

**WILLIAM CAREY UNIVERSITY
SCHOOL OF PHARMACY**



*Student Handbook and Catalog
2021-2022*

**Approved by the Faculty of the William Carey University School of
Pharmacy on (4/9/2018), Revision (06/01/2021)**

**Approved by the William Carey University Board of Trustees
(4/22/2021)**

School of Pharmacy Academic Master Calendars

(Subject to Change)

Academic Calendar 2021-2022

Fall Term 2021 (PY1/T1 and PY2/T5, 11 weeks total)

July 1-2, 2021	Orientation (P1)
July 5, 2021	July 4 Holiday (P1/P2)
July 6, 2021	First day of classes: Fall term (P1/P2)
September 6, 2021	Labor Day
September 14, 2021	End of Fall term
September 15, 2021	Study Day
September 16-21, 2021	Final Exams
September 22-28, 2021	Fall / Intersession Break (P1/P2)

Winter Term 2021 (PY1/T2 and PY2/T6, 11 weeks total)

September 29, 2021	First day of classes: Winter term (P1/P2)
November 24-26, 2021	Thanksgiving Break
December 10, 2021	End of Winter term
December 13, 2021	Study Day
December 14-17, 2021	Final Exams
December 20-31, 2021	Christmas / Intersession Break

Spring Term 2022 (PY1/T3 and PY2/T7, 11 weeks total)

January 3, 2022	First day of classes: Spring term (P1/P2)
January 17, 2022	Martin Luther King Day
March 14, 2022	End of Spring term
March 15-18, 2022	Final Exams
March 21-25, 2022	Spring Break and Intersession Break (P1/P2)

Summer Term 2022 (PY1/T4, 10 weeks total and PY2/T8, 11 weeks total)

March 28, 2022	First day of classes: Summer term (P2)
March 28-April 29, 2022	IPPE-I (P1)
April 15, 2022	Easter Holiday (P2)
May 2-June 3, 2022	IPPE-II (P1)
May 30, 2022	Memorial Day
June 6-July 4, 2022	Summer Break and July 4th Holiday (P1)
June 7, 2022	End of Summer Term (P2)
June 8-10, 2022	Final Exams
June 13, 2022	Projected date for PCOA
June 14-24, 2022	Summer Break (P2)

Advanced Pharmacy Practice Schedule 2021-2022 (P3, Class of 2022)

Fall Term (PY3/T8, 12 weeks total):

June 28 – August 6, 2021	Advanced Pharmacy Practice Experience I
August 9 – September 17, 2021	Advanced Pharmacy Practice Experience II
September 20-22, 2021	APPE Forum and Career Fair
September 23-24, 2021	Fall Break

Winter Term (PY3/T9, 12 weeks total):

September 27 – November 5, 2021	Advanced Pharmacy Practice Experience III
November 8 – December 17, 2021	Advanced Pharmacy Practice Experience IV
December 20, 2021 – January 7, 2022	P3 Winter Break

Spring Term (PY3/T10, 12 weeks total):

January 10, 2022 – February 18, 2022	Advanced Pharmacy Practice Experience V
February 21 – April 1, 2022	Advanced Pharmacy Practice Experience VI
April 4-8, 2022	Intersession Break, P3
April 11 – 22, 2022	APPE Capstone and Milestones*
April 23, 2022	Graduation (proposed)*

*These dates are subject to change

Academic Calendar 2022-2023 (Proposed)

Fall Term 2022 (PY1/T1 and PY2/T5, 11 weeks total)

June 30 – July 1, 2022	Orientation (P1)
July 4, 2022	July 4 Holiday (P1/P2)
July 5, 2022	First day of classes: Fall term (P1/P2)
September 5, 2022	Labor Day
September 13, 2022	End of Fall term
September 14, 2022	Study Day
September 15-20, 2022	Final Exams
September 21 – 27, 2022	Fall / Intersession Break (P1/P2)

Winter Term 2022 (PY1/T2 and PY2/T6, 11 weeks total)

September 28, 2022	First day of classes: Winter term (P1/P2)
November 23-25, 2022	Thanksgiving Break
December 8, 2022	End of Winter term
December 9, 2022	Study Day
December 12-15, 2022	Final Exams
December 16 – January 2, 2022	Christmas / Intersession Break

Spring Term 2023 (PY1/T3 and PY2/T7, 11 weeks total)

January 3, 2023	First day of classes: Spring term (P1/P2)
January 16, 2023	Martin Luther King Day
March 14, 2023	End of Spring term
March 15 – 17, 2023	Final Exams
March 20 – 24, 2023	Spring Break and Intersession Break (P1/P2)

Summer Term 2023 (PY1/T4, 10 weeks total and PY2/T8, 11 weeks total)

March 27, 2023	First day of classes: Summer term (P2)
March 27 – April 28, 2023	IPPE-I (P1)
April 7, 2023	Easter Holiday (P2)
May 1 – June 2, 2023	IPPE-II (P1)
May 29, 2023	Memorial Day
June 5 – July 4, 2023	Summer Break and July 4th Holiday (P1)
June 6, 2023	End of Summer Term (P2)
June 7 – 9, 2023	Final Exams
June 12, 2023	Projected date for PCOA
June 13 – June 23, 2023	Summer Break (P2)

Advanced Pharmacy Practice Schedule 2022-2023 (P3, Class of 2023)

Fall Term (PY3/T8, 12 weeks total):

June 27 – August 5, 2022	Advanced Pharmacy Practice Experience I
August 8 – September 16, 2022	Advanced Pharmacy Practice Experience II
September 19 – 21, 2022	APPE Forum and Career Fair
September 22 – 23, 2022	Fall Break

Winter Term (PY3/T9, 12 weeks total):

September 26 – November 4, 2022	Advanced Pharmacy Practice Experience III
November 7 – December 16, 2022	Advanced Pharmacy Practice Experience IV
December 19, 2022 – January 6, 2023	P3 Winter Break

Spring Term (PY3/T10, 12 weeks total):

January 9, 2023 – February 17, 2023	Advanced Pharmacy Practice Experience V
February 20 – March 31, 2023	Advanced Pharmacy Practice Experience VI
April 3 - 7, 2023	Intersession Break, P3
April 10 – 19, 2023	APPE Capstone and Milestones*
April 22, 2023	Graduation*

*These dates are subject to change

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 changes will become effective immediately unless otherwise specified. Changes will be incorporated into a revised version of the document which will be available on the WCUSOP website.

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.

Academic Continuity during COVID-19

The William Carey University School of Pharmacy is working to preserve the continuity of teaching and learning in emergency situations, including the current threat of COVID-19. To this end, didactic courses in the P1 and P2 years may be temporarily suspended on-campus and converted to distance learning classes or hybrid type coursework (on-line and in classroom activities). Experiential coursework may be modified or may require students to make up lost time should the experiential rotation sites close to experiential training.

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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

Hello All,

Welcome to William Carey University's School of Pharmacy, the only accelerated three-year Doctor of Pharmacy program on the coast from New Orleans to Pensacola located in the sunny city of Biloxi, MS. The faculty and staff's mission is simple; to serve the needs of the Gulf Coast region, the state of Mississippi, and surrounding states while providing each student an excellent in-depth education in a resource rich and collaborative environment. Our Program offers a collaborative, yet individualized student-centered learning environment, focused on academic excellence that is built on a partnership with our students, faculty, staff, partners and administration.

The didactic portion of the program is designed to work collaboratively with students to provide them the knowledge base and skill set required to excel as an entry-level, practice ready, practitioner in any setting. The experiential education portion of the 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. Our experiential settings are located in a number of cities and institutions along the coast and in the various regions in the state. There are also many opportunities in the surrounding states with the potential for opportunities to do clinical rotations nationally. Graduates, at the conclusion of our Program, will be prepared to practice their profession independently and collaboratively in any practice environment. They also have the skill set and experiences to prepare them for residencies and fellowships.

The School of Pharmacy will endeavor to enroll 64 highly qualified students in each newly admitted class, which will provide for a 10:1 ratio of students to faculty. This allows the student to experience an individualized education in an environment where we all get to know one another to for lasting personal and professional relationships. The School of Pharmacy is located in a spacious 33,000 square foot building, complete with state-of-the-art

classroom, laboratory space, and study space, which will provide a comfortable and stimulating learning environment. The quality of staff and faculty match the quality of student we are seeking.

We firmly believe this is an exciting and uncertain time in health care and that the profession of pharmacy is well 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 while addressing national challenges like the recent pandemic. The profession offers an array of diverse career opportunities for today's graduates allowing them to make a substantial impact on the health of the individual, community, and the nation. Our Program is designed and positioned to help students discover the career opportunity that best suits them.

While I have only touched a few of the Program's highlights, there are many more reasons to discover why you should join us. The faculty and staff are deeply committed to collaborating with the student to create an exciting and enriching learning environment that will graduate the best entry-level practitioner possible.

I look forward to personally meeting and working with each student and helping them achieve their personal and professional goals.

All the best,

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

C. CERTIFICATION AND ACCREDITATION

Accreditation Council for Pharmacy Education:

William Carey University School of Pharmacy's Doctor of Pharmacy program is accredited by the Accreditation Council for Pharmacy Education, 190 South LaSalle Street, Suite 2850, Chicago, IL 60603, 312/664-3575; FAX 866/228-2631, web site www.acpe-accredit.org.

If any student elects to submit a complaint to WCUSOP 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 Student Success
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
Angela Blahut-Neville	Director of Admissions, Marketing, and Recruitment
Temple Floyd	Administrative Assistant for Pharmaceutical Sciences
Brandi Donohoe	Administrative Assistant for Pharmacy Practice and Administration
Hugh Donohoe	Regional Librarian, Instructor of Information Science
Cynthia Grimes	Assessment Coordinator
Sabrina Phippen	Academic Counselor for Student Success

E. FACULTY

Department of Pharmaceutical Sciences

- Dr. Kristopher Virga, Chair and Professor of Pharmaceutical Sciences
- Dr. Charles Breese, Associate Dean of Curriculum and Student Success and Professor of Pharmaceutical Sciences
- Dr. Melissa Burmeister, Assistant Professor of Pharmaceutical Sciences
- Dr. Abiy Eyakem, Assistant Professor of Pharmaceutical Sciences
- Dr. Tim Fincher, Assistant Professor of Pharmaceutical Sciences
- Dr. Abby Weldon, Assistant Professor of Pharmaceutical Sciences
- Dr. David Weldon, Associate Dean of Pharmacy and Assessment and Associate Professor of Pharmaceutical Sciences

DEPARTMENT OF PHARMACY PRACTICE AND ADMINISTRATION

- Dr. Donna Adkins, Chair and Professor Pharmacy Practice
- Dr. Elina Delgado, Assistant Professor Pharmacy Practice
- Dr. William Graham, Assistant Professor Pharmacy Practice
- Dr. Ashley Hawthorn, Assistant Professor Pharmacy Practice
- Dr. Jessica Johnson, Associate Professor Pharmacy Practice
- Dr. Kristin Kellet, Associate Professor Pharmacy Practice
- Dr. Carole Morreale, Associate Professor of Pharmacy Practice and Director of Interprofessional Education and Public Health
- Dr. Samantha Odem, Assistant Professor Pharmacy Practice

Dr. Troy Smith, Assistant Professor Pharmacy Practice

Dr. Robin Vidal, Director of Experiential Education and Assistant Professor Pharmacy Practice

Dr. Jenny White, Assistant Professor Pharmacy Practice

F. WILLIAM CAREY UNIVERSITY, TRADITION CAMPUS ADMINISTRATIVE STAFF

Dr. Cassandra Conner, Administrative and Academic Dean of the Tradition Campus

Ms. Tammi August, Business Office

Ms. Vivian Clark, Registrar

Ms. Cathy Creel, Assistant Director of Financial Aid

Ms. Angela George, Business Office

Ms. Alesia Haynes, Assistant Director of Student Services for William Carey University

II. ADMINISTRATIVE AND PROFESSIONAL CURRICULUM

- A. ADMISSIONS
- B. TECHNICAL STANDARDS
- C. TUITION AND FEES
- D. FINANCIAL AID
- E. CURRICULUM
- F. COURSE DESCRIPTIONS
- G. OTHER REQUIREMENTS FOR MATRICULATION
- H. CURRICULAR AND ACADEMIC POLICIES
- I. STUDENT GRIEVANCES AND COMPLAINTS
- J. WCU ACADEMIC INTEGRITY POLICY
- K. 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 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.

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://www.wmcarey.edu/school/pharmacy>.

Priority Decision Admissions Policy

Beginning with the 2021-2022 Admissions Cycle, PharmCAS and its member institutions will no longer be utilizing the "Early Decision" process. To offset the removal of the Early Decision process, PharmCAS will now allow applicants to select a "Priority" designation for their preferred program of choice. Unlike Early Decision, Priority designation is a non-binding designation that allows schools and applicants to identify a defined program of preference. As a non-binding designation, applicants are allowed to apply to alternate programs during the application cycle. Individual programs will make decisions on how they prioritize/incentivize those applications. William Carey University School of Pharmacy will use an Oct. 1st deadline for receiving applications with Priority decision designations. This date is in keeping with the prior Early

Decision designation. Applicants who apply to WCUSOP and are accepted under the Priority decision designation will have their seat deposit waived with confirmation of their seat acceptance.

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. Dual enrollment precludes admission into the School of Pharmacy; all coursework must be completed by the first day of class. 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 (for science majors)	8.0 Sem. Hrs.
Organic Chemistry I & II with labs ¹ (for science majors)	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, ethics, bioethics, 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 the Mississippi Board of Pharmacy, Alabama 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. Seat deposits will be waived for students that apply under the “Priority decision designation” as set forth by PharmCAS.

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. 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 IV-A).

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 the 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 HIPPA 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.

C. TUITION, FEES, AND REGISTRATION

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 for the most up-to-date information 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. Deferred payment due dates for the 2021-2022 academic year can be found by contacting the Office of Financial Aid.

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 of 2022¹	Class of 2023¹	Class of 2024¹
Total Tuition and Fees	\$41,000	\$41,000	\$41,000
Seat Deposit ²	\$500 ³	\$500 ³	\$500 ⁴

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.

³ Seat deposits will be waived for students applying under the early admissions policy

⁴ Seat deposits will be waived for students applying under the priority admissions policy

The following fees are not included as components of tuition or fees 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 may 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 6 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 University resources, such as CANVAS and e-mail systems, and may not be allowed access to WCUSOP's facilities.

REGISTRATION FOR CLASS

Students will be automatically enrolled for classes. By attending registered classes, completing electronic registration through the Indigo Student Portal, or by signing any registration form provided by the registrar's office, the student agrees that he or she is officially registering for the classes selected and certifies that he or she shall pay all 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 Associate Dean of Curriculum and Student Success. The Student Success and Support Services Office 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.

VOLUNTARY WITHDRAWAL DURING THE DIDACTIC CURRICULUM (P1 AND P2 YEARS)

A student may request a temporary withdrawal for medical reasons or significant personal problems. Such request must be made in writing to the Dean. In the event of a request for withdrawal for medical reasons, the request must be accompanied by a letter from a physician describing the nature of the medical condition for which the leave is requested and the estimated

length of time needed for recovery. The approval of and terms and conditions of any leave will be determined by the Dean whose decision shall be final.

Due to the nature of the curriculum, temporary withdrawals during the didactic component of the curriculum (P1 and P2 years) are generally requested for an academic year (or remainder thereof). The expected reinstatement would occur at registration for the term in which the student was granted the withdrawal in the previous year and/or in accordance with the terms and conditions of their withdrawal as determined by the Dean. Students on a temporary withdrawal must request reinstatement by notifying the Dean of their expected return at least three months prior to the beginning of the academic term the student is to re-enroll.

If the student does not return from the temporary withdrawal the following academic year, their enrollment is forfeited and they will be officially withdrawn from the program. It is the student's responsibility to keep the Office of Admissions informed of any change of address or status while on a temporary withdrawal.

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

LEAVE OF ABSENCES DURING ADVANCED PHARMACY PRACTICE EXPERIENTIAL ROTATIONS

During the advanced experiential component of the curriculum (APPE rotations), leaves of absence may be requested for a specific duration associated with any of the remaining experiential rotations. Students requesting a leave of absence must submit a written request to the Dean and the Director of Experiential Education. If the leave of absence is requested for medical reasons, the request must be accompanied by a letter from a physician describing the nature of the medical condition for which the leave of absence is requested and the estimated length of time needed for recovery. The approval of and terms and conditions of any leave of absence will be determined by the Dean whose decision is final. It is the student's responsibility to contact the Business Office, Assistant Director of Financial Aid, and the Registrar to complete the withdrawal process. The scheduling of any remaining experiential requirements is at the discretion of the Department of Experiential Education and is dependent upon availability of the rotations that the student needs to complete.

RE-ENROLLMENT

Students wishing to re-enroll following a withdrawal, suspension, or class failure, must to contact the Dean's Office at least 3 months prior to the re-enrollment date as defined by the terms in the withdrawal, suspension, or dismissal letter.

EMAIL AS OFFICIAL COMMUNICATION METHOD

When granted admission into WCUSOP, students will receive an official *@student.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 *@student.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.

D. 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 Tradition campus (ccreel@wmcarey.edu, (228) 702-1809) for additional information and details.

E. 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 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 include completion of a minimum of 146 credits, which includes 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 (see Student Progression policies).

CO-CURRICULAR ACTIVITIES

The Co-Curricular Program is designed to promote student development of professional knowledge, skills, abilities, behaviors and attitudes. This program supplements the PharmD curriculum and facilitates practice-readiness as students explore the field of pharmacy and advance their professional development through School of Pharmacy-led and self-directed activities. Co-curricular requirements are a combination of required and elective activities. Elective activities provide the student with the ability to select activities and events that are aligned with their personal interests. See the Co-Curricular handbook for a description of the co-curricular plan and policies.

GRADUATION REQUIREMENTS

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 and co-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.

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.

Curricular layout:

<u>PY1 Year</u>		<u>Semester Credits</u>
<u>Term 1</u>		
PHA 633	Pharmaceutics I and lab	3+1
PHA 614	Biochemistry	3
PHA 616	Introduction to Physiology	3
PHA 622	Introduction to Patient Care I	3
PHA 624	Introduction to Interprofessional Education	1
		Total Credits 14
<u>Term 2</u>		
PHA 634	Intro to Pharmacology, Medicinal Chemistry, and Toxicology	5
PHA 652	Pharmaceutics II + Lab	3 + 1
PHA 642	Introduction to Patient Care II + Lab	2 + 1
PHA 666	Public Health and US Healthcare Systems	2
		Total Credits 14
<u>Term 3</u>		
PHA 636	Immunology	2
PHA 655	Pharmacokinetics + Recitation	4
PHA 662	Self-Care Therapeutics	3
PHA 664	Introduction to Patient Care III + Lab	2 + 1
PHA 644	Drug Literature and Informatics I	2
PHA 695	Service Learning	1
		Total Credits 15
<u>Term 4</u>		
PHA 696	Introduction to Pharmacy Practice Experience I (Community)	5
PHA 698	Introduction to Pharmacy Practice Experience II (Institutional)	5
		Total Credits 10

<u>PY2 Year</u>		<u>Semester Credits</u>
<u>Term 1</u>		
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
		Total Credits 13
<u>Term 2</u>		
PHA 732	Principles of Drug Action II	4.5
PHA 742	Pharmacotherapeutics II	5
PHA 744	Patient Care Lab II	1.5
PHA 746	Pharmacoeconomics	2
		Total Credits 13
<u>Term 3</u>		
PHA 752	Principles of Drug Action III	4.5
PHA 762	Pharmacotherapeutics III	5
PHA 764	Patient Care Lab III	1.5
PHA 766	Pharmacy Management and Entrepreneurship	2
		Total Credits 13
<u>Term 4</u>		
PHA 772	Principles of Drug Action IV	4.5
PHA 782	Pharmacotherapeutics IV	5
PHA 784	Patient Care Lab IV	1.5
PHA 786	Advanced Law and Ethics	2
		Total Credits 13
<u>PY3 Experiential Year</u>		<u>Semester</u>
Credits		
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		4
Total Semester Credits for Program		142 + 4 (electives) = 146

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, PY1 YEAR

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

This course provides an introduction to classic drug-receptor pharmacology, toxicology, and the basic concepts and pathophysiology of common diseases of the ANS, as well as the pharmacology and medicinal chemistry as applied to medications that act on the peripheral nervous systems and neuromuscular junction. Included are basic principles of drug action and the chemical properties, primary pharmacological actions, mechanisms of drug action, routes of administration, disposition, contraindications, adverse reactions, clinically significant drug interactions, and drug-disease interactions of drugs used to treat autonomic disorders.

PHA 653 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. In addition, students will study the biopharmaceutical and pharmacokinetic principles of drug-exposure, bioavailability and assessment of bioequivalence.

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 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.

SPRING TERM, PY1 YEAR

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 655 Pharmacokinetics + Recitation 4 credits

This course builds on the biopharmaceutical and pharmacokinetics principles taught in Pharmaceutics II. The course and recitation 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 receive particular focus. The course and recitation 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 and recitation will introduce the influence of pharmacogenetics in pharmacokinetics and concepts in pharmacokinetic - pharmacodynamic relationship. The course and recitation intercalate 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 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 695 Service Learning 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. Students will

prepare and deliver interactive educational presentations to a pediatric population in a classroom setting such as primary, middle or high school or after-school care center. Two (2) hours of pharmacy practice experience and are designed to introduce the basic aspects of ethics in healthcare, health advocacy, preventive health, and the varying roles of pharmacists in healthcare.

SUMMER TERM, PY1 YEAR

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) 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.

FALL TERM, PY2 YEAR

PHA 712	Principles of Drug Action I	4.5 credits
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This is the first of a four-course series that covers human pathophysiology and the medicinal chemistry and pharmacology of therapeutic agents used in the prevention and treatment of disease. This course is taught in parallel to the Pharmacotherapeutics I course and is intended to integrate the concepts of these topics across the basic and clinical sciences.

PHA 722	Pharmacotherapeutics I	5 credits
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This is the first of a four-course series that is designed to prepare students to manage patient drug therapy. Students will utilize pathophysiology, medicinal chemistry, clinical pharmacology and patient assessment, with pharmacotherapeutic principles, to develop rationale and appropriate drug regimens for patients with common diseases and disorders. Therapeutic case studies will be used to provide students with the opportunity to apply the therapeutic knowledge and skills acquired in this course.

PHA 724	Patient Care Lab I	1.5 credits
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This course allows students to interpret the results of clinical and laboratory tests, refine patient assessment skills, practice pharmacy calculations, simulate patient and provider communications, and in other ways actively develop skills and abilities necessary for patient care. Topics will allow students to apply concepts learned in the Pharmacotherapeutics course.

PHA 726 Drug Literature and Informatics II 2 credits

This course is designed to provide the student with the basic concepts of biostatistics and study design. Students will learn to interpret, analyze, and evaluate scientific literature as a basis for practicing evidence-based medicine.

WINTER TERM, PY2 YEAR

PHA 732 Principles of Drug Action II 4.5 credits

This is the second of a four-course series that covers human pathophysiology and the medicinal chemistry and pharmacology of therapeutic agents used in the prevention and treatment of disease. This course is taught in parallel to the Pharmacotherapeutics II course and is intended to integrate the concepts of these topics across the basic and clinical sciences.

PHA 742 Pharmacotherapeutics II 5 credits

This is the second of a four-course series that is designed to prepare students to manage patient drug therapy. Students will utilize pathophysiology, medicinal chemistry, clinical pharmacology and patient assessment, with pharmacotherapeutic principles, to develop rationale and appropriate drug regimens for patients with common diseases and disorders. Therapeutic case studies will be used to provide students with the opportunity to apply the therapeutic knowledge and skills acquired in this course.

PHA 744 Patient Care Lab II 1.5 credits

This course allows students to interpret the results of clinical and laboratory tests, refine patient assessment skills, practice pharmacy calculations, simulate patient and provider communications, and in other ways actively develop skills and abilities necessary for patient care. Topics will allow students to apply concepts learned in the Pharmacotherapeutics course.

PHA 746 Pharmacoeconomics 2 credits

This course introduces the role of economics in pharmacy. The course will examine the costs and benefits of drugs, medical therapies and healthcare policies, and determine whether a drug or other therapy is cost-effective. Course will also examine whether patients are willing to pay for various healthcare interventions and how pharmacoeconomics can assist in patient drug product selection.

SPRING TERM, PY2 YEAR

PHA 752 Principles of Drug Action III 4.5 credits

This is the third of a four-course series that covers human pathophysiology and the medicinal chemistry and pharmacology of therapeutic agents used in the prevention and treatment of

disease. This course is taught in parallel to the Pharmacotherapeutics III course and is intended to integrate the concepts of these topics across the basic and clinical sciences.

PHA 762 Pharmacotherapeutics III 5 credits

This is the third of a four-course series that is designed to prepare students to manage patient drug therapy. Students will utilize pathophysiology, medicinal chemistry, clinical pharmacology and patient assessment, with pharmacotherapeutic principles, to develop rationale and appropriate drug regimens for patients with common diseases and disorders. Therapeutic case studies will be used to provide students with the opportunity to apply the therapeutic knowledge and skills acquired in this course.

PHA 764 Patient Care Lab III 1.5 credits

This course allows students to interpret the results of clinical and laboratory tests, refine patient assessment skills, practice pharmacy calculations, simulate patient and provider communications, and in other ways actively develop skills and abilities necessary for patient care. Topics will allow students to apply concepts learned in the Pharmacotherapeutics course.

PHA 766 Pharmacy Management and Entrepreneurship 2 credits

This course provides a basic understanding of sound management principles and skills for the operation of a pharmacy. Includes planning and integrating professional services, budgeting, inventory control, and human resource management topics. The course will provide information on starting a business or new service, owning and running your own business, and general management and leaderships skills. Other topics include job satisfaction, turnover, productivity, motivation, staffing, performance appraisals, and communication.

SUMMER TERM, PY2 YEAR

PHA 772 Principles of Drug Action IV 4.5 credits

This is the fourth of a four-course series that covers human pathophysiology and the medicinal chemistry and pharmacology of therapeutic agents used in the prevention and treatment of disease. This course is taught in parallel to the Pharmacotherapeutics IV course and is intended to integrate the concepts of these topics across the basic and clinical sciences.

PHA 782 Pharmacotherapeutics IV 5 credits

This is the fourth of a four-course series that is designed to prepare students to manage patient drug therapy. Students will utilize pathophysiology, medicinal chemistry, clinical pharmacology and patient assessment, with pharmacotherapeutic principles, to develop rationale and appropriate drug regimens for patients with common diseases and disorders. Therapeutic case studies will be used to provide students with the opportunity to apply the therapeutic knowledge and skills acquired in this course.

PHA 784 Patient Care Lab IV 1.5 credits

This course allows students to interpret the results of clinical and laboratory tests, refine patient assessment skills, practice pharmacy calculations, simulate patient and provider communications, and in other ways actively develop skills and abilities necessary for patient care. Topics will allow students to apply concepts learned in the Pharmacotherapeutics course.

PHA 786 Advanced Law and Ethics 2 credits

This course examines State and Federal pharmacy laws and regulations. Emphasis is on the legal, ethical, and professional practice of pharmacy. Areas of discussion include drug distribution, professional licensure, security and distribution of controlled substances, and pharmacy operations.

FALL, WINTER, and SPRING of PY3 YEAR

PHA 810	Advanced Pharmacy Practice Experience (Community)	6 credits
PHA 820	Advanced Pharmacy Practice Experience (Institutional)	6 credits
PHA 830	Advanced Pharmacy Practice Experience (Ambulatory Care)	6 credits
PHA 840	Advanced Pharmacy Practice Experience (Medicine)	6 credits
PHA 850	Advanced Pharmacy Practice Experience (Elective I)	6 credits
PHA 860	Advanced Pharmacy Practice Experience (Elective II)	6 credits

The Advanced Pharmacy Practice Experiences (APPE) provide 1440 hours of pharmacy practice experience and are designed to ensure students obtain the knowledge, skills, and abilities needed to competently practice as an entry level pharmacist in a variety of settings. Preceptors will provide opportunities for students to be exposed to and participate in activities in a progressive fashion, as allowed by law, to enable the students to achieve the professional competencies. Students will attend APPE Forum to discuss their experiences and assess their progress towards achievement of pre-defined professional competencies and outcomes. The APPE sequence is structured with outcome expectations designed to reflect the attainment of practice related competencies.

PHA 899 Global Capstone 1 Credit

Capstone activities include IPE presentation, comprehensive milestone examinations evaluating selected ability-based outcomes and educational outcome expectations, NAPLEX and law reviews and other required activities in preparation for graduation.

Electives (all electives carry 2 credits):

PHA 905 Advanced Pharmacy Management and Entrepreneurship

This course builds on the principles of community pharmacy management taught in Pharmacy Management and Entrepreneurship. This course is designed to provide the student with information necessary to become an independent community pharmacy owner through either establishment of a new pharmacy or acquisition of an existing pharmacy business. The course will progress from pharmacy startup to pharmacy operations. Topics covered include business plan development, location analysis, operating cost, human resources, and other topics related to the establishment and management of a successful community pharmacy business.

PHA 910 Drugs in Pregnancy and Lactation Elective

Women taking any kind of medication has more than doubled in the last 30 years. Current evidence suggests that the majority of women take at least one prescription drug during pregnancy, with many taking the medications during the first trimester when organogenesis is occurring. Not only do these include prescription medications, but over the counter medications and herbal supplements. This course will provide information on teratogenesis during pregnancy, a review the US Food and Drug Administration (FDA) pregnancy and lactation categories, and up to date information about medication use in pregnancy and lactation and methods for mitigation of risk.

PHA 915 Preparing for Pharmacy Residency Program Elective

The purpose of this course is to help pharmacy students navigate through the process of selecting a pharmacy residency that is the right fit for them. The students will understand that advancing to post graduate program will assist them in becoming a highly qualified independent practitioners able to provide patient care in a variety of environments, apply skill in medication related education, serve as leaders within the profession of pharmacy, and excel during further post-graduate training.

PHA 920 Introduction to Medical Microbiology

This course is an introduction to the basic principles of microbiology and the spread of infection. It introduces the student to the classification, pathogenesis, and diagnosis of several microorganisms responsible for human infection including bacteria, viruses, and other microorganisms.

PHA 925 Composition and Function of the Human Microbiome

This course challenges students to explore and understand emerging science and clinical applications of human symbiotic relationships with viruses, protozoa, bacteria and fungi.

PHA 930 Pharmacogenomics

This course covers the essential fundamentals of pharmacogenomics within the context of the

pharmaceutical sciences and care. Emphasis is devoted to the application of pharmacogenomic principles and techniques to contemporary drug development practices, and drug treatments for diseases. The course also outlines the regulatory as well as ethical, legal, and social aspects of pharmacogenomics. The main goal of this course is to provide pharmacy students with the knowledge and skills to use genomic information in their future clinical practice in an interprofessional learning environment.

PHA 935 Veterinary Pharmacy

This course reviews disease and pharmacotherapy options common to companion, farm, and food animals.

PHA 940 History of Pharmacy

This course will provide students with an overview of the practice of pharmacy, particularly as it pertains to the historical development of pharmacy as a distinct profession through the ages. Students will learn about the evolving role of the pharmacist over the past three centuries, including the shift from a focus on the drug to a focus on the patient and pharmacist-provided patient care. Students will learn about how the training and education of pharmacists have changed, as well as about the historical significance of several major milestones and contributors in the evolution of pharmacy.

PHA 945 Drugs of Abuse

The course will explore the epidemics of substance abuse and addiction and how they profoundly impact society and health care. The course objectives will focus on the chemistry, pharmacology and toxicology of abused drugs, which are foundational to understanding their effects on public health and safety.

PHA 950 Opioid use disorder

This course serves as an overview of opioid use disorder (OUD) and how pharmacists can impact those affected. Topics include prevention, identification, treatment options, clinical aspects of treatment, and an understanding of support systems available for those (patients and co-workers) in recovery.

PHA 955 Philosophy of Medicine

This is an elective course designed to prepare students to think critically and understand the central problems of contemporary philosophy of medicine. The specific problems under consideration include: concepts of health and disease, medical decision making, how to read and write a paper, evidenced-based medicine, and philosophical issues in medical treatment and research.

PHA 960 Development of Community-Based Ambulatory Services

This elective course builds on the principles of implementing value-added pharmacy services taught in PHA 766: Pharmacy Management and Entrepreneurship. This course is designed to provide the student with information necessary to implement community-based ambulatory care pharmacy services, develop collaborative practice agreements with providers, and develop sustainable pharmacy practice business models unrelated to dispensing of medication in the community setting. Topics covered include business plan and collaborative practice agreement development, billing practices and reimbursement strategies, credentialing and certifications, professional development resources, and other topics related to the establishment and management of a successful community-based ambulatory care pharmacy practice business.

PHA 965 Introduction to Critical Care

This elective course will focus on the pathophysiology and pharmacotherapeutics of disease states encountered in critical care areas in the hospital setting. The course will be a discussion-based, team-taught design encouraging the students to apply and integrate knowledge about patients prior to the Advanced Pharmacy Practice Experiences. Enrollment in this course is limited to 12 students.

PHA 970 Financial Freedom Pharmacist

This course serves as a brief introduction to financial planning needs a pharmacy student, resident, or pharmacist may encounter in their career lifetime. Topics include what is financial freedom, budgeting, school loans and repayment options, retirement, investing, types of insurance, and resources to use.

PHA 999 Special Topics in Pharmacy

Student will work independently with a faculty member on a research project or a topic related to pharmacy or pharmacy education. Faculty members will assist students with their projects and guide their course study on a topic of mutual interest.

Future Course catalog entries and updates may also be found in the WCU Graduate Catalog at:
http://catalog.wmcarey.edu/preview_program.php?catoid=7&poid=468&returnto=128

G. 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 or Microsoft Surface Pro tablet** for classroom activities and taking examinations. You may use a PC or Mac laptop or a “2-in-1 style” laptop, as long as they utilize Microsoft Windows 10. The Surface Pro tablet is the only approved tablet you will be able to use while in our program. The iPad tablet is **not** approved for use with our exam testing software.

The University provides **Microsoft Office 365 Suite free of charge** to all registered students.

All students must have 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 webcam and microphone.

Recommended Specifications

Feature	Minimum Recommended	Preferred
Processor	Intel Core i5 (Windows/Mac); Apple’s M1 chipset is not acceptable	Intel Core i7 or i9 (Windows/Mac); Apple’s M1 chipset is not acceptable
Memory	4GB	8GB
Hard disk	512 GB	1 TB (1000 GB)
Wireless	Wireless capability	Wireless capability
Screen Resolution	At least 1024x768	At least 1024x768
Operating system	Windows 10 (Not Windows RT or 10S) Mac OS 11.0 (Big Sur) or Higher *NOTE: Chrome OS is not acceptable.	Windows 10 (Not Windows RT or 10S) Mac OS 11.0 (Big Sur) or Higher *NOTE: Chrome OS is not acceptable.
Webcam / Microphone	Must have fully functioning camera, microphone, and speakers. No virtual cameras are allowed.	Must have fully functioning camera, microphone, and speakers. No virtual cameras allowed.
Software	Microsoft Office (Microsoft Office 365 is provided by the University), Adobe Acrobat reader, Anti-Virus Software	Microsoft Office (Microsoft Office 365 is provided by the University), 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/or up to five mobile devices. If you choose to purchase Office for your personal computer, select version 2016 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 B series (or a positive titer); an annual PPD, a negative QuantiFERON-TB test, or a 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. The COVID-19 vaccination is highly recommended and may be required in the future.

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 in CORE.

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 initial background check will be conducted through PharmCAS by Certiphi. Students who do not have a clear background check will be evaluated by the Director of Experiential Education prior to matriculation. Following enrollment, additional “fingerprint” based background checks will be performed for intern licence and for experiential rotations. Updated background checks may be required by experiential sites. All costs associated with criminal background checks are the responsibility of the student.

After enrollment, any subsequent disciplinary or legal action, including but not limited to, arrest, charge, addiction, or impairment, must be reported immediately to the Student Success and Support Services Office and will be reviewed by the Associate Dean of Curriculum and Student Success 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.

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 the School of Pharmacy. 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 Student Success and Support Services Office 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 or Associate Dean of Curriculum and Student Success 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.

Challenge of Drug Screen Results

Students who question the accuracy of the drug screen must, within three business days of notification, send a brief written statement regarding the area they believe to be incorrect to the private company that performed the drug screen. All disputes pertaining to the drug screen's findings must be communicated directly to the private company that conducted the drug screens. A Medical Review Officer (MRO) will consult with you and your physician to obtain proof as to why the drug was in your specimen. If the student does not return the call to the MRO within three business days, the report will be delivered as a "positive" drug screen. Re-verification will be made if the company determines that reasonable grounds exist and that

the request is not frivolous or irrelevant. If parts of the report are deleted or changed because of re-verification, the student will receive a corrected drug screen report.

Procedure for Violations

All students or student organizations that violate the University's or WCUSOP's 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 actions including denial to participate in clinical rotations, private censure, disciplinary probation, suspension, and dismissal as outlined herein above.

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 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, and properly referenced. 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.

H. 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 the Academic Counselor for Student Success, their faculty advisors, or the Associate Dean of Curriculum and Student Success. Students may also discuss personal issues with the Academic Counselor for Student Success, their faculty advisors, the Associate Dean of Curriculum and Student Success, or the Assistant Director of Student Services for the Tradition's campus.

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 Liaison. The Class Liaison is responsible for communication between the faculty, administration, and students regarding course and curricular concerns. If the concern is not resolved, then the Class Liaison should submit a written complaint or question to the Department Chair responsible for the course. If still unresolved, a written complaint should be submitted to the Associate Dean of Curriculum and Student Success. 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, Honors and Professionalism Code can be found in this handbook (see Section II.J. *WCU Academic Integrity Policy*).

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, Honors, 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 all of these relevant principles when interacting 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 or acknowledge 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 (see Section II.J. *WCU Academic Integrity Policy*).

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 (e.g. Facebook, YouTube, Twitter, Instagram, website, bit torrent, etc.)

Violation of classroom etiquette or professionalism may result in disciplinary action

BOOKS/BOOKSTORE

The WCU bookstore is operated by Barnes & Noble, located in McMillan Hall on the Hattiesburg campus. Faculty select textbooks, which are made available to students in the WCUSOP through the bookstore at: <https://wmcarey.bncollege.com/shop/wmcarey/home> or call 601-318-6123. Books ordered through the University's website can be delivered to the Tradition campus and picked up at the Business Office. 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 also in the *WCU Student Handbook, The Translation*.

ATTENDANCE POLICY

It is mandatory that students attend all scheduled classroom and laboratory 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 Student Success and Support Services Office. 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. **All absences, whether excused or unexcused, must be reported to the Student Success and Support Services Office.**

TARDINESS POLICY

Students arriving more than 10 minutes after the scheduled start of class time will be considered tardy. Students who are tardy may not be allowed to enter class or participate in class activities until they notify the Academic Counselor for Student Success for the School of Pharmacy with the reason for the incident of tardiness. The Academic Counselor for Student Success will determine if the incident qualifies as "Excused" or "Unexcused" as described below. If the incident is "Excused", any point generating activity may be rescheduled to allow the student the full-allotted time for the activity. Exams and quizzes needing to be rescheduled will be arranged through the Student Success and Support Services Office in coordination with the Course Coordinator. All other activities needing to be rescheduled will be arranged by the Course Coordinator. If the incident is "Unexcused", the student may be allowed to participate in the activity up to the termination of the activity by the instructor or expiration of the scheduled activity time. No additional time will be allotted to complete the activity. If the activity has been terminated by the instructor or allotted activity time has expired prior to the student's return to the class, the student will receive a zero grade for the activity. Following a second "Unexcused" incident, the student may be referred to the Ethics, Honors, and Professionalism Committee for a review of professional conduct and the potential application of penalties associated with repeated unprofessional conduct.

EXCUSED ABSENCES

Excused absences, anticipated and unanticipated, are based upon extenuating circumstances beyond the control of the student. Extenuating circumstances fall into one of four general categories: 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 Student Success and Support Services Office.

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. 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 of his/her planned absence at least two weeks in advance, preferably at the start of the course. Documentation of attendance at the professional activity is required.
4. None of the above. Contact the Course Coordinator, the Student Success and Support Services Office, or the Academic Counselor for Student Success 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 (**the Course Coordinator, the Student Success and Support Services Office, and the Academic Counselor for Student Success**) of his/her absence by e-mail as soon as possible. **All required materials documenting an excused absence must be presented to the Student Success and Support Services Office immediately on the student's return to campus.** Failure to do so or follow these procedures may result in an unexcused absence. All absences involving graded, formal assessments (foreseen or unforeseen) must be approved as "excused" by the Student Success and Support Services Office before a grade shall be awarded for the assessment. **All makeup assessments and assignments should be completed within 48 hours of the student's return for absences of greater than 24 hours, unless other arrangements have been made with the course coordinator. All makeup assessments and assignments should be completed within 24 hours of the student's return for absences of 24 hours or less.**

Anticipated absences: The student must notify the Course Coordinator, the Student Success and Support Services Office, and the Academic Counselor for Student Success by email of anticipated absences as early as possible prior to the 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: The student must notify the Course Coordinator at their earliest convenience, and the Student Success and Support Services Office and Academic Counselor for Student Success immediately upon return to complete the procedure for notification.

In the event of an unanticipated, acute illness of limited duration (i.e. food poisoning or stomach flu), the student may not be required to provide documentation from a licensed healthcare provider following a single incident. On repeated occurrences (2 or more occasions), the student shall be required to provide the necessary medical documentation prior to being granted an excused absence.

ABSENCES AND THE FORMAL ASSESSMENT MAKE-UP PROCEDURES:

Formal assessments are defined as graded, in-class or out-of-class course activities (i.e., exams, quizzes, assignments) delivered in any format; written or electronic. A student who will miss or who has missed a graded, formal assessment is expected to contact the Course Coordinator as soon as possible regarding the absence.

Excused Absences for Exams, Quizzes and Assignments: All formal assessment absences (foreseen or unforeseen) must be approved as “excused” by the Student Success and Support Services Office before a grade shall be awarded for a make-up assessment. In the interest of time and to limit course disruption, a make-up assessment may be scheduled by the Course Coordinator and administered to the student “provisionally” prior to receiving authorization of an excused absence. The content and format of the make-up assessment (including, but not limited to, a written, paper format or use of a different examination or assessment instrument), will be at the discretion and administration of the Course Coordinator.

Formative activities (daily quizzes and activities), at the discretion of the Course Coordinator, may either be offered through the stated make-up procedures or eliminated from the individual student’s overall calculated grade. Students are expected to meet with the course instructor for further instructions on completing and turning in any missed assignments.

UNEXCUSED ABSENCE

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

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 must be sent to the Student Success and Support Services Office within twenty-four hours of the day of the absence.** Any student accumulating unexcused absences equal to or greater than 20% of the total course contact hours will receive a 5% grade reduction to their overall final course grade.

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 (see Tardiness Policy above). 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 may be used. Signed verification or acknowledgement of the Honor Code must be completed for all exams, quizzes, and individual assignments that are 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 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 or exam proctors attention.

2. **Downloading and Uploading exams:** All students must arrive to class with their exams 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 (generally at the beginning of the exam period) 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, use of exam monitoring software, or hardcopy signatures to document attendance in classroom.)

All challenges or corrections pertaining to the grading of an exam MUST be submitted to the Course Coordinator, in writing, NO LATER THAN ONE WEEK after receiving the grade for the assessment 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.

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.

APPEAL OF FINAL COURSE GRADE FOR DIDACTIC COURSEWORK

If a student believes that his final course grade is in error, they should first contact the course coordinator and attempt to resolve the matter. If the student is unable to resolve the matter, he may initiate an appeal and can do so by submitting a written statement summarizing the alleged error and the desired remedy to the Associate Dean of Curriculum and Student Success. The initial appeal to the Associate Dean of Curriculum and Student Success shall be made no later than five (5) business days after the posting of the final course grade. The Associate Dean of Curriculum and Student Success will review the appeal and provide a decision on the appeal within ten (10) business days. The student may appeal this decision to the Dean within five (5) business days. The Dean's decision is final. Mathematical or computer errors in grade entry on the part of WCUSOP faculty and staff may be appealed at any time.

APPEAL OF FINAL COURSE GRADE FOR EXPERIENTIAL COURSEWORK

If a student believes that his final course grade is in error, they should first contact the preceptor and attempt to resolve the matter. If the student is unable to resolve the matter, he may initiate an appeal and can do so by submitting a written statement summarizing the alleged error and the desired remedy to the Experiential Director. The initial appeal to the Experiential Director shall be made no later than five (5) business days after the posting of the final course grade. The Experiential Director will review the appeal and provide a decision on the appeal within ten (10) business days. The student may appeal this decision to the Associate Dean of Curriculum and Student Success within five (5) business days for review by the Dean's Office. The Dean's decision

is final. Mathematical or computer errors in grade entry on the part of WCUSOP faculty and staff may be appealed at any time.

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. Maintaining 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, Honors, and Professionalism (EHP) Board as set forth in the *WCU Academic Integrity Policy* section of this 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's 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. The ASC is composed of the following members: the Associate Dean of Curriculum and Student Success, the Academic Counselor for Student Success 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

A student making an F in any coursework will not progress in the program and will be required to retake the course in the following academic year. 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. Students that have been held back for

poor academic performance may be required to complete an alternate academic recovery plan as defined by the Dean **and/or** may be required to repeat coursework. Any student who receives a grade of F in any didactic coursework (P1 or P2 year) on the second attempt will be automatically dismissed from WCUSOP.

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 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.
- A second failure may result in dismissal from the program

The scheduling of any remaining experiential requirements is at the discretion of the Department of Experiential Education and is dependent upon availability of the rotations that the student needs to complete. Additional tuition and fees will be required for any repeated experiential rotations or coursework.

STUDENTS AT ACADEMIC RISK

The Academic Counselor for Student Success 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 Academic Counselor for Student Success, Associate Dean of Curriculum and Student Success, and faculty mentors for review. If necessary, the Dean, Associate Deans, faculty mentor, Student Success and Support Services Office, and/or Academic Counselor for Student Success may convene a meeting to counsel students in academic difficulty.

The Academic Counselor for Student Success will formulate recommendations for individual students based upon data provided by the Course Instructors, Mentors, and Associate Dean of Curriculum and Student Success. The Academic Counselor for Student Success will meet with the student to discuss matters pertaining to his/her standing and will notify the Dean and Associate Dean of Curriculum and Student Success regarding the disposition of these students.

CRITERIA FOR ACADEMIC STANDING

The information below describes the criteria by which a person is assigned an academic standing

and what the consequences of each standing are. There are three levels of scholastic discipline for all students: academic supervision, academic probation, and academic dismissal.

ACADEMIC SUPERVISION AND THE ACADEMIC SUPERVISION PLAN (ASP)

A student that fails a course examination or their cumulative GPA falls **below 2.5** may be placed on Academic Supervision. Academic supervision is used by the Student Success and Support Services Office 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 Academic Counselor for Student Success to create their Academic Supervision Plan. Students may be required to meet with the Student Success and Support Services Office and the Dean of Pharmacy to evaluate the student's performance. Other prohibitions can be recommended at the discretion of the Academic Counselor for Student Success, the Associate Dean of Curriculum and Student Success, 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 letter of reprimand and may be referred to the Academic Standings Committee 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 or all of the following:

- Ongoing review by the Student Success and Support Services Office;
- Student compliance with all requirements of the Academic Improvement plan;
- Prohibition against running for or holding office in student government or other student organizations;
- Prohibition from traveling to conventions, conferences, meetings, recruiting trips, or other travel that will require time away from classroom;
- Prohibition against the 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 AND THE ACADEMIC IMPROVEMENT PLAN (AIP)

A student that has cumulative GPA which falls below 2.20, returns to the School of Pharmacy after making a grade of F in a course, or is otherwise listed as ***not in good academic standing*** will be placed on Academic Probation. Academic Probation is used by the Student Success and Support Services Office to denote a student whose academic progress indicates the student is in academic difficulty in 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 Student Success and Support Services Office. 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 or behavioral deficiencies. Students on Academic Probation are required to meet with the Academic Counselor for Student Success, Associate Dean of Curriculum and Student Success, and the Dean of Pharmacy to evaluate the student's performance. Documentation associated with Academic Probation may become part of the student's permanent record.

Students on academic probation are required to meet with the Academic Counselor for Student Success and participate in an Academic Improvement Plan (AIP) designed by the Student Success and Support Services Office. 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, or resolve any other issues associated with being placed as "*not in good academic standing*". 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 may be dismissed from the Program. The academic record of students who have been placed on Academic Probation may be periodically reviewed by the Student Success and Support Services Office to monitor the need for academic intervention to avoid future academic difficulties.

Academic Probation requires the following:

- Mandatory, ongoing review by the Student Success and Support Services Office or designee;
- Student compliance with all requirements of the Academic Improvement Plan;
- Prohibition against running for or holding office in student government or other student 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;
- The SOP may make other recommendations in the interest of improving student performance in the curriculum.

The Student Success and Support Services Office communicates 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.

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 upon removal of academic probation.

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 or behavioral 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 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.
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 by the University are provided to the WCUSOP Dean.
6. In accordance with *The Translation Student Handbook*, "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." The decision of the University is final.

* 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.

EXTENDED DISASTER LEAVE

In the event of closure or cancellation of classes due to a natural or man-made disaster or other emergency cause, general information will be forwarded to local media, posted on the WCU website, sent to your WCU e-mail account by the School of Pharmacy, and/or 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). For up-to-the minute alerts regarding emergency situations, sign up to receive notifications through Sader Watch, the WCU emergency text message service. Additional information, Instructions and sign up can be found at: <https://wmcarey.edu/page/saderwatch>.

I. STUDENT GRIEVANCES AND COMPLAINTS

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 Associate Dean of Curriculum and Student Success. 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.

Complaints of a general nature regarding students, employees, or participants in WCUSOP-sponsored programs or activities are to be addressed to the Associate Dean of Curriculum and Student Success. The procedures outlined in this Policy do not apply to complaints concerning grades, academic dismissals or expulsions, curricular concerns, or decisions of the HEP Board. Any complaint concerning a grade or any grade challenge shall be governed by the appropriate provisions of the Academic Policies as defined above.

A grievance or complaint must be made **in writing** to the Associate Dean of Curriculum and Student Success. After a written grievance is received, the Associate Dean of Curriculum and Student Success will conduct an investigation and render a decision on the complaint or grievance, or forward the grievance or complaint to the appropriate University official or office for investigation. If the Associate Dean of Curriculum and Student Success is a party to the complaint, the complaint or grievance should be forwarded to the Campus Dean for the Tradition Campus. During the investigation, none of the parties involved may have an attorney present. At the completion of the investigation, the investigator will meet with the student who filed the complaint and explain any corrective action that will be taken.

After a response by the appropriate WCU or WCUSOP official, any complaint or grievance may be appealed to the President of WCU (or designee), who will provide the final response to the complaint. Such appeals must be in writing and must be filed within five (5) calendar days of the response from the School of Pharmacy or other appropriate University office. Complaints or grievances and the University's response, adjudication, or resolution of such complaints will be filed and maintained in the Student Success and Support Services Office, or appropriate campus official.

A person with a complaint or grievance against a WCUSOP faculty or staff member or its students regarding harassment, discrimination, or retaliation for filing a complaint or grievance, etc., shall make that grievance known in writing to the Associate Dean of Curriculum and Student Success, The Campus Dean for the Tradition Campus, or the appropriate University official as defined in

the WCU Student Code of Conduct and Harassment, in *The Translation*, WCU Student Handbook. 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 Title IX policy. Students filing a complaint may do so by contacting the William Carey University Title IX Coordinator:

Jordan Hickson, Title IX Coordinator
710 William Carey Parkway, Box 2, Hattiesburg, MS 39401
Phone: 601-318-6433; email: jhickson@wmcarey.edu

Students have the right to obtain a copy of the written institutional policy adopted by this institution in compliance with Family Educational Rights and Privacy Act (FERPA). A copy may be obtained in person or by mail from: Registrar, William Carey University, WCU Box 4, 710 William Carey Parkway, Hattiesburg, MS 39401. Students have the right to file a complaint regarding violations of the Family Educational Rights and Privacy Act (FERPA) with the FERPA Office; Department of Education; 400 Maryland Avenue, S.W.; Washington, D. C.; 20202.

J. 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, including failure to appropriately reference quoted or other

author's materials; (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 (b) 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, Honors, and Professionalism Committee

The WCUSOP Ethics, Honors, and Professionalism Committee (EHP) 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 Academic Supervision Plans, Academic Improvement Plans, or with a leave of absence may also be reviewed by the Ethics, Honors, and Professionalism Committee, and a recommendation to the WCUSOP Dean.

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

- The membership will consist of seven members; three WCUSOP students (one from each professional year), three faculty, and the Associate Dean of Curriculum and Student Success.
- The Associate Dean of Curriculum and Student Success will serve as an *ex officio* member of the Committee.
- 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 Ethics, Honors, 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 of Curriculum and Student Success. Anyone with knowledge of such offenses should report the same within 30 days after discovery of the incident. The Ethics, Honors, 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 of Curriculum and Student Success promptly by an individual, organization, or department making the accusation.
- b) The Associate Dean of Curriculum and Student Success of WCUSOP or his or her designee will conduct a preliminary investigation in order to determine whether the allegation has merit. The Associate Dean of Curriculum and Student Success 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 of Curriculum and Student Success or designee shall take one of the following actions:
 - Recommend to the Ethics, Honors, 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, Honors, and Professionalism Committee agrees with the recommendation, then the Chair of the Ethics, Honors, 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 further action. The complainant may, if they choose, appeal the decision of the Associate Dean of Curriculum and Student Success directly to the Ethics, Honors, and Professionalism Committee;
 - Refer the matter to conciliation. The accused student shall receive notice in writing electronically if a matter is referred to conciliation; or
 - Refer the matter to the Ethics, Honors, and Professionalism Committee for recommendation to the WCUSOP Dean.

Conciliation Conference

If the Associate Dean of Curriculum and Student Success 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, Honors, and Professionalism Committee. The Conciliation Conference, if conducted, shall be conducted by the Associate Dean of Curriculum and Student Success or 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 of Curriculum and Student Success will report this opinion to the Chairperson of the Ethics, Honors, and Professionalism Committee. If the Ethics, Honors, and Professionalism Committee agrees with the recommendation, then the Chair of Ethics, Honors, 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 of Curriculum and Student Success directly to the Ethics, Honors, 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, Honors, and Professionalism Committee. If the Ethics, Honors, and Professionalism Committee agrees with the recommendation, then the Chair of the Ethics, Honors, 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 of Curriculum and Student Success directly to the Ethics, Honors, and Professionalism Committee;
- If no agreement is reached, or if the student fails to appear, the Associate Dean of Curriculum and Student Success or Conciliator shall refer the matter to the Ethics, Honors, and Professionalism Committee; and
- The Conciliator may speak at an Ethics, Honors, and Professionalism Committee meeting regarding information received during the Conciliation Conference.

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

If a student is required to appear before the Ethics, Honors, 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, Honors, 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, Honors, 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, Honors, 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, Honors, 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 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, Honors, and Professionalism Committee Procedures

The following procedures shall apply at the hearing before the Ethics, Honors, 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, Honors, 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, Honors, 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, Honors, and Professionalism Committee's decision within 48 hours of the conclusion of the hearing;
- k) The Office of the WCUSOP Dean will consider the Committee's findings and recommendations and notify the student and appropriate WCUSOP officials within five business days of the hearing.
- 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, Honors, 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.

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 states that a letter of warning may be given in lieu of a more stringent penalty. The WCUSOP Ethics, Honors, 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, Honors, and Professionalism Committee may result in his or her immediate dismissal from WCUSOP. The Ethics, Honors, 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 may require any or all of the following:

- Mandatory, ongoing review by the Ethics, Honors, 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, Honors, 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's 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, Honors, and Professionalism Committee for a recommendation to the Dean. Under such circumstances, the Chair of the Ethics, Honors, 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***).

K. 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 Title IX policy. Students filing a complaint may do so by contacting the William Carey University Title IX Coordinator.

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).

To obtain service, a student must first identify him/herself as one in need of special considerations. This must be done by contacting the Assistant Director of Student Services on the Tradition Campus. 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 Assistant Director of Student Services on the Tradition Campus, 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 on the Tradition Campus 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.

If a student's request for accommodations or special service is denied and the student wishes to appeal the decision, the appeal should be in the form of a typewritten, signed letter to the vice president for student support submitted with five business days of notification of the denial. The president of the university or designee may hear appeals in such matters and their decisions are final. Additional information on the WCU accommodations policy and procedures can be found at: <https://www.wmcarey.edu/page/disability-policy-and-procedures>

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 Academic Counselor for Student Success. Members of faculty are also available to provide additional academic support to students through PASS.

TUTORING SERVICES

The Academic Counselor for Student Success assists students in academic difficulty with finding peer student tutors or student groups that assist student learning. Course faculty are also available during office hours or by appointment to assist students having difficulty with material.

PERSONAL COUNSELING

Personal counseling is available to students free of charge. To schedule a confidential appointment, contact the Academic Counselor for Student Success for the School of Pharmacy, the office of the Assistant Director of Student Services on the Tradition Campus, or the Vice President for Student Support at (601) 318-6188 on the Hattiesburg campus.

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

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. The Gulf Coast area is well equipped with excellent hospitals and emergency outpatient treatment centers. In Gulfport, Gulfport Memorial Hospital and Garden Park Hospital provide outpatient and inpatient options. For emergent symptoms, the Memorial Walk-In Clinic is available across the street from the School of Pharmacy, and the MXM Health Urgent Care clinic is located on Highway 49 in Gulfport. Students in need of mental health care are advised to contact Assistant Director of Student Services on the Tradition Campus for assistance. The Assistant Director of Student Services on the Tradition Campus maintains a listing of available mental health care facilities in the region. When a medical emergency arises, persons are advised to call 911 to summon emergency assistance. Students are responsible for the

financial obligations resulting from such medical services. Students missing class for medical reasons should notify The Student Success and Support Services Office. Health facilities affiliated with the University can be found at:

<https://www.wmcarey.edu/page/affiliated-hospitals-and-clinics>

FINANCIAL AID COUNSELING

Counseling for financial aid is available to students through the Office of Financial Aid located on the Tradition Campus.

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 through the Student Success and Support Services Office. Student may also utilize their faculty advisors, who are assigned to students during Orientation. The Dean, Academic Counselor for Student Success, and the Associate Dean of Curriculum and Student Success are also available to provide counseling for non- academic issues.

B. STUDENT ORGANIZATIONS

Student Organizations

All student organizations operate under the supervision of the Office of Student Activities and the William Carey University School of Pharmacy Student Success and Support Services Office. Any Student Organization should be in keeping with the university's objective of intellectual excellence in an atmosphere of spiritual maturity and must be supportive of the university mission.

To be approved at William Carey University, an organization must fulfill the following steps:

- Submit a one-page request stating the name, purpose, and goals of the organization, and indicate any affiliations with national, state, or regional organizations, or any other affiliations outside of WCU. Include links to websites of any affiliate organizations. A brief summary of proposed activities, including political activities or activities intended to influence public policy or opinion must be included. This packet of information is submitted to the Vice President for Student Support and the Board of Trustees' committee on student programs, enrollment, and spiritual life.
- If the organization is found to be consistent with the university mission and purpose and preliminary approval is given, a constitution and bylaws with detailed information concerning the name, nature and purpose, membership standards, goals, cost of initial and annual membership, time and place of regular meetings, the sponsor's name, and signatures of the charter members is submitted to the SGA.
- If approved by the SGA, then the request for an organizational charter will be forwarded to the Vice President for Student Support and an organizational charter will be issued.

Student Leadership Counsel

The Student Leadership Counsel (SLC) is a monthly opportunity for leaders of the student organizations to discuss organization events, marketing, and fundraisers. All organization presidents and faculty advisors are invited, and all student organizations are expected to have at least one member in attendance.

Hosting an event or fundraiser on campus

Organizations that wish to schedule any event or fundraiser during the school year must submit an activity request form for every event indicating any facilities setup, food services, and need for audio-visual equipment. Noncompliance may result in unavailable facility services. The activity request form is available in the student activities office, located in the student center.

Campus fundraisers

A student organization making a proposal to have a fundraising event on campus must submit the requested activity no later than two weeks prior to the fundraiser date. Organizations wishing to sell merchandise (tee shirts, coffee mug, etc.) must have the designs approved by the William Carey University School of Pharmacy Student Success and Support Services Office. All items using WCU or WCUSOP logos must meet the branding requirements of the University. For more information see <https://www.wmcarey.edu/page/careybrand>.

Student activities calendar

All student activities must be placed in the master student activities calendar. The activities calendar will be available to the student organizations to assist in event planning. Calendar events are to be submitted to the Secretary of the SLC. Noncompliance with this policy may result in unavailable facility services.

Organization Co-Curricular and Community Service Form

Student organizations at the WCUSOP will be required to report co-curricular and community service activities by turning in the co-curricular and community service form. If the activity has not been previously approved as a co-curricular activity, submit the activity to the co-curricular committee for approval. This will allow the School to document all co-curricular and community service events performed by student organizations.

Financial requirements for student organizations

All student organizations with established revenue from membership dues, fundraisers, etc., must obtain and keep accurate an account in the name of the student organization through the university business office. No off-campus accounts are allowed.

Organization accountability

Entertainment and activities, whether sponsored on or off campus, should coincide with the mission and purpose of William Carey University. All William Carey University policies apply to organizations and all events. All student organizations and their guests are expected to act in accordance with WCU policies and mission and may undergo a committee review for violations. An organization found acting against the policies and mission set forth by the university will be addressed by the Director of Student Activities and the Vice President for Student Support.

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. The SGA will also perpetuate the University'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 College of Clinical Pharmacy (ACCP)

The student Chapter of the American College of Clinical Pharmacy serves to orient students to the practice of clinical pharmacy by providing information to students about careers and opportunities within the field of clinical pharmacy, promoting dedication to excellence in patient care, research, and education, and encouraging skill development necessary to function within an interdisciplinary team. ACCP also advocates the role of clinical pharmacists within healthcare and encourages participation in the American College of Clinical Pharmacy at the national level and/or the local/regional chapters.

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.

Student affiliate of the National Pharmaceutical Association (SNPhA)*

The National Pharmaceutical Association (NPhA) is dedicated to representing the views and ideas of minority pharmacists on critical issues affecting health care and pharmacy; as well as advancing the standards of pharmaceutical care among all practitioners. SNPhA is an educational service association of pharmacy students who are concerned about the profession of pharmacy, healthcare issues, and the poor minority representation in these areas. The purpose of SNPhA is to plan, organize, coordinate, and execute programs geared toward the improvement of the health, educational, and social environment of minority communities.

Rho Chi Society*

The Rho Chi Society, the Academic Honors 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.

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.

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.

*These organizations are proposed for future student organizations

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 Tradition Campus.

Hours of Service

For a complete listing of library and computer lab 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 EXPOSURE CONTROL PLAN, UNIVERSAL PRECAUTIONS (BLOOD BORNE PATHOGENS), NEEDLE STICK POLICY, and POST-EXPOSURE EVALUATION AND FOLLOW-UP

The Occupational Safety and Health Administration (OSHA) has developed a set of regulations that address duties to protect both employees and students in schools of health care professionals from exposure to blood borne pathogens (effective March 6, 1994). William Carey University School of Pharmacy (WCUSOP) has adopted the following policy to address this issue for all students and employees involved in laboratory exercises and in the care of patients in clinical settings. Those personnel specifically addressed in this policy include those who may have potential contact with blood or other potentially infectious materials in the performance of duties necessary to their role. This policy has been developed to fulfill compliance with guidelines set forth by the Centers for Disease Control and OSHA.

ADMINISTRATION

The Safety Committee of the WCUSOP (SC) is responsible for execution of the Exposure Control Plan and will manage the maintenance, review and updates to the document whenever new procedures or tasks are added, and if the general scope of work changes. The SC will also be responsible for the following:

- Ensure all personnel who have occupational exposure to blood or other potentially infectious materials comply with the procedures and work practices outlined in this plan.
- Provide personnel with all the requisite personal protective equipment, engineering controls, labels, and other items required under this plan and ensure that adequate supplies of this equipment are available to staff. Will also ensure that adequate supplies of the equipment are available in the appropriate sizes.
- Ensure that all medical actions required by this policy are performed and that appropriate student and employee health, training documentation and OSHA records are maintained.
- Provide training, documentation of training, and ensure the exposure control plan is available to all employees and students.
- Verify through appropriate documentation that employees and students with potential of exposure have received the Hepatitis B vaccination.

EMPLOYEE EXPOSURE DETERMINATION

The following is a list of all job classifications in which employees and students have occupational exposure:

Job Classification	Department/Location	Tasks/ Procedures Performed
Employees/Students	IPPE sites / APPE sites / Pharmacy Lab / Classroom	Immunizations (IM and SC injections) Fingersticks

METHODS OF COMPLIANCE

Universal Precautions

All employees and students will utilize universal precautions. According to the concept of universal precautions, all human blood and certain body fluids are treated as if known to be infectious of HIV, HBV, and other blood borne pathogens.

Exposure Control Plan

Employees and students covered by the bloodborne pathogens Exposure Control Plan receive an explanation of this ECP during their initial OSHA training session and during their annual refresher training. All employees and students have an opportunity to review this plan at any time on their CORE account or by contacting the Chair of the Safety Committee.

SC is responsible for reviewing and updating the ECP annually, or more frequently if necessary, to reflect any new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

Engineering Controls and Work Practices

Engineering controls and work practice controls will be used to prevent or minimize exposure to blood borne pathogens. The specific engineering controls and work practice controls used are listed below:

- Safer sharps devices
- Emergency eye wash station
- Hand washing facilities
- Sharps containers

Sharps disposal containers are inspected and maintained or replaced by the SC or laboratory personnel when necessary to prevent overfilling.

WCUSOP identifies the need for changes in engineering control and work practices through the SC.

PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment is utilized as a last layer of protection from exposure to infectious or potentially infectious materials. All PPE users must observe the following precautions:

- Wear appropriate gloves when it is anticipated that there may be hand contact with blood/potentially infectious materials or contaminated laboratory items and surfaces.
- Replace gloves if they are torn, punctured, contaminated, or if their ability to function as a barrier is compromised.
- Remove PPE after it becomes contaminated and before leaving the work area.
- Wash hands as soon as possible after removing gloves or other PPE.
- Never wash or decontaminate disposable PPE for reuse.
- Remove any garments that have been contaminated with blood or potentially infectious materials as soon as possible

Labels

Specific labelling which incorporates the universal biohazard symbol must be placed or be present on any equipment such as sharps containers or other potentially infectious materials, equipment used in procedures with blood or other potentially infectious materials.

HEPATITIS B VACCINATION

All students must present proof of having received the hepatitis B vaccine or medical documentation to the OEE upon matriculation.

All employees engaged in activities that fall under this Exposure Control Plan must provide proof of having received the hepatitis B vaccine or medical documentation to CORE.

POST-EXPOSURE EVALUATION AND FOLLOW-UP

1. A student or employee has an ethical duty to report to immediate supervisors, the faculty member, preceptor, Director of OEE, Department Chair, 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 with the Safety Committee and in the OEE within CORE.

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.

ADMINISTRATION OF POST-EXPOSURE EVALUATION AND FOLLOW-UP

The Safety Committee reviews the circumstances of any exposure and maintains a log for record keeping. All exposure incidents must be reported to their direct supervisor and the safety committee. Any exposure occurring during experiential education activities must also be reported to the OEE. OEE will record any experiential education related percutaneous injuries from contaminated sharps in the OEE sharp's injury log. OEE will also forward each incident to the safety committee.

Review of the circumstances of exposures will include:

- engineering controls in use at the time
- work practices followed
- a description of the device being used (including type and brand)
- protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.)
- location of the incident
- procedure being performed when the incident occurred
- employee or student training

TRAINING

Student training for bloodborne pathogens takes place in an online training format recorded within the OEE. Employee training is available within the CITI modules. The training must be taken annually. OEE will provide or will verify that students receive education in the execution of universal precautions, specifically the selection and use of appropriate protective equipment, prior to the

student's first clinical experience. Students and employees shall comply with the universal precautions' guidelines in the care of all patients in the clinical setting.

RECORDKEEPING

Training records for each employee and students are maintained by the SC. All required training and medical records are kept confidential and maintained within CORE. Any student who is HIV positive or becomes HIV positive during enrollment is responsible for notifying The Student Success and Support Services Office. Medical records shall consist of the following:

- Hepatitis B vaccination status including vaccination dates and any medical records relevant to student clinical services
- Results of any post-exposure evaluations, examinations, medical testing, or follow-up procedures.

All percutaneous injuries from contaminated sharps are also recorded in a Sharps Injury Log which is maintained by the SC and logged within CORE. All recorded incidences must include at least:

- Date of the injury,
- Type and brand of the device involved (syringe, scalpel, etc.),
- Department or work area when the incident occurred,
- Explanation of how the incident occurred,

This log must be kept and maintained for at least five years following the end of the calendar year covered.

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)