Doctor of Pharmacy
Student Policy Manual

Revised August 24, 2007
Welcome Message

I am pleased to welcome you to the College of Pharmacy at Ferris State University. You are about to enter one of the nation’s most respected professions. Our society has entrusted pharmacists with providing the public with the safest and most effective drug therapy. Inside the classroom, we will do our best to educate you to uphold this vital trust. Outside of the class, the administration, faculty and staff are available to assist you in this endeavor.

This is an exciting time to enter the profession. Ongoing scientific discoveries and technological advances are transforming the profession, and many new discoveries are on the pharmaceutical horizon. The introduction of these advancements will affect all aspects of the profession. As a new member of the profession, you have a responsibility to learn as much as you can about the current state of the profession. Upon graduation, it is your continued responsibility to help the profession evolve to better meet its goal of improving the quality of life for our patients through the appropriate use of drug therapy.

At any time during your tenure here as a student, please feel free to stop by the Dean’s Office to talk with me or the Assistant Dean if you have any questions or concerns about the program. We will do our best to provide the answer or solve the problem. I hope you enjoy the next four years as you embark on a journey of discovery that will be equally enlightening and rewarding. I wish you every success in this and all aspects of your career in pharmacy.

Ian W. Mathison, Dean
GENERAL STATEMENT

The Doctor of Pharmacy program, established in 1990 and expanded in 2000, advances the century-old tradition at Ferris State University of preparing well-trained individuals for practice in the ever-expanding pharmacy profession. Students completing the program are prepared for the challenges of contemporary clinical practice or for the rigors of post-doctoral residencies, fellowships or advanced graduate studies as evidenced by placement of the program's graduates. Didactic components of the program are offered in Big Rapids, Kalamazoo and Grand Rapids with clerkships conducted at numerous clinical sites primarily in the state of Michigan.

The American Council on Pharmaceutical Education, the national accrediting agency for Colleges of Pharmacy, accredits the College of Pharmacy’s professional programs. Graduation with the Doctor of Pharmacy degree satisfies the educational requirements for licensure as a pharmacist in Michigan and in most other states.

Material contained in this document is intended to supplement the Ferris State University Academic Program Information Brochure. Students are advised to review both documents for important information describing policies and procedures at the University.
MISSION STATEMENT

The College of Pharmacy at Ferris State University is the principle source of pharmacy practitioners for the State of Michigan. Its primary mission is the selection and education of qualified students to become employable, competent practitioners of pharmaceutical care. The College of Pharmacy prepares its students to be capable of professional growth with the ability to contribute to the profession and to a constantly changing global society. The College is committed to maintaining an optimal academic environment through faculty development, an active service component, encouraging scholarly activity, and resource development.

Pharmaceutical care has been defined as "the direct responsible provision of medication-related care for the purpose of achieving definite outcomes that improve a patient's quality of life." Definite outcomes include: cure of a disease; elimination or reduction of a patient's symptomatology-, arresting or slowing of a disease process; or preventing a disease or symptomatology. Graduates of both the baccalaureate and doctor of pharmacy programs of the College of Pharmacy will be prepared to deliver pharmaceutical care to patients in a wide range of contemporary practice settings.

GOALS AND OBJECTIVES

The Doctor of Pharmacy curriculum builds on basic science education and clinical experience to provide graduates with scope, depth and proficiency in their ability to:

1. Obtain detailed drug histories in the context of diagnostic and therapeutic decision-making.

2. Apply pharmacotherapeutic principles in the development of treatment regimens.

3. Integrate the psycho-socio and economic aspects of patient-care and health-care delivery policies into professional practice.

4. Use pharmacokinetic and pharmacodynamic principles with the integration of patient parameters for development of dosage regimens.

5. Use knowledge of experimental design and statistical methodology in the critical analysis of drug literature and expansion of the pharmacotherapeutic knowledge base.


7. Assume responsibility for patient management and care through the identification of clinically relevant factors affecting pharmacotherapy, the design and implementation of therapeutic regimens, and the monitoring and assessment of patient outcomes.
CODE OF ETHICS

These principles of professional conduct are established to guide pharmacists in relationships with patients, fellow practitioners, other health professionals, and the public.

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.

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.

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.

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.

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.

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.

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.

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.

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 Pharmaceutical Association, January, 1995
FACULTY ADVISORS

Each student will be assigned a faculty advisor. The role of the advisor may include, but is not limited to the following:

1. To guide the student in selecting appropriate elective options which fit the individual goals of the student.

2. To provide guidance for career or further education options.

3. To monitor the academic progress of the student.

Basic Science faculty advisors will be assigned when students begin the program, and Pharmacy Practice faculty will be assigned when they begin their third professional year.
Academic Policies/Procedures

Academic Progression

Dismissal:
A student shall be academically dismissed from the College of Pharmacy whenever one of the following conditions is met:

- Failure to earn a 1.25 or greater cumulative pharmacy GPA after the first two semesters of the pharmacy program.
- Failure in 50 percent (50%) or more credit hours in ANY semester.
- Failure of any professional pharmacy course twice.
- Failure of any two Advanced Pharmacy Practice Experiences.
- Failure to meet the conditions set by the Assistant Dean of Student Academic Affairs.

Dismissal Appeal:
Students who are dismissed from the College of Pharmacy for academic reasons, but believe there are extenuating circumstances that warrant reconsideration, may appeal in writing to a committee comprised of the Dean and Associate/Assistant Deans of the College of Pharmacy. Final appeal rests with this committee.

Pharmacy 2.00 Rule:
1. A student must have a 2.00 GPA at the end of the 1st, 2nd and 3rd professional years in order to proceed in the curriculum.
   - Pharmacy Cumulative GPA (includes all professional courses such as BIOL331 and ENGL321).
   - Only the first three pharmacy electives will be counted.
   - Electives taken in the P1 year will not count towards the first year GPA.
2. Before Graduation.
   - FSU Cumulative GPA must be at 2.00.
3. The future progress of a pharmacy student who fails to meet the conditions of this rule will be determined by the Assistant Dean of Academic Affairs and the Progressions and Academic Standards Committee.

Advanced Pharmacy Practice Experiences:
It is expected that all students will complete the advanced pharmacy practice experiences (APPEs) in a manner consistent with the expectations of the program and the profession. Failure of an APPE may occur either at the conclusion of the APPE, when performance or behavior is deemed to be inadequate for attainment of a passing score, or at any point within the clerkship, when the student’s performance or behavior is judged to threaten the health and welfare of the patients or is found to be significantly below the curricular expectations of a fourth-year student. In all cases, failure of two APPEs will result in dismissal from the College.

Failure of a completed APPE:
In the event that a student fails a completed APPE based on the evaluation of the assigned preceptor, the Department Head will be notified and documentation of the students’ performance reviewed by the student and the Department Head individually. The student’s schedule of APPEs will be rearranged based on the availability of APPEs and preceptors to accommodate the need to repeat a required APPE or select another elective APPE. The failure will result in academic probation for the student regardless of existing GPA. Failure of one additional APPE will result in dismissal from the College.

Failure prior to completion of an APPE:
In the event a student's performance and/or behavior during an APPE is significantly below the level expected, or it is felt by the preceptor, or the site at which the student is placed, that their continuation on the APPE may threaten the health and welfare of patients seen within the
practice, or the students behavior is unprofessional/ inappropriate, the preceptor /site must
document their concerns and discuss it with the student. Additionally, the Department Head
will be notified and documentation (including, but not limited to a student incident report –
Appendix B) of the students’ performance will be reviewed. If in the preceptor’s estimation the
student’s performance departs significantly from expected standards, the preceptor may
summarily remove the student from the APPE permanently with a failing grade for that APPE
and the student will be placed on academic probation regardless of existing GPA. A student
may appeal the removal to the Department Head who will meet with the preceptor and the
student within two working days (in person if possible) to determine if the removal was
appropriate. The student may be offered a remediation program and/or appropriate counseling
developed by the Assistant/Associate Dean of Student Academic Affairs. If a student finds the
remediation/counseling program unacceptable, they may appeal to the Progressions and
Academic Standards Committee. If the student performs satisfactorily in the
remediation/counseling program, they may re-take the failed APPE (based on site and preceptor
availability). If they achieve a passing grade during that repeat, they may continue to finish the
remainder of their APPEs, which will be rescheduled based on site and preceptor availability. If
the student refuses to remediate, or does not finish the remediation successfully, they will be
removed from the program.

Electives:
Students are required to complete three didactic electives in their first three years. Only the first two
electives of the P2 year and the first one of the P3 year will be counted towards GPA calculations.
Any electives taken in the P1 year will not count towards the P1 GPA, but will count towards the P2
GPA.

University Policies:
FSU has an Academic Dismissal policy printed in the FSU Catalog, which can be enforced at the
discretion of the Dean’s Office.

Absences
Attendance is essential in didactic courses for assimilation and understanding of course material. In several
courses, grades will be based on attendance, as well as in-class activities. Additionally, students may be
required to present or lead discussions as a component of didactic coursework, thus necessitating consistent
attendance. If absences are unavoidable, the student must notify the course instructor(s) or the program
coordinator as soon as possible. Failure to notify appropriate individuals will result in an unexcused absence
with the consequences determined by the instructor.

While on clinical rotations, regular attendance is essential for development of clinical skills and knowledge.
It is recognized that occasionally, absences may be necessary. Such "excused" absences must be arranged
with the clerkship preceptor and the medical team, if appropriate, well in advance of the expected absence.
Students may request up to four days of excused absence during a clerkship to accommodate placement
interviews. All requests must be approved by the preceptor prior to the absence. Supplemental work or
repetition of the clerkship may be required if, in the judgment of the clerkship preceptor, absences have
prevented the completion of clerkship requirements.

Health/Medical Excuse – A signed medical excuse should be requested from your physician and brought
to the Dean’s Office to be placed on file. The Assistant Dean will then send a memo to all of your
instructors. Student who are off-campus in the third professional year should bring the excuse to the
Director of Off-Campus Student Services, and those in the fourth year should bring the excuse to their
preceptor. FSU’s general policy will be followed for the granting of extended medical leaves.

Professional Meetings – Students may on occasion attend local, regional, or national professional
meetings. You must inform your instructors as soon as possible that you plan on attending these
meetings so that arrangements for missed assignments/exams can be made in advance. Failure to do so
may result in a grade of zero being assigned for any missed work. Failure to participate in the meeting
will result in a forfeiture of any funds that may have been received from the College or student organizations for travel, meeting registration, accommodations, or any other meeting-related expenses.

Unexcused Absence – The faculty have the option of providing make-up assignments/exams or giving a zero grade for any missed work.

Tardiness/Early Departure from Class – You are expected to arrive before class begins and not leave until the end of the class period. Arriving late or leaving early is disruptive to the entire class and should be avoided unless absolutely necessary.

**Academic/Professional Misconduct**
Please see Appendix A. It is your responsibility to read the Academic Misconduct policies in the FSU Student Handbook (http://www.ferris.edu/htmls/studentlife/handbook/) and be aware of the forms of misconduct (e.g., cheating, plagiarism, fabrication, and academic dishonesty) and the possible penalties.

**Academic Support Center**
The pharmacy program is intense. FSU’s Academic Support Center provides free tutorial services (both one-on-one and structured). They also hire advanced pharmacy students as tutors or facilitators in class-specific workshops.

**Acceleration Option**
Students may have the option of choosing the accelerated curricular option. This option will allow students to graduate at the end of September of their final year. However, they will need to attend classes in two summer semesters. There is a deadline of the second week of classes in P1 Winter Semester to choose this option. This information is necessary for financial aid reasons as well as for curricular planning. If too few student choose this option, then it will not be offered. If too many, then a mechanism will be administered by the Dean’s Office to determine who will be able to accelerate.

**Adjunct Clinical Clerkships**
An adjunct clinical clerkship is intended to provide a clinical experience that cannot be obtained through conventional clerkships offered by the University. Assignment of adjunct clinical clerkships is at the discretion of the Experiential Coordinator.

Availability of the clerkships is limited. A student considering an adjunct clerkship should discuss the potential rotation with their academic advisor. Prior to clerkship scheduling, a list of external rotations will be provided to students for consideration.

**Advanced Practice Experiences**
The Advanced Experiential Clerkships will begin after the completion of all coursework required through the third professional year. Clerkships will be scheduled on a monthly basis with two starting points in the academic year. Students following the accelerated curriculum will begin clerkships in January and students following the conventional schedule will begin clerkships in August. Clerkships will generally begin on the first of each month, with exceptions made for weekends or holidays, such as New Year’s Day. Although scheduled for weekdays generally, clerkships may require weekend coverage at the discretion of the preceptor.

Students must complete all required clerkships as outlined in the curriculum as well as elective clerkships to total 32 credit hours. Clerkships will be assigned based on availability and student preference. Clerkship requests are to be submitted to the Experiential Coordinator for the College. It is strongly advised that students considering unique clerkships or desiring to complete a clerkship with a non-affiliated site/preceptor discuss the option with the Experiential Coordinator well in advance of clerkship scheduling. A clerkship schedule will be posted by April 1ST for the following academic year for non-accelerating students and by October 1ST for accelerating students for academic year beginning in January. All required clerkships need not be completed before elective rotations, although elective clerkships may have specific clerkships required as prerequisites.
Code of Conduct/Dress

Professionalism
Society has developed elevated expectations of professional behavior on the parts of all of its health care professionals. These expectations include competence, integrity, a caring attitude, and an engaging affect. The public also expects professionals to maintain high standards of language, communication skills, hygiene, and professional attire. As a member of the College of Pharmacy, a student’s personal appearance is an extension of the College and will reflect on how customers, patients, and colleagues view the student, the program, and the profession of pharmacy. Therefore, in an effort to promote professionalism, students will be asked to follow a dress and conduct code similar to that accepted by other practicing members of the profession. Requests for exemption from any aspect of this dress code based on a student's religious practices or beliefs must be made in writing to the Dean of the College of Pharmacy, along with an explanation of the reasons for the request.

Conduct Code
Out of respect for the lecturer and consideration for others in the class, students are expected to arrive for class at least five minutes prior to the scheduled lecture time. If a situation arises for which the student deems it necessary to leave class, it is requested that, if possible, the student wait until a scheduled break occurs before leaving the classroom. If the nature of the situation is such that immediate departure from class is necessary, the student should attempt to exit quietly and in the least disruptive manner possible. Lastly, all non-course-related electronic devices (e.g. cell phones, pagers, MP3 players, etc.) should be turned off prior to the beginning of class.

Dress Code

P1 and P2 years
Students are expected to dress professionally at all times. Examples of attire not permitted include, but not limited to: faded or torn jeans, sweat pants, skirts or dresses above the lower thigh, pajamas, faded or torn sweat shirts or tee-shirts, shirts with inappropriate logos (i.e. advertising alcohol/drugs, displaying curse words, or discriminatory phrases), halter tops, tank tops, crop tops, or any other type of revealing clothing, shorts with length above lower thigh, baseball caps or other hats, faded or worn tennis shoes, slippers, or flip-flops. Visible body piercings, other than the lower ear lobe, are not considered to convey a professional image; therefore, these items should not be worn to class.

P3 year
Students are expected to dress professionally at all times. Examples of appropriate attire include a collared shirt, sweater, business blouse or top, neatly pressed dress pants (including “khaki’s”), skirt or dress of professionally acceptable length (lower thigh or longer in length), and appropriate dress shoes. Jeans, sweat pants, tee-shirts, halter tops, tank tops, shorts, baseball caps or other hats, tennis shoes, flip-flops, or any other type of revealing clothing are not acceptable. Visible body piercings, other than the lower ear lobe, are not considered to convey a professional image; therefore, these items should not be worn to class.

Patient care area (P4 year or other experiential)
Students are expected to dress professionally at all times. Examples of appropriate attire include a collared shirt with tie, sweater, business blouse or top, neatly pressed dress pants (including “khaki’s”), skirt or dress of professionally acceptable length (lower thigh or longer in length), and appropriate shoes with socks, pantyhose, or tights. Jeans, sweat pants, tee-shirts, halter tops, tank tops, shorts, baseball caps or other hats, open-toed shoes, tennis shoes, flip-flops or any other type of revealing clothing are not acceptable. Visible body piercings, other than the lower ear lobe, are not considered to convey a professional image; therefore, these items should not be worn to the experiential site.
**Complaint Procedure**

College-related complaints or concerns should be brought to the attention (preferably in writing) to an appropriate College representative (e.g., Dean, Associate Dean, Assistant Dean, Director of Off-Campus Student Affairs, or individual faculty member). If the College is unable to address the issue, or it is not addressed to the student’s satisfaction, then the student will be directed to the appropriate University office or personnel who can address the issue further (e.g., Academic Affairs, Housing, Financial Aid, Student Judicial Services, etc.).

**Degree Requirements**

Upon completion of the specified requirements, the Doctor of Pharmacy degree will be awarded. Candidates for this degree must:

1. Successfully complete all courses contained in the Doctor of Pharmacy curriculum.
2. Maintain a cumulative GPA of at least 2.00.
3. Be recommended for the Doctor of Pharmacy degree by the faculty of the College of Pharmacy based upon academic performance, ethical and professional standards.

**Educational and Career Counseling**

FSU offers individual and group counseling, including workshops, for students who would like assistance with meeting their academic and career goals.

**Electives**

A student is required to take two electives in Big Rapids, and the final one in the third year in either Kalamazoo or Grand Rapids. Electives are generally not available to students in the P1 year (with one or two possible exceptions in the Winter semester of the P1 year), since most build upon the knowledge gained in the first year. If room is available in an elective, a student may take more than three.

**Electronic Devices**

Electronic devices, such as cell phones and pagers, are not to be used during class time. Such devices may be confiscated if an instructor deems them to be a disruption to class.

**Grade Change Policy**

Ferris State University College of Pharmacy follows the university’s current grade change policy (http://www.ferris.edu/htmls/academics/advising/Section3/grade_change.htm).

**Health Requirements**

Ferris State University College of Pharmacy maintains an affiliation agreement with each site used to provide clinical educational opportunities to its students. As specified in the agreements, all College of Pharmacy students must provide proof, at the beginning of each academic year, of a current and up-to-date immunization record. Health insurance coverage is strongly recommended for all students. Students failing to meet the above requirements will not be allowed to engage in clinical activities required in the curriculum. In some cases, additional requirements/restrictions may be in place at affiliated sites. Students will be required to meet all such requirements/restrictions before clinical activities may begin. Further questions may be directed to the Dean's office or the Pharmacy Practice Department.

**Internship License**

All entering students are required to obtain a Pharmacy Intern license from the State of Michigan upon admission to the College of Pharmacy. This license must be renewed and maintained by the student through the duration of the program (per R338.473a[2] + [4] of the Administrative Rules of the Michigan Board of Pharmacy, revised 1/7/2003). Failure to have a valid and active license may result in curricular delays or dismissal from the program.

**Medical Problems**

Students should notify the Assistant Dean for Student Academic Affairs if they are experience medical difficulties that may adversely affect their academic performance.
Partial Acceleration
Students may take some of the courses in the first summer for the program. However, Medicinal Chemistry, Pharmacology, and the corresponding Integrate Lab must be taken concurrently. Also, a student is expected to maintain full-time status throughout the program. Therefore, this option must be weighed against the extra monetary costs.

Phone Number/Address Policy
Students must have a current address, phone number, and email address on file in the Dean’s Office or Registrar’s Office. Failure to do so may result in registration hold being placed on your file. Students must also use the FSU Campus Pipeline in order to receive communications from faculty, staff and administrators.

Site Selection Procedure
Minimum standards for P3 instructional site selection and retention:

A. Student must be at or above a 2.00 cumulative pharmacy GPA and have no outstanding F grades in pharmacy courses in order to be eligible to schedule for a P3 instructional site.

B. Student must maintain a 2.00 cumulative pharmacy GPA and have no F grades at the end of the P2 year in order to retain their P3 instructional site assignments.

The instructional site selection procedure utilizes a lottery system to place students at a P3 instructional site. Students who lose their P3 instructional site due to Condition B above will be entered into the next lottery for which they are academically eligible.

Special requests for assignment to a particular P3 instructional site may be considered under extreme circumstances. Check with the Assistant Dean’s office for the latest policy and procedures with regard to requesting an exemption from the lottery system.

Switching P3 Instructional Sites after the Lottery:
After the lottery has taken place, students are allowed to make even trades; however, students may not pay or receive payment for, the exchange of P3 instructional sites. Payment or receipt of payment for traded P3 instructional sites will require the students to be assigned to their original placement determined by the lottery.

P3 instructional site trades will be allowed up to the date by which the preference period opens for Community IPPEs. The exact dates will fluctuate from year to year and will be announced to students, but in general, this will occur in late September for Spring assignments and late March for Fall assignments.

Student Records
Students have the right to access their own records. The records are stored on the Big Rapid campus in the Dean’s office. A reasonable amount will be charged for any requests for copies of the content of the a student’s file. Only the student and authorized College/University personnel have access the contents of a student’s records.

Student Counseling Services
Counseling services are offered at FSU for students who are having a difficult time adjusting to challenging college or home life situations. Many students take advantages of these services and they maintain a high level of confidentiality.

Withdrawals
Students are required to notify the Assistant Dean of Student Academic Affairs if they decide to withdrawal from any required pharmacy course. Medical withdrawals must be cleared by the Health Center. Students will not be allowed back into the program after receiving a medical withdrawal without Health Center clearance. Medical withdrawals cannot be granted after the semester has ended. Students should notify the Assistant Dean for Student Academic Affairs if they are experience medical difficulties that may adversely affect their academic performance.
Appendix A

ACADEMIC/PROFESSIONAL MISCONDUCT POLICY  
Adapted from the Student Handbook of Ferris State University  
Section 06, Part 01 (2004-2005).

A. Definitions/Scope of Policy

Ferris State University (FSU) and the College of Pharmacy (College) may discipline a student for academic/professional misconduct. Academic/Professional misconduct is defined here as any activity that tends to undermine the academic integrity of the University/College, and includes, but is not limited to, the following:

1. Cheating

   A student must not use or attempt to use unauthorized assistance, materials, information, or study aids in any academic exercise, including, but not limited to, the following:

   a. A student must not use assistance on any "in-class" or "take-home" examination/assignment, unless the instructor specifically has authorized such assistance. This prohibition includes, but is not limited to, the use of tutors, books, notes, and/or calculators.

   b. A student must not use another person as a substitute for himself/herself when taking an examination or quiz.

   c. A student must not steal examinations or any other course-related materials.

   d. A student must not allow others to conduct research or to prepare reports for him/her without permission from the instructor. Under this prohibition, a student must not make any unauthorized use of materials obtained from term paper companies or from files or other sources prepared by others.

   e. A student must not collaborate with other persons on a particular project or a report, which is presented explicitly or implicitly as the student's own work.

   f. A student must not submit substantial portions of the same academic work for credit or honors more than once without permission of the instructor to whom the work is being submitted.

   g. A student must not alter a grade or a score in any way.

   h. A student must not use any means, not previously mentioned, that could be regarded as cheating.
2. Fabrication
A student must not falsify any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citations to information sources.
A student must not falsify any information related to their status as a pharmacy student to the College, the University, or any external agency.

3. Plagiarism
A student must not adopt, adapt, or reproduce ideas, words, or statements of another person without appropriate acknowledgment. A student must cite all references from where information was derived. A student must give credit to others and acknowledge indebtedness whenever he/she does any of the following:
   a. Quotes another person's actual words, either oral or written;
   b. Paraphrases another person's words, either oral or written;
   c. Uses another person's idea(s), opinion(s), or theory(ies); or
   d. Borrows facts, statistics, or other illustrative material, unless the information is common knowledge.

4. Interference
   a. A student must not steal, change, destroy, or impede another student's work. Impeding another student's work includes, but is not limited to: theft, defacement, or mutilation of resources so as to deprive others of the information contained therein.
   b. A student must not give or offer a bribe, promise favors, or make threats with the intention of affecting a grade or evaluation of academic performance.

5. Violation of Course Rules. A student must not violate course rules and regulations as stated in a course syllabus such as operating electronic devices or engaging in disruptive behavior.
6. Facilitating Academic/Professional Misconduct
A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic/professional misconduct.

7. Threatening Faculty/Staff/Other Students
   a. A student must not threaten a member of the faculty/staff or fellow student with acts of physical/verbal violence or abuse.
   b. A student must not harass a member of the faculty/staff or a fellow student.

8. Breach of Confidentiality
A student must not intentionally or knowingly violate confidentiality in the classroom or in any patient care setting. A student must comply with the Health Insurance Portability and Accountability Act (HIPAA) regulations.

9. Breach of Professional Decorum
A student must use professional decorum in all situations in the College, in the patient care environment, and in interactions with other healthcare professionals.
B. Consequences of Academic/Professional Misconduct

If a student violates any of the aforementioned guidelines in any coursework required for graduation, the incident must be reported to the Progressions Committee (Committee) on a standardized Academic/Professional Misconduct form (Appendix B). Upon investigation of the incident, the student may be dismissed from the course for the rest of the semester, may receive an “F” in the course, and/or may be dismissed from the College.

A violation of any of these guidelines may result in automatic termination from the College of Pharmacy.

The Committee will meet to consider cases involving guidelines violation. If the Committee determines that termination from the College of Pharmacy is warranted, the Assistant Dean of Student Academic Affairs will notify the student.

The student has the right to appeal this decision. The appeal must be submitted in writing to the Progressions Committee.

If the Progressions Committee denies this appeal, the student has the right to appeal to the Dean of the College of Pharmacy. The Dean will render a decision on this matter. This decision is final.

If the student is granted readmission, the Assistant Dean of Student Academic Affairs, in consultation with the Committee, will determine the coursework that the student must successfully complete for continuation in the College.

C. Policy Revisions

This policy is applicable to all students in the College immediately, and is subject to revision at anytime.
Appendix B

Academic/Professional Misconduct or Other Incident Reporting Form
(Use a separate form for each incident.)

Name of Reporter: ____________________________ Date: ____________

Individual Accused: ____________________________

Type of Incident:
☐ Cheating Violation ☐ Threatening/Harassment of Faculty/Staff/Students
☐ Course Rule Violation ☐ Interference Violation
☐ Fabrication Violation ☐ Breach of Confidentiality Violation
☐ Academic Misconduct ☐ Breach of Professional Decorum
☐ Plagiarism Violation ☐ Threatening/Harassment of Any Health Professional
☐ Other (please list) ____________________________

Date and Time of Incident: _________________ Course Involved (if applicable): _________

Description of Incident (attach separate sheet of paper, if necessary):

Penalty Enforced (or being considered):

☐ Incident discussed with student

Reporter’s Signature ____________________________ Date ____________

Student’s Signature ____________________________ Date ____________

Witness’ Signature (if applicable) ____________________________ Date ____________