and information therein apply to me. I further understand that I am expected to abide by these policies and procedures, and be aware of all information in the Handbook throughout my enrollment in the Health Administration and Education Program at WCU. I understand that changes or additions to these policies and procedures may be made while I am enrolled in the Health Administration and Education Program. Notification in writing of the policy and/or procedural changes will be binding upon me.

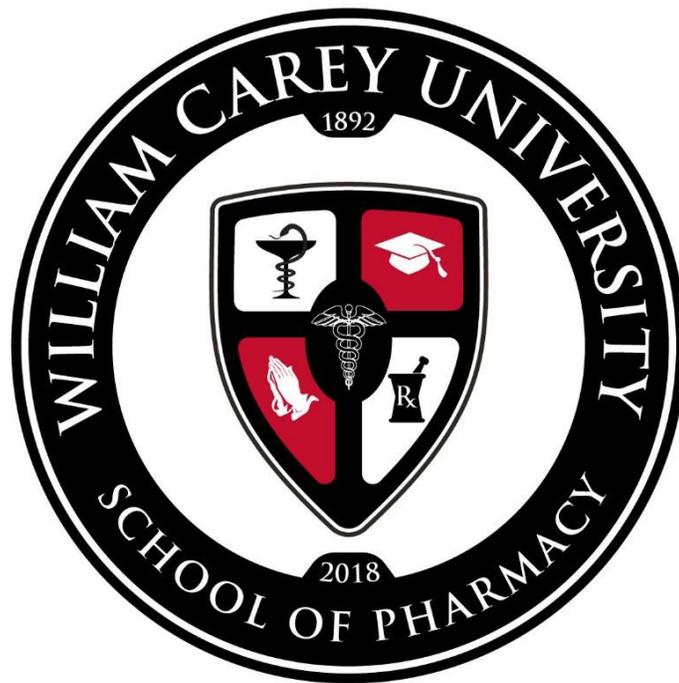
My signature below constitutes my acceptance of the policies and procedures in the Health Administration and Education Program 2018-2020 Graduate Handbook (revised 2018) and my acceptance of future amendments given to me in writing.

Signed: _____ DATE: _____

Name (print): _____ /ID#: _____

Witness: _____

**WILLIAM CAREY UNIVERSITY
SCHOOL OF PHARMACY**



***Student Handbook and Catalog
2018-2019***

**Approved by the Faculty of the William Carey University School of
Pharmacy on (4/9/2018), Revision (4/9/18)**

**Approved by the William Carey University Board of Trustees
(4/12/18)**

Academic Calendar 2018-2019 (proposed)

Fall Term 2018 (P1/T1, 9 weeks total)

July 18-20, 2018	Orientation
July 23, 2018	First day of classes: Fall term (P1)
September 3, 2018	Labor Day
September 21, 2018	End of Fall term
September 24-28, 2018	Fall / Intersession Break

Winter Term 2018 (P1/T2, 11 weeks total)

October 1, 2018	First day of classes: Winter term (P1)
November 19-23, 2018	Thanksgiving Break
December 21, 2018	End of Winter term
December 24, 2018-January 4, 2019	Christmas / Intersession Break

Spring Term 2019 (P1/T3, 11 weeks total)

January 7, 2019	First day of classes: Spring term (P1)
January 21, 2019	Martin Luther King Day
March 22, 2019	End of Spring term
March 25-29, 2019	Spring Break

Summer Term 2019 (P1/T4, 10 weeks total)

April 1 – May 3, 2019	IPPE-I
May 6 – June 7, 2019	IPPE-II
May 27, 2019	Memorial Day
June 7, 2019	End of Summer term
June 10-July 5, 2019	Summer Break and Independence Day Holiday

Academic Calendar 2019-2020 (Projected)

Fall Term 2019 (P1/T1, 10 weeks total and P2/T5, 11 weeks total)

July 8, 2019	First day of classes: Fall term (P2)
July 10-12, 2019	Orientation (P1)
July 15, 2019	First day of classes: Fall term (P1)
September 2, 2019	Labor Day
September 20, 2019	End of Fall term
September 23-27, 2019	Fall / Intersession Break (P1/P2)

Winter Term 2019 (P1/T2 and P2/T6, 11 weeks total)

September 30, 2019	First day of classes: Winter term (P1/P2)
November 25-29, 2019	Thanksgiving Break
December 20, 2019	End of Winter term
December 23, 2019-January 3, 2020	Christmas / Intersession Break

Spring Term 2019 (P1/T3 and P2/T7, 11 weeks total)

January 6, 2020	First day of classes: Spring term (P1/P2)
January 20, 2020	Martin Luther King Day
March 20, 2020	End of Spring term
March 23-27, 2020	Spring Break

Summer Term 2020 (P1/T4, 10 weeks total and P2/T8, 11 weeks total)

March 30 – May 1, 2020	IPPE-I (P1)
March 30, 2020	First day of classes: Summer term (P2)
May 4 – June 5, 2020	IPPE-II (P1)
May 25, 2020	Memorial Day
June 5, 2020	End of Summer Term (P1)
June 8-July 3, 2020	Summer Break and July 4th Holiday (P1)
June 12, 2020	End of Summer Term (P2)
June 15-19, 2020	Capstone and Milestone exams (PCOA)
June 22-26, 2020	Summer Break (P2)

Advanced Pharmacy Practice Schedule 2020-2021 (P3, Class of 2021)*

Fall Term (P3/T8, 12 weeks total):

June 29 – August 7, 2020	Advanced Pharmacy Practice Experience I August
10 – September 18, 2020	Advanced Pharmacy Practice Experience II September
21-22, 2020	APPE Forum and Career Fair
September 23-25, 2020	Fall Break

Winter Term (P3/T9, 12 weeks total):

September 28 – November 6, 2020	Advanced Pharmacy Practice Experience III
November 9 – December 18, 2020	Advanced Pharmacy Practice Experience IV
December 21, 2018 – January 8, 2021	P3 Winter Break

Spring Term (P3/T10, 12 weeks total):

January 11, 2021 – February 19, 2021	Advanced Pharmacy Practice Experience V
January 18, 2021	Martin Luther King Day
February 22 – April 2, 2021	Advanced Pharmacy Practice Experience VI
April 5-9, 2021	Intersession Break, P3
April 12 – 30, 2021	APPE Capstone, Milestone, NAPLEX Review

Preface

The function of these policies is to provide comprehensive rules governing students at the William Carey University School of Pharmacy (WCUSOP). Information contained herein shall not constitute a legally binding contract upon William Carey University or the School of Pharmacy (WCUSOP). To the extent the rules fail to provide adequate guidance for administering a particular aspect of the program, the Dean may adopt temporary rules which shall have full force and effect until permanent standards are adopted. An electronic copy of this publication can be viewed at WCUSOP website.

In addition to the policies contained herein, certain policies and procedures may be governed by the William Carey University Student Handbook, *The Translation*. In the event that there is any confusion about the WCUSOP policies and procedures, *The Translation* policies and procedures will govern the WCUSOP.

Policies, requirements, and information in the *WCUSOP Student Handbook* may be changed or updated by the University or WCUSOP at its sole discretion. Students will be notified of such changes and will become effective immediately unless otherwise specified. Changes will be incorporated into a revised version of the document.

Failure to read this handbook and other sources of regulations governing college life at William Carey University or the School of Pharmacy does not excuse the student from the requirements and regulations described therein. This edition of the handbook does repeal and supersede all previous editions of the handbook.

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I. INTRODUCTION

- A. VISION, MISSION, AND CORE VALUES OF THE WILLIAM CAREY UNIVERSITY SCHOOL OF PHARMACY
- B. MESSAGE FROM THE DEAN OF THE WILLIAM CAREY UNIVERSITY SCHOOL OF PHARMACY
- C. BOARD OF TRUSTEES
- D. SCHOOL OF PHARMACY ADMINISTRATION
- E. FACULTY
- F. ADMINISTRATIVE STAFF

A. VISION, MISSION, AND CORE VALUES OF THE WILLIAM CAREY UNIVERSITY SCHOOL OF PHARMACY I.

Vision Statement

The School of Pharmacy at William Carey University will strive to be a leader in pharmacy education, scholarship and service, committed to providing a transformative learning experience in a collaborative and diverse environment focused on improving the health and well-being of the communities we serve that blends learning and faith.

II. Mission Statement

As an integral part of William Carey University, the School of Pharmacy (SOP) shares the overall vision and mission of the University. The SOP seeks to improve the health care of our region, especially the underserved areas of the Gulf Coast and South Mississippi, by educating students to become competent entry-level practitioners. The students will be educated to provide contemporary pharmacy care to all patients in collaboration with other healthcare providers with a foundation based in a Christian ministry of healing. The SOP will provide an accelerated learner-centered environment that promotes critical thinking, problem solving, development of communication skills, scholarship, professionalism and a Christian spirit of caring and responsibility. The SOP will utilize innovative and creative teaching methods, state-of-the-art technology, and support an environment of scholarship with an expert, dynamic and diverse faculty.

III. Core Values

The School of Pharmacy embraces the following list of core values that reflect the commitment of faculty and staff to preparing competent, caring, and ethical pharmacy professionals to meet the public's need for high quality health care.

- Honesty, integrity, professionalism, and personal responsibility
- Respect for diversity and appreciation of cross-cultural perspectives
- Adaptability and flexibility in response to the ever-changing external environment
- Effective and efficient use of resources to maximize value to those we serve
- Excellence and innovation in pharmacy education, scholarship, and service (including outreach to the community)
- A productive, satisfying work and learning environment
- Integration of the pharmaceutical sciences with professional studies

- Scholarship that contributes to knowledge development, improvement of pharmacy education, and promotion of pharmacy care and health outcomes
- Experiences which foster inter-professional collaboration among health care team members delivering patient-centered care
- Leadership opportunities that advance personal and professional goals
- Lifelong learning and continuing professional development
- Retention, development, and engagement of students and alumni
- Growth and development of certificate programs, dual degrees, and postgraduate training opportunities

B. MESSAGE FROM THE DEAN OF THE WILLIAM CAREY UNIVERSITY SCHOOL OF PHARMACY

Our School of Pharmacy offers the only accelerated three-year Doctor of Pharmacy program on the coast from New Orleans to Pensacola. Located on the Tradition Campus of William Carey University in Biloxi, MS, the faculty and staff look forward to serving the needs of the Gulf Coast region, the state of Mississippi, and surrounding states. Our program offers unique features in an effort to create a collaborative and individualized student-centered learning environment focused on academic excellence and built-in partnership with our students, faculty, staff, and administration.

Academic Excellence in Pharmaceutical Studies for the Gulf Coast

The didactic portion of the program is designed to provide students with the knowledge and skill set required to excel as an entry-level practitioner. The experiential education program will provide the student exposure to a variety of practice models and experiences in which they will utilize and apply the knowledge and skills learned in the classroom. Graduates will be prepared to practice their profession in independent and collaborative environments.

The School of Pharmacy plans to enroll 64 students in its inaugural class, a class size that will provide a 10:1 ratio of students to faculty. The new School of Pharmacy will move into a new building, complete with state of the art classroom and laboratory space, which will provide a comfortable and stimulating learning environment.

We believe this is an exciting and uncertain time in health care and that the profession of pharmacy is positioned to improve the health of our communities through education, service, outreach, and research. Our School is determined to make a difference in the lives of those who suffer from the prevailing health disparities of the region such as diabetes, obesity, drug and tobacco addiction, and asthma. The profession of pharmacy has many diverse career

opportunities for today's graduates to make a substantial impact on the health of the individual, community, and the nation.

While I have only touched a few of the program highlights, there are many more to discover. Our faculty and staff are deeply committed to collaborating with the student to graduate the best entry-level practitioner possible.

Dr. Michael Malloy, PharmD
Dean, William Carey University School of Pharmacy

C. CERTIFICATION AND ACCREDITATION

Accreditation Council for Pharmacy Education:

The William Carey University School of Pharmacy is presently not accredited by the Accreditation Council for Pharmacy Education (ACPE).

The William Carey University School of Pharmacy Doctor of Pharmacy program has been authorized by the Board of Directors for an on-site evaluation to be scheduled during spring 2018 for consideration of Precandidate status. Authorization of an on-site evaluation for consideration of Precandidate status does not carry with it nor imply an accreditation status. The on-site evaluation is authorized solely for purposes of gathering additional information in furtherance of an accreditation decision. The Board will consider Precandidate status at the next regularly scheduled meeting, which occur in January and June of each year, following the on-site evaluation. For an explanation of the ACPE accreditation process, consult the Office of the Dean or the Accreditation Council for Pharmacy Education, 135 South LaSalle Street, Suite 4100, Chicago, Illinois 60503, 312-644-3575; FAX 866-228-2631; website www.acpe-accredit.org

Accreditation Disclosure Statement

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

conveys its decisions to the various boards of pharmacy and makes recommendations in accord with its decisions. It should be noted, however, that decisions concerning eligibility for licensure by examination or reciprocity reside with the respective state boards of pharmacy in accordance with their state statutes and administrative rules.

In order to enroll the first class of students in fall 2018, the William Carey University School of Pharmacy has applied for Precandidate status for its Doctor of Pharmacy program. An on-site evaluation will occur during spring 2018. The ACPE Board of Directors will meet in June 2018 to consider the School's application. The School will be notified of the Board's decision as soon as is feasible following the meeting. Should the Board feel that Precandidate status cannot be conferred at that time, the School could respond to the Board's concerns and reapply. Should the School enroll and begin instruction of its inaugural class without first achieving Precandidate status or fail to achieve Candidate status, any graduates would be considered to have graduated from an unaccredited Doctor of Pharmacy program. It is unlikely that graduates of an unaccredited Doctor of Pharmacy program will meet licensing requirements in any U.S. jurisdiction. By mandate of the United States Department of Education, a program must achieve Accredited status within five years of receiving initial Preaccreditation status.

Precandidate Status

Granting of Precandidate status brings no rights or privileges of accreditation as associated with either candidate status or accredited status. Precandidate status indicates only that planning has taken into account ACPE standards and guidelines and suggests reasonable assurance of moving to the next step, that of Candidate status. Since Precandidate status does not create any rights of accreditation under the ACPE standards, it is the opinion of ACPE that graduates of programs of Colleges or Schools of Pharmacy that bear Precandidate status do not meet the educational requirements for licensure.

Candidate Status

With respect to clarification of the meaning of Candidate status, graduates of a program so designed would, in the opinion of ACPE, have the same rights and privileges of those graduates from an accredited program. The Candidate status denotes a developmental program that is expected to mature in accord with stated plans within a defined time period. It should be underscored, however, that decisions concerning eligibility for licensure by examination or reciprocity reside with the respective state boards of pharmacy in accordance with their state statutes and administrative rules. Should Candidate status be awarded to a program, ACPE would, however, make its position known and make recommendations consistent with that position.

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

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

Southern Association of Colleges and Schools Commission on Colleges:

The William Carey University is accredited with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

If any student would like to submit a complaint to SACS regarding an unresolved complaint involving an accreditation standard or verify the status of William Carey University, he or she may do so according to the SACSCOC policy found at

www.sacscoc.org/pdf/081705/complaintpolicy.pdf or by mail at the following address:

Commission on Colleges
1866 Southern Lane
Decatur, Georgia 30033-4097
404-679-4501

D. SCHOOL OF PHARMACY ADMINISTRATION

Michael Malloy, PharmD	Dean
David Weldon, PhD	Associate Dean of Pharmacy and Assessment
Charles R. Breese, PhD	Associate Dean of Curriculum and New Programs
Donna M. Adkins, PharmD	Department Chair of Pharmacy Practice and Administration
Kris Virga, PhD	Department Chair of Pharmaceutical Sciences
Robin Vidal, PharmD	Director of Experiential Education
Becky Robertson	Director of Admissions and Recruitment
Haynes, Alesia	Director of Student Services and Alumni Affairs

E. FACULTY

Department of Pharmaceutical Sciences

Dr. Kristopher Virga, Chair and Professor of Pharmaceutical Sciences

Dr. Charles Breese, Associate Dean of Curriculum and New Programs and Professor of Pharmaceutical Sciences

Dr. David Weldon, Associate Dean of Pharmacy and Assessment and Associate Professor of Pharmaceutical Sciences

Dr. Tim Fincher, Assistant Professor of Pharmaceutical Sciences

Dr. Melissa Burmeister, Assistant Professor of Pharmaceutical Sciences

Dr. Abiy Eyakem, Assistant Professor of Pharmaceutical Sciences
Dr. Abby Weldon, Assistant Professor of Pharmaceutical Sciences

DEPARTMENT OF PHARMACY PRACTICE AND ADMINISTRATION Dr.

Donna Adkins, Chair and Professor Pharmacy Practice Dr. Jessica Johnson, Associate Professor Pharmacy Practice Dr. Samantha Odem, Assistant Professor Pharmacy Practice
Dr. Morkisha Dobard, Assistant Professor Pharmacy Practice
Dr. Troy Smith, Assistant Professor Pharmacy Practice
Dr. Robin Vidal, Director of Experiential Education and Assistant Professor Pharmacy Practice

F. ADMINISTRATIVE STAFF

Mr. Jerry Bracey, Administrative Dean of the Tradition Campus
Ms. Tammi August, Business Office
Mrs. Angela Blahut-Neville, Pharmacy Deans Administrative Assistant
Ms. Vivian Clark, Registrar
Ms. Cathy Creel, Assistant Director of Financial Aid
Ms. Angela George, Business Office
Mrs. Cynthia Grimes, Assessment Coordinator
Ms. Alesia Haynes, Assistant Director of Student Services
Mrs. Becky Robertson, Assistant Director of Admissions, Marketing, and Recruitment

II. ADMINISTRATIVE AND PROFESSIONAL CURRICULUM

- A. ADMISSIONS
- B. TUITION AND FEES
- c. FINANCIAL AID
- d. CURRICULUM
- e. COURSE DESCRIPTIONS
- f. OTHER REQUIREMENTS FOR MATRICULATION
- g. CURRICULAR AND ACADEMIC POLICIES
- h. WCU ACADEMIC INTEGRITY POLICY
- i. TECHNICAL STANDARDS
- j. WCU POLICY ON STUDENT CONDUCT AND HARASSMENT

A. ADMISSIONS

The goal of the Admissions Department is to recruit and matriculate the highest quality and most qualified students to accomplish the educational mission of the School of Pharmacy. The Admissions Department will use student curricular performance and NAPLEX results to determine admissions criteria to select students who will successfully complete the pharmacy professional program, pass the NAPLEX, and become licensed pharmacists.

The William Carey University School of Pharmacy incorporates a holistic approach to admissions and considers such factors as GPA, prior experience, completion of a bachelor's degree or advanced education, and interview results in the admissions process. Applicants presenting with above average GPAs scores are more competitive.

- **Bachelor's degree is preferred, but not required**
- **PCAT is not required**
- **Preferred overall GPA \geq 3.0 and science and math GPA \geq 2.5**

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

Beginning with the admissions cycle for the class starting in July 2019, **all applicants must submit a web-based application through PharmCAS** (Pharmacy College Application Service), a centralized application service. Applications must be complete and verified by PharmCAS prior to being evaluated by the WCUSOP. Detailed information about WCUSOP, its curriculum, the admission process, prerequisite courses, tuition and fees, financial aid, student life, and accreditation status are available at <https://wmcarey.edu/page/pharmacy-accreditation>.

Academic Requirements for Admission

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

1. Complete a minimum of 68 semester credit hours of pre-pharmacy study in an accredited college or university in the United States or Canada, or the equivalency of credits from a foreign college or university whose transcripts are evaluated by Josef Silny and Associates, World Educational Services, or AACRAO International Education Services.
2. Have a grade of C (or its equivalent) or better in all prerequisite courses.

Applicants do not have to have all prerequisite coursework completed before applying for admissions; however, the applicant must have a plan to complete any remaining prerequisites

by **June 1 of the year of enrollment**, unless informed otherwise by the Admissions Office. All science laboratory courses must be completed in a live, in-person laboratory environment. No online or hybrid laboratory courses will fulfill the prerequisite laboratory requirement.

Prerequisite Courses

Prerequisite Courses	Required Credit Hours
General Biology I & II with labs ¹	8.0 Sem. Hrs.
College Chemistry I & II with labs ¹	8.0 Sem. Hrs.
Organic Chemistry I & II with labs ¹	8.0 Sem. Hrs.
College Physics I with or without lab (algebra-based course fulfills this requirement)	3.0 Sem. Hrs.
Human Anatomy or A&P I ¹	3.0-4.0 Sem. Hrs.
Human Physiology or A&P II ¹	3.0-4.0 Sem. Hrs.
Economics (general, micro or macro)	3.0 Sem. Hrs.
English Composition I & II	6.0 Sem. Hrs. ²
Calculus I	3.0 Sem. Hrs. ³
Public Speaking / Speech	3.0 Sem. Hrs. ²
College Statistics	3.0 Sem. Hrs. ⁴
General Education (includes humanities, history, business, computer science, fine arts or foreign language)	9.0 Sem. Hrs. ²
Social Sciences (includes psychology, sociology, political science, or anthropology)	6.0 Sem. Hrs. ²
Total	68.0 Sem. Hrs.

¹Laboratory courses must be completed in a live, in-person laboratory environment

²Similar coursework will be evaluated and may be deemed to fulfill the required semester credit hours.

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

⁴The 3 hours of college statistics is required in addition to the mathematics requirement.

Prerequisite courses taken under quarter hour systems will be evaluated for equivalency (generally 1 semester hour credit = 0.75 quarter hour credit) and may be deemed to fulfill the required semester credit hours.

Applicants may not exclude any part of their college-level educational history. Any applicant who fails to report all institutions attended will forfeit his/her eligibility for admission to William Carey University School of Pharmacy, or may be dismissed from the program if the student has

matriculated. Records and documents submitted for admission to PharmCAS or the William Carey University School of Pharmacy will not be returned.

All applicants meeting the minimum criteria will have their files evaluated. Due to the large number of candidates that apply for admission each year, only the most qualified applicants will be invited for an interview. During the interview day, applicants will be given an introduction to the school and its curriculum, and provided information on student services and financial aid. In addition, each candidate will have his or her application file reviewed for completeness. Applicants will be interviewed by faculty, asked to provide a writing sample, take a preliminary knowledge assessment, and given a tour of the campus and the School's facilities. Ample opportunities will exist to ask questions about the program, the University, and the local area. If there are any additional questions during the application process, please feel free to email pharmacyadmissions@wmcarey.edu.

Application to the Doctor of Pharmacy program is highly competitive. As the School of Pharmacy utilizes a "rolling" admissions process, priority is given to candidates who complete their application early.

Prerequisites Completed Outside the United States

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

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

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

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

Evidence of English Language Proficiency

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

- Diploma or degree from an English speaking school – a degree or diploma from an accepted accredited college or university in which the primary language of instruction for the entire institution is English.
- Graduation from a regionally accredited college or university in the United States.

- You have taken English composition and speech prerequisites from a regionally accredited college or university in the United States, and have earned a “B” or better.
- Completing the TOEFL with a recommended minimum score for admissions of:
 - 550 or higher for paper-based test; or
 - 90 or higher for internet-based test; and
 - The date of taking the TOEFL should not be more than 24 months prior to the date of enrollment

The TOEFL score should be included in your PharmCAS application and not submitted to the William Carey University. More information regarding the TOEFL is available at www.ets.org/toefl.

Board of Pharmacy Intern Licensure

To matriculate in the Doctor of Pharmacy program, students must be eligible for intern licensure with both the Mississippi Board of Pharmacy and the Louisiana Board of Pharmacy. Students doing rotations in other states will be required to meet all intern requirements of those states. Students who have any of the following conditions should check with the appropriate Board of Pharmacy to determine if they are eligible for a pharmacy intern license:

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

Seat Deposit

Admitted students will receive a letter informing them of acceptance and requesting that a non-refundable five hundred dollar (\$500) seat deposit be submitted to WCUSOP by a specified time. The seat deposit is credited toward the fall semester tuition.

Deferred Enrollment

An applicant that has paid a seat deposit may request for a deferral of admission until the following academic year. All requests will be evaluated on a case by case basis. In the event that an applicant is granted a deferral until the following academic year, the seat deposit will be held to hold a seat in the class. The seat deposit is credited toward the fall semester tuition. Deferred applicants must provide current updated transcripts of all academic coursework prior to matriculation.

B. TUITION & FEES

Tuition Payment

Tuition and any applicable fee payments are due in accordance with the William Carey University policy. Students will receive an invoice for tuition due. For updated tuition and any additional fees that are required for matriculation, please see the information below or the Tuition and Fees section of the William Carey University School of Pharmacy website at:

<https://wmcarey.edu/page/pharmacy-tuition-fees-financial-aid>.

Those wishing to utilize the WCU deferred payment plan, tuition may be paid in thirds through the course of the term. Below are the deferred payment due dates for the 2018-2019 academic year:

- FALL 2018: One third of tuition due on July 27, 2018; August 17, 2018; September 14, 2018
- WINTER 2018: One third of tuition due on October 5, 2018; November 2, 2018; December 7, 2018
- SPRING 2019: One third of tuition due on January 11, 2019; February 1, 2019; March 7, 2019
- FALL 2019: One third of tuition due on April 5, 2019; May 3, 2019; June 7, 2019

Tuition and fees are approved each year by the WCUSOP's Board of Trustees. Tuition and fees may change annually.

Tuition and Fees for 2018-2019 Academic Year			
Standard Fee	Class 2021	Class of 2022 ¹	Class of 2023 ¹
Total Tuition and Fees	\$40,000	\$40,000	\$40,000
Seat Deposit ²	\$0	\$500	\$500

¹ Tuition is set annually by the WCU Board of Trustees and is subject to change.

² Seat deposits will be credited to the first semester's tuition for the first year of enrollment.

The following fees are not included as components of tuition for WCUSOP and are the financial responsibility of the student:

- Health Insurance - required for matriculation, class attendance, and rotations
- Background Checks - the first background check is required prior to matriculation, and a second background check is required at the end of the PY1 and PY2 year for experiential rotations. Some rotation sites require a background check to be completed within 30 days prior to rotation.
- Drug Screens - Some rotation sites require a drug screen within 30 days prior to the rotation.
- Physical Exam
- Immunizations

- CPR certification
- Required on-line certifications
- Any additional requirement or expense incurred to attend rotation sites, including, but NOT limited to transportation, lodging, meals, etc. Additional requirements may vary among experiential sites. Please contact the Experiential Office for a listing of specific site requirements.

Enrollment Status

Visit the Financial Aid Office to learn how enrollment status may impact your eligibility for financial aid. The Veterans Administration may have different definitions for full-time and part-time status. Students receiving veterans' benefits should talk to the veterans certifying official.

PharmD Graduate Program Enrollment Status

Full-time = 6 semester credit hours or more per term

Half-time = 3 semester credit hours but less than 14 hours per term

Less than half-time = 2 semester credit hours or less per term

Failure to Pay Tuition

Students that have not paid tuition in accordance with WCU policies may be charged a late fee and may be removed from all classes and rotations without further warning. If the student has applied for Title IV financial aid and has taken all of the appropriate steps, the student may continue in class until the Title IV loan is processed. See the Business Office website for further information: <https://www.wmcarey.edu/office/business-office>.

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

Registration for Class

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

Verification of Health Insurance

Students must provide verification of health insurance coverage at the beginning of each academic term in order to register for classes. Students may also be subject to random checks throughout the year and will be dis-enrolled from all didactic and experiential coursework for failure to maintain health insurance coverage at all times while enrolled at the William Carey

University School of Pharmacy. In the event a student misses time on a rotation due to the lack of health insurance coverage, all missed time must be made up or the course repeated based on APPE policy and graduation may be delayed.

Withdrawal from Classes

Students who wish to withdraw from the University and the William Carey University School of Pharmacy must file a written request with the Assistant Director of Student Services. The Office of Student Services will schedule a meeting with the student to discuss the reasons for the withdrawal and the future status of the student with the School of Pharmacy. The student must also initiate a withdrawal on the Indigo Student Portal. The student will receive status updates via student email. A student is not fully withdrawn from the University until they have received final confirmation from the Registrar's Office. Any questions concerning the impact of withdrawing from the University on financial aid or refund of tuition should be directed to the Business Office, Assistant Director of Financial Aid, or the Registrar.

Email as official communication method

When granted admission into WCUSOP, students will receive an official @wmcarey.edu email address. This email address will be used for all official communication. The faculty, staff, and administration will only use this email address to communicate with students. Not properly monitoring or utilizing your @wmcarey.edu email address may not be used as a valid excuse for missed communication.

Canvas as official LMS

WCU provides a Learning Management System (LMS) to all students. Currently, WCU uses Canvas. Access to Canvas is through email credentials for the entirety of your education at WCUSOP. Canvas is the official portal where students will receive all communication related to course communications and content. Not properly monitoring or utilizing Canvas may not be used as a valid excuse for any missed communication or assignment.

C. FINANCIAL AID

WCUSOP students are eligible to participate in federal Title IV student loans programs. Students may apply for unsubsidized and additional unsubsidized loans, as well as graduate PLUS loans. Students must receive a letter of admission from the Admissions Office before the Director of Financial Aid can begin the financial assistance process. Please see the WCUSOP website or contact Ms. Cathy Creel, Assistant director, Financial Aid for the Traditions campus (ccreel@wmcarey.edu, (228) 702-1809) for additional information and details.

D. CURRICULUM

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

The basic outline of the curriculum is:

- 1) A foundational sciences component in which the majority of the basic biomedical sciences, pharmaceuticals, social and behavioral sciences, jurisprudence, integrated pharmacology, Medicinal Chemistry, Pathophysiology and advanced pharmacotherapeutics, and electives are taught;
- 2) The experiential curriculum, which includes the Introductory and Advanced Pharmacy Practice experiences, and Service Learning.

The Doctor of Pharmacy curriculum is designed to be successfully completed in 2 years and 10 months, and runs throughout the calendar year. The curriculum is designed to deliver a combination of faculty-delivered didactic lectures, student-centered active learning and problem-solving activities, and experiential educational activities that emphasize the achievement of the professional competencies and outcome expectations (EOCs) of the curriculum. Requirements for the PharmD degree for graduates in the Class of 2021, include completion of a minimum of 146 credits, which include more than 1800 hours of experiential coursework. In addition, a student must maintain a cumulative grade point average 2.20 or better in order to progress and graduate.

Graduation Requirements

Except as otherwise provided in these standards, in order to graduate from the School of Pharmacy with a PharmD degree and receive a diploma, a candidate for graduation must have received credit in all required courses, electives, and curricular activities, successfully completed the required hours of experiential course work, paid all tuition and/or fees, and have a cumulative GPA of ≥ 2.2 . Students who achieve a 3.50 and above will be designated for honors.

Credit Hour Policy

The term for the WCUSOP is a 10 week "trimester" plus a week for final exams. All courses are credited according to a standard semester credit hour (typically a 15 week term). For didactic classes, credit hours are awarded at a ratio of approximately 15 hours of class time to 1 hour of

course credit. For laboratory and experiential courses, credit is awarded at a ratio of 30-40 contact hours for 1 hour of credit. The above assignment of credit hours assumes a minimum of two hours of out of class student work for each hour of lecture and equivalent work.

Curricular Layout

PY1 Year

Semester Credits

Term 1

PHA 612	Pharmaceutical Calculations	2	
PHA 614	Biochemistry	3	
PHA 616	Introduction to Physiology	3	
PHA 622	Introduction to Patient Care I + Lab	2 + 1	
PHA 624	Introduction to Interprofessional Education	1	
	Total Credits		12

Term 2

PHA 632	Pharmaceutics I	2	
PHA 634	Intro to Pharmacology, Medicinal Chemistry and Toxicology	5	
PHA 636	Immunology	2	
PHA 642	Introduction to Patient Care II + Lab	2 + 1	
PHA 644	Drug Literature and Informatics I	2	
PHA 692	Service Learning I	1	
	Total Credits		15

Term 3

PHA 652	Pharmaceutics II + Lab	3 + 1	
PHA 654	Pharmacokinetics	3	
PHA 662	Self-Care Therapeutics	3	
PHA 664	Introduction to Patient Care III + Lab	2 + 1	
PHA 666	Public Health and US Healthcare Systems	2	
PHA 694	Service Learning II	1	
	Total Credits		16

Term 4

PHA 696	Introduction to Pharmacy Practice Experience (Community)	5	
PHA 698	Introduction to Pharmacy Practice Experience (Institutional)	5	
	Total Credits		10

PY2 Year

Semester Credits

Term 1

PHA 712	Principles of Drug Action I	4.5	
PHA 722	Pharmacotherapeutics I	5	
PHA 724	Patient Care Lab I	1.5	
PHA 726	Drug Literature and Informatics II	2	

Term 2

PHA 732	Principles of Drug Action II
PHA 742	Pharmacotherapeutics II
PHA 744	Patient Care Lab II
PHA 746	Pharmacoeconomics

Term 3

PHA 752	Principles of Drug Action III
PHA 762	Pharmacotherapeutics III
PHA 764	Patient Care Lab III
PHA 766	Pharmacy Management and Entrepreneurship

Term 4

PY3 Experiential Year

		<u>Semester Credits</u>
PHA 810	Advanced Pharmacy Practice Experience (Community)	6
PHA 820	Advanced Pharmacy Practice Experience (Institutional)	6
PHA 830	Advanced Pharmacy Practice Experience (Ambulatory Care)	6
PHA 840	Advanced Pharmacy Practice Experience (Medicine)	6
PHA 850	Advanced Pharmacy Practice Experience (Elective I)	6
PHA 860	Advanced Pharmacy Practice Experience (Elective II)	6
PHA 899	Global Capstone	1
		Total Credits 37

PHA Electives PHA 900 level courses to demarcate from primary curricular courses

Total Semester Credits for Program **142 + 4 (electives) = 146**

E. COURSE DESCRIPTIONS FOR 2018-2019 COURSEWORK*

FALL TERM

PHA 612 Pharmaceutical Calculations (2 credits)

This course is a study of the calculations and processes performed by pharmacists within traditional and specialized settings in academia, industry and government. This will include computations related to drug product formulation, dosing and biological activity, statistical data

and medication orders for commercially available and extemporaneously compounded products. The course will also contain an introduction to symbols, formats and operating procedures utilized in prescription and medication orders for commercially available and extemporaneously compounded products.

PHA 614 Biochemistry (3 credits)

This course will provide students with an overview of the fundamental principles of biochemistry by relating molecular interactions to their effects on human health. The course will cover the structural properties, biological functions, and metabolism of proteins, carbohydrates, lipids, and nucleic acids.

PHA 616 Introduction to Physiology (3 credits)

This course will provide students with an understanding of how cells, tissues, organs, and organ systems function together to create one organism. It will expose the students to the normal functions of the major organ systems and lay the foundation for understanding diagnosis and treatment of diseases in those systems, which will be covered under pathophysiology in multiple future courses.

PHA 622 Introduction to Patient Care 1 (3 credits)

This course and the associated lab is designed to introduce pharmacy practice principles of patient care. Topics for discussion include the history and future of pharmacy and the role of pharmacist in different pharmacy settings. Other areas of discussion include introduction to prescriptions, medical terminology, calculations, introduction to Top 300 drugs, professionalism, and the Pharmacist's patient care process.

PHA 624 Introduction to Interprofessional Education (1 credits)

This course is an introduction to interprofessional education, collaboration, and decision making. Students will study the makeup of healthcare teams, learn about the scope of practice and roles of the various members of the healthcare team, solidify their understanding of the role of the pharmacist as a member of the healthcare team, and participate in interprofessional activities.

WINTER TERM

PHA 632 Pharmaceutics I (2 credits)

This course will briefly introduce the history, mission, standards, laws and regulations of pharmacy, pharmaceutical care, and pharmacy practice. It will also introduce drug development process, pharmaceutical studies and processes in pre-formulation and the basic principles of biopharmaceutics and pharmacokinetics as they relate to drug product formulation. The course will emphasize an understanding of factors influencing formulation, stability, and packaging of

various dosage forms. In addition, students will study biopharmaceutical and pharmacokinetic principles of drug-exposure, bioavailability and assessment of bioequivalence.

PHA 634 Intro to Pharmacology, Medicinal Chemistry and Toxicology (5 credits)

This course will provide students with the basic pharmacologic principles of pharmacodynamics and cellular processes and an introduction to structure activity relationships. It will also provide the necessary information required to bridge fundamental chemistry principles with application to medicinal chemistry. Students will use their newly acquired knowledge base in the evaluation of drug classes according to receptor type, location, and control function.

PHA 636 Immunology (2 credits)

This course will be an introduction to immunology at the molecular and cellular level and will focus on the role of the innate and adaptive immune response in health and disease.

PHA 642 Introduction to Patient Care II + Lab (3 credits)

This course and the associated Lab is designed to introduce pharmacy practice principles of patient care. Topics for discussion include patient centered communications, motivational interviewing, patient counseling, health literacy and cultural competence, and inter-professional communications. Students will also discuss pharmacy law as it pertains to patient counseling.

PHA 644 Drug Literature and Informatics I (2 credits)

This course is designed to introduce the retrieval and use of medical literature to later answer clinical questions and problems. Students will be presented with drug information questions to address by systematic retrieval and evaluation of relevant literature.

PHA 692 Service Learning I (1 credits)

This course balances experiential learning in the form of community service with didactic learning, shared reading, reflection, and simulation to create a meaningful learning experience. SL I: Students will prepare and deliver interactive educational presentations to a pediatric population in a classroom setting such as a primary, middle, or high school, or after-school care center.

SPRING TERM

PHA 652 Pharmaceutics II + Lab (4 credits)

This course is a continuation of pharmaceutics I with emphasis on the scientific principles involved in the formulation and application of specific dosage forms. The principles used to compare and contrast different dosage forms will also be presented along with relationships between dosage forms and biopharmaceutics. The principles, procedures and techniques used

for extemporaneous compounding of sterile and non-sterile products will be presented in the laboratory sequence.

PHA 654 Pharmacokinetics (3 credits)

This course builds on the biopharmaceutical and pharmacokinetics principles taught in Pharmaceutics I. The course is designed to deliver the concepts of pharmacokinetics with clinical applications. Necessary mathematical expressions and equations needed to calculate pharmacokinetics parameters describing absorption, distribution, metabolism, and excretion of drugs will be focused. The course will also address clinical application of the basic pharmacokinetic principles and mathematical equations to safe and effective patient care with emphasis on design of dosage regimens and therapeutic drug monitoring, adjustment of drug dosages in selected disease states and significant drug-drug interactions scenarios. Additionally, the course will introduce the influence of pharmacogenetics in pharmacokinetics and concepts in pharmacokinetic - pharmacodynamic relationship. The course intercalates practice problems and assignments to enable students to nurture interpersonal skills through team activities

PHA 662 Self-Care Therapeutics (3 credits)

This course is designed to introduce the principles and application of self-care treatment of common diseases using over the counter medications. Emphasis will be on the role of the pharmacist in determining the appropriate use of over the counter medications for self-care therapy. Students will learn to use the patient care process to determine if self-care is appropriate for the individual patient, select an appropriate product, counsel the patient on the use of the product, and establish follow-up and monitoring parameters. Students are expected to model professional behavior in the application of their knowledge to patient care simulations.

PHA 664 Introduction to Patient Care III + Lab (3 credits)

This course is designed to introduce students to the basic aspects of pharmacy operations and pharmaceutical care in the institutional and community settings. Topics for discussion include assessment of drug safety and efficacy, ensuring accurate and timely dispensing of medications, optimizing patient outcomes, and communications with patients, caregivers, and other healthcare providers. This course provides 8 hours of IPPE simulation credits.

PHA 666 Public Health and US Healthcare Systems (2 credits)

This course is an overview of the complex issues, policies, controversies and proposed solutions that surround public health and healthcare systems in the United States.

PHA 694 Service Learning II (1 credits)

This course balances experiential learning with didactic learning, shared reading, reflection, and simulation to create a meaningful learning experience. Students will explore the many career

paths and roles of the pharmacist by visiting a variety of practice settings including hospitals, community pharmacies, and clinical practice sites.

SUMMER TERM

- PHA 696 Introduction to Pharmacy Practice Experience I (Community) (5 credits)**
- PHA 698 Introduction to Pharmacy Practice Experience II (Institutional) (5 credits)**

The Introductory Pharmacy Practice Experience (IPPE) at the William Carey University School of Pharmacy (WCUSOP) occurs at the end of the first professional year. The two 5-week rotations provide 400 hours of pharmacy practice experience and are designed to cover basic aspects of community and institutional pharmacy practice, such as prescription orders and order entry, compounding and dispensing, sterile products and large volume parenterals, record-keeping, patient interviewing and counseling, patient profiles and medical records, prescription benefit programs and reimbursement, legal requirements and regulatory issues, communications with patients and other health professionals, and inventory control and purchasing. Students will attend IPPE Forum to discuss their experiences and to assess their progress towards achievement of their pre-defined professional competencies and outcomes.

*Future Course catalog entries and updates will be found in the WCU Graduate Catalog

F. OTHER REQUIREMENTS FOR MATRICULATION

COMPUTER TECHNOLOGY AND SKILLS REQUIREMENTS

Technology is an essential and integral aspect of a web-enhanced curriculum. Students are required to have a laptop computer for classroom activities and taking examinations, as well as a stable connection to the Internet on a regular basis (including off campus), software to meet course requirements and adequate system capacity. As web-enhanced lectures may contain either/both audio and video components, students will need the capability to access audio through speakers and record through a microphone.

Recommended Specifications

Feature	Minimum Recommended	Preferred
Processor	Intel Core I3 (Windows/Mac)	Intel Core i5 or I7 (Windows/Mac)
Memory	4GB	8GB
Hard disk	500 GB	1 TB (1000 GB)
Wireless	Wireless capability	Wireless capability
Screen	At least 1024x768	At least 1024x768

Resolution		
Operating system	Windows 7/8.1/10 Mac OS 10.6 or Higher	Windows 7/8.1/10 Mac OS 10.6 or Higher
Software	Microsoft Office, Adobe Acrobat reader, Anti-Virus Software	Microsoft Office, Adobe Acrobat reader, Anti-Virus Software

- **Service & Support:** It is recommended to purchase a support and/or damage plan for your equipment. We recommend a multi-year agreement for the best coverage. Due to liabilities and warranty restrictions, IT staff members do not perform hardware or software repair work on personally-owned equipment.
- **Anti-Virus Software:** Anti-virus software should be installed on your personal computer, configured to automatically update, and scheduled to run regular scans.
- **Productivity Software:** Microsoft Office 365 is available to all students on up to five computers and up to five mobile devices. If you choose to purchase Office for your personal computer, select version 2013 or newer for Windows or 2011 or newer for Macs. Computers must have Adobe Acrobat Reader in order to take examinations in ExamSoft.

IMMUNIZATIONS

The required immunizations for matriculation to the WCUSOP include documentation of hepatitis A and B series (or a positive titer), annual PPD or negative Chest X-ray, varicella immunization or immunity, two MMR or MMR titer, MMR (Measles, Mumps, Rubella), Polio, Tdap (Tetanus/Diphtheria/Pertussis) and the annual influenza vaccine.

CPR CERTIFICATION

All students must complete and maintain certification or re-certification of *CPR for the Health Professional* during their tenure at WCU. Students will be provided a CPR course during the first year of their matriculation at the WCUSOP. Students are responsible for providing evidence of current certification in their electronic portfolio.

CRIMINAL BACKGROUND CHECKS

Students accepted into the William Carey University School of Pharmacy must have evidence of a clear criminal background check prior to matriculation. This is a mandatory requirement as part of the Mississippi state law, Section 43-13-11 of Mississippi Code of 1972. The background check will be conducted during orientation on the date assigned by the School of Pharmacy. Students who do not have a clear background check will meet with the Director of Experiential Education.

After enrollment, any subsequent disciplinary action or legal action including but not limited to, arrest, charge, addiction, or impairment must be reported immediately to the Office of

Student Services and will be reviewed by the Associate Dean of Curriculum and New Programs and the Director of Experiential Education. Failure to report any and all subsequent disciplinary actions, arrests, or impairment will constitute falsification of records and may result in disciplinary action. All costs associated with criminal background checks are the responsibility of the student.

DRUG TESTING

All students must provide evidence of a negative urine drug screen within one month of beginning any experiential coursework. Some rotation sites require a drug screen within 30 days prior to the start of the rotation and random drug screening may be done for students enrolled in experiential courses. Refusal by a student to submit to drug testing will result in immediate dismissal from the WCUSOP. Any student who tests positive for illegal drugs will be remanded to the Office of Student Services and the Associate Dean. All costs associated with drug testing are the responsibility of the student.

Drug Testing Policy

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

1. If there is a reasonable suspicion that a student is using or possessing drugs that are not received by that student pursuant to a valid prescription and in violation of this policy, the student may be referred for drug testing.
2. "Reasonable suspicion" exists where an observable or articulable basis in fact indicates that a student is using or possessing drugs that are not pursuant to a valid prescription issued to the student, or upon a report from an experiential or work site that medications are missing from work areas controlled or frequented by an WCUSOP student. The evidence supporting the suspicion must be reasonably reliable.
3. If a member of the faculty or staff have 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 Director of Student Services or other person designated by the Dean.
4. All students with prior positive drug test results will be subject to unannounced drug testing through the remainder of their enrollment at WCUSOP.

If it is determined 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.

Procedure for Violations

All students or student organizations that violate the WCUSOP drug and alcohol policy may be subject to civil and/or criminal penalties as determined state or federal laws. Such incidents and individuals shall be referred to an appropriate hearing entity of the University or School of Pharmacy for review and may be subject to disciplinary action including private censure, disciplinary probation, suspension, and dismissal as outlined hereinabove.

CLASS LECTURE NOTES AND HANDOUTS

All class syllabi, documents, and handouts will be provided electronically. You may choose to print lecture notes and handouts using your personal printing resources.

Handouts will be posted on Canvas at least 36 hours before the class session to allow adequate time for personal preparation. Please be advised that while faculty make a good faith effort to post handouts 36 hours prior to class, instructors may, at their discretion, modify handouts up until the time of the actual class session to insure current and up to date information.

WRITING AND COMPUTER REQUIREMENTS

Students in the WCUSOP are expected to demonstrate communication proficiency in written and verbal skills. Written assignments and papers should be logically and completely developed and demonstrate proper spelling and grammar.

Computer skills will be utilized throughout the program. Students are expected to integrate current online information into discussion forums, papers, and presentations. Online sources may include textbooks, journals and research reports. Students must utilize Microsoft Office in submitting papers and presentations.

TRANSPORTATION

All students must maintain reliable transportation. In addition to traveling to campus each day for class, a large portion of the pharmacy education experience entails clinical experiential education at sites located throughout Mississippi and the gulf coast region. While many of the clinical sites will be in the Gulfport/Biloxi area, some sites may require travel (i.e. New Orleans, Mobile, Hattiesburg, etc.). While WCUSOP understands there are temporary transportation issues, such as a flat tire or automobile accident, the lack of reliable transportation on a consistent basis will not be a valid excuse for missed class time, assessments (exams, quizzes, etc.), or clinical experience. Grade penalties resulting from missed classes or experiential rotations will be enforced.

G. CURRICULAR AND ACADEMIC POLICIES

Enrollment

Enrollment at WCUSOP is a privilege. WCUSOP 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.

Tuition and Fees

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

Curricular Issues

A student with an individual concern (e.g., illness, family concerns, and academic performance) that affects progress in a specific course should meet with the Course Coordinator and participating faculty members to discuss the issue. Concerns affecting progression in the curriculum should be addressed to their faculty advisors and the Assistant Director of Student Services. Students may also discuss personal issues with their faculty advisors or the Assistant Director of Student Services.

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

Professionalism

Students are expected to adhere to the William Carey University School of Pharmacy Codes of Conduct, Ethics, and Professionalism as described herein, and to maintain a professional academic atmosphere at all times. As such, students are required to adhere to the “Student Dress Code” as defined below. Students will also be required to wear their white coats while on campus or anywhere necessary to conduct official SOP sanctioned business. White coats may be removed during lecture at the discretion of the faculty. William Carey University seeks to create

an environment that encourages continued growth of moral and ethical values, which include personal honesty and mutual trust. The faculty and administration at the William Carey University School of Pharmacy places the highest value on academic integrity and regards any act of academic dishonesty as a serious offense. Academic dishonesty is considered unethical and in violation of William Carey University's academic standards. If such an incident occurs, students, faculty, and/or staff are obligated to initiate appropriate action. Depending upon the seriousness of the offense, sanctions could include failure of the assignment, failure of the course, or could lead to suspension or dismissal from the University. Students who fail to report an actual or perceived violation of the University's academic standards, will themselves be found in violation and subject to disciplinary sanctions. Additional information on the Ethics, Honor and Professionalism Code can be found in this handbook.

PROFESSIONAL ATTIRE (DRESS CODE)

The WCUSOP expects all students to project a professional image to patients, colleagues, and the community at large through their dress and appearance. Conservatism and modesty in dress are key factors in projecting a professional image.

WHITE COATS

White coats should be worn at all times while doing anything related to school, including class attendance, meeting with professors, meeting with administration, at school events on-site and off-site, or on experiential rotations.

White coats should only be worn off campus while actively engaged in school related activities. White coats are not to be worn while working as an intern or pharmacy technician outside of school related activities.

ID BADGES

At all times, the student must be clearly identifiable as a WCUSOP student. Appropriate means of identification include a lab coat embroidered with WCUSOP and student name, a clearly visible WCUSOP name tag, or a rotation site assigned identification badge with your name, proper training status, and college affiliation. All identification must be clearly visible and worn above the waist while on rotation. Failure to display proper identification may result in termination of the clinical rotation.

CLASSROOM ATTIRE

In most circumstances, business casual attire is acceptable. Specific examples of professional image include but are not limited to the following:

- Men: White coat, polo/dress shirt and slacks/khakis
- Women: White coat, blouse/collared shirt and slacks/skirts or dresses

- Clean, neatly groomed hair
- Short clean fingernails
- Clean, well-maintained, and well-fitting clothing and shoes
- Clothes that conceal all undergarments at all times.
- Skirts and dresses that are no shorter than knee-length
- Minimal, non-distracting jewelry (Facial piercing jewelry, such as the nose, eyebrow, lip, tongue, etc., shall not be worn)
- Strong Personal fragrances should be avoided.
- Headwear and other garments that pertain to bona fide religious beliefs or cultural traditions are permitted if these items of clothing conceal all undergarments at all times, are clean and well-maintained, and observe safe and sanitary conditions. **These items are specifically prohibited:**
 - No hats are to be worn indoors unless of a recognized religious nature.
 - Blue jeans (regardless of color) or pants of a blue jean / denim style unless authorized
 - Shorts of any material
 - Flip-flops
 - Midriff tops, T-shirts, halter tops, translucent or transparent tops, shirts or tops with plunging necklines, tank tops, or sweatshirts not supporting the University;
 - Visible body tattoos or visible body piercing (other than small earrings), unless exemptions are given for religious reasons
 - Any item that is generally accepted as offensive to religious, ethnic, cultural groups, or of a sexual nature.

LAB ATTIRE

In the laboratory setting students are expected to follow the classroom attire described above except that only closed-toed shoes (preferably of non-synthetic material such as leather) are allowed.

CLINIC ATTIRE

At all times, WCUSOP students are a representative of the school and the pharmacy profession. White coats with WCUSOP identification are to be worn unless specifically instructed not to do so by the preceptor. The preceptor, may at any time prohibit a student from participating at any location based on inappropriate and unprofessional dress. The student will be required to make up any time missed.

While on rotation specific examples of professional image include but are not limited to the following:

- Men: White coat, ID badge, polo/dress shirt and khakis/slacks.

- Women: White coat, ID badge, blouse/collared shirt and slacks/skirts or dresses
- Clean, neatly groomed hair
- Short clean fingernails (artificial nails are prohibited)
- Clean, well-maintained, and well-fitting clothing and shoes
- Clothes that conceal all undergarments at all times.
- Skirts and dresses that are no shorter than knee-length
- Shoes must be closed toed
- Minimal, non-distracting jewelry (Facial piercing jewelry, such as the nose, eyebrow, lip, tongue, etc., shall not be worn)
- Personal fragrances should be avoided.
- Headwear and other garments that pertain to bona fide religious beliefs or cultural traditions are permitted if these items of clothing conceal all undergarments at all times, are clean and well-maintained, and observe safe and sanitary conditions.

COMPLIANCE

- Students will be expected to comply with each of these guidelines and will be expected to dress appropriately for the specific setting. If a dress code at the assigned site is more stringent, the student is expected to comply with the more stringent code.

Inappropriate Dress

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

Academic Integrity

William Carey University seeks to create an environment that encourages continued growth of moral and ethical values, including personal honesty and mutual trust. The university places high value on academic integrity and regards any act of academic dishonesty, including plagiarism, as a serious offense. Academic dishonesty is considered unethical and in violation of William Carey University's academic standards and Christian commitment.

All students are responsible for reading and following the student conduct, professionalism and classroom etiquette codes, which appear in the WCUSOP Student Handbook. Students at WCUSOP must apply any and all of these relevant principles when interacting, in whatever fashion, with patients and peers, faculty, administration, and staff in other academic/clinical

institutions and in all other health care professions. Students are expected to maintain academic integrity and honesty in completion of all work for this class.

Academic Honor Pledge

All students at William Carey University are bound by this pledge:

“I promise or affirm that I will not at any time be involved in cheating, plagiarism, fabrication, or any other acts of academic dishonesty as defined by university policy which explains the disciplinary procedure resulting from violations of academic integrity. I understand that violation of this code will result in penalties, which could include suspension or dismissal from the university.”

Students may be asked to sign this pledge for any assignment or examination that is turned in for a grade. Additional information on the academic integrity policy can be found in this handbook.

Classroom Etiquette

Professionalism is reflected in one's behavior in class. The following are expected as characteristics of professional behavior:

- Reading assignments should be completed before class.
- Students are expected to be ready to begin class at the scheduled time and remain in the classroom until class is dismissed.
- Avoid any and all behavior that does not allow others to hear and learn. Side conversations should be kept to a minimum during lectures.
- All cell phones and other electronic devices / noise-making devices should be turned to vibrate during class.
- Student participation during lecture is encouraged and instructors will gladly address student questions during class.
- Recording of Lectures/Discussion: The use of technology in the classroom including, but not limited to audio and video recording, is at the discretion of the lecturer. If an audio or video recording is made with the permission of the lecturer (or any form of course capture technology), it is for personal use only and may not be distributed or published (ex. Facebook, YouTube, Twitter, Instagram, website, bit torrent, etc.)

Books/Bookstore

The WCU bookstore is operated by Barnes & Noble, located in McMillan Hall. Faculty select textbooks, which are made available to students in the WCUSOP through the bookstore at www.wmcarey.bkstore.com or call 601-318-6123. The bookstore also carries a variety of traditional textbooks and reference books, school supplies, snacks, gifts, and clothing. Store hours and the policy on book returns and buy-back of books are stipulated in *WCU Student Handbook, The Translation*.

Attendance Policy

It is mandatory that students attend all scheduled sessions in order to successfully complete the courses. The instructors realize, however, that certain extenuating circumstances may occur which would prevent attendance. This policy addresses those circumstances. Please read through this material carefully and direct any questions to the Office of Student Services. It is the student's responsibility to comply with these policies.

Attendance in class is expected of all students. All classes and examinations will start at the regularly scheduled times, unless otherwise announced or approved by the course instructor or coordinator. Each student is responsible for all material covered during class whether or not the student is present. Students are reminded that, in accordance with course syllabi, graded in-class assignments may be used to compute course grades. An instructor may establish more restrictive class attendance policies if the students are notified in the course syllabus.

Excused Absences

Excused absences, anticipated and unanticipated, are based upon extenuating circumstances beyond the control of the student. Four areas fall into the category of extenuating circumstance: 1) medical necessity; 2) death of a family member; 3) pre-approved professional activities; or 4) extenuating circumstances unforeseen by this policy. **All excused absences must be approved through the Office of Student Services.**

1) Medical Necessity refers to unpredictable or serious illness of the student and his/her immediate family. Documentation such as a medical statement from the patient's physician may be required at the request of the instructors and/or Office of Student Services. Routine office visits within the control of the student are not considered extenuating and should be scheduled around the student's course activities.

2) Death of a family member includes death of spouse, children, or significant others within the immediate family as well as parents, grandparents, and siblings of the student and/or spouse.

3) Pre-approved professional activities. It is the responsibility of the student to inform the course coordinator or Office of Student Services of his/her planned absence at least two weeks in advance, preferably at the start of the course. Official documentation of attendance at the professional activity is required.

4) NONE OF THE ABOVE: Contact the Course Coordinator and the Office of Student Services if your circumstance does not fall into one of the above categories.

Procedure for Notification: It is the responsibility of the student to notify the appropriate individuals (course coordinator and the Office of Student Services) of his/her absence by email as soon as possible. Failure to do this and/or follow the procedures below will result in an unexcused absence. All exam absences (foreseen or unforeseen) must be approved as "excused"

by the Office of Student Services before a make-up can be approved and scheduled with the Course Coordinator.

Anticipated absences: The student must notify the Course Coordinator and Office of Student Services by email of anticipated absences as early as possible prior to absence. If circumstances prevent the student from notifying the appropriate individuals, arrange for another individual to do it for you. Messages must include the student's name and contact information.

Unanticipated absences: Contact the Course Coordinator and Office of Student Services as soon as you return to complete the procedure for notification.

Excused Absences during Exams: The student will be evaluated on a date designated by the Course instructor and may include the use of a different examination or assessment instrument, at the discretion and administration of the Course Coordinator. Excused Absences for quizzes and other daily activities may be made up at the discretion of the course instructor. If a student has an excused absence, daily activity assignments may or may not be computed into the final grade at the discretion of the course instructor. Students are expected to meet with the course instructor for further instructions on completing and turning in any missed assignments.

Unexcused Absence

Any unexcused absence will result in a zero assigned grade for any point generating activities missed that day. **A letter or email addressing the unexcused absence is required to be sent to the Office of Student Services within twenty-four hours of the day of absence. The letter or email must have the date and a signature.**

Unexcused Absences during Exams: For an unexcused absence during an exam, the student will receive a zero for the examination. If the average for the Course is less than 60%, the student will receive a failing grade for the Course, be referred to the Office of Student Services, and be subject to dismissal from the program.

Examinations and Grading Policy

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 during the exam. Students are expected to arrive at least 15 minutes prior to the start of the examination. 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. WCUSOP prohibits the use of individual electronic devices such as cell phones, PDAs, programmable calculators, electronic 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 a WCUSOP-approved calculator may be used. During examinations, assigned seating is required. Signed verification of the Honor Code must be completed for all exams, quizzes, and individual assignments that are turned submitted for a grade.

Examinations and quizzes may be paper-based, performed online on a laptop computer, or a combination of these methods.

All examinations and quizzes will be proctored unless the professor says otherwise. 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 unless instructed otherwise by the faculty.

Course Coordinators and other instructors in this course will follow all exam policies as stated in the WCUSOP Student Handbook. **Exams will be given on the dates specified on the course schedule.**

1. **General policies:**

- a. All student book bags, purses, laptop cases, class notes, and phones will be placed in a designated location during the exam.
- b. Only a laptop, non-graphing calculator, pencil and scratch paper (provided by the exam proctor) will be allowed at the student's seat.
- c. Restroom use during an exam will be allowed for urgent use, but should be limited unless otherwise arranged for an approved condition. Only one male and one female student may be absent from the room at one time.
- d. Course instructors and faculty serving as proctors will not answer questions concerning exam content. Such questions may be addressed on the exam cover sheet and turned in after completion of the exam. Questions regarding potential errors (misspellings, omissions, syntax, etc.) may be brought to the Course Instructor's attention.

2. **Downloading and Uploading exams:** All students must arrive to class with their exams completely downloaded from ExamSoft. Students who fail to download or fail to notify the Course Coordinator(s) of any issues by email before the close of the download window will take the exam with the rest of the class, but will do so with an increasing penalty for each failure to download. All exams must be uploaded prior to leaving the classroom by showing the green confirmation screen to the test proctor(s). The grade/score penalty will be applied to the total possible grade/score on the exam (after all other exam grade/score adjustments have been made). **Date and time stamps obtained from ExamSoft log records will be regarded as the ultimate verification of exam upload/download status and time.**

Penalty for Failure to Download/Upload Exams

Failure to Download Exam	Grade Percent Penalty
1 st time	10% grade/score penalty
2 nd time	25% grade/score penalty
3 rd time and after	All additional offenses will result in a zero (0) grade on the exam.

3. **Additional Exam Security Measures:** Faculty are permitted to enable additional exam security features at their discretion (electronic measures such as download windows or ping and release, or hardcopy signatures to document attendance in classroom.)

Course Assignments

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. A list and description of graded assignments for a class (those accounting for >10% of a course grade) can be found in course syllabi.

Course Grading Scale

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

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

Other possible grades include:

I	=	Incomplete: An incomplete will be assigned only when unavoidable circumstances prevent completion of the work of the course on schedule. When the work is completed satisfactorily, the "I" will be changed to the appropriate final course grade. All incompletes must be cleared by the end of the following trimester in which the incomplete was recorded or it will automatically become an "F."
P/F	=	Pass/Fail
W	=	Withdraw

Grades for all attempted coursework are calculated in the School of Pharmacy's grade point average.

All challenges or corrections pertaining to the grading of an exam MUST be submitted to the Course Director, in writing, NO LATER THAN ONE WEEK after receiving the grade in order to be considered. All challenges or corrections pertaining to the grading of a quiz or class assignment MUST be submitted to the appropriate class Instructor, in writing, NO LATER THAN ONE WEEK after receiving the grade.

WCUSOP Transfer and Advanced Standing Policy

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

Good Academic Standing

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

1. Having passing grades in all required courses, electives, milestone exams, and other mandatory exercises
2. Students must maintain a cumulative GPA for courses taken within the pharmacy degree program of greater than or equal to 2.20 to progress to the next term, progress to experiential rotations, and to graduate.
3. Having behaved in accordance with high standards of professional and academic ethics and having no probationary sanctions imposed by the Ethics, Honor, and Professionalism (EHP) Board as set forth in the Student Rights and Responsibilities section of this Student Handbook.

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

Failure to Maintain Satisfactory Academic Progress

A student who fails to maintain satisfactory academic progress as evidenced by being placed on ***not in good academic standing*** will only return to ***good academic standing*** upon completion of all requirements as set forth by the Academic Standing Committee (ASC), the Dean, the EHP Board, as well as meeting all requirements for being listed in ***good academic standing*** as described above.

Academic Standing Committee (ASC) and Academic Difficulty

ASC monitors the academic progress of students throughout the academic program. ASC meets following completion of any course (including experiential rotations) in which a student has achieved a failing (F) grade; or when a student has received multiple grades of D during their course of study; or if the student GPA falls below 2.20. A meeting of ASC may be called in cases where academic progress of a student is affected by other factors.

ASC is composed of the following members: the Associate Dean of Curriculum and New Programs, and two members each from the Department of Pharmaceutical Sciences and the Pharmacy Practice Department. Faculty members are appointed by the Dean.

Unsatisfactory Progress During the Didactic Curriculum

Any student who receives a grade of F in any didactic coursework (P1 or P2 year) may be automatically dismissed from WCUSOP if they fail the course again on the second attempt. The Academic Standings Committee will meet to discuss the student's academic record and provide the Dean with a recommendation regarding the student's future standing with WCUSOP. A student making an F in any coursework will be required to retake the course in the following academic year. Students which have been held for poor academic performance may be required to complete an alternate academic recovery plan as defined by the Dean **or** may be required to repeat coursework.

Unsatisfactory Progress during the Experiential Program

A student who fails an assigned rotation in the experiential program will have his or her performance evaluated by the ASC and the Dean. The Dean in collaboration with the Experiential Department and the Chair of Pharmacy Practice will determine the appropriate plan to satisfy the pharmacy practice experience requirements. Any student who fails an experiential rotation will be required to repeat the experiential rotation in accordance with the recommendations of Director of Experiential Education and the terms of the Academic Improvement Plan that may include any of the following:

- Repeating the entire Pharmacy Practice Experience that was failed;
- Other Academic Recovery plans as deemed appropriate by the Director of Experiential Education and Chair of Pharmacy Practice.

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

STUDENTS AT ACADEMIC RISK

The Associate Dean of Curriculum and New Programs reviews student assessment data on a periodic basis to ensure that student performance is meeting or exceeding the educational objectives as set forth for the respective courses or rotations. The names and grade(s) of students in academic difficulty are referred to the Dean, faculty student mentors and the Academic Counselor for review. If necessary, the Dean, Associate Deans, faculty mentor, Office of Student Services, and Academic Counselor may convene a meeting to counsel students in academic difficulty.

The Associate Dean of Curriculum and New Programs will formulate recommendations for individual students based upon data provided by the Course Instructors, Offices of Student Services, and Academic Counselor. The Associate Dean may request a meeting with the student

to discuss matters pertaining to his/her standing and will notify the Dean of regarding the disposition of these students.

The Academic Improvement Plan (AIP)

The Academic Improvement Plan (AIP) exists to assist students with improving their academic performance. It includes meetings with a faculty mentor, tutoring services, possible study skills courses, Academic Counselor, Office of Student Affairs and limiting the number of hours a student enrolls in.

- Students placed on an AIP are required to meet with their faculty mentor, Associate Dean of the School of Pharmacy (SOP), and Office of Student Services (OSS) prior to registering for classes each trimester.

Students may be required to meet other criteria as a component of their AIP that assists student success in the program of study.

The Associate Dean of Curriculum and New Programs and Office of Student Services communicate with the Dean regarding students in academic difficulty throughout all terms of the curriculum. Written communication to students regarding academic deficiencies is provided by the WCUSOP Dean or the Dean's designee within five business days of receipt of information regarding a student with academic deficiencies. Early identification of, and appropriate intervention for, students with potential academic problems is an important part of WCUSOP's program. Such students will be classified as being on Academic Supervision or Academic Probation.

Any student who fails to maintain a minimum cumulative GPA of greater than 2.20, or receives two or more grades of D may be reviewed by the School of Pharmacy and may receive an Academic Improvement Plan or be required to meet with the Office of Student Services and the Academic Counselor.

CRITERIA FOR ACADEMIC IMPROVEMENT PLAN

The information below describes the criteria by which a person is assigned an academic standing within the AIP and what the consequences of each standing are. There are three levels of scholastic discipline for all students: supervision, probation, and dismissal.

Academic Supervision

A student that fails a course examination or the cumulative GPA is falls below 2.5 will be placed on Academic Supervision. Academic supervision is used by the Office of Student Services to denote a student whose academic progress places the student at risk of future academic difficulty. This status is official notice to the student that their performance requires immediate attention and increased work effort in order to avoid ongoing academic difficulty.

Students on Academic Supervision are required to meet with the Office of Student Services and may be required to meet with the Dean of Pharmacy to evaluate the student's performance. Other prohibitions can be recommended at the discretion of the Office of Student Services and the Dean. The Student will be removed from Academic Supervision when it is deemed that the student has made satisfactory academic progress. The fact that a student has been placed on Academic Supervision will not become part of the student's permanent record.

Students who fail to comply with all requirements of Academic Supervision will receive a private letter of reprimand and may be referred to the ASC or EHP for further action. If a student's academic performance does not improve, the student may be required to meet with the Associate Dean to determine what steps should be taken to facilitate his/her progress.

Academic Supervision may require any of the following:

- Ongoing review by the Office of Student Services;
- Student compliance with all requirements of the Academic Improvement plan;
- Prohibition against running for or holding office in student government or organizations;
- Prohibition from traveling to conventions, conferences, meetings, recruiting trips, or other travel that will require time away from the agreed-upon learning programs;
- Prohibition against student serving on any committees or as a peer tutor; and
- The SOP may make other recommendations in the interest of improving student performance in the curriculum.

Academic Probation

A student that makes a final grade of F in a course or the cumulative GPA is falls below 2.20, or is otherwise listed as ***not in good academic standing*** will be placed on Academic Probation. Academic Probation is used by the Office of Student Services to denote a student whose academic progress indicates the student is in academic difficulty in completing the curriculum, or has issues associated with professional behavior. This status is official notice to the student that their performance requires immediate attention and increased work effort in order to avoid ongoing academic difficulty or dismissal from the program.

Students placed on academic probation will be informed in writing by the Office of Student Services. The purpose of academic probation is to alert the student, faculty, and administration that the student has experienced academic or professional difficulty and needs services such as counseling, tutorial assistance, or other assistance to help resolve the academic deficiencies. Students on Academic Probation are required to meet with the Office of Student Services and will be required to meet with the Dean of Pharmacy to evaluate the student's performance. Any documentation associated with Academic Probation will become part of the student's permanent record.

Students on academic probation are required to meet for advising and participate in an Academic Improvement Plan (AIP) designed with the faculty mentor and Office of Student

Services. The plan will outline the student's strategy for improving his/her academic performance so that ultimately he/she may succeed in their academic endeavors.

The Student will be removed from Academic Probation when it is deemed that the student has made satisfactory academic progress as shown by raising their overall GPA to above 2.20 and replacing the F with a passing grade. When removed from Academic Probation, the student will be notified in writing. If a student has two (2) consecutive terms with a cumulative GPA of less than 2.20, the student will be dismissed from the Program. The academic record of students who have been placed on Academic Probation may be periodically reviewed by the Associate Dean of Curriculum, Academic Counselor and Office of Student services to monitor the need for academic intervention to avoid future academic difficulties.

Academic Probation requires the following:

- Mandatory, ongoing review by the Associate Dean or designee;
- Student compliance with all requirements of the Academic Improvement plan;
- Prohibition against running for or holding office in student government or organizations;
- Prohibition against student serving on any committees or as a peer tutor;
- Prohibition against student travel to conventions, conferences, meetings, recruiting trips or other travel that will require time away from the classroom or agreed learning plans;
- Prohibition from traveling to conventions, conferences, meetings, recruiting trips, or other travel that will require time away from the agreed-upon learning programs;
- The SOP may make other recommendations in the interest of improving student performance in the curriculum.

Academic Dismissal

Student dismissal from the pharmacy program may be recommended, but is not limited to the following:

- Failing grade(s) in coursework after two attempts;
- Maintaining a cumulative GPA below 2.20 for two consecutive terms
- Failure to complete all required coursework within the maximum time frame specified for the degree program, not including approved leaves of absence;
- Ethical or professionalism issues (resulting from EHP hearings);
- Absence of the personal qualifications and attributes, as described throughout this handbook, necessary to perform the duties of a pharmacy student.

Students subject to dismissal will be given the opportunity to appeal to the Dean in writing.

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

In cases where dismissal is being considered, the dismissal will not become final until determination of academic status has been made by the WCUSOP Dean. Pending the Dean's final decision, if the student is allowed to continue his/her participation in academic activities, he/she

will continue to be bound by all school and university regulations and obligations, including those regarding the assessment and collection of tuition and fees. The effective date of dismissal will be the date of final action by the WCUSOP Dean. The student then may appeal to the Associate Vice President of the College of Health Sciences if the Dean denies their appeal.

A student that restarts the curriculum or retakes any failed coursework shall be placed on Academic Probation upon re-enrollment until the student successfully passes any repeated or failed coursework; if repeating the academic year, successfully passes the entire academic year; fulfills all obligations associated with the Academic Improvement Plan; and maintains a cumulative GPA > 2.20. The student will be notified in writing

WCUSOP reserves the right to dismiss any student at any time prior to graduation. Circumstances warranting such action may be of an academic, legal, or social nature among others (See Appeal Procedure of Academic and Disciplinary Issues) and subject to the policies as written herein or in the WCU Student Handbook.

Appeals of Academic or Behavioral Dismissal

Decisions on academic dismissal may be appealed by the student. Such appeals must follow the steps outlined below. Students will not be allowed to bypass any step in this appeal process.

1. The student, within five (5) business days of receiving notice of his academic suspension or dismissal, shall submit a detailed appeal in writing to the Dean setting forth the grounds for the appeal along with any documentation they wish to have considered. The dismissal will not become final until the WCU appeals process has been completed, and a final determination of academic status has been made by the WCUSOP Dean, The College of Health Sciences, or the University*.
2. The WCUSOP Dean will review the appeal and may schedule a meeting with the student.
3. Should the WCUSOP Dean agree with the appeal, The Dean may reverse the dismissal or change the disciplinary action and/or the Academic Improvement Plan.
4. Should the Dean uphold the dismissal, the appeal will automatically be sent to the Dean of the College of Health Sciences for review.
5. The results of all appeal hearings are provided to the WCUSOP Dean.
6. In accordance with The Translation Student Handbook 2016-2017, "The President of the university reserves the right to review all disciplinary action by any person or council and take whatever action he deems to be in the best interest of the university."

* William Carey University reserves the right to require the immediate withdrawal of any student whose conduct poses a direct threat to the health and safety of the student or others, as determined by University. In cases where safety or orderly function of the SOP is potentially jeopardized, the WCUSOP Dean or the Office of the President of WCU may require the student be removed from the WCU campus until the appeal is resolved. Should an incidence necessitate, such removal will be immediate.

STUDENT GRIEVANCES

An academic grievance is a dispute arising from an administrative or faculty decision which the student claims is incorrect, unjust, arbitrary, or capricious. Students are responsible for making every attempt possible to resolve issues informally and immediately with the course coordinator or faculty member. If the grievance is not resolved informally, the student may present a written grievance as described below.

A student grievance concerning a WCUSOP faculty or staff member should be made to the WCUSOP Dean. A grievance concerning a WCU faculty (non-SOP faculty) or staff member should be made to the person's immediate supervisor or to the Vice President of Academic Affairs. The supervisor shall resolve the grievance expeditiously according to procedures outlined in the student/faculty handbooks. A grievance concerning another student should be made to the WCUSOP Associate Dean of Curriculum and New Programs or the Office of Student Services. After a written grievance is received, a response to the grievance will be issued within 10 business days. After a response by the appropriate WCUSOP official, any grievance may be appealed to the President of WCU. Such appeal must be in writing and must be filed within five calendar days of the response. Complaints regarding Family Educational Rights and Privacy Act are outlined in the section heading "FERPA." All complaints or grievances and the WCUSOP Dean's written response, adjudication, and resolution of such complaints will be filed and maintained in the Office of the WCUSOP Dean.

EXTENDED DISASTER LEAVE

In the event of closure or cancellation of classes due to a natural/man-made disaster or other emergency cause, general information will be forwarded to local media, posted on the WCU website, and sent via automated process to your WCU student email address or cell phone; through Sader Watch. Specific information regarding the continuation of coursework will be posted on the University's course management system (Canvas) at <https://elearning.wmcarey.edu>. For up-to-the minute alerts regarding emergency situations, sign up to receive notifications through Sader Watch, the WCU emergency text message service. Instructions can be found under "Current Learners" on the WCU homepage.

H. WCU ACADEMIC INTEGRITY POLICY

It is the policy of William Carey University to provide an environment that encourages continual growth of moral and ethical values within a caring Christian academic community. This includes personal honesty and mutual trust. The University places high value on academic integrity and regards any act of academic dishonesty as a serious offense.

Academic dishonesty is considered unethical and in violation of William Carey University's academic standards and Christian commitment. Additional information can be found in the WCU Student Handbook.

Forms of Academic dishonesty

Any act done to misrepresent one's knowledge and/or ability in an attempt to gain an academic advantage is considered to be an act of academic dishonesty. This includes but is not limited to the following actions or attempted actions:

1. Cheating on examinations: (a) utilizing any materials not authorized by the instructor for assistance on an examination; (b) utilizing any information on an examination that was obtained from another individual and not authorized by the instructor; (c) allowing another individual to take an examination and presenting that work as his/her own.
2. Cheating on course assignments: (a) obtaining any form of assistance not authorized by the instructor on a class assignment; (b) submitting the same work in more than one course without the knowledge and permission of the instructors.
3. Plagiarism: (a) submitting an assignment as one's own original work when all or part was done by another individual; (b) knowingly representing the ideas of another person as one's own in any academic exercise.
4. Fabrication: Inventing or falsifying information used in an academic exercise.
5. Misrepresentation: (a) intentionally providing false or misleading information regarding absences in class, missed exams, late class work, or class drop dates in order to avoid the penalties associated with these actions; (b) intentionally providing false or misleading information on official university documents such as applications for admission and financial aid.
6. Unauthorized access: (a) unauthorized access to and/or alteration of any class records or documents such as grade books, class rolls, and examinations; (b) unauthorized access to and/or alteration of any official school documents such as transcripts, admissions files, and financial aid records.
7. Facilitation: Intentionally helping another individual to commit any act of academic dishonesty.

DISCIPLINARY ISSUES

Ethics, Honor, and Professionalism Committee

The WCUSOP Ethics, Honor, and Professionalism Committee is responsible for the deliberation on and recommendations to the WCUSOP Dean in matters involving violations of student conduct, professionalism, classroom etiquette, code of ethics, and WCUSOP rules and policies not directly related to academic performance. Substantial compliance issues with any conditions associated with the leave of absence will also be determined by the Ethics, Honor, and

Professionalism Committee, and a recommendation to the WCUSOP Dean will be made prior to granting a return from leave.

Membership of the WCUSOP Ethics, Honor, and Professionalism Committee:

- The membership will consist of seven members; three WCUSOP students (one from each professional year), three faculty, and the Assistant Director of Student Services.
- The Assistant Director of Student Services will serve as the Chair of the Committee. The Chair will only vote, if necessary, to break a tie;
- The three student members will be selected through a process of application;
- The three faculty members will be appointed by the Dean. These will include at least one Pharmaceutical Sciences faculty member and one Pharmacy Practice faculty;
- A faculty member may be temporarily replaced on an *ad hoc* basis pending a possible conflict/connection to a student infraction;
- The Committee will include a non-voting *ex-officio* member—the Associate Dean of Curriculum and New Programs;
- The Ethics, Honor, and Professionalism Committee membership term will be two (2) years for faculty, and one year for students (with the ability to be appointed for an additional year). Membership appointments for faculty shall be staggered as appropriate.

Guidelines Regarding Student Violations of Student Conduct, Professionalism, Classroom Etiquette, Code of Ethics, and WCUSOP Rules and Policies Not Directly Related to Academic Performance

Filing of a complaint of violations of student conduct, professionalism, classroom etiquette, code of ethics, and WCU or WCUSOP rules and policies not directly related to academic performance

If an individual has violated WCUSOP policy as outlined in the *WCUSOP Student Handbook and Catalog* under the sections titled “Code of Ethics” and “Professional Standards” or other sections regarding professional, ethical, personal or other conduct, the student should be reported to the Associate Dean, Curriculum and New Programs. Anyone with knowledge of such offenses should report the same within 30 days after discovery of the incident. The Ethics, Honor, and Professionalism Committee will review the report and will schedule a separate meeting with the student and complainant(s) if the accusations are felt to be warranted.

Complaint Procedures

a. Any charge, accusation, or allegation which is to be presented against a student, and, which if proved, may subject a student to disciplinary action, must be submitted in writing in as complete detail as possible to the Office of the Associate Dean, Curriculum and New Programs promptly by an individual, organization, or department making the accusation.

b. The Associate Dean, Curriculum and New Programs of WCUSOP or his or her designee will conduct a preliminary investigation in order to determine whether disciplinary actions should be instituted. The Associate Dean, Curriculum and New Programs or designee will advise the student of the charge(s) against them, consult with other parties who may be involved or who have information regarding the incident, and review other relevant material. Following this preliminary investigation, which shall be concluded within 30 days

of filing the complaint, the Associate Dean, Curriculum and New Programs or designee shall take one of the following actions:

- Recommend to the Ethics, Honor, and Professionalism Committee that the matter be dismissed if there is no basis for the allegation(s) or the allegation(s) fails to warrant disciplinary actions. If the Ethics, Honor, and Professionalism Committee agrees with the recommendation, then the Chair of the Ethics, Honor, and Professionalism Committee will file a written report with the Office of the WCUSOP Dean. The individuals involved shall be notified electronically by the WCUSOP Dean that the complaint has been dismissed, or does not warrant action. The complainant may, if they choose, appeal the decision of the Associate Dean, Curriculum and New Programs directly to the Ethics, Honor, and Professionalism Committee;
- Refer the matter to conciliation. The accused student shall receive notice in writing electronically if a matter is referred to conciliation; and
- Refer the matter to the Ethics, Honor, and Professionalism Committee for recommendation to the WCUSOP Dean.

Conciliation Conference

If the Associate Dean, Curriculum and New Programs has a reasonable expectation that an equitable decision can be determined by a Conciliation Conference, he/she may use this vehicle to resolve the matter. A Conciliation Conference is not required before the matter is referred to the Ethics, Honor, and Professionalism Committee. The Conciliation Conference, if conducted, shall be conducted by the Associate Dean, Curriculum and New Programs or a qualified designee (Conciliator).

The following procedures shall be in effect at this conference:

- If the complaint is found to lack merit, then the Associate Dean, Curriculum and New Programs will report this opinion to the Chairperson of the Ethics, Honor, and Professionalism Committee. If the Ethics, Honor, and Professionalism Committee agrees with the recommendation, then the Chair of Ethics, Honor, and Professionalism Committee will file a written report with the Office of the WCUSOP Dean. The individuals involved shall be notified electronically by the WCUSOP Dean that the complaint has been dismissed, or does not warrant action. The complainant may, if they choose, appeal the decision of the Associate Dean, Curriculum and New Programs directly to the Ethics, Honor, and Professionalism Committee. An effort will be made to resolve the matter by mutual agreement;
- If an agreement is reached, then the Conciliator shall report his/her recommendation to the Ethics, Honor, and Professionalism Committee. If the Ethics, Honor, and Professionalism Committee agrees with the recommendation, then the Chair of the Ethics, Honor, and Professionalism Committee will file a written report with the Office of the WCUSOP Dean. The individuals involved shall be notified electronically by the WCUSOP Dean that the complaint has been dismissed, or does not warrant action. The complainant may, if they choose, appeal the decision of the Associate Dean,

Curriculum and New Programs directly to the Ethics, Honor, and Professionalism Committee;

- If no agreement is reached, or if the student fails to appear, the Associate Dean, Curriculum and New Programs or Conciliator shall refer the matter to the Ethics, Honor, and Professionalism Committee; and
- The Conciliator may speak at an Ethics, Honor, and Professionalism Committee meeting regarding information received during the Conciliation Conference.

Notice to Appear Before the Ethics, Honor, and Professionalism Committee

If a student is required to appear before the Ethics, Honor, and Professionalism Committee, then the student will be notified in writing electronically using the student's WCU email, giving him/her at least five business days' notice. The notice will provide the time, date, and location of the meeting. This is to ensure that the student has sufficient time to prepare for appearance before the Ethics, Honor, and Professionalism Committee. Notice sent to WCU maintained email address will constitute receipt by the student. Failure of the student to appear, without prior notice to the Committee Chair, will not preclude the Ethics, Honor, and Professionalism Committee from proceeding with the scheduled hearing or making a recommendation to the WCUSOP Dean.

The electronic notice shall contain the following:

- a. An itemized statement of the accusations(s) made against the student, including the rule, bylaw, or regulation he/she is charged with violating, and the possible penalties for such violation. Such statement may be amended at any time, including during the proceedings if information regarding additional charges, or the need to drop a charge, is discovered; and
- b. A statement that the student is entitled to the following considerations during the Ethics, Honor, and Professionalism Committee meeting:
 - to present his/her side of the situation
 - to present persons having information about the incident and any documentation pertinent to the accusation on his/her behalf with written pre-approval of the Ethics, Honor, and Professionalism Committee
 - to question persons having information pertinent to the accusations
 - to remain silent without admitting culpability
 - a warning that any facts or materials presented to the Committee could be used at a non-college hearing such as in a civil and/or criminal proceeding.

It should be noted, however, that if school officials determine that there exists evidence of a security issue or other conditions that might place WCU students, faculty, staff, or any additional personnel at risk, the prior notice timeline and summary of charges may be shortened or waived.

Ethics, Honor, and Professionalism Committee Procedures

The following procedures shall apply at the hearing before the Ethics, Honor, and Professionalism Committee:

- a. The Chairperson shall preside at the hearing. The Chairperson shall inform the student of the charges, the hearing procedures, and students' rights;
- b. After completing this step, the chairperson shall ask the student accused to admit or deny culpability
 - If the student admits culpability, the student shall be given an opportunity to explain his/her actions before the Committee
 - If the student denies culpability, the person filing the original complaint will be responsible for presenting supporting documentation
 - At the conclusion of the college's presentation, the student may request the Committee to dismiss the matter
 - If the motion to dismiss is denied by the Committee, the student shall be given an opportunity to present his or her explanation of the pertinent facts;
- c. Prior to the student's presentation at the hearing, the Chairperson shall rule on any questions involving the impartiality of any Committee member or the adequacy of the notice of the accusation(s) as presented by the college or the student
 - Subsequent thereto, the Chairperson may only rule on the sufficiency of the materials/facts and may exclude irrelevant, immaterial, or unduly repetitive materials/facts
 - However, if either party wishes to question the impartiality of a Committee member on the basis of materials/facts, which were not previously available at the inception of the hearing, the Chairperson may rule on such a motion
 - The Chairperson shall exclude anyone who wishes to appear as a person having information pertinent to the accusations, except those persons currently speaking, the accused student during the testimony, and Committee members;
- d. The college shall make a record of each fact-finding hearing by minutes. Tape recording or the equivalent is permitted for transcription purposes only. A disciplined student is entitled to request a copy of any minutes without cost;
- e. Ethics, Honor, and Professionalism Committee meetings are closed hearings, open only to the student, Committee members, and invitees of the Chairperson who may include witnesses;
- f. The burden of proof is a preponderance of the relevant materials/facts.
- g. The role of the Ethics, Honor, and Professionalism Committee is to listen to the materials/facts, ask questions of any person presented as having information pertinent to the accusations, review the testimony and relevant materials/facts presented at the hearing, and render a determination as to whether or not a WCU or WCUSOP standard has been violated;
- h. At the end of the fact-finding phase, the following may take place
 - The student may, with the permission of the chairperson, introduce additional records, such as character references
 - The college will introduce a copy of the student's previous disciplinary record, provided the student was shown a copy of the record prior to the fact-finding phase

- The disciplinary record shall not be reviewed by the Committee until after the Committee has made its findings of fact
- In the event the student has been determined to have violated WCU or WCUSOP standards, the records and documents introduced by the student and the college shall be used by the Committee to determine a recommendation to the WCUSOP Dean of appropriate penalty;
 - i. The Committee shall deliberate in closed session. Motions on recommendations to the WCUSOP Dean must pass by a majority vote of members present. The Committee's decision shall be based solely on materials/facts presented at the hearing;
 - j. The WCUSOP Dean shall be sent a copy of the Ethics, Honor, and Professionalism Committee's decision within 48 hours of the conclusion of the hearing;
 - k. The WCUSOP Dean will make a final decision, communicating this decision to the student and appropriate WCUSOP officials;
 - l. The Committee may have more than one meeting with the student in order to address the concerns of the Committee and give the student an opportunity to respond to the questions and charges;
 - m. The following are prohibited in all Ethics, Honor, and Professionalism Committee meetings unless otherwise authorized in writing by the WCUSOP Dean
 - Electronic recording of the meeting, except for official minutes
 - Legal counsel
 - Uninvited individuals; and
 - n. The final findings of the Committee must be communicated to the WCUSOP Dean within five business days, excluding WCUSOP holidays. The Office of the WCUSOP Dean will consider the Committee's findings and recommendations and notify the student within five business days, excluding WCUSOP holidays.

The final decision will either be a) no action at this time, b) warning, c) probation, d) probation with conditions, or e) dismissal.

Non-academic Warning

The Translation Student Handbook 2017-2018 states that a letter of warning may be given in lieu of a more stringent penalty. The WCUSOP Ethics, Honor, and Professionalism Committee may enact this disciplinary device when a finding of violation of the standards stated above are found to exist (a finding of guilty), but in the majority opinion of the Committee, probation or dismissal is over prescriptive. Letters of non-academic warning will be considered as part of the Committee's recommendation of future infractions.

Non-academic Probation

Probation is defined as a warning in that any future behavior/situations inconsistent with the professional behavior outlined in the WCUSOP Student Handbook and Catalog or deemed inappropriate by the Ethics, Honor, and Professionalism Committee may result in his or her immediate dismissal from WCUSOP. The Ethics, Honor, and Professionalism Committee will make a recommendation to the WCUSOP Dean regarding whether the probationary status is to be recorded in the student's academic file. Any student put on probation will remain so for the

stated time, which may include his or her entire stay at WCUSOP. Letters of non-academic probation will be considered as part of the Committee's recommendation of future infractions.

Non-academic Probation requires the following:

- Mandatory, ongoing review by the Ethics, Honor, and Professionalism Committee according to a schedule set out by that Committee;
- Student compliance with all stipulated requirements in the letter of Non-academic Probation from the Office of the WCUSOP Dean;
- Prohibition against student holding any office in student government, clubs, etc.;
- Prohibition against student serving on any committees or as a peer tutor;
- Prohibition against student travel to conventions, conferences, meetings, recruiting trips or other travel that will require time away from the classroom;
- Participation in an individualized remediation program designed with an advisor or counselor; and
- The Committee may recommend other requirements to the WCUSOP Dean.
- The WCUSOP Dean may accept, reject, and/or alter the Committee's recommendations.

Students on Non-academic Probation who fail to meet all requirements of Non-academic Probation may be recommended for dismissal.

Since an individual incidence of unprofessional behavior is only one criterion for probationary status, the Ethics, Honor, and Professionalism Committee may confer with the WCUSOP Dean to recommend to the WCUSOP Dean probationary status at any time based on a cumulative review of the student record. Probation, mandatory leave of absence, or dismissal may also be considered by WCUSOP for any student who fails to maintain academic, ethical, moral, personal, or professional conduct standards, who fails to abide by WCUSOP policies, rules, and regulations, who fails to fulfill legal or financial obligations, or who is considered to be mentally or emotionally unfit or impaired.

Non-Academic Probation with Conditions

This form of probation includes all of the sanctions of probation. In addition, the student's continued enrollment at WCUSOP is based on the student fulfilling certain obligations as set forth by the Office of the WCUSOP Dean. Failure to meet the terms and conditions of a nonacademic probation with conditions will result in either:

- Immediate dismissal by the WCUSOP Dean; or
- Referral back to the Ethics, Honor, and Professionalism Committee for a recommendation to the Dean. Under such circumstances, the Chair of the Ethics, Honor, and Professionalism Committee will allow the student to appear as described above.

Non-Academic Dismissal

WCUSOP reserves the right to dismiss any student at any time prior to graduation. Circumstances warranting such action may be of an academic, professional, legal, or social nature, among others.

If a student is dismissed, there will be no refund of tuition, fees, or other payments previously made to WCU or WCUSOP.

Appeals of Non-Academic Dismissal

Appeals shall follow those outlined in the most recent WCUSOP Student Handbook and Catalog that is in effect at the time of the infraction (See **APPEALS POLICY**).

I. TECHNICAL STANDARDS

Technical Standards for Programs in the School of Pharmacy (Admission and Progression)

Candidates for admission to and students enrolled in the Doctor of Pharmacy Program at William Carey University must demonstrate the following abilities and skills in areas of communication, intellectual abilities, behavioral/social attributes, observation, and motor skills in order to perform the essential functions for the Doctor of Pharmacy degree. Reasonable accommodations for persons with prior documented disabilities will be considered on an individual basis. Students wishing to request accommodations for disabilities should contact the Director of Disability Support Services (see Disabilities Support Services in the Student Services section of the catalog).

Communication

Candidates and students must demonstrate evidence of effective written and oral communication skills in both the academic and experiential settings. Once enrolled, students must demonstrate the ability to effectively communicate with the public and other healthcare professionals in order to elicit and provide information required for optimal healthcare.

Intellectual Abilities

Candidates and students must demonstrate the ability to retrieve information and to measure, calculate, reason with, analyze, and synthesize it. These intellectual abilities are required to solve problems, an essential skill that graduates must possess. Candidates and students must be able to retrieve (electronically and manually), read, and understand medical literature. Completion of a degree program requires the student to be able to demonstrate mastery of these skills and the ability to use them together in a timely fashion when involved in problem solving and providing patient care as related to his or her practice setting.

Behavioral and Social Attributes

Candidates and students must exhibit the emotional health and stability required for full utilization of their intellectual abilities, exercise of good judgment, and prompt completion of all academic and experiential responsibilities. The development of mature and effective relationships with colleagues, patients, and other members of the healthcare community are essential. The ability to function when faced with the challenges and uncertainties inherent in

experiential settings and the ability to exhibit compassion, flexibility, adaptability, integrity, motivation, interpersonal skills, and concern for others are required.

Observation

Candidates and students must demonstrate sufficient capacity to observe and function in the lecture hall, laboratory, and experiential settings. Sensory skills to perform educational duties and obligations are required of students in all degree programs. In any situation where a candidate's or student's ability to observe or acquire information through sensory modalities is compromised, the candidate or student must demonstrate alternate means and/or abilities to acquire the essential information conveyed in this fashion.

Motor Skills

The ability to participate in the basic operational and procedural activities required in laboratory and experiential settings is essential. Students and candidates must have sufficient motor function to execute movements reasonably required to properly participate in the activities of a laboratory or an experiential rotation, with or without assistive devices. Candidates and students who cannot perform activities independently should minimally be able to understand and direct the methodology involved in such activities.

HIPAA GUIDELINES

Each student is required to read and understand the information on HIPAA regarding protection of patients' privacy. A signed acknowledgement form must be signed and returned to the Experiential Director. This acknowledgement form is also kept in the student's portfolio.

J. WCU POLICY ON STUDENT CONDUCT AND HARASSMENT

Community life at William Carey University is founded upon the moral principles of Jesus Christ. Simply stated, the Student Code of Conduct is a pledge on the part of each student to conduct himself or herself in a manner befitting a Christian at all times.

The university prohibits personal behavior whether on or off campus that: 1) interferes with the university's pursuit of its educational and Christian objectives; 2) fails to exhibit a regard for the rights of others; or 3) shows disrespect for the safety of persons and property. In this regard, the University and the School of Pharmacy also expects the appropriate and responsible use of Social Media.

William Carey University has a zero tolerance policy for sexual assault. Sexual assault or sexual harassment will be dealt with according to the university's policy.

For Additional information on the WCU Student Code of Conduct and Harassment, see *The Translation*, WCU Student Handbook.

IV. STUDENT SERVICES

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

A. STUDENT SERVICES

STUDENTS WITH DISABILITIES

Every reasonable effort will be made to meet the special needs of students who qualify under Section 504 and ADA disability criteria. Eligibility for special accommodations will be available to students who are officially enrolled at William Carey University, who meet all university program requirements, and who meet the definition of disability as defined by the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The definition of disability includes any person who '...has a physical, emotional, or mental impairment which substantially limits one or more of life's major activities; has a record of disability, or is regarded as having a disability' (P. L. 101-336) obtaining services.

To obtain service, a student must first identify him/herself as one in need of special considerations. This must be done by contacting the Office of Student Services. Depending upon the nature of the special request, the student will be asked to present documentation from an appropriately licensed or certified professional with expertise related to a student's disability. Such documentation must explain how the disability limits a major life function, thus impacting a student's participation in courses, programs, services, activities, and facilities. Detailed documentation requirements for specific disabilities may be obtained from the Office of Student Services as well as an application for services. In some cases, evaluations for the purpose of documentation must have been completed within three years. After providing the required documentation, the student must meet with the Coordinator of Disability Services in the Office of Student Services and submit a written request for specific accommodations and services. The request for services must be renewed for each academic term.

Please contact the Assistant Director of Student Services at 228.702.1783 for more information. Accommodations are designed to meet the individual student's needs and are planned and implemented in consultation with the student. The university may, however, be unable to meet a need or implement an accommodation, adjustment, auxiliary aid, or service which would impose a fundamental alteration on a program or activity of the university, or which would impose undue hardship on the university, or which would substantially modify academic standards, programs, or course work.

Planned Academic Success System (PASS)

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

the Assistant Director of Student Services. Members of faculty are also available to provide additional academic support to students through PASS.

TUTORING SERVICES

William Carey University offers student access to online tutoring from TutorMe.com. This online tutoring service provides Carey students with a live tutor 24 hours a day. Tutors are available to work with our students in a wide range of subjects. Tutoring sessions feature audio or video communication, screen sharing, virtual whiteboard, and a chat feature to give students an efficient in-person lesson.

PERSONAL COUNSELING

Personal counseling is available to students free of charge. To schedule a confidential appointment on the Hattiesburg campus, contact the office of the vice president for student support at (601) 318-6188. On the Tradition campus, contact the administrative dean at 228-702-1802.

STUDENT CODE OF CONDUCT

Community life at William Carey University is founded upon the moral principles of Jesus Christ. Simply stated, the Student Code of Conduct is a pledge on the part of each student to conduct himself or herself in a manner befitting a Christian at all times. The university prohibits personal behavior whether on or off campus that: 1) interferes with the university's pursuit of its educational and Christian objectives; 2) fails to exhibit a regard for the rights of others; or 3) shows disrespect for the safety of persons and property.

HEALTH SERVICES

Hattiesburg and the Coast area are well-equipped with excellent hospitals and emergency outpatient treatment centers. Students are responsible for the financial obligations resulting from such medical services. William Carey University does not provide emergency medical services to students who are in need of medical attention. Students are advised to take all appropriate precautions to protect their own health and safety. When a medical emergency arises, persons are advised to call 911 to summon emergency assistance. The office of the vice president for student support (Hattiesburg) or the student services office (Tradition) also should be notified. Students are responsible for paying the cost of medical services.

POLICY ON STUDENT COMPLAINTS

William Carey University seeks to provide each student with a positive educational experience. Students who experience difficulty are encouraged to make every attempt to resolve the problem informally by discussing the problem with those who are closest to the source. However, students who wish to file formal complaints related to university policies, procedures, faculty,

employees, or other issues may do so by contacting the Assistant Director of Student Services on the Tradition Campus. None of the parties involved in a student complaint may be represented by anyone other than himself/herself during any phase of the complaint procedure.

Financial Aid Counseling

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

Mentoring

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

Career Counseling

Career Counseling is available to students and may be provided by the Coordinator of Career Counseling and by faculty advisors who are assigned to students during Orientation. Students are encouraged to explore the various career avenues available to them within the profession by meeting with faculty who have expertise in the student's areas of interest, attending the Professional Seminar Series, or taking electives in the areas of interest. The Dean, Senior Associate Dean, Department Chairs, Course Coordinators and faculty may also provide career counseling. The School or University does not offer placement services for students; however, the School of Pharmacy offers an annual career fair with an interview day, and students may attend various conferences that offer job and residency placement services.

Non-Academic Counseling

Counseling for non-academic issues is available to students and may be provided by faculty advisors who are assigned to students during Orientation. The Dean, Assistant Director of Student Services, and the Associate Dean of Curriculum may also provide counseling for non-academic issues.

Personal Counseling

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

B. STUDENT ORGANIZATIONS

PROFESSIONAL ORGANIZATION MEMBERSHIP

The WCUSOP strongly supports membership in student organizations. The School plans to assist students in developing pharmacy related organizations. Student Organizations provide an excellent opportunity for professional growth and leadership. While membership in multiple organizations is encouraged, students should not participate in student activities and organizations at the expense of their academic progression. Typical student organizations that can be developed at the School of Pharmacy now or in the future include those listed below:

Student Government Association (SGA)

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

Student Leadership Council (SLC)

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

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

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

American Society of Health-System Pharmacists (ASHP)

The American Society of Health-System Pharmacists, WCUSOP Chapter goal is to make students aware of pharmacy practice in health systems, provide information to students about career

directions in and credentials needed for pharmacy practice in health systems, and encourage membership and participation in the state society and ASHP as a student and upon graduation. Membership in ASHP is open to all students of WCUSOP.

Christian Pharmacists Fellowship International (CPFI)

The mission of the Christian Pharmacists Fellowship International (CPFI) is to provide fellowship, Bible study, and prayer to enrich our walk with the Lord, Jesus Christ. CPFI encourages the advancement of knowledge and ethics in pharmacy practice and promotes community outreach to the Gulf Coast region. Membership in CPFI is open to all students of WCUSOP.

National Community Pharmacists Association (NCPA)

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

Kappa Psi

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

Phi Delta Chi

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

Phi Lambda Sigma

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

Rho Chi Society

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

C. LIBRARY SERVICES

The William Carey University Library strives to provide appropriate library resources for our patrons with clean, safe, and satisfying study areas. Additionally, the library will provide information resources necessary to support the WCUSOP curriculum. The primary purpose of the library is to support faculty, staff, and students. Please contact the Library Staff with any suggestions you have for improving the services and resources.

Library Information

The Facility

The library is located on the second floor of Building B on the Traditions Campus.

Hours of Service

For a complete listing of library and computer labs hours during the academic year, visit the website at <https://wmcarey.edu/page/library/about-us>.

Changes to the library schedule may occur due to inclement weather, holidays, school functions, or other unforeseeable circumstances. In these cases, schedule changes will be communicated via e-mail by library staff to the student body.

Library Services

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

V. APPENDICES

- A. *PLEDGE OF PROFESSIONALISM*
- B. *APHA CODE OF ETHICS*
- C. *NEEDLE STICK POLICY*
- D. *FERPA CONFIDENTIALITY AGREEMENT*
- E. *CERTIFICATION OF UNDERSTANDING AND ADHERENCE TO POLICIES, RULES, AND PROCEDURES OF THE WILLIAM CAREY UNIVERSITY SCHOOL OF PHARMACY*

Appendix A

PLEDGE OF PROFESSIONALISM

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

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

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

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

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

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

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

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

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

Appendix B

APHA CODE OF ETHICS

PREAMBLE

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

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

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

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

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

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

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

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

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

V. A pharmacist maintains professional competence.

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

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

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

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

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

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

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

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

Appendix C

WILLIAM CAREY UNIVERSITY SCHOOL OF PHARMACY UNIVERSAL

PRECAUTIONS (BLOOD BORNE PATHOGENS) and NEEDLE STICK POLICY

POST-EXPOSURE EVALUATION AND FOLLOW-UP

UNIVERSAL PRECAUTIONS (BLOOD BORNE PATHOGENS)

The Occupational Safety and Health Administration (OSHA) has developed a set of regulations which address duties to protect both faculty and students in schools of health care professionals from exposure to blood borne pathogens (effective March 6, 1994). Because clinical sites are the primary location where possible exposure to infectious diseases may occur, William Carey University has adopted the following policy to address this issue for all students and faculty involved in the care of patients in the clinical setting. Those personnel specifically addressed in this policy include those who have potential contact with blood or other potentially infectious materials in the performance of duties necessary to fulfill course objectives at William Carey University. This policy has been developed to fulfill compliance with guidelines set forth by the Centers for Disease Control and OSHA.

For purposes of clarification for this policy, the following definitions shall apply:

1. Blood: human blood, human blood components, and products made from human blood.
2. Blood-borne pathogens: pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).
3. Contaminated: the presence or the reasonably anticipated presence of blood or other potentially infectious material on an item or surface.
4. Exposure incident: a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of duties in the role of a student in the Program
5. Occupational exposure: reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of duties

in the role of students in the Program.

6. Personal protective equipment: specialized clothing or equipment worn by a student for protection against hazard. General work clothes (e.g. uniform, pants, skirts, or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment.

7. Source individual: any individual, living or dead, whose blood or other potentially infectious material may be a source of occupational exposure to the student-faculty. Examples include, but are not limited to, hospital and clinic patients; clients in institutions for developmentally disabled; trauma victims; clients of drug and alcohol treatment centers; residents of hospices and nursing homes; human remains.

8. Standard precautions: an approach to infection control. According to the concept of standard precautions, all human blood and certain body fluids are treated as if known to be infectious of HIV, HBV, and other blood borne pathogens.

In order to comply with the guidelines previously addressed in this document, WCUSOP has the following responsibility to the enrolled students

1. William Carey University faculty will provide education in the execution of standard precautions, specifically the selection and use of appropriate protective equipment, prior to the student's first clinical experience.

2. William Carey University faculty will ascertain the student's understanding of standard precautions prior to the first clinical experience.

3. The student shall comply with the standard precautions guidelines in the care of all patients in the clinical setting.

4. All students engaged in clinical practice must present proof of having received the hepatitis B vaccine to the OEE or have signed and submitted to their program director a declination statement.

5. All students will sign a written statement that indicates their receipt of education and/or performance practicum competency of the same, and compliance with the requirement for the hepatitis B vaccination or declination.

6. Any student who is HIV positive or becomes HIV positive during enrollment is responsible for notifying the program director.

Post exposure evaluation and follow-up:

1. A student has an ethical duty to report to the faculty member, Program Head, or Dean

any incident during which an exposure or potential exposure has occurred which places him/her at risk for transmission of a blood borne disease.

2. Following an accidental exposure or potential exposure to HBV, HCV, or HIV, CDC guidelines should be followed immediately. The exposed area should be washed thoroughly with soap and water. If mucous membrane exposure has occurred, the area should be flushed with copious amounts of water and/or saline.

3. CDC guidelines as outlined in the Updated U.S. Public Health Service Guideline for the Management of Occupational Exposure to HBV, HCV and HIV and Recommendations for Post exposure Prophylaxis (CDC, MMWR, Recommendations and Reports, 2001) should be followed to determine risk factors for developing HBV, HVC, or HIV. A copy of this document will be housed in the office of the Program Director.

4. Following exposure or accidental exposure, the student should be immediately HIV tested to establish sero-negativity. The CDC guidelines should be used to determine the need for follow-up testing for HBV, HCV or HIV.

5. If an exposure or potential exposure occurs, the student should contact their personal health care provider immediately to determine if treatment is recommended. Do not procrastinate.

6. Students are responsible for the cost of post exposure testing and follow-up testing or treatment.

7. Any other requirements of the health care agency in which the exposure occurs must be met.

Appendix D

William Carey University School of Pharmacy Family Educational Rights and Privacy Act (FERPA) Non-Disclosure / Confidentiality Agreement

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

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

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

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

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

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

Student Signature

Date

Appendix E

CERTIFICATION OF UNDERSTANDING AND ADHERENCE TO POLICIES, RULES, AND PROCEDURES OF THE WILLIAM CAREY UNIVERSITY SCHOOL OF PHARMACY

I hereby certify and confirm that I have been provided access to a copy of the William Carey University School of Pharmacy Student Handbook and Course Catalog.

I hereby certify and confirm that I will be assigned a campus email address, which will be the mechanism by which I will receive all official notices, unless otherwise specified by the *WCUSOP Student Handbook and Catalog*, from the William Carey University School of Pharmacy (WCUSOP), that it is my responsibility to check that email address, and that I am deemed to have notice of all information sent to my address.

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 WCUSOP and in some situations these policies may be enforced even after I depart WCUSOP.

I further understand that the William Carey University School 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 WCUSOP website, and that I will adhere to any revisions, alterations, or changes made by WCUSOP from that point forward.

By signing this form, I understand that it is my responsibility to read the *WCUSOP Student Handbook and Catalog*, keep up with my campus email address, and be familiar with the policies established by the William Carey University School of Pharmacy.

Signature

Date

Name (please print)



WILLIAM CAREY UNIVERSITY PHYSICAL THERAPY PROGRAM

Doctor of Physical Therapy Program Student Handbook

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INTRODUCTION

THIS HANDBOOK IS PREPARED AS A RESOURCE FOR STUDENTS ENROLLED IN THE DOCTOR OF PHYSICAL THERAPY (DPT) PROGRAM AT WILLIAM CAREY UNIVERSITY. IT CONTAINS INFORMATION REGARDING THE POLICIES AND PROCEDURES THAT GOVERN AND GUIDE GRADUATE LEARNERS AND FACULTY. POLICIES AND PROCEDURES ARE UPDATED ANNUALLY, BUT MAY BE REVISED MORE FREQUENTLY WITH THE APPROVAL OF THE PROGRAM AND COLLEGE OF HEALTH SCIENCE (COHS). CHANGES ARE COMMUNICATED TO LEARNERS THROUGH EMAIL, ANNOUNCEMENTS IN CLASS, OR BY OTHER MEANS DEEMED NECESSARY BY THE FACULTY OR ADMINISTRATION OF THE SON OR UNIVERSITY. LEARNERS ARE ALSO ADVISED TO CONSULT THE UNIVERSITY GRADUATE ACADEMIC CATALOG AS WELL AS THE GENERAL STUDENT HANDBOOK, *THE TRANSLATION*.

ACADEMIC COURSE LOAD/ CURRICULUM DESCRIPTION

The Doctor of Physical Therapy Program is designed for learners who are seeking entry into the physical therapy profession. Physical therapists are health care professionals who diagnose and treat individuals of all ages with medical problems or other health-related conditions that limit their abilities to move and perform functional activities in their daily lives. The physical therapist is dedicated to promoting wellness, preventing disability, and supporting participation in activities that impact quality of life. The Doctor of Physical Therapy Program at William Carey University prepares learners for these professional responsibilities by providing high quality academic and clinical education experiences. The program is a cohort based program of full time study. Learners earn 119-122 hours of graduate semester credit in lecture, discussion, case-study, and clinical learning modalities.

The Physical Therapy Program, in collaboration with Student Financial Services, defines full-time study as 6 credit hours per semester for learners enrolled in cohort-based graduate programs.

ACADEMIC STANDING

An overall 3.0 GPA on graduate courses taken at WCU is required for graduation. A student whose cumulative GPA drops below a 3.0 in any trimester is placed on academic probation. Learners on academic probation must raise their cumulative GPA to a 3.0 by the end of the next trimester of enrollment. Learners must also pass all course work in the program.

Earning a grade of “F” or failing to be removed from probation will result in further academic disciplinary action which may include:

- 1) Dismissal - the usual form of academic discipline.
- 2) Reclassification - in extenuating circumstances a learner may appeal to the program director to be reclassified. In this instance the student may be permitted to withdraw from matriculation and offered remediation by retaking one or more courses recommended by the faculty. The usual recommendation is to repeat an entire year of study as all courses are offered in sequence and only once each academic year. Such a student is required to indicate in writing the intention to reinstate 60 days prior to re-enrollment. Learners should also be aware that repeating course work already passed may have financial aid/student loan implications.

ACADEMIC INTEGRITY

William Carey University (WCU) seeks to create an environment that encourages continued growth of moral and ethical values which include personal honesty and mutual trust. The University places the highest value on academic integrity and regards any act of academic dishonesty as a serious offense. Academic dishonesty is considered unethical and in violation of William Carey University’s academic standards and Christian commitment.

A full explanation of the procedures for responding to instances of academic dishonesty is contained in the university's *Policies and Procedures Manual* and in the student handbook, *The Redbook*.

Unauthorized access to tests or other learning materials is specifically prohibited. Students should not attempt to photograph, recall, or digitally copy quiz, test, or exam questions, either prior to, during, or during test reviews. Faculty members will inform you if test items or other assessments may be shared with others.

Facilitation is the conspiring of students to commit academic integrity breaches. Students may not use WCU resources to form any group (electronic or otherwise) with the intent to share test items, or collaborate on other forms of assessment unless specifically given permission by faculty.

Plagiarism is using someone else's thoughts or words as one's own. Plagiarism is an act of academic dishonesty and will not be tolerated. It can result in failure of a project, failure of a course, or dismissal from WCU. It is **HIGHLY** recommended that the student view the online presentation on plagiarism at the WCU library website.

The DPT Program considers each course assignment to be essential to achieving the graduate outcomes of the program; therefore, the student should turn in original work for each course. Although thoughts and excerpts from previous, similar assignments are permissible, they should be synthesized, integrated, and referenced in subsequent assignments and may only represent a small portion of the completed assignment. **No student may turn in an assignment from one course in the DPT program in its entirety to meet the requirements of a different course.**

ADMISSIONS CRITERIA

The DPT Program admits learners without regard to age, sex, race, disability, national origin, religion, or political affiliation. To begin the admission process, learners must submit an application and all required forms and transcripts to the Physical Therapy Common Application System at www.ptcas.com. Once all application materials are received, the admissions committee will review the files.

The criteria for admission to the DPT include the criteria for admission to the graduate school. These are:

- a) hold a baccalaureate degree from official college/university transcripts from an accredited university or school
- b) submit an application
- c) provide official transcripts of all college work completed to date
- d) pay the application fee.

Additionally, the DPT program requires that the applicant:

- a) Has completed two semesters of undergraduate biology, two semesters of anatomy and physiology, two semesters of chemistry, two semesters of physics, and one semester of statistics. Science courses must be those intended for science majors, and the statistics course should be from the psychology, mathematics, or education departments.
- b) Have an undergraduate GPA of 3.0 on the last 60 hours of credit earned.
- c) Submit official GRE Scores.
- d) Comply with current admissions deadlines as stated in the PTCAS website.

Admission to the DPT program is competitive in nature, and learners with strong academic backgrounds are encouraged to apply. Once the admissions committee has finalized the accepted applicants, they will be notified by email of their admission status. Learners may be fully accepted, remain under consideration, or denied admission.

ADMISSION STATUS

Due to the competitive nature of the admissions process, learners who meet all the criteria and are recommended by the admissions committee for acceptance will be admitted under **Regular Admission Status**.

ADVISEMENT

The plan of study is a cohort based full time plan of study, with each class of learners enrolling in a pre-determined curriculum each semester. Learners will be assigned a faculty advisor for purposes of reviewing the curriculum, gaining access to student services, and general support. Learners should meet with their faculty advisor at least once during each trimester of enrollment.

AMERICANS WITH DISABILITY ACT

Learners with disabilities who are protected by the Americans with Disabilities Act of 1990 and require special accommodations should contact *Mrs. Valerie Bridgeforth at 601-318-6188*. *Mrs. Bridgeforth's office is located in the Student Services Office in Lawrence Hall.*

ATTENDANCE AND PREPARATION

As part of the preparation for the professional Doctor of Physical Therapy role, the faculty of the DPT program expect candidates to adhere to the highest level of punctuality, attendance, and participation in all scheduled activities. Absences may seriously affect the work of the whole class as well as that of the individual who is absent. In no circumstances will learners receive credit for a course if they are noncompliant with the WCU requirement of meeting class at least

80% of the scheduled meeting time (classroom and clinical calculated separately). Learners are responsible for their own transportation. The DPT Program adheres to the following guidelines:

1. Class Attendance

- a. The student is expected to attend class 100% of the time.
- b. If absence does occur, the student will be held responsible for any announcements and materials missed. The student is also responsible for all assignments due that day.
- c. Any missed activities or assignments may be made up at the discretion of the course faculty. In extreme circumstances, such as illness or death in the immediate family, a student may be allowed to make up a project or in class assignment at a later time provided the instructor has been notified of the need to be absent as indicated by the instructor in the syllabus. If the student fails to notify the instructor by provided guidelines, a grade of “0” will be assigned.
- d. Faculty members have the right to request appropriate documentation regarding an absence.
- e. The program director has the right to intervene if a pattern of absences is noted.
- f. Learners must meet WCU requirements for attendance for hybrid courses. For these courses, assignments must be submitted by the deadlines as outlined in the syllabus and/or addendum, and attend face-to-face meetings.

1. Tardiness

- a. Punctuality for class is considered an integral part of professional behavior. Tardiness and leaving class early are considered unprofessional behaviors, and are disruptive to the learning environment.
- b. Learners are expected to be in their seats and ready to perform when class begins.
- c. Learners exhibiting a pattern of tardiness or departing early will be referred to the program director.

2. Class Preparation

- a. Learners are expected to be prepared for/and participate appropriately in every class.
- b. Learners should show respect for classmates. This includes attendance for/and participation in the presentations of others.
- c. Learners should come to class prepared and in possession of appropriate class materials.

3. Written Assignments

- a. All written assignments are to be typed and in revised AMA format unless otherwise specified. Incorrect AMA format and style, incorrect grammar, inaccurate spelling, and typographical errors are unacceptable and will result in grading penalty up to failure of the assignment.
- b. Written assignments will be presented to the instructor in the designated manner (Canvas, DropBox or as instructed by faculty.)
- c. Written work submitted late will be assessed a penalty as determined by the individual instructor.

4. Attendance/Punctuality for Experiential Learning Exercises
 - a. Learners are expected to attend clinical education experiences as scheduled with their clinical instructor. Should an assigned day need to be missed, the director of clinical education and clinical instructor must be notified as soon as possible.
 - b. The missed day must be made up in order to meet contact hour requirements.
 - c. Punctuality for scheduled clinical experiences is expected as part of professional behavior.
 - d. See clinical education manual for further information
5. Behavior During Experiential Learning
 - a. Learners are expected to dress and behave in a professional manner at all times during clinical experiences (see Uniform/Professional Dress Policy).
 - b. Consistent unprofessional or unsafe behaviors may result in failure of the course.
6. Other
 - a. Smoking is not permitted on WCU campuses.
 - b. Smoking or drinking alcoholic beverages while representing WCU in any capacity is not permitted.
 - c. If food/drink are permitted during class, debris must be disposed of in an appropriate manner.

BOOKS/BOOKSTORE

The WCU bookstore is operated by Barnes & Noble, located in McMillan Hall. Faculty select textbooks, which are made available to learners through the bookstore at www.wmcarey.bkstore.com. The bookstore also carries a variety of traditional textbooks and reference books, school supplies, snacks, gifts, and clothing. Store hours and the policy on book returns and buy-back of books are stipulated in *The Red Book*.

COMPUTER TECHNOLOGY REQUIREMENTS

Technology is an essential and integral aspect of a web-enhanced curriculum. The student must have access to a computer and stable connection to the Internet on a regular basis, software to meet course requirements and adequate system capacity. A high-speed internet connection, such as a cable modem or DSL is preferred. The student will need access to the most current version of Microsoft Office Software, including: Word, PowerPoint, and Excel. As web-enhanced lectures may contain an audio component and you may be required to use voice over capabilities, the student will additionally need the capability to access audio through speakers and record through a microphone.

CPR CERTIFICATION

All learners must complete and maintain certification or re-certification of *CPR for the Health Professional* during their tenure at WCU. Students will be provided an opportunity to take American Heart Association courses during their matriculation at WCU.

Students are responsible for submitting evidence of current certification to the DPT office for their file. Failure to do so will result in the inability to attend the clinical portion of a course and ultimate failure in the course.

CRIMINAL BACKGROUND CHECKS

All learners enrolled in physical therapy must have clearance of criminal background checks. This is a mandatory requirement as part of the Mississippi state law, Section 43-13-11 of Mississippi Code of 1972.

Students accepted into Mississippi programs must have evidence of a clear criminal background check prior to attending clinical in any of the contracted agencies. The background check will be conducted through fingerprinting on the date assigned by the Director of Clinical Education. Learners who do not have a clear background check will meet with the Director of Clinical Education or Program Director.

After initial enrollment, any subsequent disciplinary action, arrest, charge, addiction, or impairment shall also be reported immediately to the Program Director. Failure to report any and all subsequent disciplinary actions, arrests, or impairment will constitute falsification of records and may result in denial of licensure.

DEGREE APPLICATION

Participation in the graduation ceremony is required. Degrees are not conferred in absentia, except with permission by the Office of Academic Affairs. Learners must submit a written request for permission to miss the commencement ceremony.

Learners who are candidates for August graduation are required to file applications for their degrees in the Registrar's office by March 31. Late applications will be accepted up to 30 days after the deadline. Should degree applications be received late, a late fee is assessed by the business office. It is the student's responsibility to satisfy requirements for a degree.

DISMISSAL/WITHDRAWAL

When learners' conduct, or health endangers the well-being of others or makes it inadvisable to remain in the physical therapy program, the faculty reserves the right to dismiss the individual from the course or program. Learners may choose to withdraw from the program at any time. Learners who wish to withdraw from a course must follow the withdrawal procedure in the Graduate Academic Catalog.

DRUG TESTING

All learners enrolled must provide evidence of a negative drug screen within one month of beginning courses. A *urine 10-panel drug screen* is required. Random drug screening may be done for learners enrolled in clinical courses. Refusal by a student to submit to drug testing will result in denial of admission for new learners and immediate dismissal from the DPT Program for continuing learners.

Any admitting or continuing student who tests positive for illegal drugs must withdraw from the program. The student may reapply for admission at the next available admission cycle will be admitted based on admission criteria as any new student making application.

All costs associated with drug testing are the responsibility of the student.

ELECTRONIC CLASS HANDOUTS AND RESOURCES

All class syllabi, documentation, and handouts will be provided electronically during your journey at WCU DPT Program. If you choose to print you may do so using your personal printing resources.

Handouts will be posted on the current Learning Management System (Canvas) 48 hours before a class session to allow adequate time for personal preparation. Please be advised that while faculty make a good faith effort to post handouts 48 hours prior to class, instructors may, at their discretion, modify handouts up until the time of the actual class session to insure current and up to date information.

EMPLOYMENT OPPORTUNITIES

The program collects employment announcements from various sources for student use. If the announcement is provided in electronic format, it will be forwarded to all students by electronic mail. Employment notices may also be found on the student bulletin board in the Thomas Building. In addition, the Clinical Education Committee compiles employment notices and files them for a year. Students may see the Director of Clinical Education to view these files. Finally, employment opportunities may be found by searching the Mississippi PT Association and the American PT Association websites at http://jobs.mspta.org/home/index.cfm?site_id=11683 or <http://www.apta.org/apta/hotjobs/default.aspx>

EVALUATION OF FACULTY AND COURSES BY LEARNERS

Learners will have the opportunity to evaluate faculty and courses at the end of the term as specified by the University evaluation schedule. In addition, learners are encouraged to provide constructive feedback informally throughout the trimester.

EXAMINATION PROCEDURES

Learners are expected and ethically obliged to take examinations honestly and resist any temptation to obtain an unfair advantage during an examination.

- Examinations will be given/taken in electronic format whenever possible. Learners must provide their own computing device for in-class examinations.
- Examinations are given frequently throughout the curriculum. The examination period starts with the first student tested and continues until the last student has completed the examination. Discussing a written, practical or oral examination with any class member during this time period is considered a breach of academic honesty and will be handled accordingly. In the event that a student is unable to take the exam during the scheduled time frame, The Instructor of Record will notify learners that the exam period has been extended.
- Proctors will be present during every examination. Proctors may be faculty, graduate learners or staff. Learners are expected to police themselves regarding inappropriate behavior and are expected to treat all proctors with the respect.
- All personal effects, including books, newspapers, magazines, jackets, hats, book bags, audio devices, PDAs, cell phones, and other electronic devices are to be removed from desk tops during examinations. If calculators are required, you will be notified ahead of time; only simple, non-programmable calculators are permitted. Computing devices used to access the examination are exempt.
- The use of electronic data devices during any part of an examination period to give, receive or retrieve information is strictly prohibited, unless specifically permitted in the instructions for the exam (as in an open book test).
- Personal breaks are allowed but discouraged. If a break is necessary, the student must leave all data devices with the proctor while absent from the room. The length of time during which the student is out of the room will be noted by the proctor and shall not exceed 10 minutes. Examination time will not be extended for a student who has taken a break.
- Announcements made to the class while a student is out of the room will not be repeated.
- No examination questions will be changed, corrected, or interpreted during the examination.
- Learners are not permitted to ask the proctor questions once the examination has begun. However, obvious typographical errors discovered by the faculty or learners that compromise the value of an examination question will be rectified by a general announcement.
- The examination beginning and ending times will be announced at the beginning of the examination. They will be followed strictly. The electronic testing format notes time of

submission of an exam. Late submissions will be subject to grading penalty.

- In the event that the emergency alarm sounds during an examination, all learners must leave all personal computing devices in the area and exit the room or building as instructed. Upon return to the examination the Proctor will announce a revised ending time.
- Once the student has submitted his or her examination materials electronically, they may not be altered or changed in any way.
- It is the prerogative of the course faculty to determine the nature of the examination to be given and the date the examination will be scheduled.
- In the rare situation when illness or an unexpected emergency prevents a student from taking an examination at the scheduled time, the Instructor of Record must be notified immediately by email prior to the examination. The Instructor of Record, in collaboration with the Program Director will decide if and when the examination may be made up.
- If a student has a very compelling reason that he or she cannot be present for an examination, he or she must secure the permission of the instructor of record to reschedule the exam via written e-mail with the Program Director copied on the request. Unless the absence is due to an emergency, a request for a change in exam must be given to the course coordinator within 72 hours of receiving the course syllabus. The instructor of record has the right to determine whether it is reasonable to reschedule the exam and the nature of the rescheduled examination. If the instructor of record approves the absence and agrees to reschedule the examination, the student and the faculty member will mutually determine a date for the exam. Ordinarily, the exam will be scheduled prior to the absence.
- A score of zero will be recorded for unexcused missed examinations.
- No examination materials, results, or answer keys will be released for review until all learners have taken the examination.
- Course faculty determines whether the examinations are retained or returned to the student. If examinations are retained, they will be available for student review at a time determined by the Instructor of Record.
- Requests for a change of a grade on an examination or assignment must be directed to the Instructor of record within five (5) business days of notification of the grade. Requests submitted after this time will not be honored and no grade change will be made. The student will receive notification whether a change in grade is made.

EXIT INTERVIEW POLICY

A student who withdraws from the DPT Program for any reason is required to meet with the Program Director and complete an Exit Interview. Once completed, a copy of the form is sent to

the special assistant to the Dean of the College of Health Sciences.

Every reasonable effort is made to meet with each student who withdraws from the DPT program – regardless of cause. In the event that a student refuses to meet with the Program Director, it will be noted on the form the student’s refusal to participate.

EXPERIENTIAL LEARNING

The Doctor of Physical Therapy Program contains thirty three (33) weeks of full time clinical experiences. Learners are expected to follow all guidelines found in the Experiential Learning Handbook, found on the Program’s Website. Failure to comply may result in disciplinary action, up to and including dismissal from the program.

EXTENDED DISASTER LEAVE

In the event of closure or cancellation of classes due to a natural/man- made disaster or other emergency cause, general information will be forwarded to local media, posted on the WCU website, and sent via automated process to your WCU student email address or cell phone; through Sader Watch. Specific information regarding the continuation of coursework will be posted on the University’s course management system (Canvas) at <https://elearning.wmcarey.edu>. For up-to-the minute alerts regarding emergency situations, sign up to receive notifications through Sader Watch, the WCU emergency text message service. Instructions can be found under “Current Learners” on the WCU homepage.

FACILITIES ACCESS

The WCU DPT Program facilities are available to learners for class–related activities including but not limited to:

- quiet study space;
- group meetings;
- skill practice using equipment (such as plinths and assistive devices)

The following rules are designed to protect the learners while in the building after hours:

- Enrolled learners are allowed to use the physical facilities in the Rehabilitation Services Building 24 hours a day, 7 days per week except on days when the building itself is closed for holidays. Learners are expected to abide by all rules and regulations of the building.
- “After hours” is defined as between 6 p.m. and 7:30 a.m. Monday-Friday and from 6 p.m. Friday until 7:30 a.m. on Monday. Please note: the heating/air conditioning

system is turned off after business hours on weekdays, and all day on Saturday and Sunday, so dress accordingly.

- Learners must use their WCU ID card to gain entry into the building. This card registers the student by name and provides a record of use.
- Use of the DPT Program facilities is for registered learners only; **no** guests are permitted.
- Learners must **never** use the facilities after hours **alone**.
- Learners are asked to bring a cell phone with them.
- The WCU ID card must be used to gain entry into classroom, laboratory, lounge and study areas appropriate for the trimester of study.
- Learners must **always** lock the door behind them upon entering and always lock all doors when departing.
- Instructors of record of each course will determine and announce the equipment that cannot be used unsupervised in each trimester.
- Learners are not permitted to use the AV systems without prior permission and appropriate orientation
- Learners must not test or treat patients who are subjects for a group research project if the faculty advisor is not present.
- In the event that a student is injured after hours, regardless of whether emergency care is sought, he or she must report the incident to the instructor of record by 10 a.m. of the next workday.
- If equipment breaks while learners are using it, they must notify the course coordinator by 10 a.m. the next workday. However, the student should take the responsibility to put a sign on the equipment and isolate it so that other learners do not risk injury by trying to use it before the department is notified.
- Learners are expected to maintain the floor in a tidy condition and to return all equipment used.
- Use of the rehabilitation facilities after hours is a privilege. Abuse of the privilege could result in a student being denied access to the floor or, depending on the severity of the abuse, could result in more severe disciplinary action.
- Ongoing misuse by a larger portion of the student body will result in loss of access for all learners.

FACULTY TITLES AND NAMES

All faculty and staff should be addressed according to their formal titles (Dr., Professor, Mr., Mrs., Miss, Ms.). When faculty and learners are in a less formal setting, it is the prerogative of the individual faculty member to request being addressed informally.

FILING A COMPLAINT WITH CAPTE

The William Carey University Doctor of Physical Therapy Program strives to maintain complete compliance with the standards and elements of the Commission on Accreditation of Physical Therapy Education at all times. Please contact the program director to conduct an inquiry regarding a potential breach of this policy. In addition, interested parties may file a complaint directly with the accrediting agency (CAPTE) by visiting <http://www.capteonline.org/Complaints/>.

GRADING

The University uses the following grading system for graduate learners:

- A Reserved for work which is definitely superior in quality
- B Earned for work which is consistently good and would be considered above average
- C Earned for minimal work and shows that basic requirements in class assignments have been met, but is not considered standard work for graduate learners
- F Earned when the student has failed the course
- I (“Incomplete”) assigned only when unavoidable circumstances prevent completion of the work of the course on schedule and must be approved by the instructor and the program director (see graduate catalogue for further explanation)

The Doctor of Physical Therapy Program has interprets this grading system as follows:

- A 90-100 %
- B 80-89 %
- C 70-79 %
- F less than 70 %

GRADUATE STUDENT ROLE/PROFESSIONALISM

DPT Program faculty and administration believe that graduate learners are self-motivated to learn and expand their professional behavior beyond that of the baccalaureate level. Learners are expected to maintain a positive professional attitude that allows for academic growth. Learners are accountable for achieving high levels of leadership, consultation, collaboration, communication, therapeutic intervention, and scholarship.

In addition, learners are expect to demonstrate the **Core Values** of the physical therapy profession, developed by the American Physical Therapy Association at all times when in the role of a WCU DPT student. Learners who do not consistently display these professional behaviors will be subject to disciplinary action. In addition, the student who is consistently non-compliant will not be allowed to represent WCU in experiential learning activities. The core values are as follows:

Accountability- The active acceptance of the responsibility for the diverse roles, obligations, and actions of the physical therapist including self-regulation and other behaviors that positively influence patient/client outcomes, the profession and the health needs of society.

Altruism -The primary regard for or devotion to the interest of patients/clients, thus assuming the fiduciary responsibility of placing the needs of the patient/client ahead of the physical therapist's self-interest.

Compassion/Caring - Compassion is the desire to identify with or sense something of another's experience; a precursor of caring. Caring is the concern, empathy, and consideration for the needs and values of others.

Excellence - physical therapy practice that consistently uses current knowledge and theory while understanding personal limits, integrates judgment and the patient/client perspective, embraces advancement, challenges mediocrity, and works toward development of new knowledge.

Integrity - steadfast adherence to high ethical principles or professional standards; truthfulness, fairness, doing what you say you will do, and "speaking forth" about why you do what you do.

Professional duty - the commitment to meeting one's obligations to provide effective physical therapy services to patients/clients, to serve the profession, and to positively influence the health of society.

Social responsibility - the promotion of a mutual trust between the profession and the larger public that necessitates responding to societal needs for health and wellness.

GRADUATE OUTCOMES FOR DPT

Learners and Graduates of the DPT Program will:

1. Be prepared as generalist practitioners to assume an entry level practice role in any practice setting as evidenced by pass rates on the licensing exam, employment rate, and diversity of practice settings.
2. Practice professionalism by demonstrating the core values of the profession of Physical Therapy; accountability, altruism, compassion/caring, excellence, integrity, professional duty, and social responsibility.
3. Invest in the profession of physical therapy and promote it by remaining active in professional organizations, educating physical therapy learners, and advocating for the profession and the patients it serves.
4. Seek leadership roles in their professional and personal lives.
5. Strive for excellence in practice by participating in professional development activities, integrating current evidence into practice, and using tools to promote quality of care.

6. Advocate for underserved populations in local, state, national and international communities.
7. Address health promotion and preventive issues at the individual, group, and community levels.

GRIEVANCE/COMPLAINT PROCEDURE

The DPT Program seeks to provide each learner with a positive educational experience. Learners who experience difficulty are encouraged to make every effort to resolve the problem informally by discussing it with persons closest to the source. However, learners who wish to file formal complaints should do so in accordance with William Carey University and DPT Program policies.

For the graduate DPT student who is dissatisfied with physical therapy courses, faculty, staff procedures, policies, or other issues; the student must submit concerns in writing with supporting evidence to the instructor of the course. If no resolution is achieved, the student may appeal to the DPT Program Director. If no satisfactory outcome is reached, the student may appeal to the Dean of the College of Health Sciences, and then the Associate Dean of the Graduate Programs.

Under no circumstances will the complainant receive retaliatory behavior or consequences from the program faculty, staff, or administration as a result of filing a complaint.

HEALTH POLICIES

Learners must submit a WCU College of Health Sciences history and physical form to the designated DPT staff member within 2 weeks of enrollment. Any changes in physical status must be reported to the program director. Documentation of hepatitis B series (or a positive titer) or declination statement, annual PPD or negative Chest X-ray, varicella immunization or immunity, two MMR or MMR titer, malpractice insurance, health insurance, release of information form, and HIPAA form must be on record within two weeks of enrollment. No clinical hours can be accrued without satisfactory completion of all proofs.

Learners should also consult the contract and/or Director of Clinical Education for additional requirements of specific assigned clinical facilities.

HIPAA GUIDELINES

Each student is required to read and understand the information on HIPAA regarding protection of patients' privacy. A signed acknowledgement form must be signed and returned to the administrative assistant to the Program Director. This acknowledgement form is kept in the student's folder.

INCIDENT REPORTS

Any time a student encounters an injury or damaging event while on the WCU campus, they should report the incident to the program director. The program director will assist the student in making the appropriate contacts and reports to document the incident. This procedure should be carried out whether or not the injury requires further intervention.

If at any time a student encounters a clinical situation that requires reporting, the student is to fill out the incident report of the clinical facility. A copy must be provided to the faculty of that course and the campus director of clinical education. William Carey University is not responsible for any costs associated with incidents occurring in the clinical setting.

INCOMPLETE GRADE

The grade of “I” (Incomplete) is given only by written agreement of the instructor and student. If requested, it is the student’s responsibility to contact the instructor and submit work or take examinations appropriate to the removal of the Incomplete. When completed, the instructor will change the Incomplete (I) to the earned letter grade by submitting the appropriate form to the Registrar’s Office. This process must be completed no later than the end of the next term. The grade of Incomplete automatically becomes an “F” if not resolved prior to the end of the next term.

LENGTH OF PROGRAM

The program is a 36 month continuous full time program. It is a cohort based program in which courses are offered in sequence once a year. Learners enroll in a specified curriculum each trimester and are expected to successfully complete all courses in a trimester prior to progressing to the next trimester.

LIBRARY

WCU has a full service library on both the Hattiesburg and Tradition campuses. Hours of operation have been established to best meet the needs of learners on each campus. Many of the online databases may be accessed from off campus computers. DPT learners will be required to utilize library resources throughout the program.

MALPRACTICE INSURANCE

Group malpractice insurance is available through WCU at the time of enrollment. Malpractice insurance is in effect while students are performing clinical activities supervised by academic or clinical faculty.

PRACTICAL EXAMINATIONS

The WCU DPT Program has a contractual and professional obligation to the clinical community to ensure, to the best of its ability, that all learners entering a clinical education experience sanctioned by the program have demonstrated safe performance of the skills taught prior to the start of the clinical experience and are ready to utilize these skills under supervision with patients/clients.

Performance on practical examinations will be assessed according to established criteria, which will be provided to learners at least one calendar week prior to date of practical examination. All practical examinations are considered cumulative in nature, and may include assessment of all information previously provided in the curriculum sequence.

PROFESSIONAL DEVELOPMENT POLICY

Professional development begins with professional education and continues throughout one's professional life. Professional development is the foundation where the student physical therapist assumes an attitude of inquiry and engages in an ongoing process of assessment and evaluation of knowledge, skills, and abilities. The acquisition of new knowledge, skills and behaviors is a planned activity, based on assessment and re-assessment of self and of the environment in which one practices. Each student member is obligated to participate in professional development not only to ensure the acquisition and maintenance of minimally acceptable standards of practice but also to garner new knowledge and skills. Professional development may occur in formal instructional settings or in natural societal settings and may include such varied experiences as academic courses of study, organized continuing education, independent study, and self- and external assessment. (adapted from APTA, 2012. BOD Policy P03-01-25-87, APTA.org, Accessed April 18, 2017)

Overview

1. Each student will accumulate approximately 4 hours of professional development activity during each trimester of matriculation in the DPT program. Activities may be cumulative from semester to semester, with the goal of achieving 16 hours of professional development activity during each academic year.
2. At least 4 of the 16 required professional development units must be from Certified Activities.
3. Notification of the required number of hours to date will be published in the course syllabi of each of the four Foundations of Professionalism Courses found throughout the curriculum.
4. Penalties for noncompliance with the professional development activities policy will be announced in the course syllabi of the Foundations of Professionalism Course. Noncompliance may result in sanctions up to and including failing the course.
5. Reporting professional development activities is completed on the honor system, by documenting on the student's curriculum vitae or in the student's online professional portfolio. However, the program reserves the right to audit randomly selected students for compliance with

the professional development requirements. Penalties for dishonest reporting may result in sanctions up to and including failure of the course and subsequent dismissal from the program.

Content

The content must be aligned with the field of physical therapy and/or or health and well-being of the community and must be designed to meet one of the following goals:

1. Allow the student to enhance his/her knowledge and skills.
2. Provide opportunities for interdisciplinary learning.
3. Extend limits of professional capabilities and opportunities.
4. Facilitate personal contributions to the advancement of the profession.

Sources of Professional Development

Professional development hours may be accrued from the following sources.

- 1. Certified activities** are activities that go through a certification process to determine if the activity meets a minimal threshold of required criteria and how well that activity meets additional “desirable” criteria. **At least 4 hours are required per academic year in this category.**
 - a. Conferences and continuing education activities that meet the Standards of Continuing Competence (SCC) as set forth by the Federation of State Boards of Physical Therapy (FSBPT). Credit is applied as awarded.
 - b. Conferences and continuing education activities provided by the American Physical Therapy Association (APTA), and all of its components. Credit is applied as awarded.
 - c. Educational programs where continuing competence credit is given and approved by regionally accredited universities. Credit is applied as awarded.
- 2. Approved Activities** are activities that are approved but do not go through a formal certification process due to the fact that these activities would be difficult to verify. Approved activities are assigned a set value as a group, based on the criteria, versus each individual activity being assigned a value. **Limited to 12 credits per academic year.**
 - a. Continuing education courses and conferences not outlined above in Certified Activities. 10 Credits are applied for courses containing ≥ 32 contact hours. 5 Credits are applied for courses containing 8-31 contact hours. 2 credits are awarded for courses containing 1-7 contact hours.
 - b. Self-study, which may include independent study, or studies directed by a correspondence course, video, internet or satellite program by provider not outlined in Certified Activities above. One (1) credit per study topic is applied. If audited, record of study objectives, activities, and time spent to meet objectives, as well as reflection on learning achieved are required as evidence of compliance.
 - c. Attendance at in-service education programs pertaining to clinical concepts, safety training or governmental regulatory training. One (1) credit per in-service is applied. If audited, learning objectives, program schedule, and verification of attendance from employer or clinical site are required as evidence of compliance.

- d. Presentations made before the public, physical therapists or other health care professionals and directly related to the profession of physical therapy. 8 credits per peer reviewed presentation/topic are applied. 4 credits per non-peer reviewed presentation are applied. If audited, learning objectives and presentation brochure or flyer are required as evidence of compliance.
- e. Professional publications. 8 Credits are applied for each peer-reviewed manuscript. 4 Credits are applied for each non-peer reviewed article. If audited, Copy of article, book chapter, or other work product is required as evidence of compliance.
- f. Board, Officer, and Committee Work. Must be related to physical therapy or general health and well-being of the community. 5 Credits are applied for assignments requiring time commitment of ≥ 33 hours/year. 3 Credits are applied for assignments requiring time commitment of 16-33 hours/year. If audited, organizational materials listing participation, responsibilities and activities, as well as written verification of time spent in activity is required as evidence of compliance.
- g. Structured Interactive Study (i.e. group study, journal club). 3 credits per study group is applied per academic year. If audited, group attendance records reporting time spent, study group goals, and reflection on goal attainment and learning are required as evidence of compliance.
- h. Formal Mentorship (as mentor or as protégé). Must be volunteer. 1 credit is applied per trimester, with a maximum of 4 hours per academic year. If audited, objectives and action plans, as well as documentation of activities and contact hours are required as evidence of compliance.
- i. Community service activities. Must be related to physical therapy and/or general health and well-being. 1 credit awarded per hour of participation in an activity. Also, 1 credit per \$50.00 of funds raised may be applied up to a \$500 limit. Finally 1 credit may be applied if acting in a leadership capacity at such an event. If audited, copy of event registration fund raising efforts, or letter of participation is required as appropriate for the activity.
- j. Professional advocacy and networking activities. Must be related to physical therapy or general health and wellness of the community. 1 credit per advocacy effort is allowed. If audited, copy of letter to political entity, registration for networking event, or letter of participation required as appropriate to the activity.

3. **Unacceptable** activities include:

- a. Staff meetings
- b. Orientation to specific work-site programs dealing with organizational structures, processes, or procedures.
- c. Entertainment or recreational meetings or activities.
- d. Self-directed studies other than those previously outlined.
- e. Credit for repetitions of an activity more than once in an academic year.
- f. Routine assignments completed as course requirements in the program.

PROFESSIONAL ORGANIZATION MEMBERSHIP

Learners are required to be active participants in the American Physical Therapy Association and the Mississippi Physical Therapy Association for the duration of their educational experience in the DPT program. Many courses require access to resources developed by the organization. Learners should provide proof of membership within two weeks of enrollment, and at the beginning of each Fall Trimester thereafter.

In addition, learners may be assigned to attend district, state and/or national professional activities when they are in reasonable proximity to WCU. Learners should be prepared financially to absorb the cost of these activities. Faculty will make good faith attempts to provide advance notice when attendance is required.

PROGRAM ACCREDITATION

William Carey University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, GA 30033-4097, (404) 679-4501, to award bachelor and master degrees and doctoral degrees.

Graduation from a physical therapist education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

William Carey University has been granted Candidate for Accreditation status by CAPTE. Further, though achievement of Candidate for Accreditation status signifies satisfactory progress toward accreditation, it does not assure that the program will be granted accreditation.

In the event that the WCU program is unable to successfully complete the Accreditation Process, the program will make a good faith attempt to transfer learners to other accredited programs for completion of the degree and subsequent eligibility for licensure. In the absence of availability of a transfer program, all student tuition and fees will be refunded.

PROGRAM COMPLAINTS OUTSIDE OF THE STUDENT GRIEVANCE PROCESS

When interested parties experience difficulties with program faculty, staff, policies, procedures, or practices, they may file a complaint. Faculty and staff should strive to resolve differences closest to the source to avoid the need for a formal complaint. However, if an unsatisfied individual wishes to file a formal complaint, they must do so in writing, to the program director. The program director investigates and attempts to resolve the complaint directly as circumstances indicate. If no resolution is available from the program director, or involves the program director, the complainant may proceed to the Assistant Vice President of Health Programs, followed by the President of the University. The complaint policy resides on the program's website for public use.

The program stores the program's formal complaints, along with the resolution process and outcome in electronic format in the "Complaints" folder on the departmental drive. Under no circumstances will the filing individual receive untoward consequences or retaliation in response to filing a complaint.

Students wishing to file complaints must follow the grievance/complaint policies in the WCU Student Handbook and DPT Learner Handbook.

Complaints may be filed with:

Dr. Cyndi Scott, PT, PhD
Physical Therapy Program Director
cscott@wmcarey.edu
710 William Carey Parkway, Box 9
Hattiesburg, MS 39401

Or
Dr. Janet Williams, RN, PhD
Assistant Vice President of Health Programs
jwilliams@wmcarey.edu
710 William Carey Parkway
Hattiesburg, MS 39401

PHILOSOPHY

Physical therapy is dedicated to promoting wellness, preventing disability, and supporting participation in activities that impact quality of life. The physical therapy program at William Carey is committed to prepare students for these professional responsibilities by providing high quality academic and clinical educational experiences based on adult learning principles. Students are self-directed and assume responsibility for their learning, with the faculty guiding the education process by providing rich, diverse, interactive learning experiences that foster clinical reasoning and the integration of subject material. Core to the professional educational program at William Carey will be engagement in experiences that foster:

- Effective and cost-efficient patient care
- Inter-professional collaboration
- Community and global cultural competence
- Research application and evidence based practice
- Advocacy for populations served

PROGRESSION

The student will be able to progress based on the satisfactory completion of previous terms and a status of good standing in the DPT program. See individual syllabi for progression policies for specific courses.

PURPOSE/MISSION

In concert with the William Carey University mission statement, the mission of the physical therapy program is to create a challenging and caring academic community, preparing learners to become autonomous and competent entry level physical therapy practitioners who value lifelong learning, responsible leadership, service in diverse low-resource settings, and engagement in local and global health and wellness.

RELEASE OF STUDENT INFORMATION

William Carey University has a responsibility to protect the privacy of our learners. Only directory information may be released without learners' written permission. Learners may request additional information be released by completing the Release of Information form and submitting it to the Registrar's office.

SAFETY IN THE LABORATORY/SIMULATION GUIDELINES

As physical therapy involves movement, activity, and human interaction, there are inherent health risks present during laboratory classes and when in the clinical situations. Exposure to pathogens is a distinct possibility when in close encounters with other individuals. Students should take all precautions to protect themselves, their classmates, and patients from all potential risks, including infectious agents, unsafe situations and musculoskeletal injury.

In order to provide a safe and effective learning environment, the following safety guidelines during laboratory, simulation and clinical activities should be followed.

- 1) Course faculty are responsible for appropriate maintenance of laboratory equipment. Annual safety inspections and calibrations of equipment should be arranged with the program director.
- 2) Students should report any equipment that is not functioning properly to the instructor of record. If the instructor is not readily available, the student should label and isolate the piece of equipment until the instructor can be notified.
- 3) Standard infection control precautions should be practiced at all times in laboratory sessions, including appropriate hand hygiene, personal protective equipment, waste disposal, and environmental cleaning.
- 4) Course faculty are responsible for proper marking, storing, and disposal of hazardous materials used in instruction. Hazardous materials should be stored in a locked cabinet. Prior to student contact with these materials, faculty should provide clear instructions for use and applicable safety considerations.
- 4) Students and faculty should at all times utilize appropriate lifting techniques and body mechanics.
- 5) If a student becomes uncomfortable participating as a subject for a particular technique, he/she should discuss the concern privately with the instructor of record for the course/laboratory. Although peer to peer practice is an essential part of the educational program, students have the privilege to refuse participation if the activity has the potential to harm the student.
- 6) In the event that students are practicing independently in the lab the procedures for after-hours activities should be followed.
- 7) Laboratories are for instructional and educational use only. **NO LOITERING OR UNRULY BEHAVIOR ALLOWED!**

TECHNICAL STANDARDS

The Doctor of Physical Therapy program will attempt to develop creative ways of opening admissions to individuals with disabilities. In doing so, however, the program must maintain curriculum requirements deemed essential to the education of a doctor of physical therapy.

It is the policy of WCU that no student shall be excluded from participating in, be denied the benefits of, or be subjected to discrimination in any program sponsored by WCU. (See Nondiscrimination Policy and Diversity Statement.)

Regarding individuals with disabilities, the physical therapy program does not discriminate against such individuals who are otherwise qualified. The program does require applicants and learners meet minimal technical standards. These standards identify reasonable expectations of Doctor of Physical Therapy learners, and physical therapists, in performing common functions.

A candidate for the Doctor of Physical Therapy degree must have multiple abilities and skills including observation; communication; conceptual, integrative, and quantitative skills; adequate motor function and behavioral and social abilities. Accommodations can be made for various disabilities, but a candidate must be able to perform in a reasonably independent manner. Those individuals who need accommodations and are otherwise qualified may request accommodation in writing to the Program Director. He/she will talk with the individual, may request documentation, and may refer the student for individual assessment by qualified experts. Self-identified learners will be referred to the Office of Disabilities at WCU for evaluation, assessment, and recommendation for accommodation. (See *Red Book* for details)

- *Observation* - The candidate must be able to acquire a level of required information as represented through demonstrations and experiences in the basic sciences. This includes, but is not limited to, information conveyed through physiologic and pharmacological demonstrations in normal and pathologic states. Furthermore, a candidate must be able to observe a patient accurately, at a distance and close at hand; acquire information from written documents; and see information presented in images on paper, film, slide, or video. The student must be able to interpret X-ray and other graphic images and digital or analog representations of physiologic phenomenon (such as EKGs). Assistive devices may be used if necessary. Observing and acquiring information from these sources usually requires functional visual, auditory, and somatic sensation enhanced by other sensory modalities.
- *Communication* - The candidate must be able to communicate effectively, efficiently, and sensitively with patients and their families and with all members of the health care team. The student should be able to elicit information, describe psychosocial changes and interpret non-verbal communication. The ability to read, write, and effectively utilize the English language is essential.

- *Motor* - Candidates and learners should have sufficient motor functions to execute movements that are required to provide general care and emergency treatment to patients. Examples include cardiopulmonary resuscitation, and general first aid techniques, transfer and mobility training, and fall prevention. Candidates should possess the motor skills necessary to directly perform palpation, percussion, auscultation and other diagnostic maneuvers and procedures. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.
- *Sensory* – Physical therapy candidates need exceptional sensory skills, and it is therefore necessary to thoroughly evaluate individuals who are otherwise qualified but who have significant tactile sensory or proprioceptive disabilities.
- *Intellectual, Conceptual, Integrative, and Quantitative Abilities* - The candidate must be able to measure, calculate, reason, analyze, and synthesize objective and subjective data in a timely fashion. The student is expected to have problem solving-skills in order to make decisions that reflect consistent and thoughtful clinical judgment. In addition, the candidate should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structure.
- *Behavioral and Social Attributes* - Candidates must possess the emotional health required to fully utilize their intellectual abilities, to responsibly attend to the diagnosis and care of a patient, and to develop mature, sensitive, and effective relationships with patients. Candidates and learners must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of patients. The core values of the physical therapy profession include accountability, altruism, compassion/caring, excellence, integrity, professional duty, and social responsibility. These personal qualities will be assessed during the admission and educational processes.
- *Immunization* - The student must be able to comply with requirements for immunizations of all hospitals accredited by the Joint Commission on Accreditation of Healthcare (JCAHO)/Healthcare Facilities Accreditation Program (HFAP).

TECHNOLOGY IN THE CLASSROOM

The use of technology in classroom is intended to enrich the educational environment for all learners. While we encourage an electronic, paper-free environment, the use of technology that interferes with the educational environment, encourages academic dishonesty, or promotes illegal activities (such as copyright infringement) is prohibited by faculty, instructors and the DPT program at WCU.

Learners may use hand held electronic devices, mobile computing technologies, and cellphones only as permitted by the instructor. Mobile technologies will be expected to be utilized as appropriate when professors or learners need to reference information to further classroom inquiry or when utilized as a part of instruction. To minimize distractions and keep learners' full intellectual energies inside the classroom, learners are required to observe the following when present in the classroom and lab settings.

- During classes, cell phones, pagers and beepers must be turned off or placed on silent mode. Learners are expected to show courtesy to classmates and faculty by not using computers or cell phones for texting, playing games, or sending/responding to personal communications during class. If a family emergency requires that the student be available by phone or pager during class times, special permission to leave the communication devices on during classes may be obtained from the Instructor of Record. If permission is granted, learners must place the device on silent mode, and must leave the classroom to interact with the technology when it is not used as a part of classroom instruction.
- The use of a tablet or a computer in the classroom is a privilege, not a right, and should be used for note taking or to further the educational inquiry of the student (ie: referencing information pertinent to classroom activities). If a tablet or a computer is utilized for texting, e-mail, or accessing social media sites (without the explicit permission of the instructor), the instructor may ask the student to discontinue use of the technology for the remainder of the class period.
- Digital recording of any class is only for personal educational purposes or for sharing recording between cohort classmates. A faculty member may reserve the right not to be digitally recorded. Recordings must not be shared outside of WCU DPT Program.
- Learners may not post ANY material from physical therapy classes on any social networking sites (Facebook, YouTube), or file sharing sites without the explicit written permission of the instructor. In addition, written permission must be sought from any person that is present in any digital media prior to sharing of recordings in any forum. At no time shall any patient encounter be recorded by any means without the express written permission of the patient or caregiver. Learners shall not approach a patient or caregiver on an individual basis.
- Learners who have official documentation from the Services for Learners with Disabilities (SSD) that recommends the use of technology to accommodate verified learning needs will be accommodated to use the recommended technology during class.

TECHNOLOGY RESOURCES

William Carey University provides a number of technological resources to enhance learners' learning experiences and environment.

- Indigo Portal allows access to transcripts, registration, grades, etc., as well as library resources and databases.
- Carey Air wireless network can be accessed from anywhere on campus,
- The primary means by which WCU communicates with learners is the Student Email Account.
- Canvas is the web platform WCU uses for online enrichment, hybrid, and online courses. Canvas allows learners quick access to course content, assignments, discussions, quizzes, etc. DPT learners are required to utilize Canvas in a variety of ways; therefore, it is imperative to have a functioning account.

The information technology department provides a Student Technology User Guide to assist learners with the setup and troubleshooting of these resources. The user guide can be accessed at the WCU homepage under "Technology."

TRANSFER CREDIT

Due to limited class seat availability, the DPT Program does not typically accept transfer students from other professional DPT programs. Individuals with extenuating circumstances may inquire with the program director. Decisions regarding transfer will be made on a case by case basis.

UNIFORM/PROFESSIONAL DRESS POLICY

Learners must present a professional appearance at all times while representing the WCU DPT Program. As participants in a professional program, learners should project the image of a doctor of physical therapy. Faculty may excuse a student from class or lab due to inappropriate dress. Any classwork missed will be made up at the faculty member's discretion. Learners who are consistently non-compliant with the professional dress policy may be referred to the program director for appropriate discipline.

Classroom and clinical attire consists of business casual dress and white laboratory coat with official WCU DPT Patch affixed to the left shoulder. William Carey University identification badge should be worn at all times. Prohibited fashion items include:

- clothing that is dirty, wrinkled or in poor repair
- poorly fitting clothing (either too tight or too loose)
- jeans, shorts, or athletic styles
- athletic shoes or sandals
- revealing clothing (too short or low cut, etc.)
- scrubs
- graphic t-shirts
- extremes in jewelry, accessories, hair, or make-up
- visible tattoos and body piercing
- headwear of any type unless medically or culturally required

Refer to the clinical education manual for further details regarding dress during clinical experiences.

Laboratory attire consists of loose fitting clothing that allows learners to access appropriate body parts for peer to peer practice. Learners should have laboratory clothing available at all times. In general, recommendations for women include sports bra or halter with t-shirt or cover-up and loose fitting shorts. Recommendations for men include loose fitting shorts and t-shirts. Hair should be pulled off the shoulders if worn long. Please refer to the course syllabus for requirements for specific laboratories.

In no circumstances should learners wear lab attire outside the laboratory setting.

Casual Fridays allow for more informal dress during scheduled learning activities. Jeans, Bermuda shorts, or scrubs with William Carey University or Physical Therapy themed t-shirts may be worn. Athletic shoes and sandals are allowed. Casual Fridays are not observed when guest speakers or special events are scheduled, or while on experiential learning exercises. The program director may cancel Casual Friday at his/her discretion.

Personal hygiene of all learners is expected to be impeccable at all times. Frequent bathing, brushing of teeth, use of deodorant are highly recommended. Hair should be clean and worn in conservative styles. Nails should clean and short in length. Facial hair should be neatly groomed and short in length.

UNIVERSAL PRECAUTIONS (BLOOD BORNE PATHOGENS)

The Occupational Safety and Health Administration (OSHA) has developed a set of regulations which address duties to protect both faculty and students in schools of health care professionals from exposure to blood borne pathogens (effective March 6, 1994). Because clinical sites are the primary location where possible exposure to infectious diseases may occur, William Carey University has adopted the following policy to address this issue for all students and faculty involved in the care of patients in the clinical setting. Those personnel specifically addressed in this policy include those who have potential contact with blood or other potentially infectious materials in the performance of duties necessary to fulfill course objectives at William Carey University. This policy has been developed to fulfill compliance with guidelines set forth by the Centers for Disease Control and OSHA.

For purposes of clarification for this policy, the following definitions shall apply:

1. Blood: human blood, human blood components, and products made from human blood.
2. Blood-borne pathogens: pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).
3. Contaminated: the presence or the reasonably anticipated presence of blood or other potentially infectious material on an item or surface.
4. Exposure incident: a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of duties in the role of a student in the William Carey University DPT Program
5. Occupational exposure: reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of duties in the role of students in the William Carey University DPT Program.
6. Personal protective equipment: specialized clothing or equipment worn by a student for protection against hazard. General work clothes (e.g. uniform, pants, skirts, or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment.
7. Source individual: any individual, living or dead, whose blood or other potentially infectious material may be a source of occupational exposure to the student-faculty. Examples include, but are not limited to, hospital and clinic patients; clients in institutions for developmentally disabled; trauma victims; clients of drug and alcohol treatment centers; residents of hospices and nursing homes; human remains.
8. Standard precautions: an approach to infection control. According to the concept of standard precautions, all human blood and certain body fluids are treated as if known to be infectious of HIV, HBV, and other blood borne pathogens.

In order to comply with the guidelines previously addressed in this document, William Carey University DPT Program has the following responsibility to the enrolled students

1. William Carey University faculty will provide education in the execution of standard precautions, specifically the selection and use of appropriate protective equipment, prior to the student's first clinical experience.
2. William Carey University faculty will ascertain the student's understanding of standard precautions prior to the first clinical experience.
3. The student shall comply with the standard precautions guidelines in the care of all patients in the clinical setting.
4. All students engaged in clinical practice must present proof of having received the hepatitis B vaccine to the DPT Office or have signed and submitted to their program director a declination statement.
5. All students will sign a written statement that indicates their receipt of education and/or performance practicum competency of the same, and compliance with the requirement for the hepatitis B vaccination or declination.
6. Any student who is HIV positive or becomes HIV positive during enrollment is responsible for notifying the program director.

Post exposure evaluation and follow-up:

1. A student has an ethical duty to report to the faculty member, Program Head, or Dean any incident during which an exposure or potential exposure has occurred which places him/her at risk for transmission of a blood borne disease.
2. Following an accidental exposure or potential exposure to HBV, HCV, or HIV, CDC guidelines should be followed immediately. The exposed area should be washed thoroughly with soap and water. If mucous membrane exposure has occurred, the area should be flushed with copious amounts of water and/or saline.
3. CDC guidelines as outlined in the Updated U.S. Public Health Service Guideline for the Management of Occupational Exposure to HBV, HCV and HIV and Recommendations for Post exposure Prophylaxis (CDC, MMWR, Recommendations and Reports, 2001) should be followed to determine risk factors for developing HBV, HVC, or HIV. A copy of this document will be housed in the office of the Program Director.
4. Following exposure or accidental exposure, the student should be immediately HIV tested to establish sero-negativity. The CDC guidelines should be used to determine the need for follow-up testing for HBV, HCV or HIV.
5. If an exposure or potential exposure occurs, the student should contact their personal health care provider immediately to determine if treatment is recommended. Do not procrastinate.

6. Students are responsible for the cost of post exposure testing and follow-up testing or treatment.
7. Any other requirements of the health care agency in which the exposure occurs must be met.

WRITING AND COMPUTER REQUIREMENTS

Learners in the DPT Program are expected to demonstrate communication proficiency in written, computer, and verbal skills. Written papers are to be typed using AMA format. Written papers should be logically and completely developed as well as demonstrate proper spelling and grammar.

Computer skills will be utilized throughout the program. Learners will be expected to integrate current online information into discussion forums, papers, and presentations. Online sources may include rehabilitation journals and research reports. Learners must utilize Microsoft Office Software Programs in submitting papers and presentations.