Doctor of Pharmacy
Student Policy Handbook

Revised Curriculum
2009-2010
(Revised 3/16/09)

Applies to entering class Fall, 2009 and after.
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, most effective drug therapy and the responsibility for ensuring appropriate outcomes. Members of the College’s Faculty, Staff and Administration will do our best to educate you to uphold this vital trust and look forward to assisting you in this rewarding 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 expanding role of the pharmacist in the health care system complements the strides made in research and emphasizes the critical role the pharmacist plays in patient care. 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 and future directions for pharmacy practice. Upon graduation, it is your continued responsibility to help the profession evolve to better meet its goal of achieving the highest quality of life for our patients through the appropriate use of drug therapy and patient centered care.

At any time during your tenure here as a student, please feel free to stop by the Dean’s Office to talk with me, the Assistant Dean, or members of the College staff 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 115-year tradition at Ferris State University of preparing individuals with the highest level of knowledge, skills and abilities required for practice in the ever-expanding pharmacy profession. Students completing the program are prepared for the challenges of contemporary clinical practice, 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 located primarily in the state of Michigan.

The Accreditation 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 Student Handbook and materials contained in the University Catalog. Students are advised to review both documents for important information describing policies and procedures at the University.
College of Pharmacy
MISSION STATEMENT

The College of Pharmacy fosters the development of its students, faculty and pharmacists into practitioners who positively influence the health outcomes of the people of Michigan, the Great Lakes region, the nation and the global community.

In achieving its mission, the College of Pharmacy is guided by the Vision and Core Values of Ferris State University and its committed to:

- Providing the highest quality pharmacy professional education to students and practitioners;
- Promoting the delivery of patient-centered care by pharmacists that are committed to the safe and appropriate use of medications;
- Developing and maintaining relationships with alumni, professional associations and the health care industry which advance the goals and objectives of the college and the profession;
- The personal and professional development of each faculty member to meet the pedagogical, scholarly and service demands of a dynamic curriculum and profession; and
- The creation of a professional community that embodies the principles of ethics, fairness, honesty, civility and respect for peoples’ diversity in ideas, beliefs and cultures.

Adopted March, 2009
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
Oath of the Pharmacist

"I promise to devote myself to a lifetime of service to others through the profession of pharmacy. In fulfilling this vow:

- I will consider the welfare of humanity and relief of suffering my primary concerns.
- I will apply my knowledge, experience, and skills to the best of my ability to assure optimal outcomes for my patients.
- I will respect and protect all personal and health information entrusted to me.
- I will accept the lifelong obligation to improve my professional knowledge and competence.
- I will hold myself and my colleagues to the highest principles of our profession’s moral, ethical and legal conduct.
- I will embrace and advocate changes that improve patient care.
- I will utilize my knowledge, skills, experiences, and values to prepare the next generation of pharmacists.

I take these vows voluntarily with the full realization of the responsibility with which I am entrusted by the public.”
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.

4. To assist in the evaluation of the student’s portfolio.

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

The Doctor of Pharmacy curriculum is designed for the sequential development of knowledge, skills and attitudes essential for practice as a pharmacist. Courses follow a progression, each building upon concepts established in previous courses. The majority of students progress through the curriculum successfully, strengthening their academic skills and becoming independent learners. In the event academic difficulty is encountered, the policies outlined below will be followed. These policies represent the judicious combination of academic rigor, respect for the curriculum’s integrity, professional expectations and the students’ interest.

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 (all professional courses including English 321/421).
   - Only the first two pharmacy electives will be counted.
   - Electives taken in the P1 year will not count towards the first year GPA.

2. Before Graduation.
   - Pharmacy Cumulative GPA must be equal or greater than 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 Student Affairs and Assessment and the Progressions and Academic Standards Committee of the College of Pharmacy.

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 Pharmacy cumulative 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 Affairs and Assessment.

Course Repeats:

For any course that is repeated as part of the professional curriculum the most recent grade awarded will be used for the purposes of calculating the student’s GPA and for determining course credit status (including an “F” grade).

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 the Progressions Committee. The Progressions Committee will review the
appeal and make a recommendation to a committee comprised of the Dean and
Associate/Assistant Deans of the College of Pharmacy. Final decision rests with this
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 at completion of an APPE:
In the event that a student fails a completed APPE based on the evaluation of the
assigned preceptor, the Department Head/Chair will be notified and documentation of
the students’ performance reviewed by the student and the Department Head/Chair
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/Chair 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/Chair 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 two didactic electives in their first three years. Electives must be taken in compliance with the procedures set forth by the College of Pharmacy Curriculum Committee. The first two electives taken by the student will be counted toward the 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.

Absences occurring during an IPPE or APPE will follow policies outlined in the Experiential Manual.

Health/Medical Excuse – Students in the first or second-professional year requesting an absence based on health or medical conditions should submit documentation of the condition from a physician or the Birkam Student Health Center to the Assistant Dean of Student Affairs and Assessment. If approved, the Assistant Dean will notify appropriate faculty members. Medical absences, which are provided and approved, will not excuse students from completing the requirements of courses they are registered in. Each individual course syllabus (in addition to the course coordinator) should be consulted by the student to determine the consequences of missed classes; or any make-up exercises or exams. Students in the third professional year should provide all documentation to the Director of Off-Campus Student Services, and those in the fourth year should provide documentation to the Experiential Coordinator and their current 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. Instructors should be informed of plans to attend a meeting as soon as possible 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. In the event a requested absence is deemed by the faculty as inappropriate, the opportunity to make up missed work may be denied.

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**
It is your responsibility to read the Academic Misconduct policies in the FSU Student 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.

**Advanced Practice Experiences**
The Advanced Experiential Clerkships will begin after the completion of all coursework in the first three years of the professional program. Clerkship schedules will be developed by the Experiential Coordinator and will reflect both the student’s preferences as well as site availability. Additional policies relating to clerkship assignments are outlined in the College’s Experiential Manual and will be discussed with all students prior to the fourth professional year. 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. 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. 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:** Please note the dress codes below. Students may be dismissed from any classroom or experiential activity for violation of the dress code. Activities missed due to dress code violations are made up at the discretion of the course faculty/coordinator or preceptor and may result in a zero.

**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.

**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.

**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**
Complaints or Concerns Related to a Course or Course Grade:
Course instructors: If you have a complaint or concern regarding a course policy or course grade it is important to first discuss this with the instructor or course coordinator. Because some courses are taught by a team of faculty, the course coordinator serves as the person responsible for the syllabus and policies. If the student does not receive a satisfactory response to their concern, they may address it with the following in order:
1. Department Head or Department Chair
2. Assistant Dean for Student Affairs and Assessment
3. Associate Dean/Dean of the COP

Non-Course Related Concerns or Complaints (e.g. Student Services; On-Campus or Off-Campus Services, etc.)
1. On-Campus: Office of the Assistant Dean for Student Affairs and Assessment
2. Off-Campus: Director of Off-Campus Student Services

If the College representative 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.).

Questions or Concerns Related to Immunization or Criminal Background Checks/Drug Testing (Clinical Passport):
These questions should be directed to the Director of External Clinical Operations

Experiential Coursework (Introductory or Advanced)
1. Introductory Experientials:
   a. Practicum Director or Assistant Dean for Student Affairs and Assessment
   b. Associate Dean of Pharmacy
2. Advance Experientials: Experiential Coordinator or Associate Dean of Pharmacy

Concerns or Grievances Regarding Standards and/or Policies and Procedures of the Accreditation Council for Pharmacy Education (ACPE):
Students who wish to file a complaint related to the accreditation standards, student’s rights to due process and appeal mechanisms, shall submit the complaint in writing to: ACPE Executive Director, ACPE, at: csinfo@acpe-accredit.org Complaints must identify the specific standard(s) that is not being adhered to and include evidence to support the complaint.

For additional information regarding ACPE complaint procedures, please see: http://www.acpe-accredit.org/students/complaints.asp
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 Pharmacy 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.

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. Further details of the policy are outlined in the College’s Clinical Passport Policies which accompany this Handbook. 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 Director of External Clinical Operations.

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 Doctor of Pharmacy program as outlined in the Michigan Board of Pharmacies Administrative Rules (R338.473a of the Administrative Rules of the Michigan Board of Pharmacy, revised 02/21/2007). Failure to have a valid and active license may result in curricular delays or dismissal from the program.

Meeting Attendance (Professional Organizations)
Both the University and the College of Pharmacy, through its Alumni Board, may elect to provide funding for registered student organizations to support student attendance at state
and national meetings. This funding is to complement the individual student’s funding of attendance and is not intended to fully support meeting costs. All students attending a professional meeting must recognize that they are representing the University and the College. Further, all students receiving support from the University or College must participate fully in all meeting activities and events. Failure to participate in the meeting will result in a forfeiture of any funds that may have been received from the University, the College Alumni Board, or student organizations for travel, meeting registration, accommodations, or any other meeting-related expenses.

**Phone Number/Address/email Policy**

Students must have a current address, and phone number 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 Ferris Connect and routinely access their University e-mail account in order to receive communications from faculty, staff and administrators as all University and College communications will be provided only through university maintained e-mail accounts.

**Instructional Site Selection Procedure (P-3 year)**

P-3 instructional site assignments attempt to match assignments with student preferences based on availability in the Grand Rapids and Kalamazoo instructional sites. When necessary based on demand, assignments will be made utilizing a selection process based on priority numbers randomly assigned to students. Special requests may be considered under extreme circumstances and should be discussed well in advance of the selection process with the Assistant Dean’s office. Students who lose their site due to Condition B below will be entered into the next lottery for which they are academically eligible. Students who are delayed in progressing to the P-3 year, for the semester they are assigned to their site, for any reason (e.g. course failures, medical withdrawals) will forfeit their site assignment and be entered into the next site lottery applicable to their progression.

Minimum standards for P3 site selection and retention:

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

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

**Switching Instructional Sites after the Lottery:**

After the lottery/assignments/spin has taken place, students are allowed to make even trades; however, students may not pay or receive payment for, the exchange of experiential instructional sites (IPPE/APPE/Site assignments). Payment or receipt of payment for traded instructional sites may result in the students to be assigned to their original placement determined by the lottery/spin.

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/General Services**
Counseling services are offered through the University, and at multiple off-campus locations to accommodate students in the P-3 and P-4 years, for students who are having a difficult time adjusting to challenging college or home life situations. Many students utilize these services as needed throughout the curriculum. The University Health Center maintains the highest level of confidentiality consistent with all applicable standards. (For additional information, consult the College Resources listing at [http://www.ferris.edu/htmls/colleges/pharmacy/link_desc.cfm?LinkID=75](http://www.ferris.edu/htmls/colleges/pharmacy/link_desc.cfm?LinkID=75))

**University Student Handbook**
All students must comply with both University and College of Pharmacy policies and guidelines. For University policies, students are referred to the University’s Student Handbook, available at: [http://www.ferris.edu/htmls/administration/StudentAffairs/Studenthandbook/](http://www.ferris.edu/htmls/administration/StudentAffairs/Studenthandbook/)

**Withdrawals**
Students contemplating withdrawal from a required course must first consult with the Assistant Dean for Student Affairs and Assessment or the Experiential Coordinator. All medical withdrawals require documentation from the University Health Center or a personal physician. In addition, following a medical withdrawal from a course, the student must provide a written authorization to return to class from the University Health Center or a personal physician.
Appendix A

Academic/Professional Misconduct

College of Pharmacy students are expected to follow all policies of the University as outlined in the University’s Student Handbook. In addition, College of Pharmacy students are expected to comply with specific College of Pharmacy standards and policies included in this Handbook, the Experiential Manual and the Clinical Passport Policies (included as Appendix B of this Handbook). It is expected that College of Pharmacy students will follow professional decorum in all College-related events, in all patient care settings, and in interactions with other health care professionals.

If a student violates any of the University or College policies or guidelines in any coursework contained in the curriculum, the incident must be reported to the Progressions Committee on the Academic/Professional Misconduct form (see below). Upon investigation of the incident, the student may be dismissed from the course for the remainder of the semester, may receive a failing grade for the course and/or may be dismissed from the College. Further, a violation of any of the policies or guidelines outside of a specific course may also result in termination from the College of Pharmacy. The Progressions Committee will meet to consider cases involving guidelines violations. If the Committee determines that termination from the College is warranted, the Assistant Dean of Student Affairs and Assessment will notify the student. The student may appeal the Progressions Committee’s decision in writing. If the appeal is denied, the student may appeal the decision to the College of Pharmacy Dean. The Dean’s decision is final. If, based on the appeal, the student is reinstated, the Assistant Dean of Student Affairs and Assessment in consultation with the Progressions Committee will determine appropriate coursework that must be successfully completed for continuation in the College.
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 __________
Appendix B

Clinical Passport Policies

The Clinical Passport is a collection of the most common requirements necessary for enrollment in the Doctor of Pharmacy program. Students must meet all initial requirements and deadlines and maintain compliance at all times while enrolled in the College. The College will provide annual Clinical Passport checklists that serve as a summary of requirements and provide the status of each for the student; however the student is responsible for maintaining original documentation for each component and may be required to provide copies at any time upon request of the College, a faculty member, preceptor, or affiliated healthcare facility (experiential site). Additional requirements may be imposed at any time by the College and/or affiliated healthcare facilities.

CONSEQUENCES FOR NON-COMPLIANCE
Failure to meet any of the components listed below may result in a registration hold for subsequent didactic courses and a block may be instated for subsequent experiential scheduling until compliance is established. Registration holds during the period of non-compliance may prevent students from selecting courses and experiential preferences in accordance with the time frame given to students who met the deadlines.

RESOURCES
Complete instructions and deadlines for all components of the Clinical Passport can be accessed on the FerrisConnect 411 course. All questions related to Clinical Passport components should be directed to the Director of External Clinical Operations.

REQUIRED COMPONENTS:

BASIC LIFE SUPPORT (BLS) TRAINING
All students must maintain BLS certification while enrolled in the College. The official course accepted for this requirement is the American Heart Association’s BLS for Healthcare Providers (CPR & AED) Program. The College will schedule training sessions as needed; attendance and successful completion are mandatory.

BLOODBORNE PATHOGENS/RISK MANAGEMENT TRAINING
All students must successfully complete the annual bloodborne pathogen/risk management online module. Links, access information and annual deadlines can be found in the FerrisConnect 411 course under Clinical Passport. Affiliated healthcare facilities may require additional training.

CRIMINAL BACKGROUND CHECKS
The purpose of requiring an annual criminal background check (CBC) on students who will have direct patient contact within affiliated healthcare facilities is to ensure patient safety and protection by requiring that students meet the same standards as healthcare facility employees. Healthcare facilities believe that patients and their families should have confidence that any individual authorized by a healthcare facility to provide patient care does not have a criminal history of mistreatment, neglect, violence, defrauding the public or otherwise taking advantage of another person.

Implementation and Deadlines:
Effective August 2007, annual criminal background checks for all currently enrolled and newly admitted students will be required. Links, access information and annual deadlines can be found in the FerrisConnect 411 course under Clinical Passport. In some instances, additional requirements
such as fingerprinting and more frequent criminal background checks may be imposed by affiliated healthcare facilities. Students must comply with all site-specific requirements, which can be found as addendums to site/preceptor information available in the Education Management System (EMS).

**Criminal Background Check Components:**
Annual criminal background checks required by the College include, but are not limited to:
- Michigan Statewide Criminal Records
- Residence History: Multi-county criminal records search of all places of residence in the past 7 years. Records will be verified against all known names and addresses as revealed on the social security report.
- Nationwide Sexual Offender Registry
- Nationwide Healthcare Fraud and Abuse Scan:
  - Medicare & Medicaid Sanctioned, Excluded Individuals
  - Office of Research Integrity (ORI)
  - Office of Regulatory Affairs (ORA)
  - State Exclusion List
  - FDA Debarment Check
  - Office of Inspector General (OIG) – List of Excluded Individuals/Entities
  - General Services Administration (GSA) – Excluded Parties List
- Investigative Review

**Order Process:**
Annual criminal background checks will be conducted by CertifiedBackground.com via an on-line process. Students will visit [www.certifiedbackground.com](http://www.certifiedbackground.com) and follow the step-by-step instructions for ordering the criminal background check package specified by the College. Students will be given a password which will allow them to return to the website to view their results and conduct subsequent criminal background searches. CertifiedBackground.com will conduct an investigative review of all results and make them available via their secure website to both the student and College administration within approximately 48 to 72 hours of placing the order.

**Costs:**
Students are responsible for the cost of the criminal background check and must pay Certified Background directly for the service. Complete payment instructions are available on-line at [www.certifiedbackground.com](http://www.certifiedbackground.com). Students are responsible for using the correct package code when ordering a CBC; failure to do so may result in additional charges.

**Consequences for Positive Criminal Background Check:**
Once the CBC is conducted, College and/or University officials will examine the results and determine eligibility for continued enrollment using the criteria specified in Michigan Public Acts 27, 28, and 29 of 2006 (MCL 330.1147, 333.20173a, and 400.734b respectively). The prohibited offenses, relevant time periods, and legal citations for the offenses can be located in each of the relevant Public Acts or in the Criminal Background Check Legal Guide which can be accessed at [www.miltcpartnership.com](http://www.miltcpartnership.com). Students with CBC results that indicate any criminal conviction(s) may be required to provide legal documents pertaining to the conviction(s) for further review by College and/or University officials. A request for legal documents does not imply that a student will be granted continued enrollment. The presence of criminal convictions deemed relevant to the Public Acts cited above; or which conflict with affiliation agreements between Ferris State University and its experiential sites may be grounds for dismissal.

Continued enrollment in the college may be granted despite previous criminal convictions if, based on a thorough evaluation by the College and University, the severity of the crime or the period of time since the crime occurred supports enrollment. However, such students may have limited
experiential options and/or delayed graduation. The College does not guarantee the opportunity to complete all experiential components, and therefore graduation, if a student is enrolled with a criminal conviction(s). Additionally, the College reserves the right to require students to disclose his/her CBC results to all assigned experiential sites for further review and approval at any time.

**Records and Due Process:**
All reports are considered confidential. Criminal background reports will be maintained electronically for the duration of the student’s enrollment; reports are archived indefinitely by Certified Background. Completion of negative criminal background reports must be verifiable to affiliated healthcare facilities by the College, however positive records will not be released without written student consent.

If a student is found to have a criminal conviction on a CBC at any time while enrolled in the College, they will be informed of this in writing and be given the opportunity to: 1) Review the report (if they do not already have it); 2) Respond in writing with any further clarification or explanation of the event; and 3) Receive review of their explanation by the College of Pharmacy Admission Committee and Assistant Dean for Student Affairs and Assessment.

**DRUG SCREENING**
At the time of this publication, the College does not require annual drug screens on all students; however some affiliated healthcare facilities require drug screens. Students must comply with all drug screen requirements imposed by affiliated healthcare facilities. Instructions for completing a drug screen may be provided by the affiliated healthcare facility, or students may be instructed to follow the directions found in the FerrisConnect 411 course under Clinical Passport. Positive drug screen results will be reported to the College and may result in dismissal. The College is required to report all positive drug screen results to the Michigan Board of Pharmacy for review by the Health Professionals Recovery Program. The only legitimate reason for a positive drug screen result is the use of prescribed medications, prescribed for that individual and disclosed prior to the screen.

**HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA) PRIVACY RULE TRAINING**
All students must successfully complete an annual HIPAA online module. Links, access information and annual deadlines can be found in the FerrisConnect 411 course under Clinical Passport. Affiliated healthcare facilities may require additional training.

**IMMUNIZATIONS**
To ensure compliance with all affiliated healthcare facilities and the United States Department of Labor Occupational Safety & Health Administration (OSHA) immunization requirements, the College of Pharmacy has contracted with Spectrum Health Occupational Services to evaluate student immunization records. This evaluation is generally based on two levels of documentation. First, a clear and concise record of immunization; this should be provided in the form of documentation from a physician’s office or a healthcare facility (such as a clinic). Second, if the record of immunization is not documented clearly, then verification of immunity through titer assay will be required.

**Implementation and Deadlines:**
All students enrolled in the College of Pharmacy must submit complete immunization records as part of their conditional acceptance to the College. Exact deadlines will be provided in the conditional notification of admission packet sent by the College. While enrolled in the College, students must maintain all immunization records and submit annual updates as deemed appropriate.
(i.e. annual TB skin tests, Tdap updates, etc.). Annual deadlines and complete instructions can be found in the FerrisConnect 411 course under Clinical Passport.

**Standard Immunization Requirements:**

1. **TB Skin Test**
   a. Level I: A documented history of annual negative TB tests (i.e. every 12 months or less). For 2009 Incoming Students: A single negative TB test administered after 08/28/08 must be submitted by the August 1, 2009 deadline. During orientation week, all incoming students will be required to receive an additional TB skin test from Birkam Health Center; see schedule for assigned time. This second test will complete documentation of two negative skin tests within that last twelve months. Cost - $15.00
   b. Level II: Completion of a 2-step TB skin test. This requires administration of a skin test and if the results are negative, repeated administration 1-3 weeks later in the opposite arm. For 2009 Incoming Students: this level is irrelevant for the first year since one test will be submitted by August 1, 2009 and the second obtained during orientation week. Beyond the first year, a 2-step will only be required if the student fails to update his/her TB test each year, prior to the 12 month expiration.

   In the event there is a positive skin test or a history of positive skin tests, a chest x-ray will be required certifying the student is free of active disease. If this has been done previously, include a copy of the radiology report. Students with a positive skin test or a history of positive skin tests will be required to complete and submit an annual TB Symptom Survey.

2. **Rubella and Rubeola**
   a. Level I: Documentation of 2 MMR immunizations with the first received after 15 months of age. (If an adult, the 2 immunizations should be 1 month apart.) Vaccines given in the years 1963 to 1967 are not accepted.
   b. Level II: Documentation of positive titer for Rubella and Rubeola

3. **Varicella (Chickenpox)**
   a. Level I: Documentation of 2 vaccinations or a reliable history of the disease (verified by medical record).
   b. Level II: Documentation of positive titer for varicella.

4. **Hepatitis B**
   a. Level I: Documentation of 3 Hepatitis B vaccinations. Timing of series: 0, 1 and 6 months.
   b. Level II: Documentation of a positive titer for Hepatitis B

5. **Tetanus/Diphtheria/Pertussis (Tdap)**
   a. Level I: Documentation of a Tdap vaccination within the last ten years.

**Additional Immunization Requirements:**
While most affiliated healthcare facilities require only those immunizations listed above under “Standard Immunization Requirements”, some additional immunizations may be required at certain sites. Students must comply with all site-specific immunization requirements, which can be found as addendums to site/preceptor information available in the Education Management System (EMS).

**Submission Process:**
An annual review of student immunization records will be conducted by Spectrum Health Occupational Services. For the initial submission, students must send a completed Immunization Record Verification form and copies of required immunization records to:

Linda Torrey, R.N., Occupational Health  
Spectrum Health Occupational Services  
973 Ottawa NW  
Grand Rapids, MI 49503  
616 391 7723 Fax 616 391 7716  
linda.torrey@spectrum-health.org

Every year thereafter, students must submit updated records (i.e. TB skin tests). It is the responsibility of each student to track when tests/immunizations expire and ensure that updates are submitted on-time. Students must keep copies of all documents; Spectrum Health will NOT provide copies of records upon student request. Students must comply with all affiliated healthcare facilities’ requests to provide copies of immunization documents.

Costs:
A one-time fee of $75 will be charged to the student’s University account during the first professional year (P1). This fee will cover immunization record maintenance by Spectrum Health Occupational Services for the duration of the student’s enrollment in the College (four years). Students are responsible for all costs associated with receiving and maintaining immunizations.

Records:
Spectrum Health Occupational Services will maintain all physical immunization records. Electronic reports to verify compliance will be provided to the College upon request, no less than once per semester. All reports are considered confidential. The College may provide affiliated healthcare facilities an assurance that immunization records are complete and on file for every student, however all site requests for actual immunization documents will be the responsibility of individual students.