Doctor of Pharmacy
Student Policy Handbook

Fall 2013
to Present

Policy related content approved by the Faculty of the College of Pharmacy August 22, 2012
General Statement

The Doctor of Pharmacy program, established in 1990 and expanded and revised in 2000 & 2009, 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 and Grand Rapids with 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 program 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 College of Pharmacy Experiential Manual and University Catalog. Students are advised to review all documents for important information describing policies and procedures at the University.
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1.0 College of Pharmacy: Vision and Mission Statement

VISION: The Ferris State University College of Pharmacy drives health care outcomes through pharmacy innovation.

MISSION: The College of Pharmacy educates and supports professionals who positively influence and impact the health outcomes of the people they serve. We will accomplish this by:

- Providing the highest quality professional education to students and practitioners;
- Promoting and delivering patient-centered care by pharmacists that are committed to the safe and appropriate use of medications;
- Developing and maintaining professional relationships, collaborations and strategic alliances that advance the goals and objectives of the college and the profession;
- Facilitating personal and professional development of individuals to meet the demands of a dynamic curriculum and profession;
- Creating a professional culture within the College community that embodies the principles of ethics, fairness, honesty, civility and respect for diverse ideas, beliefs and cultures;
- Promoting research which advances science, health care and pharmacy education; and
- Attracting and retaining the highest quality faculty and staff.

Adopted July, 2012
2.0 Pharmacist 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
3.0 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."

4.0 Technical Standards for Students Admitted to the Doctor of Pharmacy Program

Students graduating from the Doctor of Pharmacy (Pharm.D.) Degree program are eligible to take the North American Pharmacist Licensure Exam (NAPLEX)/Multistate Pharmacy Jurisprudence Examination (MPJE) and, if successful in passing each exam, may then practice under a state licensure without restriction. As a result, conferring the Pharm.D. degree requires that the College of Pharmacy insure that each student acquire and apply a body of knowledge and professional skills essential to the roles and functioning of a pharmacist. These essential skills are necessary to insure the safety of patients served by the student and pharmacist. Each student must be able to demonstrate proficiency in these skills with or without reasonable accommodation. This document outlines the technical standards that a student must possess, in addition to the successful completion of all of the academic/curricular requirements for the Pharm.D. degree.

The College of Pharmacy Admission Committee reserves the right to deny admission to any applicant who cannot meet these Technical Standards as determined by the application process, interview and student disclosure. In addition, the College of Pharmacy reserves the right to dismiss any student from the program who either fails to disclose information relevant to their qualifications under the Technical Standards, or falls out of compliance with the Technical Standards after admission to the program. The student may need to demonstrate proficiency in these Technical Standards at different points during the professional degree program.

It is understood that the application documents and on-site interview may not adequately evaluate the student’s abilities on these Technical Standards. As a result, the applicant should evaluate him/herself on each of the Technical Standards. If an applicant believes they may be unable to meet the Technical Standards of the program, they should contact the Office of the Dean of the College of Pharmacy to discuss the issue.

Technical Standards (Skill Areas) – The applicant must meet required aptitude, abilities and skills in the areas identified below:
Observations: An applicant or student must be able to combine the functional use of visual, auditory and somatic senses to observe and demonstrate professional knowledge and skills presented in the classroom, laboratories and practice settings. This includes being able to observe a patient accurately at a distance and close at hand, noting verbal and nonverbal signals; visualizing and discriminating findings on a computer monitor or electronic instrumentation display; visualizing and discriminating printed or handwritten words and numbers from a prescription or physician’s order; and observing and evaluating distinguishing text and characteristics of pre-manufactured and extemporaneously prepared or compounded medications.

Communication: An applicant or student must be able to communicate and perceive in verbal, nonverbal and written ways with patients and their designated caregivers with a sense of compassion and empathy. This includes the ability to communicate effectively in oral and written (grammar, spelling) English with patients and all members of the health care team. Specific requirements include but are not limited to the following abilities: communicating with the health care team under various conditions in the patient care setting; giving and receiving information through telephone (or cell phone) conversations; eliciting information from another individual; communicating complex findings in a way that is understandable to others; documenting in handwritten or typewritten form to medical records or computer information systems; and recognizing and reacting appropriately to varying emotional states of patients including sadness, worry, anxiety, agitation and lack of comprehension of communications and instructions.

Sensory and Motor Coordination and Function: An applicant or student must possess sufficient motor function and skill to perform the essential functions in the practice of pharmacy. This includes but is not limited to: manipulation of small and large containers (jars, tubes, vials, bottles, syringes/needles) for the purpose of preparing them for dispensing to the patient; performance of basic emergency medical procedures including first aid, cardiopulmonary resuscitation (CPR) and airway obstruction management; basic physical assessment skills such as blood pressure, pulse, listening with a stethoscope; operation of health screening instruments (e.g. blood glucose, lipid level); and operation of computer equipment.

Intellectual, Conceptual, Integrative and Quantitative Abilities: An applicant or student must possess sufficient intellectual, conceptual, integrative and quantitative abilities to complete a rigorous didactic and experiential curriculum which includes measurement, reasoning, analysis, judgment, synthesis and numerical recognition and computation. It is especially important that applicants and students be able to perform rapid algebraic calculations for a variety of patient-care situations. Students must be able to read and assimilate data from different sources (patient history, laboratory data, physical assessment); provide a reasonable explanation and analysis of problems; make medical suggestions appropriately; develop patient counseling information at a level appropriate to the situation; and retain and recall information in an efficient and timely manner.

Behavioral and Social Attributes: An applicant or student must possess the emotional and mental health required for full utilization of their abilities, exercise good judgment and prompt completion of responsibilities. Empathy, integrity, honesty, concern for others, patience, good interpersonal skills, strong work ethic and motivation are required. Applicants and students must be capable of developing the maturity to maintain a professional demeanor and organization in the face of long hours, personal fatigue, and dissatisfied patients and colleagues under varying degrees of stress. Students will, at times, be required to work for
extended periods of time outside of the 8am-5pm “work day”. Students must be able to maintain a level of behavior, demeanor, personal hygiene, communication and dress that is expected of patient and caregivers in acute, sub-acute and community practice settings, as well as the classroom and laboratory setting.

**Ethical Values:** An applicant and student must demonstrate a professional demeanor, conduct and behavior that are appropriate to his/her standing in the professional degree program. This includes compliance with the administrative rules applicable to the profession of pharmacy; and honor codes of the College of Pharmacy and Ferris State University. Under all circumstances, students must protect the confidentiality of any and all patient information in their professional and personal communications. Students must meet the ethical standards set forth in the profession of pharmacy. In addition, students must be able to obtain and maintain a valid Pharmacist Intern license in the State of Michigan and pass requisite criminal background check, drug tests/screens, immunization/tests, and trainings required by the Michigan Board of Pharmacy rules, Michigan law and/or Ferris State University College of Pharmacy affiliated experiential sites and their accrediting and/or regulatory agencies.

**Disabilities:** It is our experience that individuals with some kinds of disabilities, as defined by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (as amended by the ADA Amendments Act of 2008), are qualified to study and work as health care professionals and scientists with the use of reasonable accommodations. To be qualified for the pharmacy program (which includes both academic and experiential components) at FSU those individuals must be able to meet both our academic standards and the technical standards, with or without reasonable accommodations. These technical standards are guided by those values, skills and expectations deemed essential to the function of a pharmacist in the patient care setting.

For further information regarding services and resources for students with disabilities and/or to request accommodations, please contact the Office for Student Access.
5.0 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.

Pharmaceutical 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

6.0 Academic Progression
Academic progression defines the advancement of students in the program from professional-year to professional-year. 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.

6.1 Pharmacy 2.00 Rule: A student must have a 2.00 GPA at the end of the 1st, 2nd and 3rd professional years in order to continue in the curriculum. Students may take advanced level courses in the curriculum as specified in any approved remediation protocols (e.g. “Stretch Protocol”).

- Pharmacy Cumulative GPA is calculated from the grades in all professional courses including English 321/421 and required electives.
- Cumulative GPA will be assessed (when available) at the end of the P-1, P-2 and P-3 years. In each case a 2.00 or better must be achieved. Advanced level courses will not be counted toward the GPA of lower level years. For example, if a student is approved to take a P-3 course before completing the P-2 year, the P-3 course will not count toward the P-2 GPA. In this case, the cumulative GPA will be examined as it would apply to the end of the P-2 year.
- For students who qualify and are placed in a “stretch” academic year, they will be allowed to utilize both the Fall and Spring semester to remediate their GPA unless otherwise specified in their remediation protocol. This rule does not supersede the “four-year rule” specified in 6.3 below.
- Rounding rule: Students must have a 1.995 or higher.
- Before graduation, a student’s pharmacy cumulative GPA must be equal to or greater than 2.00 (there is no rounding rule on the final GPA).
- Students who do not meet the 2.00 rule will be placed under the guidelines set forth in the remediation policies (i.e. P-1 or P-2 “stretch”). Other academic policies will still apply (e.g. finishing the first three professional years in four academic calendar years).

6.2 Dismissal Rules: A student shall be dismissed from the College of Pharmacy whenever one of the following conditions is met:
- Failure in 50 percent (50%) or more credit hours in ANY semester.
- Failure in greater than 12 credit hours in either the P-1, P-2 or P-3 years.
- Failure of any professional pharmacy course twice.
- Failure of any two Advanced Pharmacy Practice Experiences.
- Failure to meet the conditions set by the Chair of the Progressions Committee as a part of any disciplinary actions.

A student is additionally subject to dismissal upon notice (with failure to correct) from the College of Pharmacy whenever one of the following conditions is met:
- Failure to maintain an up-to-date (or revocation of) Michigan Pharmacist Educational Limited License (Intern License)
- Failure to properly provide documentation necessary for both introductory and advanced pharmacy practice experiences. This includes documentation requested by the College of Pharmacy; as well as documentation requested by individual sites (e.g. meet immunization requirements, immunization documents, criminal background checks, etc.).

6.3 Class Progression: Students must maintain full-time status in the program and complete coursework on-pace with the check sheet that they receive when admitted to the Doctor of Pharmacy program, unless otherwise delineated by a remediation protocol (e.g. “Stretch Protocol”) or contract. This includes all introductory and advanced pharmacy practice experiences. The following rules set the conditions of class progression:

- All courses assigned to an academic year (Fall/Spring) on their check sheet must be successfully completed (including any summer IPPE’s) for a student to progress to the next professional-year. Students may take advanced level courses in the curriculum as specified in any approved remediation protocols (e.g. “Stretch Protocol”).
- All P-1 and P-2 coursework must be successfully completed (along with meeting the Pharmacy 2.0 Rule discussed above), before a student may begin the subsequent summer IPPE’s. See Instructional Site Selection Procedures below.
- The student must complete the first three years of the professional degree program in not more than four academic years (summers inclusive). For example: a student admitted to the Fall, 2012 class must complete all courses through the 3rd professional year by the end of Summer, 2016. If it appears at any point in the program that a student will no longer be able to complete the coursework, as regularly offered in the curriculum during the Fall/Spring semesters, they will be dismissed from the program.
- All class withdrawals must be cleared through the Office of the Dean. Any withdrawal granted for reasons other than extenuating circumstances or medical reasons may result in the student receiving a WF (Withdrawal Failing) if applicable (based on the students accumulated grade in the course at the time of the withdrawal). A WF is interpreted as a failing grade for the course for the purposes of this policy. University policies regarding GPA calculation for WF apply.
- If a student is unable to complete their coursework for the semester for medical reasons, they must complete a medical withdrawal from the University. The University policy can be found at: http://www.ferris.edu/htmls/administration/academicaffairs/policyletters/MedicalWithdrawal.pdf

- Students pursuing a medical withdrawal should consult with the Office of Financial Aid, as well as the Registrar’s Office to determine the impact on all financial obligations to the University and financial aid institutions. A medical withdrawal affects all courses that have not been completed for the semester, and constitutes a complete withdrawal from the College of Pharmacy and the University. A student who is pursuing a medical withdrawal should inform the Dean’s Office of their intention, to assist in follow-up on their degree
plans. If a student wishes to return to the Doctor of Pharmacy program, it is their responsibility to communicate this intention in writing by the end of the semester following the withdrawal, or as directed by the progressions officer of the College of Pharmacy. Before readmission will be considered, the student must contact the Birkham Health Center to lift any Medical Holds placed on them. Following the removal of any Medical Holds, readmission to the University and the College of Pharmacy is at the discretion of the Dean’s Office in consultation with the College Progressions Committee as needed.

- A medical withdrawal DOES NOT change the “4-year” rule requirement outlined above unless otherwise clarified in writing as part of the student’s re-entry.

- A student’s progression within an academic year may be stopped for failure to maintain up-to-date documents required by the College of Pharmacy for the purposes of experiential training. This may occur irrespective of whether experiential training is underway in that semester. Examples include: Michigan Pharmacist Educational Limited License (Intern License); immunizations, TB screenings, BLS certification, criminal background checks; other documents as specified in the Experiential Manual or E*Value.

6.4 Course Remediation: If a student receives a failing grade in any course, they must make up the course according to either the P-1 Remediation of Classes “P-1 Stretch” or P-2 Remediation of Classes “P-2 Stretch” policy. Remediation of courses in the P-3 year occurs at the next available offering in the Fall or Spring semester.

The availability of summer remediation courses is at the discretion of the College of Pharmacy. The rules regarding progression and remediation apply to all students irrespective of the availability of remediation.

7.0 Advance Pharmacy Practice Experience Failure Rules: 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 or at any point within. Failures may occur due to knowledge base deficiencies, skill deficiencies, or unprofessional behavior. Additionally, a student may fail a rotation when performance or behavior is judged to threaten the health and welfare of the patients or is found to be significantly below the expectations of a fourth year student.

7.1 Failed APPE Procedures: In the event that a student fails an APPE based on the evaluation of the assigned preceptor, the student’s performance will be reviewed with them by the assigned preceptor. This review will include written documentation of the deficiencies utilizing the APPE evaluation form and/or another supporting document. This document will then be forwarded for discussion by the Experiential Coordinator, Off Campus Student Services Director and Office of the Dean. This group will determine an appropriate plan, based on the student’s deficiencies (with input from the preceptor), to help improve their performance in upcoming assigned
APPE’s. If there is a chance that the plan will result in a break from the succession of APPE’s, this will be discussed with the student as soon as possible. The plan may include any of the following:

- Continuation of the APPE rotations.
- Improvement of the student’s deficiencies through counseling or other services.
- Recognition and correction of unprofessional behavior.

NOTE: Any break from APPE’s for one semester or longer, must be addressed through the University withdrawal policy which can be found at [http://www.ferris.edu/admissions/registrar/schdbook/page22-23.htm](http://www.ferris.edu/admissions/registrar/schdbook/page22-23.htm).

In addition, the failed rotation will be rescheduled based on site and preceptor availability, with consideration of the following:

- Required rotation: repeat of the entire experience with a different full-time faculty member
- Elective rotation: selection of another elective rotation with a full-time faculty member

### 7.2 APPE-based Dismissal

Failure of one additional APPE (total = 2) will result in dismissal from the College.

### 8.0 Extenuating Circumstances

If a student believes there are extenuating circumstances, which are affecting their ability to maintain the academic standards necessary to continue effectively in the program, they should contact the Office of the Dean, Student Academic Affairs Coordinator or Director of Off-Campus Student Services. A number of counseling services are available through the College of Pharmacy and University. The Office of the Dean may customize progression and remediation plans to meet these circumstances. This may be done in consultation with the Executive Committee and/or Progressions Committee, except in emergent or time-limited situations.

### 9.0 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).

### 10.0 Dismissal Appeal

Students who are dismissed from the College of Pharmacy for academic reasons, but believe there are extenuating circumstances that warrant reconsideration and readmission to the program, may appeal in writing to the Chair of the Progressions Committee. This appeal must be made no later than the tenth calendar day (excluding weekends and University holidays) following receipt of the dismissal letter from the College of Pharmacy. The appeal will be reviewed by the Progressions Committee of the College of Pharmacy. The Progressions Committee will make a decision to accept or deny the appeal, including any conditions related to reinstatement into the pharmacy program. Students who believe the decision and/or conditions set forth by the Progressions Committee warrant reconsideration, may appeal in writing to the Pharmacy Deans’ Council (comprised of the Dean and Assistant Deans of the College). Final decision rests with the Pharmacy Deans’ Council.
If a student is readmitted to the program following this appeal review, it may be accompanied by additional requirements, restrictions, remediations or course repeats/requirements as specified by the Progressions Committee and/or the Pharmacy Deans’ Council and administered by the Chair of the Progressions Committee.

11.0 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 Pharmacy GPA for the purpose of determining the 2.0 rule. No electives can be taken in the P-1 year. One elective must be completed during the P-2 year and one elective must be completed during the P-3 year.

12.0 University Policies on Student Behavior:
All College of Pharmacy students are expected to abide by all University policies not superseded by this handbook.

13.0 Absence
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 course 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.

13.1 Health/Medical Excuse: Students in the first or second-professional year who are absent from class for health or medical conditions should submit documentation of the condition from a physician or the Birkham Student Health Center to the Dean’s Office. Documentation of this submission will be forwarded on to appropriate faculty members. If circumstances arise, which prevent a student from attending class, the student should make every effort to notify the instructor in advance. This is particularly important in circumstances where there is a class assignment, exercise, lab, recitation or exam. Medical absences 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.

13.2 Professional Meetings: Students may on occasion attend local, regional, or national professional meetings. Instructors should be informed of plans to attend a meeting in advance and as soon as possible so that arrangements for missed assignments/exams can be made. 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. Additional guidelines for attending professional meetings in the fourth year are included in the Experiential Manual.

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, or failure to exhibit professional behavior while on travel, will result in a forfeiture of any funds that may have been awarded by the University, the College Alumni Board, or student organizations for travel, meeting registration, accommodations, or any other meeting-related expenses.

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

13.4 Tardiness/Early Departure from Class: Out of respect for the course instructor and others in the class, students are expected to arrive early for class. If it is necessary to leave class early, the student should try to wait until a scheduled break occurs before leaving the classroom (if possible). 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. Course penalties may be assessed by the faculty or course coordinator for class tardiness.

14.0 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.

15.0 Advanced Pharmacy Practice Experiences
The Advanced Pharmacy Practice Experiences (APPE’s) will begin after the completion of all coursework in the first three years of the professional program. Schedules will be developed by the Experiential Coordinators and will reflect both the student’s preferences as well as site availability. Additional policies relating to assignments are outlined in the College’s Experiential Manual and will be discussed with all students prior to the fourth professional year. Although generally scheduled for weekdays, APPE’s or IPPE’s may require weekend coverage at the discretion of the preceptor.

Students must complete all required APPE’s as outlined in the curriculum as well as elective APPE’s. Policies related to the APPE’s can be found in the Experiential Manual.

16.0 Dress Code
Society has developed elevated expectations of professional behavior on the part 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.

Please note the dress code 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.

16.1 P-1 and P-2 years (laboratory courses)
Dress codes for the Practice Skills Labs in the P-1 and P-2 year will be outlined in the course syllabi and must be followed by all students.

16.2 P-1 and P-2 years (all other courses)
Although there is no formal dress code in place for courses in the P1 and P2 years outside of the laboratory, students are still expected to dress appropriately and in good taste. Sweat pants, tops with bare shoulders, halter tops, tank tops, midriff tops, shorts, baseball caps or other hats are not acceptable. Clothing that reveals skin including your lower back, cleavage, or midriff stomach, or your undergarments is not appropriate. Visible body piercings, other than the ear, are not considered to convey a professional image; therefore, these items should not be worn to class. Students who are considered not to adhere to the dress code may be asked to leave class. The student may be allowed to return to class when appropriately dressed, at the discretion of the faculty member.

16.3 P-3 year (all courses)
Students are expected to dress professionally at all times. Examples of appropriate attire include a collared buttoned pull-over shirt, dress shirt with or without a 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). Jeans, sweat pants, tee-shirts, tops with bare shoulders, halter tops, tank tops, midriff tops, shorts, baseball caps or other hats are not acceptable. Clothing that reveals skin including your lower back, cleavage, or midriff stomach, or your undergarments is not appropriate. Visible body piercings, other than the ear, are not considered to convey a professional image; therefore, these items should not be worn to class. Students who do not adhere to the dress code may be asked to leave class. The student may be allowed to return to class when appropriately dressed, at the discretion of the faculty member. Students are also expected to wear a white lab coat and Ferris State name badge at all times during the lab courses in the P1 through P3 years.

16.4 Patient care area (all experiential rotations)
Students are expected to dress professionally at all times. Examples of appropriate attire include a dress shirt with or without a 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, tops with bare shoulders, halter tops, tank
tops, midriff tops, shorts, baseball caps or other hats, open-toed shoes and flip-flops
are not acceptable. Clothing that reveals skin including your lower back, cleavage, or
midriff stomach, or your undergarments is not appropriate. Visible body piercings,
other than the ear, are not considered to convey a professional image; therefore, these
items should not be worn to experiential rotations. Students are also expected to wear
a short white lab coat and Ferris State name badge at all times while on rotation.
Students who do not adhere to the dress code may be asked to leave the rotation. The
student may be allowed to return to the rotation when appropriately dressed, at the
discretion of the preceptor. Alternate dress codes may be provided on day one at any
experiential rotation.
17.0 Electronic Professionalism
E-professionalism is professionalism related to electronic communication, including, but not limited to e-mail, discussion boards, social media (such as Facebook, twitter, myspace, Linked in), youtube, blogs, and other internet media.

17.1 Recommendations for Electronic Professionalism:
- Accessible postings on social media are subject to the same professional standards as any other personal interaction, and they may have legal ramifications. Students must be aware that the violation of legal statutes and COP and University Professionalism Policies (e.g., HIPAA, FERPA, Sexual Harassment Policies, etc.) in their online activities may result in disciplinary actions by the University. Comments made by students concerning patients, or who portray themselves, other students, faculty or other colleagues in an unprofessional manner can be used by the courts or professional licensing boards.
- Students must assure that all public content is consistent with the values and professional standards of the Profession. See the Pharmacy Code of Ethics in this handbook.
- The COP and University do not actively monitor on-line activities of students. However, unprofessional issues could be brought to the University’s attention through a variety of mechanisms.

17.2 E-Professionalism Do’s and Don’ts:
Evans and Gerwitz have published a list of do’s and don’ts for e-professionalism. Please see the following link:
http://www.tourolaw.edu/cso/docs/eprofessionalism.pdf

Other Do’s and Don’ts:
- Due to frequent updating of social media sites, you should regularly check your privacy settings to optimize privacy and security.
- Make sure photos in which you are identified (“tagged”) are not embarrassing or professionally compromising. Student’s should “untag” themselves from any photos that they cannot have removed. Students should refrain from “tagging” others without the explicit permission of those people.
- Students should maintain the privacy of faculty, staff, peers, practice sites, and patients unless they have been given permission to use the person’s name on their social media site.
- Interactions with patients through social media should be avoided. This provides numerous opportunities for violating privacy restrictions and may have legal consequences.
- Don’t assume deletion of material from social media means it is no longer available since, for example, search engines cache such content. This implies special care should be taken in posting material since it will persist.
- Don’t include personal information, such as phone numbers, social security numbers, PID numbers, passport numbers, driver’s license numbers, or birth dates on social media profiles, or any other information that could be used to obtain personal records.
FerrisConnect and the University e-mail system provide media for students, faculty and administrators to share information, knowledge, experiences, and other information. They are intended for exchange of information related to a course, the curriculum, student organizations, College of Pharmacy (College) requirements or other College activities. None of the policies stated here are intended to supersede any University policies related to the use of Ferris e-mail or FerrisConnect for which the student is responsible. These policies are intended to augment those. For the purposes of this policies e-mail includes e-mail sent from a Ferris e-mail address to a Ferris e-mail address, OR from a student’s non-Ferris e-mail address to a Ferris e-mail address.

FerrisConnect courses are moderated by faculty and the FerrisConnect discussion board in Pharmacy 4-1-1 (the “Board”) is moderated by the College to ensure that this online community is constructive and beneficial. Complaining, arguing, venting or other negative commentary should be avoided in this venue.

Certain guidelines should be followed by all users of the Board. These same rules apply to the use of discussion boards within any College FerrisConnect class or in electronic (e-mail) communications with faculty and staff. Use of the Board, or FerrisConnect for a pharmacy course, constitutes your agreement to abide by the following rules and policies.

In using FerrisConnect, Ferris e-mail, or the Board, students will not:
1. Use the Board for any purpose in violation of local, state, national, or international laws.
2. Post material that infringes on the intellectual property rights of others or on the privacy or publicity rights of others, or that was not explicitly created by the posting originator.
3. Post material that is disruptive, unlawful, obscene, libelous, vulgar, defamatory, threatening, harassing, abusive, slanderous, hateful, racially or ethnically offensive, intentionally inaccurate or embarrassing to any other person or group as determined by the College in its sole discretion.
4. Post comments targeted toward an individual’s or a group’s sex, gender, sexual orientation, race, religion, ethnicity, age, or abilities.
5. Distribute viruses, harmful computer codes, files or programs designed to interrupt, destroy or limit the functionality of any computer software or hardware or telecommunications equipment.
6. Post any commerce related announcements not affiliated with the College (i.e. buying/selling products or services).
7. Engage in any activities deemed as academic misconduct as defined by the policies of the College and/or Ferris State University.

The College reserves the right (but is not obligated) to do any or all of the following:
1. Investigate an allegation that a communication does not conform to the terms of this policy and determine in its sole discretion to remove or request the removal of the communication.
2. Remove communications which are abusive, illegal, or disruptive, or otherwise fail to conform to this policy.
3. Monitor, edit or delete any communications posted on the Board, regardless of whether such communication violates this policy.
4. If appropriate, refer violations to the Office of the Dean, Progressions Committee, Dean of the College or University Office of Student Conduct. If a disruptive posting occurs in a FerrisConnect course, it should be referred to the course faculty or course coordinator for follow-up. If the disruptive e-mail or posting occurs on FerrisConnect “4-1-1” it should be referred to the ADSA or Director of Off Campus Student Services. When an individual violates this policy, a notice will be sent via e-mail. If there is continued abuse of the policy, disciplinary actions may be followed as outlined in the Professional Conduct Policy.

Discussion Board and College E-mail Etiquette
1. Professional approaches which are kind and considerate are expected.
2. Use a description in the subject line. This will help others successfully identify the topic.
3. Before you submit a message, read it out loud. Does it sound the way as you would speak to another individual in the classroom? The "tone" is a very important part of electronic communication.
4. Never make derogatory comments toward another person, organization or group.
5. Avoid comments against an individual’s sex, gender, sexual orientation, race, religion, ethnicity, age, or abilities.
6. Avoid the use of slang terms.
7. Cursing and use of offensive language is not considered professional.
8. Using proper grammar and spelling is expected from all professionals.
9. Be careful of messages intended to be funny. Be especially careful with sarcasm. Both can be misconstrued or offensive. It is easy for messages to be misinterpreted since there are no physical gestures or voice inflections that accompany the text.
10. Using all UPPER CASE lettering conveys a hostile approach. Using mixed case lettering is advised instead.
11. If you use an emoticon (i.e. “smiley”) to indicate tone of voice, use it sparingly. Don’t assume that the inclusion of an emoticon will make the recipient happy with what you say or wipe out an otherwise insulting comment.
12. When reading someone else’s message, do so with multiple tones. Don’t assume that the tone with which you read it is what was intended by the person who wrote it. Consider that their intent might have been different and read it in that light.
13. Waiting overnight to send an emotional response to a message is always recommended. Often times responding quickly will result in unprofessional approaches.
14. When asking for a response to a request (i.e. participation in a diabetes screening event), please use e-mail to avoid repetitive responses.
15. Use the “general posting” section of the Board for topics that pertain to all students.
16. Avoid posting in each “class” board separately.
18.0 Health Status/Insurance
The Doctor of Pharmacy program requires students to complete coursework in sequence and on-time, unless as specified elsewhere in this policy. It is important that students maintain good self-care and health. Experiential rotations require students to be exposed to patients who are in ill health or may be immune compromised. As such, students may be barred from participation on experiential rotations for short or long periods of time if in ill health. In addition to immunization requirements outlined in the Clinical Passport Policies, some experiential sites may require students to provide documentation of a recent physical examination, as a condition of placement, certifying the student is in good health and able to perform the necessary functions of the IPPE or APPE.

Students are strongly encouraged to carry health insurance coverage to assist in their access to care. The cost of health insurance is the sole responsibility of the student, as are any costs for healthcare services resulting from illness, accident or injury while participating in the Doctor of Pharmacy program. Some affiliated experiential sites may require students to provide proof of health insurance as a condition of placement. FSU Student Health Insurance information can be found at: http://www.ferris.edu/htmls/statewide/resources/health.htm.

19.0 Student Counseling Services/General Services
Counseling services are offered on-campus 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. FSU offers individual and group counseling, including workshops, for students who would like assistance with meeting their academic and career goals. (For additional information, consult the College Resources listing at http://www.ferris.edu/htmls/colleges/pharmacy/link_desc.cfm?LinkID=75.

20.0 Clinical Passport
Ferris State University College of Pharmacy maintains an affiliation agreement with each site used to provide clinical educational opportunities to its students. This affiliation agreement dictates the terms under which a student will be allowed to attend the site. These requirements make up the “Clinical Passport” for each student. Further details of the policy are outlined in the College’s Clinical Passport Policies at the end of this Handbook. It is the student’s responsibility to maintain all requirements of the Clinical Passport. Students failing to meet the above requirements will not be allowed to enroll in required experientials in the curriculum. This will result in delays in progression or dismissal from the program. In some cases, additional requirements/restrictions may be in place at affiliated sites. Students will be required to meet all such requirements/restrictions before experientials may begin. Further questions may be directed to the Dean's office or the Director of External Clinical Operations.

21.0 Michigan Pharmacist Educational Limited License (Intern License)
All entering students are required to obtain a Michigan Pharmacist Educational Limited License (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.

22.0 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 a 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. All University and College communications will be provided only through university maintained e-mail accounts.

23.0 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 2.0
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.

24.0 Grade Appeals:
If you have a concern about the grade received in a course, it is important to discuss this first with the instructor. For courses that are team taught, you can also discuss this with the course coordinator. The College of Pharmacy follows the University Grade Change Appeal Policy. This can be found on the FSU website at:
http://www.ferris.edu/htmls/administration/academicaffairs/policyletters/grade-change.pdf.

Please note that the University Grade Appeal policy requires that a grade appeal be made “…no later than the tenth calendar day (excluding weekends and holidays) of the semester following the semester for which the grade was given.”.

25.0 Complaint Procedure
The College of Pharmacy follows the University Student Complaint Policy as outlined in the Academic Affairs Policy Letter. The additional procedures below are intended to supplement the University policy to aid the student in resolving specific issues by contacting the designated personnel or office in the College.

25.1 Course-Related Concerns or Complaints (Other Than Grade Appeals Addressed in 25.0 Above):
If a student has a concern regarding a grade, the “Grade Appeals” section above should be consulted. If a student has a concern or complaint related to a course or course policy they should follow the University Student Complaint Policy. This will involve:

1. Direct discussion with the instructor/coordinator: The first step will be for the student to address the issue, question or concern with the instructor or course coordinator.
2. Department Chair/Head: If the concern cannot be resolved through step 1, the student should contact the Department Chair/Head. At this point, the complaint should be submitted in writing to insure a complete understanding of the issue and provide for documentation to the College Complaint Log.
The written complaint must be submitted by the student who has encountered the problem.

3. Dean’s Review: In the event that the student or the individual who the complaint is filed against is not satisfied with the resolution at the Department Chair/Head level, they may appeal to the Dean’s Office for review. See the University Policy for further information.

**25.2 Non-Course Related Concerns or Complaints: (e.g. Student Services; On-Campus or Off-Campus Services, etc.)**

1. On-Campus: Office of the Dean or Student Academic Affairs Coordinator
2. Off-Campus: Director of Off-Campus Student Services or Student Academic Affairs Coordinator

   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.).

3. If the individuals designated in #1 or #2 above are unable to resolve the issue, the student may contact the Dean’s Office for resolution.

**25.3 Questions or Concerns Related to Immunization or Criminal Background Checks/Drug Testing (Clinical Passport):**

1. These questions should be directed to the Director of External Clinical Operations.
2. If the individual designated in #1 above is unable to resolve the issue, the student may contact the Office of the Dean for resolution.

**25.4 Experiential Coursework (Introductory or Advanced):**

1. Introductory Experientials: The appropriate Experiential Team Member should be contacted who handles the assignments for the Community or Institutional IPPE; or Office of the Dean.
2. Advanced Experientials: Experiential Coordinator or appropriate Department Head/Chair.
3. If the individual designated in 1 or 2 above are unable to resolve the issue, the student may contact the Office of the Dean for resolution.

**25.5 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: esinfo@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

**26.0 Professional Liability Insurance**
The University professional liability insurance policy provides coverage for all students while on officially scheduled experiential placements and College sanctioned volunteer events. Student organization and individual students must be sure that any volunteer activities conducted as part of college-related programs or RSO’s are sanctioned by the University/College of Pharmacy. See section on Volunteering. The University’s professional liability insurance does not extend to students while working/volunteering outside of the College; therefore, students are strongly encouraged to purchase an individual professional liability insurance policy if working as an intern, volunteering in non-College sanctioned patient care activities, etc.

27.0 Privacy and Confidentiality

27.1 The Family Educational Rights and Privacy Act of 1974 (FERPA):
The Family Educational Rights and Privacy Act of 1974 (FERPA), as Amended, protects the privacy of student educational records. FERPA gives students the right to review their educational records, the right to request amendment to records they believe to be inaccurate, and the right to limit disclosure from those records. See the Office of Student Conduct website (http://www.ferris.edu/htmls/administration/StudentAffairs/judicial/confidentiality.htm) or the University Student Handbook for more details regarding confidentiality of student records.

27.2 The Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy and Security Rules
The Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy and Security Rules protect the privacy of individually identifiable health information and set national standards for the security of electronic protected health information. Students are required to complete annual HIPAA training and are responsible for complying with HIPAA Privacy and Security Rules at all times. See the Pharmacy Experiential Program (PEP) Manual for more details. HIPAA violations may result in removal from an experiential site, course failure and/or dismissal from the program.

27.3 Confidential and Proprietary Information
During the course of the Doctor of Pharmacy program, students may be privy to confidential proprietary information relating but not limited to affiliated experiential sites’ business, operations, equipment, products, research and development, employees and officers. Students are instructed to retain such information in confidence and not disclose it to any third party, during or after completion of the program, except as required by the program requirements and with the prior consent of the affiliated experiential site. Breaches of confidential proprietary information may result in removal from an experiential site, course failure and/or dismissal from the program.

28.0 Volunteering
The College of Pharmacy encourages students to participate in volunteer events that allow for involvement in patient care related activities. Examples include, but are not limited to: immunization clinics, disease management/monitoring events, patient education events, health screenings and elementary/secondary school programs. All volunteer events that involve students participating in patient care related capacities as representatives of the College must be formally sanctioned by the College. The Student/Faculty Volunteer Policy and Procedure, further defines the types of volunteer events that must be reported to and approved by the College and outlines the approval and reporting process.
29.0 Student Records
In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), 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 a student’s file. Only the student and authorized College/University personnel have access the contents of a student’s records. See section on Privacy and Confidentiality.

30.0 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/

31.0 Academic/Professional Misconduct
College of Pharmacy (College) students are expected and required to follow all policies of the University as outlined in the University’s Student Handbook. This includes (but is not limited to) policies related to cheating, fabrication, facilitating academic dishonesty, interference, plagiarism and violation of course rules. These can be found at:
http://www.ferris.edu/htmls/administration/StudentAffairs/Studenthandbook/handbook.htm#academic

In addition, College students are expected to comply with specific College standards and policies, the Experiential Manual and the Clinical Passport Policies (included in the College Student Handbook). It is expected that College students will follow professional decorum in all College-related events (classroom, experiential, student organization, professional meetings), in all patient care settings, and in interactions with other health care professionals.

31.1 General Expectations:
As a student who is seeking to join the pharmacy profession, the College expects that its students will comply with the following:
1. Arrive prepared and in the appropriate frame of mind for all academic experiences.
2. Professionalism involves both completing tasks and solving problems in ways that benefit others. Students are expected to conduct themselves accordingly.
3. Student should use their own original work and properly credit others for their work in all assignments given.
4. Take responsibility for your actions, reactions, and inactions. Practicing these approaches begins in this program with the choices made each and every day.
5. Students are encouraged to actively expand the limits of their knowledge, understanding, and skill.

31.2 Classroom Responsibilities:
1. Arrive for class at least five minutes prior to the scheduled class time.
2. Get permission from instructor for all non-course related announcements before giving them.
3. Avoid talking in class if not called upon or not asking or answering a question.
4. If a situation arises for which you deem it necessary to leave class, 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, attempt to exit quietly and in the least disruptive manner possible.

5. Electronic recording (video, audio, or otherwise) of class presentation content is authorized for personal use only once permission has been obtained from the instructor. Networking of this information is prohibited without the lecturer’s written permission. Posting of these recordings on the internet (or similar information networking sources) without permission may be met with penalty since the lecture material is considered the intellectual property of the instructor.

6. All electronic devices, such as cell phones and MP3 players should be turned off prior to the start of class unless being utilized directly for the course. The use of laptops is at the discretion of the instructor and will be made clear by him/her. Recreational use of electronic devices during class is not acceptable.

7. If food is allowed in the instructional space, eat quietly to avoid disrupting class. It is the responsibility of the student to clean their area and properly dispose of their garbage after eating.

8. Students should not study other course material during class, as this may be distracting to faculty and other students.

9. In all matters of individual student course assessment (e.g. examinations, quizzes, homework assignments, case studies, and laboratory assignments) a student’s responses and work should be their own. Violations include disseminating or receiving answers or related information by means other than those expressly permitted by the course instructor. This includes copying another person’s work, assuming another’s identity (or representation thereof), or using any device or aid. The use or operation of any unauthorized device during one of these assessments will subject the student to disciplinary actions consistent with academic dishonesty irrespective of purpose of the device’s use.

31.3 Disciplinary Action:
If a student violates any of the University or College policies or course guidelines in any coursework contained in the curriculum:

1. Upon a first offense, the penalties governing such an offense will be determined by the applicable course syllabus/policy and any applicable university policy. If the infraction occurs outside the responsibilities of a given class, the penalties will be determined by the Office of the Dean. Upon review by the Progressions Committee, additional penalties may be assessed.

2. If the course syllabus is silent on the infraction/penalty; or if the infraction is deemed of sufficient nature by the faculty for referral to the Office of the Dean, an Academic/Professional Misconduct Incident Reporting Form (attached) is to be completed by the involved faculty/staff member. The form will be reviewed with the student by the faculty/staff member to answer any questions the student might have. The student may then review the incident report and sign.

3. The Incident Reporting Form will be forwarded to the Office of the Dean. These will be forwarded or reported to the Progressions Committee and put in the student’s College file.

4. If deemed appropriate, further referral of any incident may be forwarded to the University Office of Student Conduct for follow-up or adjudication.
5. For any subsequent violations, additional penalties will be determined by the Progressions Committee. 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 dismissal from the College. The Progressions Committee will meet to consider cases involving guidelines violations. If the Committee determines that dismissal from the College is warranted, the Office of the Dean 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 Dean. The Dean’s decision is final. If, based on the appeal, the student is reinstated; the Office of the Dean in consultation with the Progressions Committee will determine appropriate coursework that must be successfully completed for continuation in the College.

6. If a student observes another student in violation of the policy of any class, College or University they may also complete an Academic/Professional Misconduct Report. It is not necessary for them to review it with the offending student. These should be forwarded to the Dean's Office.
Appendix A
Academic/Professional Misconduct or Other Incident Reporting Form

Name of Reporter: ___________________________ Date: ____________

Individual Accused: _________________________

Type of Incident:

<table>
<thead>
<tr>
<th>Cheating Violation</th>
<th>Course Rule Violation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fabrication Violation</td>
<td>Academic Misconduct</td>
</tr>
<tr>
<td>Plagiarism Violation</td>
<td>Threatening/Harassment of Faculty/Staff/Students</td>
</tr>
<tr>
<td>Interference Violation</td>
<td>Breach of Confidentiality Violation</td>
</tr>
<tr>
<td>Breach of Professional Decorum</td>
<td>Threatening/Harassment of Any Health Professional</td>
</tr>
<tr>
<td>Other (Specify)</td>
<td></td>
</tr>
</tbody>
</table>

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. By signing below I acknowledge that the incident was discussed between the student and the reporting person (or his/her proxy).

_________________________ Date
Reporter’s Signature

_________________________ Date
Student’s Signature

_________________________ Date
Witness’ Signature (if applicable)

In signing as any of the above, I understand that this report may be sent to the College of Pharmacy Progressions Committee or University Office of Student Conduct and as such I may be contacted for follow up. My identity may not be held confidential as dictated by College or University procedures.
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 maintain the status of all requirements in the experiential scheduling system, E*Value; 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 and/or changes may be imposed at any time by the College and/or affiliated experiential sites and all resultant costs will be the direct responsibility of the student.

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 are provided in the conditional admission packet and permanently available on E*Value. In some instances, additional requirements including but not limited to the following may be imposed by affiliated experiential sites: more frequent criminal background checks (including fingerprinting), health insurance, documentation of recent physical examination and drug screening. Students must comply with all site-specific requirements, which can be found in E*Value. The cost of all requirements is the direct responsibility of the student. All questions related to Clinical Passport components and those of affiliated experiential sites 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 is mandatory.

Blood borne Pathogens/Risk Management Training

All students must successfully complete the annual blood borne 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. Additionally, some healthcare facilities are required by law to verify that healthcare students have been screened through a criminal background check process before clinical privileges can be granted.

Implementation and Deadlines:
Annual criminal background checks for all currently enrolled and newly admitted students are required. Links, access information and annual deadlines can be found in E*Value.

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

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. 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. 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 Office of the Dean.

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 E*Value. 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 annual HIPAA online modules. Links, access information and annual deadlines can be found in E*Value. 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.

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, Influenza, etc.). Annual deadlines, submission instructions and costs can be found in E*Value.
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).
   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.

   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.)
   b. **Level II**: Documentation of positive titer for Rubella and Rubeola

   **Vaccines given in the years 1963 to 1967 are not accepted.**

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.

6. **Influenza**
   a. **Level I**: Documentation of a seasonal influenza vaccination is required annually between *October 1 and December 31.

   *Start date may vary annually depending on release date and availability of the vaccine.

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 in E*Value.

**Records:**
Spectrum Health Occupational Services will maintain all physical immunization records and enter completion status and dates in E*Value. 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.

**Immunization Certification**

All students must successfully complete the Pharmacy-Based Immunization Delivery certificate training program offered by the American Pharmacists Association (APhA). The College will schedule training sessions as needed; attendance and successful completion is mandatory.