



LU COLLEGE *of*  
PHARMACY  
*Changing Lives*

# Student Handbook 2024-2025

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# University Policies and Procedures

## Advisement

Please be advised that while Larkin University and the College/Program has made every effort to ensure the accuracy of the content and information contained in the Student Handbook, Larkin University and/or the College/Program reserves the right to modify the content at any time without prior notice. The information in the manual is solely for the reader's convenience and, to the extent permissible by law, Larkin University and the College/Program disclaim any liability, which may otherwise arise.

Notwithstanding, the information contained herein the University and/or College reserves the right to remove a student or a person at any time, if they present a danger to the University or College/Program or to the life, health, welfare, safety, or property of any member of the Larkin University community.

Students must adhere to the policies and procedures contained herein while on campus; at any other Larkin University site or facility, or while participating in any Larkin University sponsored program, event, or activity.

## Larkin University Accreditation

Southern Association of Colleges and Schools Commission on College – SACS-COC.

Larkin University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACS-COC) to award master's and doctoral degrees. Questions about the status of Larkin University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

Larkin University is licensed by the Florida Commission for Independent Education, License # 5133. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, or toll-free telephone number (888) 224-6684.

### *College of Pharmacy Accreditation Statement*

Larkin University College of Pharmacy's Doctor of Pharmacy program is accredited by the Accreditation Council for Pharmacy Education, 190 South LaSalle Street, Suite 3000, Chicago, IL 60603-3446, 312/664-3575; FAX 866/228-2631, web site [www.acpeaccredit.org](http://www.acpeaccredit.org).

## Non-Discrimination Statement

Larkin University does not discriminate in the admission or progression policies of students, scholarship and loan programs, or other activities administered by the programs or the University on the basis of race, religion, national or ethnic origin, gender identity or expression, sexual orientation, marital status, non-disqualifying disability, age or military or veteran status. We are committed to providing a diverse and inclusive environment for students, faculty, staff, and others in the Larkin community.

## Office of the University Registrar

### Course Registration Process

Students are enrolled into courses each semester by the University Registrar's office and agree to the terms of their enrollment by completing the Enrollment Agreement form provided upon admission to the program. Students will be able to view their enrollment status through the Anthology (CampusNexus) student portal. Students who wish to audit courses must first get the appropriate form from the University Registrar's office and then be cleared by the College/Program and the faculty. The form must be completed at least four weeks prior to the beginning of the semester. Any questions about enrollment should be directed to the Registrar's office.

### Voluntary Withdrawal

This University Withdrawal Policy establishes the guidelines and procedures for students who are seeking to withdraw from their program at Larkin University. Students seeking to withdraw from Larkin University as defined by this policy must comply with the processes established by the university administration.

#### Eligibility:

Students who are enrolled in degree programs at Larkin University are eligible to request a voluntary withdrawal.

Students must have successfully completed at least one semester at the university to be eligible for a voluntary withdrawal.

#### Types of Withdrawals:

**Voluntary Withdrawal:** Students may request a withdrawal for personal reasons, such as health issues, family emergencies, or other circumstances that require time away from academic responsibilities.



**Military Withdrawal:** Students who are called to active military service or participate in other military obligations or their spouses may request a university withdrawal. Appropriate documentation will be required.

**Notification of Withdrawal:**

Students begin the withdrawal process in their college with their designated college administrator, where the Voluntary University Withdrawal Form is completed to officially withdraw.

The Voluntary University Withdrawal Form may be submitted in person or via email.

**Academic and Financial Considerations:**

Students should be aware of the academic and financial implications of their withdrawal.

It is the student's responsibility to meet with designated college administrators and designated university administrators to discuss the consequences of withdrawal, including the impact on their academic progress, tuition refunds, and outstanding financial obligations.

It is the student's responsibility to understand and address any outstanding academic or financial obligations prior to withdrawal.

**Records and Transcript:**

Upon withdrawal, the student's academic record will reflect the withdrawal status, indicating the date of withdrawal and the courses completed or in progress at the time of withdrawal.

A copy of the completed and signed Voluntary University Withdrawal Form will be saved in the student's academic record.

Students may request an official transcript of their academic record, which will include the withdrawal status and relevant coursework completed.

The university will adhere to applicable data privacy laws and regulations regarding the handling and disclosure of student records.

**Re-Enrollment:**

Students who wish to return to their studies after withdrawing must follow the established re-enrollment or reapplying for admission procedures and meet any requirements set by the university and their respective college.

Re-enrollment is subject to program requirements, and any conditions imposed during the withdrawal process.

Students will be required to submit a new enrollment agreement and provide updated personal information, academic documents, secure financing or financial agreement plan, or other supporting materials as specified by the college and university.

Notification:

The student will be notified via email of the status of their voluntary withdrawal within fifteen (15) days of submission of the Voluntary University Withdrawal Form.

The Registrar's office will notify the appropriate college and university administrators once the submission of the Voluntary University Withdrawal Form is processed, and the student's status is changed.

## Voluntary Leave of Absence

This University Voluntary Leave of Absence Policy establishes the guidelines and procedures for students who wish to take a leave of absence (LOA) from their studies at Larkin University. It provides a structured process for students to temporarily interrupt their academic pursuits while defining their rights, responsibilities, and opportunities for a successful return to their studies.

Students who are enrolled in degree programs at Larkin University are eligible to request a leave of absence.

Students must have completed at least one semester at the university to be eligible for a leave of absence.

Types of Leave:

**Personal Leave:** Students may request a personal leave of absence for personal reasons, such as health issues, family emergencies, or other circumstances that require time away from academic responsibilities.

**Medical Leave:** Students may request a medical leave of absence for physical or mental health reasons. Medical documentation from a licensed health care professional will be required to support the request.

**Military Leave:** Students who are called to active military service or participate in other military obligations or their spouses may request a military leave of absence. Appropriate documentation will be required.

Requesting a Leave of Absence:

Students must submit a LU (Larkin University) Voluntary Leave of Absence Request Form for a leave of absence to the designated college administrator responsible for leave approvals.

The request should include the reason for the leave, the intended duration of the leave, and any supporting documentation, as applicable.

It is recommended that students initiate the request process well in advance, typically no later than two (2) weeks prior to the intended start of the leave, to allow sufficient time for processing and planning.

Students requesting a leave during a semester will receive a Withdrawal ("W") grade for the course(s) registered in the semester the leave is taken and the course(s) will be considered "dropped" from the student's schedule. Upon their return, students will have to register for the dropped course(s) again which will incur a financial obligation.

#### Duration of Leave:

A leave of absence is typically granted for a specified period, with the possibility of extension upon request and approval.

The total duration of the leave, including any extensions, should not exceed a maximum limit specified by the university, typically no more than six (6) consecutive semesters or two (2) academic years.

#### Rights and Responsibilities:

During the leave of absence, students are generally not permitted to enroll in courses or participate in university or college activities.

Students are expected to adhere to all university policies, including financial obligations and regulations governing re-enrollment procedures.

Students on leave may be eligible for certain university resources and support services, such as access to library facilities, counseling services, or academic advising. The availability of specific resources should be clarified and communicated to students by their respective college.

Students on leave are responsible for updating contact information if changes occur. They are responsible for checking their Larkin email periodically for information.

Students are responsible for adhering to any and all tasks, duties, or responsibilities given to them by their respective college or university prior to them taking the leave.

## Returning from Leave:

Students on leave will be emailed by the Registrar's office prior to their scheduled return to the program obtain their intent to return by a specified deadline. The correspondence will consist of guidelines and procedures for re-enrollment in courses, which may include registration/course information, instructions on specific offices/departments that need to be contacted by the student, and any necessary updates to personal information or documentation.

Completion of requirements, if given, or notification of an intent to return does not constitute as guarantee for re-enrollment. Re-enrollment in courses and/or program is subject to meeting the respective college and university's academic and financial requirements.

Students who do not adhere to specific requirements given by the college or university, or do not respond with their intent to return by the specified deadline, will be an Administrative Withdrawal.

## Office of Student Financial Services

At Larkin University (LU) our Office of Student Financial Services is designed to provide financial assistance to students who need financial support to continue working toward their educational goals. Larkin University works closely with all students to make the cost of education affordable. Currently, Larkin University does not offer Federal Student Aid; however, private student loans and scholarships are the primary sources for funding your education.

Students at the LU secure funds from various sources to finance their education. Sources include private student loans and scholarship awards. Graduate/doctoral students may also participate in tuition reimbursement plans if offered through their place of employment. A graduate/doctoral student at the LU may receive financial assistance combining aid from more than one of these sources. Aid from all sources may not exceed the cost of education (see below the cost of attendance section for details).

## General Eligibility for Financial Assistance

To be considered for Financial Assistance, a student must:

- Be accepted and enrolled at least half time each semester.
- Maintain satisfactory academic progress (SAP) as determined by the University. View our Standards of Academic Progress policy in the University Catalog.

- Apply within designated deadlines.

## How to Apply for Financial Assistance

### Scholarship Awards

The Office of Student Financial Services has compiled a list of scholarship resources offered through the LU and outside of LU. You can find a full list of scholarships on our [Office of Student Financial Services webpage](#) by selecting your college of preference and selecting on the scholarship tab. Browse each link to determine eligibility requirements and application deadlines. Students can conduct additional scholarship searches on their own. If a student is awarded a scholarship, it is the student's responsibility to provide the Office of Student Financial Services with the necessary information to be awarded accordingly.

### Private Student Loans

Private Student Loans are offered through various lenders. Private Student Loans are applied for annually at the beginning of the academic year. Private Student Loans are based on the creditworthiness of the borrower. You can increase your chances of getting approved and receiving a lower interest rate by applying with a creditworthy co-borrower. Repayment begins after graduation or after a student falls below less than half-time or the student's last date of attendance, whichever comes first. Private Student Loan interest rates differ for all lenders, depending on the borrower's credit history. Please visit our [webpage](#) for a list of available lenders.

## Cost of Attendance

The Office of Student Financial Services established a standard allowance for your direct and indirect expenses. The direct expenses are tuition and fee charges to the student's account made by the institution. Included in the Cost of Attendance (COA) budget are expenses indirectly related to your education, such as an estimate for housing, food/household supplies, transportation, and personal miscellaneous expenses. In keeping with common practice among financial aid administrators, the cost for indirect expenses intends to provide a "modest but adequate" standard of living. [View our current Direct and Indirect Cost of Attendance.](#)

## Renewal of Awards

Financial Aid awards are not automatically renewed. A student must reapply each year.

## Satisfactory Academic Progress (SAP)

A student applying for Financial Assistance must maintain Satisfactory Academic Progress as determined by the University. For more details, please refer to the University Catalog.

## Withdrawal

The awarded funds are intended to help meet educational expenses while enrolled. If you withdraw, drop below half-time, change enrollment status, or leave without notice in any given enrollment period, your financial award may be reduced or canceled, and you may be required to return a portion of the financial assistance. You should consult the Office of Student Financial Services before withdrawing to avoid unnecessary financial hardship. For details, please see the Tuition Refund Policy in the University Catalog.

## Office of Student Affairs and Admissions

### Wellness and Counseling

#### Wellness

The OSAA and the LU Counselor offer wellness workshops for students on stress management, test anxiety, and time management, as well as other wellness topics throughout the year. LU offers all students complimentary access to TAO Connect, [www.taoconnect.org](http://www.taoconnect.org), with your LU email address. The platform offers on-demand, anonymous, self-directed resources for overall wellness. An introduction to the software is provided during Orientation.

#### Personal Counseling

The Vice President of Student Affairs and Admissions and the Director of Student Services in the College of Pharmacy have appropriate experience to provide initial, short-term, transitional, academic, and personal counseling services for students. For additional support in providing wellness and mental health services, Larkin University has an on-site mental health counselor who provides non-diagnostic coaching and counseling services at no cost to the student.

The counselor provides individual counseling, coaching, and group wellness workshops. The counselor is available several evenings a week by appointment, or for drop-in sessions. Students in need of intensive or emergency care will be referred to outside services covered by the student's health insurance plan.

## Disability Services

Larkin University (LU) operates in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Qualified individuals with a disability will not be excluded from or denied access or benefits, or subjected to discrimination in any LU activity, service, or program based solely by reason of a disability.

Individuals with a disability who meet the academic and technical requirements for enrollment shall be provided with equal access to Larkin University and its programs through reasonable accommodation.

LU does not discriminate in the admission or progression policies of students, scholarship and loan programs, or other activities administered by the college on the basis of race, religion, national or ethnic origin, gender identity or expression, sexual orientation, marital status, non-disqualifying disability, age, or military or veteran status. We are committed to providing a diverse and inclusive environment for students, faculty, staff, and others in the Larkin community.

Students with disabilities are provided services and reasonable accommodations through the Office of Student Affairs and Admissions (OSAA) as directed by the Vice President for Student Affairs and Admission (VPSAA). Services and reasonable accommodation are made to permit equal access to otherwise qualified students with disabilities to all curricular and co-curricular opportunities. In addition, the VPSAA provides leadership and guidance to the campus community to ensure compliance with legal requirements for equal access while enhancing understanding and support of students with disabilities.

### Eligibility

A student is not legally required to disclose a disability to Larkin University; it is voluntary. However, in order to obtain disability services, it is the student's responsibility to start the process by contacting the VPSAA, disclosing the disability and requesting reasonable accommodations. The student shall provide the VPSAA with verifiable information from a qualified physician or licensed clinician who diagnoses disabilities and sets forth recommended accommodations. A request for accommodation will be considered on an individual basis. A student must be enrolled in Larkin University to request disability services. For additional information, please refer to the University Catalog.

## Student Events with Alcohol

Students are expected to comply with all federal, state, and local laws pertaining to alcohol at all times.

Possession or consumption of alcohol by a person under 21 years of age under any circumstances is prohibited and distribution of alcohol to persons under the age of 21 is prohibited. A student who is found or suspected to be under the influence of alcohol or is behaving in a disruptive, intoxicated, or disorderly manner will be removed from the event and reported to local authorities if necessary.

Alcoholic beverages (beer and wine only) may be served under the following guidelines:

- Student sponsored events with alcohol require permission and approval from the College/Program and the Vice President of Student Affairs and Admissions (VPSAA).
- The sponsoring organization must be registered with the College/Program prior to the event and will be responsible for enforcing federal and state law and regulations and the Alcohol Policy.
- The Student Events with Alcohol form must first be submitted to the College/Program at least 10 business days prior to the scheduled student sponsored event. The form will then be sent to the VPSAA for final approval.
- No organization or individual may purchase beer or wine for an event. All beer and wine must be purchased and served by an approved vendor. No other alcohol is permitted. The name of the vendor must be provided on the Students Events with Alcohol form for approval.
- Nonalcoholic beverages must also be served at the event
- Drinking games are not allowed
- Food must be provided at the event.
- A two-drink maximum will apply to all student sponsored events serving alcoholic beverages; there must be a ticketing system in place to ensure a maximum of two drinks are served to students. It is the responsibility of the student organization to have the ticketing system in place and that all students are explicitly made aware of the two-drink maximum rule.
- No liquor or mixed drinks will be permitted;
- Students who are drinking alcoholic beverages must have and present a valid state issued picture ID.
- A student behaving in a disruptive, intoxicated, or disorderly manner will be removed from the event and reported to local authorities if necessary.



- The College/Program reserves the right to cancel or terminate the event at any time without prior notice.
- The College/Program will not be responsible for any costs if the event is canceled or terminated.
- The College/Program can take disciplinary action in the event of a violation of law or policy.
- Advertisement of the event as an event where alcohol will be served is prohibited.

## LU Student Code of Conduct

Larkin University promotes an environment free from any type of discrimination, including harassment. All students, faculty, and staff of LU are expected to uphold the non-discrimination statement. There is no tolerance, under any circumstance, for any form of harassment or discrimination, which includes threatening, offensive, or intimidating behavior or remarks; demands for sexual favors; or behavior that creates a hostile or intimidating environment because of another person's gender/gender identity, age, race, ethnicity, national origin, religion, creed, sexual orientation, and/or disability.

Violations of the LU Student Code of Conduct Policy will result in disciplinary action against any student or employee who is found, upon investigation, to have engaged in such conduct. Disciplinary action for students may result in educational programming, academic probation, leave of absence, or dismissal from the program, and for faculty and staff, consequences may include written warning, educational programming, or termination of employment as determined by human resources.

### Harassment

Harassment may include bullying, cyber bullying, verbal, or physical behavior or conduct that denigrates or shows hostility or aversion towards an individual because of his or her gender/gender identity, age, race, ethnicity, national origin, religion, creed, sexual orientation, and/or disability and that has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment, and/or has the purpose or effect of unreasonably interfering with an individual's academic work or performance, and/or otherwise adversely affects an individual's academic or employment opportunities.

Harassing behavior or conduct includes, but is not limited to the following:

Epithets, slurs, negative stereotyping; threatening, intimidating or hostile acts that relate to gender/gender identity, age, race, ethnicity, national origin, religion, creed, sexual orientation, and/or disability and writing or graphic material that denigrates or shows hostility or aversion toward an individual or group because of gender/gender identity, age, race, ethnicity, national origin, religion, creed, sexual orientation, and/or disability that is shared through any electronic medium, placed on walls, bulletin boards, or elsewhere on the University's premises or circulated in the classroom or workplace.

### Hazing

Hazing is considered a form of harassment and is defined as an abusive, often humiliating form of initiation into or affiliation with a group, including any willful action taken or

situation created which recklessly or intentionally endangers the mental or physical health of another. Hazing will not be tolerated and will be considered a form of harassment and managed accordingly.

#### Sexual Harassment

Larkin University is committed to maintaining a safe and healthy educational and work environment. The University firmly believes that sexual harassment and discrimination undermine the integrity of human relationships. Accordingly, LU does not tolerate any behavior that subjects any member of the University community to discrimination or harassment on the basis of sex, sexual orientation, or gender identity or disability.

Sexual harassment, including sexual violence, is a form of sex discrimination, which illegally denies or limits an individual's ability to participate in or benefit from programs or activities. LU will not tolerate the exclusion of any individual from participation in or the benefit of any program or activity based on discrimination.

The following standards are designed to foster a safe environment in accordance with the governing federal regulations, Title IX of the Education Amendments of 1972 and the relevant sections of the Violence Against Women Reauthorization Act. These standards apply equally to all regardless of the sex, gender, sexual orientation, gender identity, or gender expression of any of the individuals involved.

Sexual harassment is unwelcome sexual advances, requests for sexual favors, or other physical expressible behavior of sexual nature where:

- Submission to such conduct is made explicitly or implicitly as a condition for an individual's employment or education;
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting an individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance; or creates an intimidating hostile or offensive work or academic environment even if the person engaging in the conduct does not intend to interfere, intimidate, or be hostile or offensive.

#### Florida Statute 553.865(4) and (5) - Safety in Private Spaces Act

Florida legislation requires that post-secondary schools designate restrooms for exclusive use by males or females, as defined in Section 553.865(3), and/or that there are unisex restroom. Larkin University designates restrooms for males, females, and all gender/unisex restrooms on the first floor, which are private single stall restrooms that anyone may use.

Visitors to campus with needs to accompany another person to the restroom may use the all gender/unisex restroom on the first floor, to maintain privacy.

Disciplinary action may be taken for any student who willfully enters, for a purpose other than those listed in subsection (6), a restroom or changing facility designated for the opposite sex on the premises of the educational institution and refuses to depart when asked to do so by any administrative personnel, faculty member, security personnel, or law enforcement personnel.

Exception for Custodians and or maintenance specialist: Custodians and/or Maintenance specialist(s) are granted an exception to enter restrooms designated for the opposite sex for cleaning or repair(s) purposes. However, they must adhere to the following protocol:

1. Knock on the door and ensure there is no one present inside the area before entering.
2. Place a sign outside the restroom indicating that cleaning or repair/construction work is in progress to prevent anyone from entering while cleaning or repair/construction is underway.

Custodians or Maintenance specialist who fail to follow this protocol or who misuse their access to opposite-sex facilities will be subject to disciplinary action as outlined in LU's policies and procedures.

Beginning July 1, 2024, a person may submit a complaint to the Attorney General alleging that a covered entity failed to meet the minimum requirements for restrooms and changing facilities under subsection (4) or subsection (5).” Fla. Stat. § 553.865. Please see the LU Student Complaint Policy and Procedure for further information.

#### Reporting Procedure

Larkin University will not tolerate harassment or discrimination by any member of the University community. Students with specific concerns or complaints regarding the LU Code of Conduct, harassment or discrimination should be brought to the attention of the Vice President of Student Affairs and Admissions (VPSAA) who will promptly, fully, and objectively investigate the complaint. Any student who believes he or she has been or is being harassed or is experiencing discrimination in violation of this policy, or witnesses what he or she believes to be a violation of this policy, has an obligation to report such issues to the VPSAA. Complaints will be processed either informally or through the formal procedure as described below.

At the informal level, the primary goal will be to resolve the situation to the mutual agreement of all parties. At this stage, students who believe there has been a violation of the Student Code of Conduct can consult the VPSAA to resolve the matter without the necessity of a full investigation. An informal resolution may include a meeting between the

affected parties or a personal letter by the complainant to the alleged violator that outlines the problematic behavior, describes the effect of the behavior on the writer, and expresses a wish for the behavior to stop. At this level, a full report will be created to document the steps taken to resolve the issue(s).

If the complaint is not or cannot be resolved at the informal stage, the student can request an investigation, in writing, to the VPSAA. The complaint will be investigated, through mechanisms including, but not limited to, interviews of the necessary parties; including the accused, the complainant, and any witnesses or others deemed necessary to complete the investigation, or review of written or other evidence related to the complaint. After completion of the investigation, the VPSAA will meet with the complainant and the accused (if appropriate) separately, to review the investigation findings and possible resolution to the claim. If a student is found in violation of the LU Student Code of Conduct, disciplinary procedures will commence. If the student who made the complaint or is found in violation of said complaint, is not satisfied with the outcome, he or she may appeal the decision to the President/CEO.

Any student who is found to be in violation of LU's Student Code of Conduct will be subject to sanctions as determined by the VPSAA in conjunction with other University administrators, and/or an administrator from the student's program/College, up to and including dismissal from the program and University.

## Complaints Process

Larkin University (LU) is committed to continuous quality improvement of all programs and the University. Students have the opportunity within their respective programs and Colleges to provide feedback regarding courses, faculty, and student support services. Additionally, each College has processes in place to address appeals for grades and disciplinary actions. Students are welcome to file a complaint at the University level after moving through the established processes within their college.

At the University level, students have the opportunity to bring forward concerns and file formal complaints including but not limited to; due process, harassment by students, faculty administrators, or staff, campus safety, FERPA violations, etc.

In all instances, anonymity and confidentiality will be maintained to the extent that such information is not necessary to the processing of the complaint or is likely to be known through the nature of the complaint. As the Student Ombudsperson, the Vice President of Student Affairs and Admissions (VPSAA) is available to counsel students through the Complaints process. Students will not be subject to retaliation by any member of the LU community for submitting a complaint.

## General Suggestions

There is a “Suggestion Box” in the Student Lounge which is checked every two weeks by the Vice President of Student Affairs and Admissions. Students are encouraged to include their name and contact information for follow up, however, if submitted anonymously, resolution and follow-up to the suggestion may not always be possible. All suggestions are noted in an electronic file in the Office of Student Affairs and Admissions including the date of receipt, responsible party, resolution, if any, and date of resolution.

## Informal Complaints

Students are encouraged to initiate discussions of their concerns through an informal process with the appropriate individual(s) (i.e., faculty, staff, or administrators) to attempt to resolve the issue. Students are also encouraged to provide feedback directly to the faculty, staff, and administrators within their college. An informal resolution may include a meeting between the affected parties or a personal letter from the complainant that outlines the issue, describes the effect on the writer, and expresses a wish for resolution. At this level, a full report will be created to document the steps taken to resolve the issue(s). Discussions, suggestions, and actions to resolve issues are expected to be conducted with civility and professionalism by all parties involved.

## Formal Complaints

If the complaint is not or cannot be resolved at the informal stage, the student may submit a formal complaint to the Vice President of Student Affairs and Admissions (VPSAA), in writing, by using the Complaint Form. This formal report should contain a statement of the problem or complaint, the facts and details of the situation, pertinent dates, and the names and positions of the parties involved. The form must be signed and dated. The complaint will be reviewed to determine the appropriate office to manage the complaint, or whether the complaint will be investigated by the VPSAA, through mechanisms including, but not limited to, interviews of the necessary parties; including the accused, the complainant, and any witnesses or others deemed necessary to complete the investigation, or review of written or other evidence related to the complaint. After completion of the investigation, the VPSAA will meet with the complainant and the accused (if appropriate) separately, to review the investigation findings and possible resolution to the claim. If the student who made the complaint is not satisfied with the outcome, he or she may appeal the decision to the President.

Students may withdraw a complaint at any time during the complaint process by notifying the VPSAA in writing.

The student will receive written acknowledgement of receipt of the complaint within 5 business days with a plan for addressing the concern, including individuals who will be involved in the resolution. An update and/or resolution to the complaint will be sent to the student within 30 days of the acknowledgement of receipt. For time-sensitive complaints, efforts will be made to expedite the response. Students may appeal the resolution of the complaint within 30 days by writing to the President of LU.

All written complaints are housed electronically with the VPSAA including supporting documentation and resolutions as appropriate. No documentation related to complaints will be housed in the student's academic record.

Any student who is found to be in violation of College or University policy will be subject to sanctions in accordance with their respective College's Student Handbook, up to and including dismissal from the program and University. Any faculty, staff, or administrator who is found to be in violation of College or University policy will be referred to Human Resources and is subject to sanctions in accordance with Employee and/or Faculty Handbooks.

For unresolved matters, students may find a list of agencies and accreditors in the University Catalog.

## University Library

The Mission of the Library at Larkin University (LU) is to support the diverse information needs of our academic community by promoting academic excellence, enhancing research and discovery and by fostering scholarship and success; by facilitating student and faculty access to collections of scholarly resources, and providing quality assistance in an environment which stimulates and supports academic inquiry, accomplished through the delivery of relevant library resources and services, partnerships with faculty and staff in the education of our students and the development of information competence and research skills that will prepare students for lifelong success in the digital age.

The Larkin University Library (LU) supports the needs of our academic community with a robust collection of electronic resources, subject-specific scholarly journals, and a library website with a 24/7 gateway to an extensive compendium of information to promote professional and educational achievement. In addition, the library houses a printer, an electronic Smartboard; and provides a quiet study environment to cultivate learning and encourage accomplishment. Professional library personnel provide students, faculty and

staff with reference consultation and assistance, interlibrary loan services, and information literacy instruction for a successful and enriching educational experience.

### Library Hours

Monday-Friday, 8am-4pm. Hours are adjusted to meet the needs of the campus community.

## Office of Information Technology

### Student Electronic Communication Policy

In general – Incidental use of Larkin University e-mail and internet is at the student's risk and the user should not have a sense of privacy. The Internet is in the Public Domain.

The following summarizes the responsibilities/policies that students who use LU-provided Internet services and e-mail must follow:

LU students have an obligation to use their access to the Internet and e-mail in a responsible and informed way, conforming to network etiquette, customs, courtesies and any or all applicable or regulations;

Students are responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights;

As with other forms of publications, copyright restrictions/regulations should be observed;

Students shall be aware that the conduct/information they publish can reflect on the reputation of LU. Therefore, professionalism in all communications is of the utmost importance; and students shall represent themselves accurately and honestly through electronic information or service content.

### *Unacceptable Uses*

Since the Internet and e-mail constitute an uncensored worldwide network of networks that provides for peer-to-peer communications between participants, they also have great potential for misuse.

Use of LU Internet and e-mail resources is a privilege that may be revoked at any time for inappropriate conduct. Any abuse of acceptable use policies may result in revocation of access, notification of LU management, and disciplinary action up to and including referral to the College/Program for investigation and sanctioning.

Under no circumstances is a student at LU authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing LU-owned resources.



Abuse of the Internet access provided by LU in violation of law or LU policies will result in disciplinary action. Students may also be held personally liable for any violations of this policy.

The use of university-provided access to the Internet is intended exclusively for academic use.

Students who use Internet access capability for personal business must adhere to the same policies and guidelines applicable to the organization as a whole. Violation of this policy may be grounds for referral.

Internet users must report all security problems or suspected violations to the Director of Information Technology as soon as it is known.

Internet users must abide by all software licensing agreements, copyright laws, and other applicable regulations.

The following behaviors are examples of actions and activities that are prohibited and can result in disciplinary action. This list is not intended to be all-inclusive:

- Sending or posting discriminatory, harassing, or threatening messages or images.
- Using the organization's time and resources for personal gain.
- Stealing, using, or disclosing someone else's code or password without authorization.
- Engaging in unauthorized transactions that may incur a cost to LU or initiate unwanted Internet services and transmissions.
- Sending or posting messages or material that could damage LU's image or reputation.
- Participating in the viewing or exchange of pornography, obscene materials, or other sexually explicit materials.
- Sending or posting messages that defame or slander other individuals.
- Attempting to break into the computer system of another organization or person.
- Refusing to cooperate with a security investigation.
- Sending or posting chain letters, solicitations or advertisements not related to business purposes or activities.
- Using the Internet for political activities, religious activities, or any sort of gambling.
- Jeopardizing the security of the organization's electronic communications systems.
- Gaining access to the Internet by using any access-control mechanism not assigned to the particular user or permitting another person to have access to the Internet by using the student's assigned access-control mechanism.

- Using, transmitting, changing, or deleting another user's files or software without permission.
- Sending anonymous email messages.
- Using access for any reasons violating Institute rules and regulations or other illegal activities.

Access to the Internet has been provided to students for the benefit of academic use. It allows students to connect to information resources around the world. Every student is responsible for maintaining and enhancing the company's public image and for using the Internet productively. To ensure that all students are responsible, productive Internet users and are protecting the company's public image, the following guidelines have been established for using the Internet.

### *Acceptable Uses of the Internet*

Students accessing the Internet at LU are representing the Institution. All communications should be for academic or professional reasons. Students are responsible for seeing that the Internet is used in an effective, ethical and lawful manner. Internet Relay Chat channels may be used to gain technical or analytical advice. Databases may be accessed for information as needed. E-mail may be used for educational and professional contacts.

### *Communications*

Each student is responsible for the content of all text, audio or images that they place or send over the Internet. Fraudulent, harassing, or obscene messages are prohibited. All messages communicated on the Internet should have the student's name and year of graduation (e.g., Class of 2019) attached. The use of the LU seal and banner in email signature lines is encouraged. No messages will be transmitted under an assumed name. Users may not attempt to obscure the origin of any message. Students are required to check their LU email accounts daily and respond within 2 business days to communication from faculty or administrators. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profane, or offensive language is transmitted through the system. Students who wish to express personal opinions on the Internet are encouraged to obtain their own usernames on other Internet Systems.

### *Software*

To prevent computer viruses from being transmitted through the system there will be no unauthorized downloading of any software. All software downloads will be done through the Information Technology Department.

### *Copyright Issues*

Students may not transmit copyrighted materials on the Internet belonging to entities other than LU. One copy or copyrighted material may be downloaded for the user's own personal use in education or research. Users are not permitted to copy, transfer, rename, add, or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action from the company or legal action by the copyright owner.

Students must request permission from faculty, in advance, to record any part of the didactic lecture or lab. Each faculty member has discretion regarding what information may be recorded and in what mode (e.g., photo, audio, or video). Due to patient confidentiality and HIPAA regulations, no recording of any kind is permitted during patient encounters.

### *Security*

All messages created, sent, or retrieved over the Internet are the property of LU, and should be considered public information. The University reserves the right to access and monitor all messages and files on the computer system as deemed necessary and appropriate. Internet messages are public communication and are not private. All communications including text and images can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

## Office of Facilities Management

### Parking

Larkin University (LU) has 183+8 handicap parking spots at present with designated locations for bicycles and motorcycles/scooters. Student parking is on the east side of the building in the large parking lot and in the grass area north on the north side of the building. Students are permitted to park anywhere except where labeled with a number, Reserved, and Visitor. Additional parking permits and temporary parking tags are available from the Facilities Manager if needed. All vehicles must display an appropriate decal or visitor tag to avoid being towed.

### Campus Security

The Larkin University (LU) main building has entry by key access card managed by LU facilities. All students are issued ID access cards and parking decals at student Orientation. In the event the student loses the access key card, they must report it to the facilities manager immediately to deactivate the card. The student can then purchase a replacement key card for \$20.

All doors remain locked for all hours for the safety of the students. Any visitor or person without a key card can ring a bell at either entry which will send a signal to security. Security will be able to visualize and speak to the individual through a smart phone and grant entry if the guard is not at the front door.

An on-site security guard will be housed at the west entrance of the building and will be available during open hours when the building is accessible to students. The building hours are from 7am-9pm Monday to Friday and 10am-6pm on Saturdays. LU has a series of cameras, both inside and outside, that project onto a computer screen which will be monitored by the security guard.

For added security of LU students and employees, the parking lot and the premises are well lit with shopping mall style LED lights with photo sensors. The lights come on at dusk and stay on until dawn. Security will also monitor this area and will escort students to their vehicles upon request.

### Smoking Policy

Per Florida State Statute, Florida Clean Indoor Act, smoking is prohibited inside all buildings. In compliance with state law and in an effort to promote health care and wellness, the LU campus is designated as non-smoking.

Smoking is not permitted inside buildings, in parking lots or around the perimeter of the building. Students seeking to smoke must leave the campus entirely, there are no designated smoke zones. Vaping and using electronic cigarettes are considered smoking and prohibited on campus.

### Safety and Emergency Notifications

Regarding inclement weather, the primary concern in our region is hurricanes. The benefit of hurricanes compared to other natural disasters is the ability to track the weather systems and be prepared. The University System has a detailed process of tracking named storms and works with local weather agencies as they must determine when to move to emergency coverage. The President will monitor the reports coming from the Larkin University System. Updates will begin several days before an anticipated event to the LU Community.

The day before an anticipated weather event, all students will be reminded to monitor the College's website and the Canvas LMS for up-to-date news and weather tracking. If landfall is anticipated to occur, classes will be cancelled in advance. Additionally, we will typically follow the actions of Miami Dade College, North Campus as their reports are on all local television and radio updates. Additionally, automated updates and instructions

will be sent to students via phone, email, and text message through our CRM system. If your mobile number changes, please email your new number to the LU Coordinator of Student Affairs and Admissions.

### Classroom Visitors

To maintain a proper learning environment, LU generally does not permit visitors to the classrooms or laboratories.

# College of Pharmacy Policies

## Welcome from the Dean

Welcome to the College of Pharmacy (COP) at Larkin University! We are pleased that you have chosen to complete your Doctor of Pharmacy degree here at our College of Pharmacy. Our promise to you is to help you to become the best pharmacist you can be. The program curriculum focuses on cultivating knowledge, and skills in communication, teamwork, creativity, and problem solving through classroom experiences, laboratory, interprofessional and experiential methods of learning. The COP curriculum is developed to promote and foster compassionate pharmacists prepared to pursue post-graduate education or any of the eighty plus different career options that will be available upon graduation with the Doctor of Pharmacy degree. The LU College of Pharmacy is the only year-round, three-year option to become a pharmacist in the State of Florida. It is a rigorous, and time intense program. Success requires dedication and your commitment to treat the study of pharmacy as your priority. The program consists of a six (6) hour class or study schedule for five (5) days a week from Monday to Friday for the first two (2) years. Final assessments (exams) are scheduled every two weeks on Friday. Attendance is required, as showing up mentally and physically will make you successful, and you are expected to be on campus or off as assigned for all courses and activities. The knowledge gained from each block is a stepping-stone enabling you to integrate and continually add new knowledge and skills. During the final year of advanced practice courses, you will be engaged full time at practice sites. That is a time to put into practice the knowledge and skills acquired during the first two years of studies. You will practice your attitudes and ideals for becoming the kind of pharmacist you want to be while studying to take a Board of Pharmacy Examination. I hope you will engage with your peers in the state and national organizations. They are where you will develop life-long friendships with colleagues who will help you throughout the years. The organizations provide an opportunity to lead, and to be involved in the profession and to impact growth and change of the profession. Your involvement is essential to the growth and well-being of the profession and your own increase in networks and potential for personal growth. The leadership team and faculty at Larkin University are here to support you. Our pledge is to work toward tackling the evolving complexities of healthcare with innovative solutions and to prepare our graduates to take on any role within this expanding profession.

*Ruth E Nemire, PharmD, EdD, FCCP, FNAP*

Dean and Professor

## College of Pharmacy Mission, Vision, and Core Values Mission

### Mission

We are an innovative college of pharmacy engaged in teaching, scholarship, and service preparing compassionate healthcare professionals to practice in current, emerging, and diverse settings.

### Vision

We strive to be a catalyst for innovation to further advance health care.

### Core Values

Integrity, Learner Centered, Accountability, Professionalism, Innovation, Empathy, Collaboration

*Individuals graduating from Larkin University College of Pharmacy programs of study are:*

Competent in their field of study.

Adept problem-solvers employing evidence-based approaches.

Inspired to interact and advocate for their profession and communities.

Prepared to advance the future of pharmacy sciences and healthcare.

## Technical Standards for Admission, Progression, and Graduation

The Accreditation Council for Pharmacy Education (ACPE) requires that colleges and schools of pharmacy develop standards of abilities for student pharmacists to be successful in the academic program and to gain and retain appropriate licensure. These standards promote the safety and well-being of patients, clinical practice settings and the Larkin community of academic programs. All students are expected to obtain and demonstrate mastery of the essential components of the curriculum, both academic and non-academic. The following technical standards have been developed for admission, progression in the program, and graduation.

LU College of Pharmacy requires that all students meet these standards.

### Observation

The student has the functional ability to use their sensory modalities, including hearing and vision, to observe demonstrations and experiments in the pharmaceutical sciences. The student has the functional ability to use their sensory modalities, including hearing and vision, to observe a patient accurately at a distance and close at hand.

### Communication

The student has the functional ability of speech, reading, writing, and computer literacy to effectively and sensitively communicate with patients, caregivers, and all members of the healthcare team. The student has the functional ability of speech, reading, writing, and computer literacy to effectively and sensitively communicate with faculty, staff, and peers individually, and in small and large group settings.

### Motor

The student has the physical ability, function, and coordination to execute movements required to provide patient care. The student has the physical ability and stamina to stand for extended periods of time. The student has the required coordination of both gross and fine muscular movements, equilibrium, and functional use of vision and touch.

The student has the physical ability, function, and coordination to transport themselves to class and rotation sites.

### Intellectual, Conceptual, Integrative, and Quantitative Abilities

The student has the ability to problem-solve including the ability to measure, calculate, reason, analyze, and interpret data. The student has the ability to problem-solve including the ability to synthesize and apply complex information, and to integrate and process information promptly and accurately. The student possesses critical thinking skills sufficient for good judgment and ethical decision making.

### Behavioral and Social

The student possesses the emotional and mental health required for full utilization of their intellectual abilities. The student possesses the emotional stability and stamina to tolerate physically, mentally, and emotionally taxing workloads and function effectively under stress and in environments with elements of distraction. The student possesses compassion, integrity, interpersonal skills, and motivation to succeed in the practice of pharmacy. The student possesses the capability to adapt to changing environments and display flexibility to learn in the clinical setting. The student possesses the ability to conduct themselves in a professional manner with peers, faculty, patients, preceptors, and other healthcare providers.

\*Technical Standards adapted from:

Berry TM, Chichester CO, Lundquist LM, Sanoski CA, Woodward DA, Worley MM, Early JL. Professional Technical Standards in Colleges, and Schools of Pharmacy. American Journal of Pharmaceutical Education. 2011; 75 (3): 1-7.



## College of Pharmacy Offices

### Dean of the College of Pharmacy

The Dean is committed to helping students thrive and achieve their academic goals at the LU College of Pharmacy. The Dean oversees all aspects of student life including implementing policy and procedure while affording students and faculty fairness and due process. The Dean is the Chief Visionary, Strategic and Academic Officer and leader of culture for the College of Pharmacy (COP). The Dean serves as the liaison with leadership from other colleges and schools within LU. Students are encouraged to follow the chain of command in attempting to resolve an academic or cultural issue within the LU College of Pharmacy. For instance, if an academic concern arises a faculty member or faculty advisor would be the best person to address those concerns. For student concerns about culture and professionalism, contact the Student Government leadership. If you have any questions regarding who the best point of contact is for a particular concern, please contact Student Services. Our promise to our students is that they become competent, adept, inspired and prepared pharmacists upon graduation.

### Associate Dean (AD)

The Associate Dean for the College (AD) is committed to ensuring that academic affairs, student services, and faculty development are effective and proficient operational groups within the college running the day-to-day processes and planning for future improvements. This includes implementing a curriculum and student assessment process that is rigorous, fair, and efficient. If remediation is needed, the AD provides oversight to ensure that it is conducted appropriately. Student services is committed to helping students achieve both academic and professional goals. This encompasses the development and success of each student through academic and personal support, collaboration between academic and student affairs, co-curricular and extra-curricular learning opportunities, and leadership development. The LU College of Pharmacy's accelerated program requires that students learn new ways to study, manage their time, and balance their responsibilities. Student services will provide both group and individual support to ensure students have the tools necessary for success. The AD ensures all degree requirements are met before graduation.

### Assistant Dean for Assessment (OA)

The Larkin University College of Pharmacy is committed to continuous assessment of the program's effectiveness. The OA oversees continuous programmatic assessment, such as student services, faculty development, and student achievement. Programmatic assessment is critical to the College of Pharmacy to ensure maintenance of a learner-centered environment, preparation of students that will be successful in the practice of

pharmacy, and that the strategic goals of the LU College of Pharmacy are achieved. The OA works with the college leadership to maintain regional and pharmacy accreditation.

### Assistant Dean for Practice and Professional Affairs (ADPPA)

The ADPPA is committed to facilitating the highest quality professional activities, leadership and training experiences for our student pharmacists. Pharmacy practice experience is an essential part of the curriculum which allows for direct application of classroom education through interaction with patients and health care providers. The LU College of Pharmacy offers different types of experiences in both Introductory Pharmacy Practice Experiences (IPPEs) and Advanced Pharmacy Practice Experiences (APPEs) that provide students with real-life opportunities to develop and expand the extent of their abilities, knowledge, and skills. The Directors in this office oversee professional programs, community outreach and the practice experiences or experiential education (EE)

### Department of Clinical and Administrative Sciences (DCAS)

The Department of Clinical and Administrative Sciences (DCAS) is home to a diverse group of educators and scholars from multiple fields of study such as therapeutics, pharmacy practice, law, health policy and health-care outcomes. The LU College of Pharmacy faculty instructs students on a significant component of the curriculum, ranging from classroom activities and course work in the first year through the Advanced Pharmacy Practice Experiences (APPE) provided during the program's final year. Our culture is one that embraces diversity and innovation in the quest to attain a level of excellence in everything we do.

### Department of Pharmaceutical Sciences (DPS)

The Department of Pharmaceutical Sciences (DPS) delivers the foundational science portion of the College of Pharmacy curriculum in the first year and integrates it with clinical science in the second year. A competent pharmacist must have a solid foundation in pharmaceutical and biomedical sciences to develop the abilities, knowledge, skills, and judgment necessary to optimize patient care. Additionally, the DPS aspires to support translational research with collaboration from its faculty members. The DPS seeks to promote interest in research, scholarship, academics, and life-long learning. The DPS prides itself with a dynamic and diverse faculty who have academic backgrounds and expertise in various fields of Pharmaceutical Sciences, including Pharmaceutics, Pharmacokinetics, Drug Development, Medicinal Chemistry, Pharmacognosy, Nutraceuticals, Pharmacogenomics, Biochemistry, Molecular Biology, Immunology, Pharmacology, and Toxicology.

## Academic Affairs

### Academic Calendar (classroom and experiential education)

#### Fall 2024

New Student Orientation	July 15 <sup>th</sup> to July 19 <sup>th</sup>
First Day of Instruction	July 22 <sup>nd</sup>
Labor Day Holiday	September 2 <sup>nd</sup>
Midpoint Remediation week	September 11 <sup>th</sup> to September 20 <sup>th</sup>
Thanksgiving Holidays	November 25 <sup>th</sup> to November 29 <sup>th</sup>
End of Semester Remediation week	December 9 <sup>th</sup> to December 13 <sup>th</sup>
APhA Immunization Certificate Training -P1	a) Friday, September 27 <sup>th</sup> : Immunization Self Study access opens. b) Friday, November 15 <sup>th</sup> : Immunization in class activity, 1:00pm – 5:00pm. c) Saturday, November 16 <sup>th</sup> : Immunization Live and Technique Demo, 8:00 am-3:00pm
Winter Break	December 16 <sup>th</sup> ,2023 to January 3 <sup>rd</sup> ,2025

#### Spring 2025

First Day of Block Courses (P1 & P2)	January 6 <sup>th</sup>
Martin Luther King, Jr. Holiday	January 20 <sup>th</sup>
Midpoint Remediation week	March 3 <sup>rd</sup> to March 7 <sup>th</sup>
End of Semester Remediation week	May 12 <sup>th</sup> to May 16 <sup>th</sup>
IPPE 1 (P1)*	March 24 <sup>th</sup> to April 18 <sup>th</sup>
IPPE 2 (P1)*	April 21 <sup>st</sup> to May 16 <sup>th</sup>

## Summer 2025

First Day of Instruction (P1)	May 19 <sup>th</sup>
Memorial Day Holiday	May 26 <sup>th</sup>
4 <sup>th</sup> of July Holiday Observance	July 4 <sup>th</sup>
Remediation week	July 21 <sup>st</sup> to July 25 <sup>th</sup>

\*Each rotation block starts on a Monday. Students will report to their assigned sites on the dates indicated above.

(Note: implementation of approved updates and or changes from Academic Affairs to the student handbook during the academic year will be informed to Office of Student Affairs and Admissions to be included as an addendum to this handbook will be informed to all LU-COP students and faculty).

## Academic Honors

### Dean's List:

The top 10% of students each semester (non-cumulative) will be included in the Dean's List.

### Honor graduates:

Summa Cum Laude – Top 4% of the class based on cumulative GPA.

Magna Cum Laude – Top 5-10% of the class based on cumulative GPA

Cum Laude – Top 11-20% of the class based on cumulative GPA

## Attendance

In keeping with the program's professional nature, students are expected to attend all class sessions daily and to arrive on time for each session. In addition, students should be fully engaged and active participants in class activities. Absence from any instructional period, which includes class and laboratory sessions, does not excuse the student from responsibility for the material covered during those periods. Any absences during a course period in which there is a graded formative assessment must follow the excused absence procedure to be eligible to make up a graded formative assessment. Students on a Remediation Plan must attend class each day. Excused Absences must be communicated with the Course Director at least an hour before the start of any didactic course day if they are unable to be on campus. Excused absences are reviewed individually by the Course Director and/or the Associate Dean (AD) to accommodate any graded activity including formative assessments or summative assessments as scheduled. Students can take an excused absence based on the limitations within the academic semester (see table below). This applies to both Block and Longitudinal Courses in the given semester. In each of these

situations a potential make-up summative assessment must be completed by the end of the first week of the next scheduled block course

Semesters	Number of excused absences allowed
P1 Spring, and P1 Summer	Two (2)
P1 Fall, P2 Fall, and P2 Spring	Three (3)

*This is a professional program, and students are expected to act with integrity and professionalism. At their sole discretion, the faculty and leadership may verify documentation submitted related to excused absences to determine its authenticity. Student acknowledges and consents to verification with their healthcare provider. Any documentation found to be forged, or otherwise tampered with, shall cause the student to be referred for review. There will be consequences for unprofessional conduct, including possible suspension and/or expulsion from the College of Pharmacy.*

An excused absence during a scheduled remediation will be addressed individually. The remediation assessment must be completed prior to matriculation into the next semester.

*An excused absence,*

- Student illness when substantiated by a note from a licensed healthcare professional (e.g., physician/nurse practitioner/physician’s assistant) which indicates the specific days on which the student was unfit to be on campus. This time limit must encompass the date of the formative assessment, assessment, or remediation. The note must indicate that the student was “medically unable to participate in school activities” Per the limitations indicated in the table above, additional illness/injury absences will move the student directly into the next stage of the assessment process and will forfeit the opportunity to assess for maximum points. Continuing health concerns should be discussed with the AD as a Voluntary Leave of Absence may be considered.
- Personal emergency or emergency in the student’s immediate family such as death, hospitalization, or other situation of a similarly serious nature.
- Legal proceedings for which the student is required to attend. Court documentation is required to be submitted with the excused absence request.
- Attendance at a professional meeting, provided that the absence was approved by the course director, and AD at least 4 weeks in advance of the meeting.
- Religious observance, provided that the absence was approved by the AD at least 4 weeks in advance of the observance (maximum of 2 excused days for religious observance per academic year).
- Extenuating circumstances will be addressed on a case-by-case basis and at the discretion of the AD and ADPPA.

### *Procedures for an Excused Absence,*

- Communicate with the Course Director at a minimum of an hour before the start of any didactic course day if they are unable to be on campus.
- Complete the Excused Absence Request form for excused absences from didactic courses.
- Present the completed form to the Course Director for approval and signature which indicates that the student communicated with the Course Director in a timely manner regarding their absence. Once completed, submit the form and supporting authentic documentation to the Director of Student Services and copy to Associate Dean of Academic Affairs.
- The OEE has policies for absences which are outlined in the Introductory and Advanced Pharmacy Practice Experiences handbooks.
- For other planned absences, approval must be obtained from the Course Director, ADAA, and ADSAA at least 4 weeks prior to the first day of absence.
- To be considered for an excused absence, the student must submit the excused absence form and appropriate authentic supporting documentation by 5PM the next business day.

### *Unexcused Absence*

An unexcused absence is any absence that is not an excused absence.

## Curriculum

LU College of Pharmacy (COP) has developed an integrated block curriculum to achieve our learning. The goal of the curriculum is to prepare graduates to deliver evidence-based, patient-centered care that promotes optimal drug therapy and patient safety across the healthcare continuum. The COP leadership philosophy promotes individual and group engagement by students that fosters a culture of lifelong learning. The curriculum is also designed to help students achieve attitudes and behaviors representational of a pharmacist. Most of the classes are set up in two-week blocks. Each of the two-week courses will provide 36-42 hours of time in class. Class times are scheduled for approximately six hours per day Monday through Friday. In a typical course, every other Tuesday and Thursday (prior to the assessment Friday), there are two study days. There are clinical longitudinal courses that also take place over an entire semester and meet one day every two weeks. This combination of block courses and longitudinal courses provides an opportunity for students to acquire the knowledge and skills necessary to succeed and to work on retention and understanding. Additional study material is expected to be completed outside of the classroom to gain a thorough knowledge and understanding of the subject matter.

The first semester and the first block of the second semester in the curriculum are comprised of foundational core elements from the biomedical, pharmaceutical, and social/behavioral/administrative sciences. The material learned in these blocks provides a strong scientific foundation and building blocks for critical thinking and problem solving. Upon completion of these courses, students move to body system-based courses. These courses integrate pathophysiology, medicinal chemistry, pharmacology/toxicology, pharmacotherapy, pharmacogenomics, clinical pharmacokinetics, and social/behavioral/administrative sciences. The body system-based courses are designed to help the student integrate foundational core content (e.g., pharmacology) and acquire new knowledge on specific disease states (pharmacotherapy). The student must also be able to apply all the material learned to various case-based or skills-based activities. The incorporation of social/behavioral/administrative science content into each body system-based course allows for reinforcement and application of the material in the context of specific disease states.

The faculty at the LU College of Pharmacy believes a good education is more than memorizing facts but the ability to use knowledge to synthesize and evaluate real-world problems. We expect students to participate fully in course activities, use critical thinking and be individually accountable for their own learning. To be successful in establishing this culture, our approach is learner centered. To encourage this instructional approach, a variety of teaching methods are used by the faculty to enhance student learning.

Active learning strategies allow students to interact with the material, the faculty, and each other. Throughout this process, students develop self-awareness of their learning abilities, develop a process to gain knowledge and learn to retrieve and evaluate information. The use of knowledge to solve problems and effectively communicate via applied and real-life settings helps to consolidate the student's understanding and retention of this knowledge. Most importantly, students develop accountability for self-directed and life-long learning.

Accountability is core to the philosophy of the program. At the beginning of each academic year, students are assigned to a learning group. The groups will collaborate throughout each course, checking in on their own learning through various formats such as think/pair/share, minute paper, muddiest point, cases, and other projects. Groups will work collectively to identify areas of weakness for both individual learners and the group.

### **Didactic Coursework**

In line with the learner-centered teaching approach, there will be at least graded formative assessments (including quizzes, presentations, case-based assessments, laboratory exercises etc.) in the two-week block courses within the curriculum. Formative assessments indicate the student's progress in the course. Formative assessment grades

are added to the final overall course grade, as defined in the course syllabus, to successfully achieve competency in the course. Other non-graded formative assessments may be implemented to help the student identify strength and weakness areas. In these cases, it is in the student's best interest to complete all formative assessments and fully participate in daily course activities, such as quizzes, laboratory exercises and application exercises (e.g., case studies).

## Assessment and Remediation

Formative assessments (quizzes, case presentations, cases, group work) indicate the student's progress in the course. Formative assessment grades are added to the final overall course grade, as defined in the course syllabus, to successfully achieve competency in the course. Other non-graded formative assessments may be implemented to help the student identify strength and weakness areas. In these cases, it is in the student's best interest to complete all formative assessments and fully participate in daily course activities, such as quizzes, laboratory exercises and application exercises (e.g., case studies).

For block courses, summative assessments (final exams) will be administered to all eligible students individually. Students who obtain a total competency score described in the course syllabus pass the course. Students who do not obtain the assigned competency score for the course must take the remediation exam during a Remediation Week.

In longitudinal courses multiple assessment processes will be provided to students. Students will be provided various types of formative assessment, which may consist of quizzes, projects, papers, presentations, mid-term assessments, etc. At the conclusion of each longitudinal course an individual summative assessment may be administered. The longitudinal course grade will be comprised of formative and summative assessments. The formula will be specified in the course syllabus regarding the values each assessment contributes to the final grade. Students who do not attain course competency on the assessment will be provided a cumulative course remediation. Remediation occurs during the last week of the semester.

### *Assessment Decorum*

This section relates to appropriate behavior and etiquette in the classroom and surrounding areas during assessments. Any student unable to take the assessment is not allowed on campus until 5pm. Students must communicate with the Course Director at least one full hour before the start of any graded activity including



assessment/remediation if they are unable to be on campus. See the “Excused Absence” section for the procedure to request an excused absence. Before the Assessment Students are instructed to download the assessment in Exam Soft prior to arriving for the assessment. This should be completed no later than the evening before the scheduled assessment. Students should arrive at least 15 minutes before the scheduled start of the assessment. Before arrival, students should ensure that they have updated all computer software (e.g., ExamSoft) and have an auxiliary battery pack or charger for their computer. Students must have their LU identification badge during the assessment. Students place all possessions in the designated area and then can enter the classroom. The personal items will remain in the designated room for the entire assessment period. Students may not take any books, notes, or scratch paper to their assigned seat. Only approved electronic devices (such as the laptop) may remain with the student. Any other devices such as cellular phones, tablets, smart watches, or music devices will remain with all other possessions in designated area(s). These devices must be turned off or silenced completely and not in “vibrate” mode. Larkin University (LU) proctors and faculty are not responsible for safekeeping of any devices. All laptops must be equipped with laptop screen covers for privacy, as provided by the IT department, always during any form of assessment. Any student who is the sole caretaker of another individual may ask for permission prior to the assessment from the Associate Dean to have their phone nearby. Students should promptly take their assigned seat and prepare for the assessment. All assessments are to be taken on the student’s Larkin University assigned computer through the specified assessment software, ExamSoft. Students will be instructed to log in, using the password provided. Should technical issues arise, notify the proctor and they will attempt to resolve the issue. No clarification, related to the content of questions, may be made during the assessment (i.e., no content-related questions are to be answered).

### *Academic Dishonesty*

Any form of academic dishonesty as indicated in the Code of Conduct will not be tolerated. This includes, but is not limited to, the unauthorized use of any material with the intent of benefiting the student’s performance in the assessment, or knowingly giving aid to another student. If a student needs assistance during an assessment, the student should raise his or her hand to attract the attention of a proctor to whom a request may be made. The following is a list of forbidden acts but the list, is NOT comprehensive:

- Bringing to the assessment any books, notes, scraps of paper or information in any format that is intended to unfairly aid the student (or other students) during the assessment.
- Receipt of unauthorized material from another student.
- Passing of unauthorized material to another student.

- Bringing into the assessment any unauthorized electronic device, such as a cellular phone.
- Any communication with another student during the course of the assessment.
- Reference to notes, books etc. while on a bathroom break.
- Intentionally seeking information from another student's computer screen or notes on scratch paper.
- Intentionally positioning your computer or scratch paper to allow viewing by another student.

When a student requests a bathroom break, a proctor should ensure that the student is going into the bathroom and not anywhere else. One student is allowed at a time. Students are to be directed to use the single stall all gender bathrooms. Students who arrive late (i.e., after the scheduled start time) for the assessment/remediation will not be permitted to sit for the assessment/remediation. Students who arrive late to the assessment will forfeit their assessment opportunity and may be eligible to sit for the remediation. Students may not submit the assessment earlier than 30 minutes after the assessment begins. Students who wish to leave early (but after the first half hour) must "submit" and the proctor must verify that they have ended the assessment and that the submission has been received (as described below), before the student leaves the assessment venue. At the end of the assessment period, proctors ask students to "submit." Students must leave their computers on the desk and go up to the proctor to show their identification badge. The proctor will verify on the proctor's computer whether the submission has been received. Only after such verification is the student allowed to leave the assessment venue with their computers. Each student will be emailed a version of their Strengths and Opportunities (S&O) report that indicates each missed (incorrect) question number. This report will also include their final percentage score. Students will be allowed to ask questions about the content but will not be allowed to challenge or appeal the question/answer. Grades will be released through Canvas after the review. Students must complete a set of course and faculty evaluation surveys. Failure to complete the evaluation survey will result in a student not being eligible for receipt of bonus points.

#### *Study Days (Block courses only)*

In a typical two-week block course, students are offered two study days (Tuesday and Thursday) in the second week prior to the summative assessment (Friday). Faculty office hours and tutoring services will be provided during the study days for students in preparation for the summative assessment.

## Remediation

Table 1: The number of allowable block remediations per semester.

Fall		Spring		Summer	
P1	P2	P1	P2	P1	P2
4	4	2	3	2	Not Applicable
Out of eight (9) block courses	Out of nine (9) block courses	Out of five (5) block courses	Out of seven (7) block courses	Out of five (5) block courses	Not Applicable

Please note the following exceptions for remediations:

- *The following four longitudinal courses do not count towards the maximum number of allowable remediations in the semesters each of these courses offered: PH 522 during the First semester (fall of P1 year), PH 540 the third semester (summer of P1 year); PH 640 fourth semester (fall of P2 year); and PH 641 fifth semester (spring of P2 year).*

Upon earning a course grade that does not achieve competency, students will enter remediation (refer to Table .1 for number of allowable block remediations per semester). The student must meet with the Course Director within 4 business days to develop a remediation plan. The remediation plan will include the following: specific resources (e.g., faculty office hours, tutoring, time management, and online resources) the student will use to prepare for remediation; specific schedule for self-guided study for the student; and academic support for the student.

No other formal academic activities occur during Remediation Week, so a student who requires assistance outside of the scheduled times must contact the instructor to make an appointment. Course instructors and tutoring services will be available for students in preparation for a course remediation.

The remediation schedule (Mid-point and or End of semester) will be posted on the academic calendar. It is possible that students will have multiple remediation assessments in a week. Students are expected to take any scheduled remediation assessment on campus at the LU College of Pharmacy and as such should not make travel plans until the date(s) of the remediation week are published. Students will not be eligible to enroll in the next semester until successful completion of all necessary remediation assessments.

Students who do not achieve competency through remediation in any didactic course (Block and Longitudinal) will reach a hard stop and are not permitted to continue in the program. The Student Progression and Professionalism Committee (SPPC) will review the student's case to determine an appropriate sanction or course of action.

## Course Grades

### *Recording of Final Grades*

All final grades will be recorded with the registrar.

A= 90-100%

B= 80-89%

C= 75-79%

F= ≤74%

### *Block Didactic Courses*

The cumulative course grade for an individual block didactic course is dependent upon the activities listed in the course syllabus. The minimum score to demonstrate competency (needed to pass the course) in a cumulative course grade is 75%. Students unable to attain an overall 75% course grade to prove competency will receive an “F” letter grade and will be offered an opportunity for remediation during this course’s remediation week.

In each course a student may be awarded 2% points. A student MUST fulfill the following 1 (one) criterion to be eligible for the 2% bonus points.

1. Complete the Course and faculty evaluations survey.

Students who do not fulfill the above criteria will not be awarded bonus points.

In remediations, students must meet the minimum competency of at least 75% on the examination or activity provided during the remediation individually to pass the course. Students are not eligible for the two (2%) bonus points and are not eligible for the formative(s) to be added to their final remediation grade. The maximum grade allowed for a final grade in the course will be 75%.

### *Longitudinal Didactic Courses*

The cumulative course grade for clinical longitudinal didactic courses can be a combination of the summative assessment and/or other required activities (e.g., quizzes, presentation, simulation, demonstration of clinical skills etc.). Each component in the course will have the specific percentage of the course grade indicated in the respective course syllabus. The minimum score to demonstrate competency in a cumulative course grade is 75%. For students that do not achieve competency of 75% in cumulative course

grade will receive an “F” letter grade and will be offered an opportunity of comprehensive summative remediation at the end of the semester, which requires a 75% to achieve competency. The maximum grade a student can obtain in remediation is 75%.

### *Remediation Exam Grade Appeals*

#### Appeals

The Appeals process is only applicable for remediation exams. Please refer to Larkin University College of Pharmacy Remediation Grade Posting and Appeal Process from the AD responsible for academic affairs below.

Only those students that did not meet competency (75%) in remediation are eligible for the appeals process.

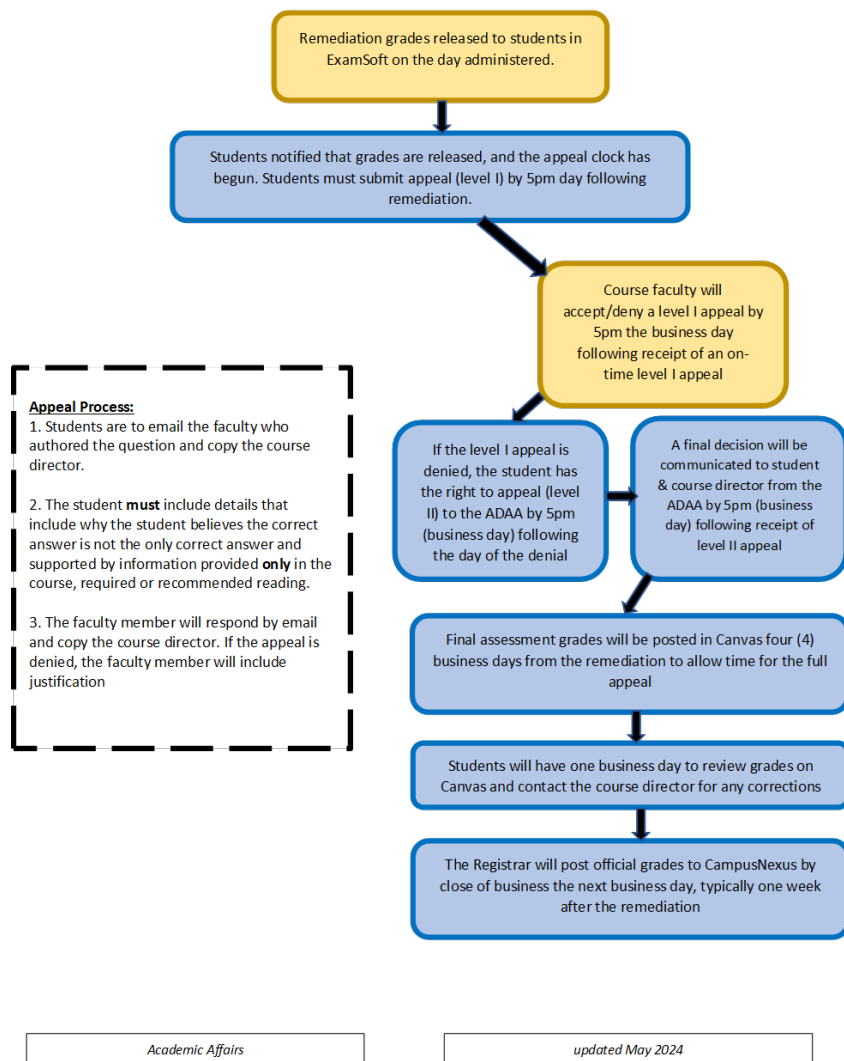
Grades for remediation exams may be appealed by 5PM the next business day following posting of the grade by means of an email communication addressed to the faculty, with the Course Director copied on the communication. Only those students that did not meet competency (75%) in Remediation are eligible for the appeals process. Criteria to be eligible for appeal: 1. secured 70% or above as an individual grade in Remediation. 2. maximum of three (3) questions only (after securing at least 70% as individual grade in Remediation). The student must include details that include why the student believes the correct answer is not the only correct answer with support by information provided ONLY in the course, required or recommended reading. The Course Director must respond with a decision about the appeal by 5PM the next business day following receipt of the original appeal (level I). The student can appeal the decision of the Course Director to the AD by 5PM the next business day (level II) following receipt of the Course Director’s decision. The AD must respond to the student appeal with a decision about the appeal by 5pm the next business day following receipt of the level II appeal.

## Larkin University College of Pharmacy Remediation Grade Posting and Appeal Process

Only those students that did not meet competency (75%) in Remediation are eligible for the appeals process.

Criteria to be eligible for appeal:

1. secured 70% or above as an individual grade in Remediation
2. maximum of three (3) questions only (after securing at least 70% as individual grade in Remediation)



### *Introductory Pharmacy Practice Experiences (IPPE)*

The course grade for IPPE courses are a combination of rotation assignment completion and preceptor evaluations. IPPE grades are pass/fail.

### *Advanced Pharmacy Practice Experiences (APPE)*

The course grade for APPE courses are a combination of rotation assignment completion and preceptor evaluations. APPE grades are percentage based. The highest percentage

that can be achieved in an APPE is 100%. To successfully pass an APPE, students must earn a minimum of 80% and complete all necessary assignments.

### *Experiential Coursework Appeals*

A student may appeal an assigned grade within 3 business days of the posting of that grade in experiential courses, by means of written communication addressed to the ADPPA. The ADPPA will provide a response within one week. If the appeal is denied by the ADPPA, the student may appeal to the AD within 24 hours of the decision.

## Curricular and Programmatic Surveys

In a continuous effort to meet the needs of the students, faculty, staff, and accreditation standards, the LU College of Pharmacy promotes and maintains a culture of assessment to ensure a quality education. In doing so, modifications to the program or curriculum will be based on facts, research, and analysis. Many aspects of the curriculum and program have various analytical methods to determine whether the LU College of Pharmacy is achieving the desired outcomes. Much of the data will be collected through evaluations, feedback, surveys, and town halls with various administrators. As such, the student's participation is key to understanding our strengths, and areas for improvement.

## Practice and Professional Affairs

### Health Insurance

Students must maintain health insurance coverage throughout their enrollment at the College of Pharmacy. Proof of coverage must be provided to the Office of Practice and Professional Affairs by August 1st every year. Students who need financial assistance to pay for health insurance coverage may be able to access loan money to pay for health insurance premiums and should speak with the Office of Student Financial Services to discuss options.

### Experiential Education

Students must follow and complete all expectations in the IPPE and APPE manuals, provided by EE before each rotation year starts. An annual training is provided by the EE Directors and staff to review this content. Practice sites may require additional performance standards for which students will be held accountable.

### *Introductory Pharmacy Practice Experience (IPPE) Program*

Introductory Pharmacy Practice Experiences (IPPEs) take place during the Spring semester of the first academic year (typically March and April). Each IPPE is 4 weeks in duration and 152 hours are required. There are a total of 2 IPPEs, totaling 304 hours

(ACPE requires 300 hours). Students will be assigned to rotations in community pharmacy and institutional/health system pharmacy. Directors and staff EE will survey students to indicate past places of pharmacy employment and will attempt to place students at different practice sites when possible.

IPPEs serve as the foundational knowledge of pharmacy practice. Each IPPE is meant to serve as an introductory exposure to the profession, as IPPE students have not yet received extensive pharmacotherapy coursework at this point of the curriculum. Successful completion of IPPEs is required for progression through the curriculum and leads towards the next phase of experiential education, advanced pharmacy practice experience (APPE).

For more detailed information regarding IPPE, refer to the IPPE Manual for Preceptors and students.

#### *Advanced Pharmacy Practice Experience (APPE) Program*

Advanced pharmacy practice experiences (APPEs) take place during May-May during the final academic year. Before beginning APPEs, students must have completed all didactic coursework and be equipped to apply patient care knowledge. Rotations prepare our graduates for pharmacy with practical, interprofessional and active learning opportunities that foster a lifetime of learning.

Each APPE is 6 weeks in duration and 240 hours are required. There are a total of 7 APPEs, totaling 1680 hours (ACPE) requires 1440 hours). Students must complete required rotations in community pharmacy, ambulatory patient care, institutional/health system pharmacy, and inpatient general medicine patient care and 3 elective rotations. Two out of the three elective rotations must involve direct patient care. Elective rotations provide an opportunity for students to tailor their education to specific interests and explore various sectors of practice. Students will also be assigned a rotation block that does not involve a clinical site, and instead will be devoted to NAPLEX preparation.

#### Note:

PH 708 Pharmacy Preparedness and Application course is a part of the student's APPE coursework and counts for 25% of each APPE rotation grade. This course is designed to help prepare students for their successful passing of the NAPLEX (North American Pharmacist Licensure Examination) through participating in case study/calculations conducted during each APPE rotation. There are specific RxPrep chapters which are to



be completed during each APPE rotation. For each of the assigned chapters, students must receive an 80% pass rate by the dates outlined in the Master Schedule.

The completion and passing of all assigned chapters for a given APPE rotation If all the assigned chapters are not completed and passed, students will receive a zero for this 25%. No partial credit will be given. For successful completion of any individual APPE blocks students will return to campus to participate in the On-Campus Block Quiz/Test (required passing rate of 70%), Case Study, and Calculation review sessions. There are 3 RxPrep exams listed in PH708 schedule Baseline, Midpoint, Practice and Final exams (with required competency for Midpoint, Practice and Final exams)

### *Licensure*

Students must maintain an active Florida Pharmacy Intern License throughout all three years of the curriculum and should be prepared to present proof of such license when requested by a preceptor. For non- federal out-of-state rotations, the student must obtain an intern license for that state. For federal out of state rotations, the student must inquire with the preceptor to see if licensing within the state of the facility is needed. Florida intern applications will be completed during the new student Orientation.

### *Clinical Requirements*

In addition to being in good academic standing, students must complete the following pre-rotation requirements: American Health Association Basic Life Support (AHA BLS), on-line training modules (OSHA (Occupational Safety and Health Administration) Bloodborne pathogens, HIPAA Privacy and Security, and Tuberculosis), immunizations and other health documents, student contact of preceptor/site 4-weeks prior to each rotation start date and any additional site-specific requirements. Details regarding each clinical requirement are detailed in the Introductory Pharmacy Practice Experience (IPPE) and Advanced Pharmacy Practice Experience (APPE) manuals.

Students must complete all pre-rotation requirements and upload corresponding documentation of completion as directed by the Directors of EE and staff. Students must make certain their CORE student profile, which includes a curriculum vitae (CV), is fully updated prior to starting each practice experience. Students must also have a clear background check and drug screen. Students who fail to do this may not be able to begin rotations on time and may be referred to the Student Progression and Professionalism Committee (SPPC) and/or Administrative Sanction.

### *Immunizations and Other Health Documents*

Documentation of acquired or natural immunity to the following diseases is required prior to enrollment in the College of Pharmacy (COP): measles, mumps, and rubella (MMR),

varicella (chicken pox), tetanus-diphtheria-pertussis (Tdap), hepatitis B, and proof of a recent (within 6 months prior to entering the program) two-step tuberculosis skin test (PPD). Students are also required to complete a physical exam. All students must document their status on the Enrollment Immunization form, Two-Step PPD Skin Test form and Enrollment Physical Exam form and submit these forms to the Office of Professional Affairs before enrollment.

Some of our partners in health care who provide introductory and advanced practice experiences may **require** COVID vaccines and documentation to complete the rotations upon request.

During the LU College of Pharmacy experiential training, students will be involved in direct patient care and at risk for potential exposure to infectious materials and patients with infectious diseases. In addition to enrollment immunization requirements, students must document their adherence to the following disease prevention requirements and upload it to their CORE student profile annually while enrolled in the College of Pharmacy.

- Influenza Immunization each year by September 1st during all professional years.
- PPD Skin Test by between March 1st - April 1st of the second professional year prior to APPE rotations.

The expense for all immunizations and tuberculin skin tests is the student's responsibility. Students may petition to be exempted from some immunizations and TB skin test for medical or religious reasons, but it may affect rotation placement/availability of sites. Prior to enrollment, the Directors and staff for EE will communicate information to students requesting exemption. Following matriculation, the Directors and staff for EE will communicate information to students requesting exemption. Further clarification will be provided to the student if needed and EE will make a reasonable attempt to find the student an alternate rotation site. However, there is no guarantee as many sites, especially those involving direct patient care, require the prerequisites for participation. Students unable to complete their rotation requirements will not be eligible for graduation.

All students must maintain current and verifiable health insurance during the program.

**Requirements are subject to change at any time.**

## Student Services

### Advising

The advising philosophy of the College of Pharmacy (COP) centers on the development of structured relationships that allow students the opportunity to explore their academic, personal, and career interests through holistic support and mentoring toward the goal of a successful career in pharmacy. The supplementary advising model provides a shared structure defined by an assigned primary faculty advisor, professional student affairs staff, as well as the student and advisor selection of mentors from within the faculty of the College. Students are encouraged to develop relationships with multiple faculty members, particularly those who share career or practice interests. Additional opportunities for exposure to faculty will be accomplished through courses, faculty advising of student organizations, experiential experiences, co-curricular activities, and involvement in research.

The goals of the advising relationship are to:

- Teach students how to assess their educational, career and personal choices.
- Guide students toward information and resources relevant to their needs, and to help them understand how to search for this information independently.
- Help students learn effective decision making, critical thinking and problem solving which are skills needed to be successful in their careers.
- Mentor students to understand their growth and learning through their educational experiences, and how to apply that understanding toward the expectation of life-long learning.

### Responsibilities of the Student

- Meet with the advisor at least one time a semester during P1 year; more often if needed.
- Seek assistance from the advisor when a problem arises.
- Schedule and keep advising appointments.
- Prepare for the advising appointment by.
- Reviewing personal academic progress.
- Preparing pertinent questions regarding academic, career and professional aspects of pharmacy

### Responsibilities of the Advisor

- Serve as the primary contact for the advisee when problems arise.
- Guide the student through the academic curriculum and monitor progress.
- If asked, serve as an advocate for students who are required attend a Student Progression and Professionalism Committee (SPPC) meeting.
- Provide help in developing a career plan and connect students to faculty and/or preceptors who can mentor them.
- Provide information regarding the College's policies and procedures
- Review and provide guidance for artifacts within CORE.
- Update Enflux with complete advising information by the end of each semester.
- The faculty advisor will also participate in professional development provided through the Office of Practice and Professional Affairs.
- Referring students to resources, or consulting with the Director Student Services to determine appropriate resources.

### Responsibilities of the OSAA

- Provide support to faculty in learning effective advising competencies.
- Provide resource materials and referral information for faculty and students.
- Monitor the advising process by maintaining a centralized database in Enflux.
- Follow-up or referral to other campus or community resources.
- Manage requests for changes of advisor/advisee.

### *Advising Procedures*

1. During the first 8 weeks of the fall semester, all P1 students are required to meet with a trained advisor. The first meeting's purpose is to ascertain if students are experiencing challenges related to transitioning to a professional graduate program, academic difficulties, relational/personal challenges, or financial concerns. If not previously identified through the Early Alert Program (EAP), students will be referred to support services as deemed necessary and appropriate (e.g., counseling, financial services, academic support).
2. The LU College of Pharmacy faculty will complete training on Faculty Advising and Student Development before being assigned student advisees. Ongoing support for faculty will occur through regular communication with the Director of Student Services (DSS) regarding specific advising concerns.

3. The DSS will be responsible for assigning each student to a faculty advisor. Each faculty member should have no more than 10 (ten) advisees across all three cohorts of the program.
4. Advisors will be notified of their assigned advisees and provided access to their advisees' academic information through Enflux. Advisors have permission to access all academic and progression information for their advisees.
  - The DSS will sponsor a lunch meeting during the first semester where faculty members and their advisees will meet as a group. Faculty advisors and students are required to attend this event.
5. Students identified as at-risk will continue to meet with the AD or DSS and their faculty advisor to ensure adequate support and guidance.
6. Students must meet individually with their faculty advisors at least twice during the first year, once during the fall and once during the spring semester.
  - The DSS will send an email reminder to all students about scheduling an advising appointment. It is the student's responsibility to contact their advisor to select a mutually available time to meet.
  - Failure to schedule or attend an advising meeting will trigger an Early Alert (EA) reported to the DSS.
7. Beginning in the summer semester of the first year, and during the entire second and third year, students who remain successful (academically and professionally) in the program have the option to communicate with their faculty advisor through email or in person.
  - Faculty advisors must contact their advisees at least once per semester through email and offer office hours and individual appointments as needed.
  - Advisors will complete the Advising Appointment Record for each advisee and maintain a copy in Enflux.

### *Change of Advisor*

If the advising relationship is not satisfactory, a change of advisor may be requested by either the student, the faculty advisor, or the SPPC.

- A student or faculty advisor should submit their request to the DSS for review and, with the AD, a decision will be made about the reassignment. The DSS will communicate the decision to all parties; the student, the former advisor, and the new advisor.
- When the SPPC recommends a change of advisor, the DSS will consult with the AD to make a decision which will then be communicated by the DSS to all parties; the student, the former advisor, the new advisor, and the SPPC.

## Career and Leadership Development

The ADPPA and DSS will coordinate and provide leadership development and career advancement opportunities throughout the three-year curriculum. Activities designed to help students reach their post-graduate goals are incorporated throughout the curriculum and within co-curricular and extra-curricular activities. The activities will include local preceptors and employers which will bring unique perspectives from outside the LU College of Pharmacy.

In the first year, students will participate in the American Pharmacists Association's Career Pathways program. First year students will also participate in workshops to develop a solid and effective curriculum vitae (CV) and will have the opportunity to interact with a distinct group of pharmacy professionals through presentations.

Second year students will participate in seminars focused on post-graduate training, job search skills, interviewing skills, and personal financial management through the office of Financial Services.

Each year, the COP will provide guidance for career and post-graduate education opportunities with employers, residency programs, fellowships, and educational institutions. First and second year students will have the opportunity to network with employers and residency directors and explore post-graduate education, training, and employment opportunities, while P3 students will have the opportunity to interview employers.

Students are encouraged to seek out early shadowing and mentoring opportunities with faculty and preceptors to benefit personal career decision making. A large majority of career and leadership development will require reflection or self-assessment. These, along with other documents such as the CV, will be maintained in the E-Portfolio in CORE. The E-portfolio will be periodically reviewed by your faculty advisor to provide feedback. During Fall of the P1 year an overview of CORE will be presented.

Students will also obtain formal instruction on leadership theory and practice in the first semester in the curriculum, beginning in PH 509 - Pharmacy Practice and Interprofessional and Patient Communications. Throughout the three years, students will be guided in the development of personal leadership characteristics through self-awareness, behavioral strategies, and consideration and reflection of their own leadership style.

**Table 3. Career and Leadership Development Table**

<i>Career and Leadership Development Table</i>	Activity	Type
P1 Career Development	APhA Career Pathways	Curricular
	Writing a professional CV	Co-Curricular
	Careers in Pharmacy –	Co-Curricular
P1 Leadership Development	Leadership Theory	Curricular
	Student Diplomat Program	Extra-Curricular
	Professional Student	Extra-Curricular
P2 Career Development	Conducting an Effective Job	Co-Curricular
	Residency and Fellowship	Co-Curricular
	Career and Employment	Co-Curricular
	Graduate/Certificate	<i>Extra- Curricular</i>
P2 Leadership Development	Student Leadership Summit	Extra- Curricular
	Legislative Days	Co-Curricular
	Community Outreach	Co-
P3 Career Development	Interview/Negotiation Skills	Co-Curricular
	Personal Financial	Co-Curricular
	Career and Employment	Co-Curricular
	Residency and Fellowship	Co-Curricular
<i>P3 Leadership Development</i>	<i>APPE Rotations</i>	<i>Curricular</i>

## Tutoring

Tutoring is provided by high-achieving students and is paid for by the College. Group tutoring is open to all students for content in ongoing courses throughout the curriculum. Students are also encouraged to utilize faculty office hours for academic assistance. Individual tutoring sessions may be requested through the DSS after a student attends two group tutoring sessions and requires additional support. Intensified academic services will be available to students who enter remediation. Students with more significant learning needs can schedule an appointment to work directly with the DSS.

### Student Representation on College of Pharmacy Committees

The LU College of Pharmacy encourages and values the feedback of students through various mechanisms. One such mechanism is to have student representation on various COP standing and ad hoc committees. Every academic year, one or more students will be appointed or elected to committees. The standing committees with student representation will be discussed during the fall semester.

## Student Activities

### *New Student Orientation*

New Student Orientation is mandatory for all new incoming students and scheduled for the week before classes start. Orientation is an opportunity to meet the faculty, staff, and administrators of the LU College of Pharmacy and will include sessions such as expectations for professional students, detailed discussion about the curriculum, overview of the assessment and progression process, academic preparation, student services, team building with your learning group, and social activities.

### *First Professional Symposium*

The symposium is usually held in early spring of the P1 year. Attendance is mandatory for all students. More details will be provided late in the Fall semester. Students will receive their white coats prior to the symposium and wear them for the first time at the Symposium.

## Student Group Activity/Event Planning Approval Process

All events initiated and lead by student groups and their leaders may not be advertised or implemented without full College approval through the appropriate office.

To obtain approval for events, including charity walks or runs, fundraising for the organization, on-campus events, and large-scale community service project such as health fairs, the student group must follow the steps outlined in the Student Events Checklist.



## Student Organizations

The LU College of Pharmacy encourages students to be involved in professional and social student organizations as a means of developing leadership skills and professional networking opportunities. Student participation in local and national professional organizations is highly encouraged. The LU College of Pharmacy provides support for students to participate at the local, state, and national level by linking students to these organizations. Opportunities for involvement are introduced to incoming students during the early fall semester each year.

The LU College of Pharmacy will support student-driven establishment of chapters of nationally recognized pharmacy student organizations, community service organizations, and special interest or social organizations.

## Student Government Association

The College of Pharmacy Student Government Association (SGA) is the official student organization created by the students of the College and was chartered in 2016. The SGA serves as the voice of the student body. The role of the SGA includes providing administrative support to all student organizations, including budgeting, communications, fundraising coordination, providing annual training support regarding policy and procedures, and providing a forum for student dialogue and expression of ideas and concerns.

The COP Student Government Association bases its mission and ideals on a constitution directed, developed, and implemented by the student body under the advisement of the Director of Student Services. The SGA follows parliamentary procedures and Robert's Rules of Order to conduct all meetings and recommends the same for all other student organizations.

### *Executive Board*

Each year the student body will elect the Executive Board for the SGA which consists of the President, Vice President, Secretary, Treasurer and Historian. Third year students will not be able to serve on the Executive Board due to off-campus rotation requirements, however, they may serve in a leadership capacity within class leadership or other student organizations as deemed appropriate by the organization's rules. Third year students who have previously served in elected positions within the SGA may serve as mentors to the incoming leaders.

### *Senate*

The Senate is comprised of the Executive Board and Class Officers.

### *Class Officers*

First year and second year class officers are elected at the same time as the Executive

Board. Elections are held within the first few weeks of school each fall. Elections for third year Class Officers are held in the spring and third year class officers take their positions on the last day of the spring semester. Class officers represent their class at Senate meetings, raise funds for social activities, plan, and schedule activities for the class, and serve as class representatives to the SGA, faculty, and administration.

Each incoming class will be appointed a Class Advisor. The Class Advisor will be appointed by the Dean prior to Orientation and will serve a three-year term. Class Advisors will guide students through the election process. Class Advisors will also provide guidance regarding fundraising policies and procedures, class gifts, and graduation.

Leaders of the student organizations have an annual meeting with the Dean and the Assistant/Associate Deans and share experiences, suggestions on ways to maintain harmonious relationships, concerns, grievances, or any other issue pertaining to the faculty and course directors that have influence upon the student body. In addition, student representation appears on all pertinent committees throughout the LU College of Pharmacy and creates an atmosphere of transparency between administration, the faculty, and students.

### Chartering a New Student Organization

The COP Student Government Association (SGA) is the central student body organization for the College. The development of additional professional student organizations will be determined by the COP Dean and student body. Prior to contacting any external constituents, including the headquarters of National Organizations, or contacting faculty members to serve as advisors, students who are interested in chartering a new student organization at the LU College of Pharmacy must notify the Director of Student Services (DSS).

An outline of the process is as follows:

- Contact the DSS to discuss the process.
- Receive approval from the COP Dean.
- Request submitted through the SGA and approval by vote of the student body.
- Approval from the headquarters of the organization.

Specifically, students must do the following:

1. The interested student(s) must email the DSS with the name of the organization they would like to charter, the organization's mission statement, and the reasons why such an organization would be beneficial to the student body. This information will be shared with the Dean of the COP for approval/denial. If the student organization's proposal is denied, feedback and/or alternate considerations for addressing the student(s)'s interests will be provided. The student(s) will be notified of the decision by email.

2. The interested student(s) must complete the Intent to Develop a New Student Organization form and send it to the DSS. The form outlines the necessary roles and responsibilities of the student leadership team, the faculty advisor, and financial obligations linked to the organization (travel, conference registration, dues and/or fees). To complete the form, the student may contact the organization headquarters and solicit COP student interest. The Intent to Develop a New Student Organization form will be due to the DSS within one week after receiving the confirmation email as indicated in step 1.
3. Once the Intent to Develop a New Student Organization form is received, the DSS will contact the Chair of each department to receive recommendations for possible faculty advisors.

The list of possible faculty advisors will be shared with the student who will be responsible for choosing and communicating with the faculty members to assess their willingness and availability to participate as advisor for the new student organization. It is a requirement that all student organizations have a faculty advisor prior to any further development of the organization. Failure to obtain a faculty advisor will relinquish the process of chartering the organization.

4. The student must submit an Intent to Develop a New Student Organization to the Secretary of the COP Student Government Association one week prior to the next Executive Board meeting, for adding the organization to the upcoming Student Body meeting agenda. New organizations are required to have at least eight student members. The motion will be voted upon at the next Student Body meeting. The official chartering of a new student organization can move forward after Student Body approval, by vote. Once the Student Body has voted and approved the organization, the organization is officially recognized by the College.
5. The student(s) will then proceed with chartering requirements of the headquarters (if applicable).
6. Once the request has been approved by the Student Body, Budgets, and reports of fiscal expenditures for each organization will be due as requested to the DSS. Annual reports are required by OSAA.

Additional guidance, policies, and forms are provided in the Student Organization Handbook.

### Student Travel Guidelines

- To balance the demands of an accelerated curriculum with the need for professional development opportunities for students, the following travel guidelines have been established.

- Students who wish to travel for conference attendance or presentations, legislative days, or other professional development opportunities must first seek approval from the Course Director for any course content that will be missed during travel. Students are responsible for the content and assessments missed due to travel for professional development. Students should attempt to travel during scheduled breaks.
- For travel authorization, students must be in active status: attending and participating in coursework. Students cannot have a reimbursement for travel taken while on probation or during a leave of absence or suspension from the College
- Student organizations are responsible for the cost of travel of their members. Students are expected to exhaust all funding avenues, including fundraising, before submitting a travel request to the College. Cases the College is most likely to support travel in include Patient Counseling and Clinical Competitions, Poster Presentations, Legislative Days, or other travel that supports the College's mission. Students are permitted to submit a funding request for all other travel to include workshops, conferences, or events pertaining directly to the professional development of pharmacy students. Students can request up to a maximum of \$250 for attending a conference and \$350 for an active role such as presenting or speaking. Additional funding may be allocated for research or advocacy.
- The College uses SGA Fees to support students in offsetting some of the costs associated with travel for professional development but will not cover the entire trip's cost. Priority consideration will be given to students who submit travel requests by the deadlines of September 30th for Fall travel and January 31st for Spring and Summer travel. Requests submitted past the deadlines will be considered based on budget availability. This will assist with allocating the available budget equitably among all student requests.

### *Student Request Process*

- The approval and reimbursement process includes the following steps:
- Coordinate with the Course Director. Written approval and expectations for makeup coursework are required.

Submit Request to Travel form to the Director of Student Services

For priority consideration students should submit the Request to Travel form to the Director of Student Services by the established deadlines of September 30th and January 31st.

Students must indicate:

- the name and purpose of the event,
- the location of the event,

- the dates of event,
- the dates of travel,
- the registration deadline,
- any affiliation with professional and/or student organizations,
- additional students who may be traveling (whether sponsored by the College or not),
- which students are expected to share accommodation costs, and under which student the room will be registered,
- any other sponsorship received,
- proof of registration for the event unless the student/s request registration. In some cases, the registration fee may be reimbursed.
- proof of presenting or speaking role if applicable (ex. Email from conference approving your program/poster).
- The Director of Student Services will review the request, consult the budget, and provide a recommendation to the Associate Dean of Student Affairs, whether to approve or deny, within one week.
- The Director of Student Services will communicate directly to the student about whether they will receive the requested funding.
- All students must submit the Release of Liability by Student for Academic Study or Travel form, which is submitted to the Director of Student Services. All students must complete a Release of Liability by Student for Academic Study or Travel form if any member of the traveling party is approved for reimbursement.
- Students must be in good standing to receive any travel funds from the College. The Director of Student Services will confirm student standing before responding with a final approval to travel.
- Receive email notification of FINAL approval to travel from the Director of Student Services.
- Complete travel and provide original paper receipts to the Director of Student Services. These must include itemized receipts and credit card receipts to show payment.
- Within 5 business days of return from travel all receipts must be submitted to the Director of Student Services. Students may request an additional 5 business days extension; however, no reimbursements will be processed past 30 days from last date of travel. An expense report will be created and submitted for reimbursement. This process can take up to 60 days to receive your check.
- General Travel Rules

- Fully approved travel authorization must be in place prior to incurring any trip-related expenses (e.g., registration fees, flights, hotel reservations.)
- All mileage and airfare are to be calculated from the LU College of Pharmacy campus or the student's home, whichever is closest to your destination. You must submit a Google map or MapQuest printout for mileage reimbursement. Reimbursement will be provided at the IRS standard rate. Multiple students traveling to one destination should carpool. Gas receipts will not be considered for reimbursement.
- Flights selected must be the most economical option while allowing full attendance at the event.
- Per diem rates are based on the GSA rates at the time of travel, <https://www.gsa.gov/>. Should a conference provide one of the three meals for the day that meal will be deducted from that day's per diem. No alcoholic drinks will be reimbursed. Reimbursement for meals requires submission of original itemized paper receipt and credit card payment receipt. Students need to submit both of these where provided upon their return.
- Per diem is only provided for travel that requires an overnight stay.
- All hotel reimbursements will require a receipt indicating a zero balance. Students will want to remember to request this at the front desk at checkout. Lodging may never exceed \$175 per night without pre-authorization from the Director of Student Services. Upon checkout, settle all incidentals separate from college funds and request a hotel invoice that only includes room, tax, and possibly parking. When the conference hotel is more expensive than a less expensive option within reasonable walking distance of the conference hotel, the less expensive hotel should always be chosen. Valet parking and room service are not allowable expenses.
- Return to campus is expected on the same date that the event concludes. Exceptions for overnight stays are permitted if it is impossible to arrive home before midnight.
- Airline seat fees (if necessary), tolls, baggage fees, and Wi-Fi usage, all require receipts.
- Wi-Fi usage is only an allowable expenditure if it is a direct necessity for the trip.

## Student Support and Resources

The LU College of Pharmacy supports impaired students by providing resources, referrals, and confidential assistance for students experiencing substance dependency/abuse, physical conditions, or emotional/psychological impairment that could impact the well-being of both the student and the patients they serve. Students are encouraged to self-

report to the AD and DSS which protects them from academic or disciplinary action as long as they are in compliance with the evaluation, treatment, and monitoring required by the administration and supported by the Professionals Resource Network (PRN). Successful initiation and completion of the PRN treatment plan and monitoring will result in no additional disciplinary action and will allow the student to continue/return to their course of study as dictated by the COP Progression Policy.

### *Alcohol and Substance Use*

The LU College of Pharmacy leadership shall provide students with an opportunity to address substance abuse or dependence problems confidentially during any phase of their academic experience. The College has a responsibility first to protect patients from potential harm caused by impaired students in clinical practice experiences, and second to encourage the discovery and recovery of impaired or addicted students.

### *Professionals Resource Network*

*From the Florida Professionals Resource Network [Website](#) - The Professionals Resource Network, Inc. (PRN) is a nationally recognized, legislatively enacted private non-profit 501(c)3 organization, that is widely cited as one of the premier programs for impaired healthcare professionals in the United States.*

*The PRN program was originally created to serve physicians and others working in safety sensitive positions. The primary mission of PRN is to protect the health, safety and welfare of the public while supporting the integrity of the healthcare team and other professionals.*

*PRN is an alternative to the DOH/DBPR disciplinary process. Due to increased education of licensed health care practitioners, hospitals and other employees, health care practitioners participating in PRN do so voluntarily instead of being reported to or by DOH/DBPR. Many healthcare professionals participate in PRN instead of the disciplinary process.*

The AD and DSS have direct contact with PRN to ensure timely referrals for students in need of mental/emotional or chemical dependence/abuse evaluations and treatment. A student's affiliation with PRN allows students with licensure issues to be monitored and guided through the required reporting processes.

Students who are identified or are perceived as being impaired by a physical condition, mental or emotional difficulty, or substance abuse issue, or are identified through legal challenges due to any of the issues, will be required to obtain an evaluation from a Professionals Resource Network (PRN) approved provider. Students must also complete

an Authorization to Release Information form to allow for communication between the LU COP and the evaluator and/or provider(s). Students entering and maintaining an agreement with the PRN may continue their pharmacy education, with permission of the AD. Students who have been recommended for treatment and monitoring but are not under PRN contract may be dismissed from the College of Pharmacy. Students who refuse to participate in PRN's processes may be dismissed from the College and will be reported to the Board of Pharmacy as is mandated by the Florida Administrative Code 64B16-30.001(2)(u)(8), which describes the penalties for violation of Florida Statute 456.072.

#### *Expectations of Students of the COP*

Throughout the program, students, faculty, and staff are expected to promote a substance-free campus and engage in learning and discussion facilitated by faculty in relevant courses. As a member of the health care team, it is vital for students to understand their responsibility to patients and their colleagues, peers, and the profession of pharmacy.

Students are expected to:

- Observe state and federal laws.
- Promote a campus free of illegal drug use.
- Stress moderation, safety, and individual accountability by those who choose to drink alcohol.
- Provide an atmosphere free of coercion for those who choose not to drink alcohol.
- Provide information and education on the health risks associated with drug and alcohol use and/or abuse.
- Provide information and referral for confidential guidance and counseling for those with special needs related to substance abuse.
- Protect patient safety and the integrity of educational practice settings.
- Report to class, lab, or any other official LU/COP activity unimpaired and remain in a condition fit to perform. Reporting to class, lab, or other official LU/COP activity while impaired by drugs or alcohol or possession of drugs or alcohol is a violation of this policy and shall subject the student to the appropriate disciplinary and/or rehabilitative action.
- As a condition of enrollment, every student must abide by the terms of this guideline and notify the Associate Dean of Student Affairs and Admissions of any drug or alcohol related conviction. If during enrollment a drug or alcohol-related arrest or conviction should occur, notice is to be given no later



than five days after such an event; this includes but is not limited to D.U.I. conviction.

### *Drug Testing*

The LU College of Pharmacy will not enforce random drug testing of students unless specific requirements are determined for students under contract with PRN (Professional Resource Network). The College feels strongly that adherence to current policies and procedures should result in a drug-free environment and that random drug testing of members of the student body is an unnecessary invasion of student privacy. Drug testing may occur prior to clinical rotation experiences (IPPE and APPE) as a facility requirement.

## Academic Support

### Early Alert Program

The nature of the accelerated block curriculum of the COP warrants rapid intervention with struggling students which highlights the need for an early alert/intervention program. The Early Alert Program (EAP) is managed by the Director of Student Services (DSS) within the Enflux software system. The EAP functions to help leaders identify, evaluate and manage academic, emotional/psychological, behavioral, professional, code of conduct or technical standards issues that may interfere with student success. Through the EAP, identification of such issues can occur early and be addressed as quickly as possible to enable students to remain on track for success. If initial interventions fail to address the concerns and the issues continue or worsen, a full report of early alerts (EAs) for a student will be provided to the Student Progression and Professionalism Committee (SPPC) to determine the next steps. Reported issues will be evaluated and addressed as defined by the following procedures.

#### *Early Alert Program Procedures*

1. Any member of the COP community, including preceptors, staff, and other students may report concerns to the DSS through the EAP.
2. Each early alert (EA) report will be reviewed within one business day and the DSS will determine if further intervention is warranted, or if the concerned party has sufficiently addressed the issue.
3. Reporting to the EAP will not be reflected on the student's academic record. Actions that may be taken as part of the EAP include intervention by a faculty member, academic advisor, or the OSAA. The DSS may also refer a student to various support services (e.g., tutoring or counseling). At a later point, due to the case's evidence or circumstances, the DSS and AD may determine that a full report should be submitted to the SPPC and the SPPC members will determine a proper sanction.

4. In cases of harm to self, others, or property, the AD can take the necessary action to protect the safety of all students, faculty, and staff. If immediate action is taken, a report will be provided to the SPPC for record keeping.
5. Academic concerns identified through formative assessments will be noted as an early alert (EA) and email communication will be provided for academic support.
  - a. Failure of an assessment will trigger communication about the Remediation Process and the need to complete a Remediation Plan which will be tracked through Enflux.
6. Concerns within the experiential education portion of the curriculum will be shared with the ADPPA to determine appropriate intervention.
7. If two or more similar reports are received about the same student, the DSS or AD will request a meeting with the student to discuss and recommend support resources.
8. If the issue(s) continue the summary report of EAs, along with the recommendations of those involved with the student, will be forwarded to the SPPC for review and decision.
  - The SPPC may request a summary report of EAs on any student at any time.
9. Concerns about discipline, harassment, or harm to self or others will be addressed immediately by the Dean, the AD and/or law enforcement.

## Progression through the Doctor of Pharmacy Program

Progression through the Doctor of Pharmacy program is contingent upon meeting all academic, professional, and experiential requirements. The following section outlines the process for students who are not progressing successfully.

### *Didactic Courses*

Each semester has a different progression policy related to the limit of the number of allowable remediation attempts. Please refer to table 1 “The Number for Allowable Block Remediations Per Semester” for information about the limits in each semester. If a progression triggering event takes place, that is if a student exceeds the number for allowable block remediations per semester as table 1 or failure to obtain course competency as per any of the scenarios outlined in table 6 “Didactic (block and longitudinal) and Experiential Coursework (IPPE/APPE)”, the student’s progression through the program will be interrupted, and the student is not permitted to return to class. The Student Progression and Professionalism Committee (SPPC) will determine the student’s academic standing and proper sanction decision as in table 4 “SPPC and Administrative Sanctions”.

## *Experiential Courses*

### IPPE(s)

IPPE is an ideal way for P1 students to obtain early clinical exposure through hands-on experience; thus, helping P1 students to develop essential skills and knowledge required for their future careers. With this said, if a student does not obtain competency in Introductory Pharmacy Practice Experience (IPPE) rotations, per Table 4, the ADPPA or Director Experiential Education or Director for Practice Programs will refer the student to SPPC.

To ensure competency, students are expected to attend all professional and IPPE orientations, complete the required IPPE readiness online course and assessment and contact and Director or Coordinator in the Practice and Professional Affairs office for any questions and/or concerns by emailing [experiential@larkin.edu](mailto:experiential@larkin.edu).

### APPE(s)

Students who do not achieve competency in one (1) APPE may remediate after the graduation ceremony, or during their NAPLEX (North American Pharmacist Licensure Examination) preparation block. There may also be financial implications when a student completes a course outside of the college last assigned block.

If remediation occurs after the graduation ceremony, but before the next semester starts, the student will be allowed to participate in the graduation ceremony and all related activities, but their degree will not be conferred until after the successful remediation of the APPE.

To ensure competency, students are expected to attend all professional and IPPE orientations, complete the required IPPE readiness online course and assessment and contact and Director or Coordinator in the Practice and Professional Affairs office for any questions and/or concerns by emailing [experiential@larkin.edu](mailto:experiential@larkin.edu).

## **Administrative Investigations and Sanction**

Concerns or reports of suspected violations of the Code of Conduct, Technical Standards, mental/emotional health, or professionalism during the didactic portion of the curriculum will be investigated by the AD. Similarly, issues arising during the experiential portion of the curriculum will be investigated by the ADPPA.

### *During Enrollment in Didactic Coursework*

Faculty, staff, administrators, and students can provide a written report of suspected infractions to the AD. The initial report should include names, dates, locations, any evidence, and names of witnesses, as appropriate.

The AD will notify the student(s) that a report has been submitted and an investigation is being conducted. Students reported for suspected infractions must meet with the AD to discuss the situation and review the evidence, or if sensitive information, a summary of it.

#### Investigation Findings

The AD will complete the investigation and determine one of the following actions which will be communicated to the reported student(s) via email.

1. No violation- No further action will be taken.
2. Letter of Admonition – Violation is suspected, but there is insufficient evidence. The letter will be uploaded to the student’s file in CampusNexus(Anthology).
3. Finding of Violation of Code of Conduct – Evidence is sufficient to support a finding of a violation. Sanctions will be determined as described in the ‘Sanctioning’ section below.

### *During Enrollment in Experiential Coursework*

Preceptors, faculty, staff, administrators, and students can provide a written report of suspected infractions to the ADPPA. The initial report should include names, dates, locations, any evidence, and names of witnesses, as appropriate.

The ADPPA will notify the student(s) that a report has been submitted and an investigation is being conducted. Any student reported for suspected infractions must speak with the ADPPA to discuss the situation and review the evidence, or if sensitive, a summary of the evidence. The meeting may be in person or by phone, at the discretion of the ADPPA.

#### Investigation Findings

The ADPPA will complete the investigation and determine one of the following actions which will be communicated to the reported student(s) via email.

1. No violation- No further action will be taken.
2. Letter of Admonition – Violation is suspected, but there is insufficient evidence. The letter will be uploaded to the student file in Enflux.
3. Finding of Violation of Code of Conduct – Evidence is sufficient to support a finding of a violation. Sanctions will be determined as described in the next section.

## Sanctioning

If a student is found to be in violation, sanctions will be determined through one of the following mechanisms, as determined appropriate by the Investigator.

- Referral to the Student Progression and Professionalism Committee (SPPC) - A summary report and appropriate evidence will be provided to the SPPC to determine the appropriate sanction. The SPPC is not an investigative body. It is a sanctioning body. Refer to SPPC policy for sanctioning procedures.
- Administrative Sanction: The Investigator, with three appropriate members of the Executive Council (EC), will determine the appropriate sanction. Please see the “Administrative Sanction Policy and Procedure” for additional information.

## Administrative Sanctions

Violations or concerns about the Code of Conduct, Technical Standards, professionalism, or mental/emotional health that require a change in student academic status may be sanctioned through the administration of the LU College of Pharmacy. If a violation is found to be valid through investigation or appropriate evidence, a summary of information and affiliated evidence is presented to three other members of EC to determine the due process and appropriateness of sanctions.

After an appropriate sanction is determined by three representatives of the EC, the student is notified through email (protected) or in person. The student must sign the Administrative Sanction letter to acknowledge receipt and return the signed letter via email within 2 business days. Failure to sign or acknowledge receipt of the letter is considered a violation of professionalism, forfeits the opportunity to appeal, and may require modification of sanctions.

Once the student is notified of the administrative sanction, the SPPC will be notified of the decision and is responsible for the monitoring of the administrative sanction.

Table 4. SPPC and Administrative Sanctions

Sanctions	
Sanction 1	Probation
Sanction 2	Required Leave of Absence (LOA)
Sanction 3	Suspension
Sanction 4	Dismissal

### Appeal of Sanctions

- Any student given an SPPC or Administrative Sanctions may appeal, in writing, to the college's Dean within 3 business days of receipt of the notification that imposes the sanction.
- The Dean will inform the administrator and the student of the decision within 4 business days of receipt of the student's appeal.
- If a sanction is changed, the SPPC will be notified as the SPPC is responsible for monitoring the administrative sanction.
- Refer to Table 5. Appeal of SPPC and Administrative Sanctions

Table 5. Appeal of SPPC or Administrative Sanctions

	Sanction type	Sanction appeal*
Sanction 1	Probation	Cannot be appealed to lesser sanction.
Sanction 2	Required Leave of Absence (LOA)	Cannot be appealed to a lesser sanction.
Sanction 3	Suspension	It can be appealed to be turned over to sanction 2 (Required LOA).
Sanction 4	Dismissal	It can be appealed to be turned over to either sanction 3 (suspension) or to sanction 2 (Required LOA).
<i>*Please note that dual appeals are not allowed. Meaning, if sanction 4 is overturned into sanction 3 then sanction 3 cannot be further overturned into sanction 2.</i>		

### Student Progression and Professionalism Committee

The Student Progression and Professionalism Committee (SPPC) is the committee of the LU College of Pharmacy responsible for matters related to student progression and professionalism extending from the first semester of enrollment and through graduation. The SPPC manages progression of students in compliance with the Progression Policy, Technical Standards, and Code of Conduct which include requirements for maintaining professionalism and ethical standards in didactic and experiential settings (see table 7. Technical Standards & Code of Conduct). Concerns in these areas will be tracked within

the Early Alert Program (EAP) and brought to the attention of the SPPC when applicable. The SPPC may hold meetings in certain cases, (e.g., allegations of academic dishonesty).

## Progression Tables

Table 6. Didactic (block and longitudinal) and Experiential Coursework (IPPE/APPE)

<b>Semester</b>	<b>Scenario</b>	<b>Course(s)</b>	<b>Progression is halted due to occurrence of the any of the following trigger(s)</b>
Year-1 Semester 1 Fall P1	A	All courses, except PH522	Failure to obtain course competency in <b>five (5)</b> didactic courses prior to remediation
	B	All courses, except PH522	Failure to obtain competency through remediation in <b>one (1)</b> didactic course
	C	PH522	Failure to obtain competency through remediation
Year-1 Semester 2 Spring P1	A	All courses, except PH510 & PH511	Failure to obtain course competency in <b>three (3)</b> didactic courses prior to remediation
	B	All courses, except PH510 & PH511	Failure to obtain competency through remediation in <b>one (1)</b> of these didactic course
	C	PH510 and PH511	Failure to obtain competency in through remediation in any <b>one (1)</b> course
Year-1 Semester 3 Summer P1	A	All courses except PH540	Failure to obtain course competency in <b>three (3)</b> didactic courses prior to remediation
	B	All courses except PH540	Failure to obtain competency through remediation in <b>one (1)</b> of these didactic course
	C	PH540	Failure to obtain competency through remediation
Year-2 Semester 1 Fall P2	A	All courses except PH640	Failure to obtain course competency in <b>five (5)</b> didactic courses prior to remediation
	B	All courses except PH640	Failure to obtain competency through remediation in <b>one (1)</b> of these didactic course
	C	PH640	Failure to obtain competency through remediation
Year-2 Semester 2 Spring P2	A	All courses except PH641	Failure to obtain course competency in <b>four (4)</b> didactic courses prior to remediation
	B	All courses except PH641	Failure to obtain competency through remediation in <b>one (1)</b> of these didactic course
	C	PH641	Failure to obtain competency through remediation
Year-3 (Summer, Fall, and Spring P3)	A	PH701- 707	Failure to obtain competency in <b>two (2)</b> APPE's
	B	PH701- 707	Failure to obtain competency in <b>one (1)</b> APPE through remediation (the student's second attempt at a given rotation is the remediation attempt).
	C	PH708	Failure to obtain competency through remediation



Table 7: Technical Standards & Code of Conduct

<b>Semester</b>	<b>Scenario</b>	<b>Standard</b>	<b>SPPC meeting may be requested due to occurrence of the one of the following triggers(s). SPPC will decide the proper sanction.</b>
Year 1 through Year 3	A	Professionalism	Concerns maintaining requirements in this area will be tracked within the Early Alert Program (EAP) and brought to the attention of the SPPC who will manage progression of students.
	B	Mental or Emotional health	Concerns maintaining requirements in any of these areas will be tracked within the Early Alert Program (EAP) and brought to the attention of the SPPC who will manage progression of students.
	C	Code of Conduct	Concerns maintaining requirements in this area will be tracked within the Early Alert Program (EAP) and brought to the attention of the SPPC who will manage progression of students.
	D	Technical Standards	Concerns maintaining requirements in any of these areas will be tracked within the Early Alert Program (EAP) and brought to the attention of the SPPC who will manage progression of students.

### SPPC Meeting Procedures

Any student subject of an SPPC meeting will be requested, in writing, to attend. A student who has been requested to attend an SPPC meeting is required to provide an explanation of the circumstances of the case in writing. It is in the students' best interest to attend the meeting. The student may appear at the meeting with an advocate. The sole function of the advocate is to provide moral support to the student. The advocate does not have speaking rights at the SPPC meeting. The student may have a faculty member as an advocate. Witnesses are not allowed to attend SPPC proceedings or to present evidence. After consideration and vote, the SPPC will decide the proper sanction for the student. The chair or vice chair of SPPC, and/or ADSAA, will notify the student and the advisor a decision has been made. The decision letter may be emailed (password protected) to the student or

picked up in person from the chair or vice chair of SPPC, and/or AD. The chair or vice chair of the SPPC and/or the AD will meet with the student to inform him or her of the decision. The student must sign the SPPC Sanction letter acknowledging receipt of it. This does not prohibit the student from appealing the decision, nor does it indicate that the student agrees with the sanction and/or plan of action.

**Sanctions of the SPPC: Refer to Table 4.**

### Definitions of Sanctions

#### *Probation*

A student placed on probation is considered at risk of not completing the program and is no longer in good academic standing. Students on probation are not permitted to run for an elected office within any LU College of Pharmacy student organization. If the student holds an office, it may be in their best interest to resign to focus on the probation concerns. Students should meet with their advisor and/or AD to discuss. Students on probation are not permitted to receive travel funding from the LU College of Pharmacy. Any other restrictions or requirements will be determined individually and described in the SPPC letter. Student progress will be monitored, and additional actions may be required to increase the probability of the student's success. The status of "Probation" will be indicated on the student's transcript during the time they are actively on probation. Once the student returns to good academic standing, the transcript will no longer reflect the probation status.

The SPPC will review probation cases based on the time parameters indicated in the SPPC letter. Any additional early alerts or documented concerns will be reviewed to determine the students' academic standing.

#### *Required Leave of Absence*

While a student may request a voluntary Leave of Absence (LOA), the SPPC may also require a student to take a LOA if, in the judgment of the SPPC members, it is warranted by the circumstances. Situations that may be considered for a required LOA include, but are not limited to, substance use/abuse, mental health issues, or other impairment that would require treatment and/or outside resources. There will always be specific requirements by which the student must abide to return to the program. Whether a required LOA or voluntary LOA, the student's transcript will reflect "Leave of Absence" to protect the student and to serve as an alternative to suspension, which is a more significant sanction.

The SPPC Chair or Vice Chair and the ADSAA will jointly meet with the student to convey this decision verbally and in writing. The SPPC letter will outline the necessary requirements to be considered for re-entry to the program.

The student will be emailed a "Letter of Intent to Return" from the Registrar's office the semester before their scheduled return to the program. Once the student has submitted the form and indicated their intent to return to the program, the SPPC will review whether they have complied with all requirements. If the student does not comply with all requirements, OR if they do not indicate their intent to return in a timely manner, they will be withdrawn from the program.

Completion of the requirements does not guarantee re-entry into the program, as the matter must be evaluated by AD. The student will only be required to retake the courses in which they did not obtain competency.

Students who re-enter the program after a required Leave of Absence will be on probation for at least 1 semester. Academic, professional, and behavioral compliance in accordance with the Technical Standards and Code of Conduct will be closely monitored by the student's faculty advisor, the ADAA and the ADSAA.

### *Suspension*

If a student is suspended, SPPC will specify the requirements for re-entry into the program. The status of "Suspension" will be permanently indicated on the student's transcript.

A student suspended from the program may request re-entry by submitting an Intent to Return form to the Registrar. If the SPPC letter indicates documentation is required, it must be submitted with the intent to return form.

The timely submission of required documents after suspension does not guarantee re-entry. Re-entry will be considered by the AD in consultation with the SPPC. Decisions will be made on a case-by-case basis.

Students who re-enter the program after suspension will be on probation for at least 1 semester. Academic, professional, and behavioral compliance in accordance with the Technical Standards and Code of Conduct will be closely monitored by the student's faculty advisor, the AD.

### *Dismissal*

If a student is dismissed, they may choose to re-apply to the program. There is no opportunity for re-entry through the SPPC.

### *Appeal of SPPC Decisions (refer to **Table 5: Appeal of Sanction**)*

- A student may appeal the SPPC decision, in writing, to the Dean of College of Pharmacy within 3 business days of receipt of the hard copy letter that imposes the sanction.
- The Dean will inform the SPPC and the student of the decision within 4 business days of receipt of the student's appeal.
- If a sanction is changed, the SPPC will be notified as the SPPC is responsible for monitoring the sanction.

## Professionalism and Ethics

### Professionalism Curriculum- AKA PharmD and Beyond

Part of the growth toward becoming a pharmacist is recognizing that “becoming” is not just about taking tests and passing a course. It is about showing up each day, on time, and in the right place and being one-hundred percent present. Every day the pharmacist is responsible for the wellness, good health, and life of individuals and populations. Included in the COP educational model is a program that provides opportunities for both the learner and faculty to grow and achieve success. This program also will hold individuals accountable for their words, actions and deeds. As a faculty we owe you our best every day as professional educators, and many who are themselves health care professionals. Students owe yourselves, your families, the faculty of the college and your communities your best every day. The opportunities and accountability in the PharmD and Beyond provide you moments to shine and to prepare yourself for being a competent, adept, inspired and prepared pharmacist of the not-so-distant future.

### Code of Conduct and Expectations for Professionalism

Pharmacists and other healthcare providers are held to the highest standard of ethical conduct and must possess exceptional character, respect, compassion, and integrity. The Code of Conduct requires students of the LU College of Pharmacy to abide by our Core Values of integrity, learner-centered, accountability professionalism, innovation, empathy, and collaboration.

The purpose of the Code of Conduct is to:

- Establish a set of expectations to guide students' academic and professional behavior as they develop in their role as pharmacists within a health care team.
- Promote awareness of moral, ethical, and legal conduct associated with the profession of pharmacy through proper education and a mutual understanding of expectations.
- Promote a community of trust and an environment conducive to learning.
- Create an environment that values academic integrity and leads to the development of lifelong principles of professionalism.

### *Code of Conduct*

The Code of Conduct is defined as the written document outlining the requirements of student conduct related to academic honesty and professional behavior. The Code of Conduct applies to students enrolled in the LU Doctor of Pharmacy Program. As a measure of progression through each course within the LU Doctor of Pharmacy curriculum, the following competencies have been developed to ensure students' learning and understanding of a pharmacist's expectations.

- Academic Honesty, Civility, and Respect – Students, faculty, and staff are collectively responsible for creating a civil, respectful, and productive learning environment in didactic, lab, and experiential (IPPE/APPE) settings. Students are expected to treat their fellow students, faculty, staff, patients and the public with dignity and respect, and to respect the rights, privacy, and confidentiality of others. Students will actively participate in educational experiences that expand their professional competencies.
- Attendance – Attendance and full attention and participation during didactic, experiential learning experiences, and co-curricular activities is expected. Students who know they will be absent are still responsible for the content covered and must request an excused absence to communicate with the faculty about how to stay on track or makeup any missed work. Unexcused absences and persistent tardiness will result in an early alert report to determine the cause of the absence/tardiness and determine the appropriate sanction and/or support for the student.
- Communication – All communication, including verbal, electronic, and other written communication is expected to be conducted with respect and to follow accepted professional norms of communication. Students are expected to accept and provide constructive feedback. Students are required to check their larkin.edu email account daily and to respond promptly.
- Responsibility/Accountability – Students are responsible for their own learning and for seeking assistance when needed. An important aspect of professionalism is for students to know their limitations and to ensure their successful progression by

acknowledging the need for assistance either academically, personally, or professionally. Students will be accountable for their decisions and actions, while protecting patient confidentiality and trust.

- Integrity – Students are expected to be honest and trustworthy in their academic and professional endeavors. Students will make decisions based on sound evidence in the best interest of patients. As a student pharmacist, it is your duty to ensure the safety of patients by maintaining your own expectations of professionalism and protecting the integrity of your peers. Any concerns about another student's academic, professional, behavioral, or emotional situation must be addressed through the Office of Student Affairs and Admission (OSAA), Early Alert Program (EAP), your advisor, or any of the Assistant/Associate Deans.
- Compassion – Students will be empathetic to the values and perspectives of patients and their caregivers and respond to patients' needs safely and effectively. Students will advocate for the profession of pharmacy and patients and promote safe and cost-effective medications.
- Use of technology and social media – Students are expected to use technology as appropriate within and outside of the classroom and clinical environment. Students recognize the privilege and responsibility of joining the profession of pharmacy and agree to hold themselves to the highest standards and within all environments, including their presence on social media. Within the classroom and clinical environments students are expected to keep their phones on silent mode to minimize distraction. It is also expected that during class and experiential (IPPE/APPE) time, students will not utilize their phones or other devices for personal use, except in case of an emergency.

**Violations of the Code of Conduct** include, but are not limited to:

#### *Academic Dishonesty*

Academic Dishonesty is defined by the following actions:

Cheating - When a student does not do his or her own work on an academic exercise, except when clearly defined by the instructor as a group exercise, or when a student otherwise gains an unfair advantage over his or her peers. This includes, but is not limited to:

- Bringing to an assessment any books, notes, scraps of paper or information in any format that is intended to unfairly aid the student (or other students) during the assessment/remediation.
- Receipt of unauthorized material from another student.
- Passing of unauthorized material to another student.

- Bringing into the assessment/reassessment/remediation any unauthorized electronic device, such as a cellular phone, smart watch, and or eyeglasses.
- Any communication with another student during an individual assessment/remediation.
- Reference to notes, books, electronic devices, etc. while on a bathroom break.
- Intentionally seeking information from another student's computer screen or notes on scratch paper.
- Intentionally positioning your computer or scratch paper to allow viewing by another student.

## Plagiarism

Defined by Webster's dictionary as "to steal and pass off words of another as one's own; to use another's production without crediting the source." Plagiarism can be either intentional or unintentional. An unintentional violation can occur when a student is unaware of correct citation practices in the writing of a paper, project, or presentation. To avoid such unintentional plagiarism, students must familiarize themselves with the appropriate process for crediting sources. This process must be maintained in all facets of the professional program. This includes preparation and submission of any course-related documents (i.e., written documents), presentations (including PowerPoint slides), and electronic submissions to a student's portfolio. It should be noted that this includes all activities associated with performance in experiential education, co-curricular, and extra-curricular environments. Academic honesty and integrity also apply to all other programmatic activities. This includes award applications, scholarship applications, or any document or submission related to a student's involvement in the program (e.g., academic appeal). Areas that require special attention include the following:

- While proper citation methods will be taught, students are responsible for understanding how to avoid plagiarism. Students must properly acknowledge and cite all uses of the ideas, data and conclusions of other authors. Failure to do so is considered plagiarism.
- All contributors used for a piece of work must be acknowledged
- When the exact words of another person are used, these must be stated within quotation marks and a reference provided. Failure to do so is considered plagiarism. In the internet age, it is easy to cut and paste another person's writing, but it is wrong to do so without proper acknowledgement, as described

above. Failure to do so may also be illegal in that the copyright laws may have been infringed.

- Not using duplicate submissions such as turning in a paper for more than one class or using the same journal club for multiple rotations.

#### Falsification and Fabrication

- Fabrication is considered to be consciously manufacturing or manipulating information in a false manner. Falsification is considered to be willfully providing false, misleading, or incomplete information.

Professional Dishonesty is defined as the following;

#### Failing to Respect Confidentiality

Students will respect the privacy of all members of the LU community and maintain patient confidentiality and dignity.

#### Discrimination

Discrimination and harassment will not be tolerated. Students are not permitted to treat persons or patients differently because of race, creed, color, national origin, age, sex, disability, sexual orientation, gender identity, or any other classification that deprives the person of consideration as an individual.

#### Incivility

Behaviors and language that willfully disrupt the learning environment, are discriminatory or unprofessional by the standards of the College or other students, may be in violation of the Code of Conduct.

All members of the College of Pharmacy community are responsible for ensuring compliance with these expectations for professional conduct in the classroom, laboratories, co-curricular activities, extra-curricular activities, and experiential practice sites. When time sensitive and appropriate, faculty and staff should address any concerns directly with the student(s). Any suspicion of academic dishonesty or lack of academic integrity may be a breach of the Code of Conduct and should be reported to the Office of Student Affairs and Admissions (OSAA) or the AD of the LU COP. The OSAA will investigate and determine if a violation has occurred. An Assistant/Associate Dean may investigate and choose to impose an administrative sanction when a violation of the Code of Conduct has occurred. Please see Administrative Investigation Policy and Administrative Sanction Policy. In this event, the student will be notified of the administrative sanction and the



SPPC will be notified of the decision. The SPPC will be responsible for the monitoring of the administrative sanction.

## Dress Code and Standards of Appearance

The LU College of Pharmacy (COP) expects students to maintain a professional appearance. The following guidelines will help clarify what is reasonable for classroom participation at the College. Specific guidelines for dress code while in the lab will be provided separately by the course directors. The ADPPA will also have guidelines for dress for practice courses/rotations outlined in the manuals provided by the OPA.

For regular class days, each day except Assessment Fridays and Remediation Week:

- All clothes should be kept neat, clean and in good condition. Attire is to be appropriate and in good taste; unconventional or unprofessional clothing, including Lycra, see-through fabrics, and skirts more than two (2) inches above the knee are not permitted. Clothing shall be loose enough to allow freedom of activity in the performance of all classroom and school activities without exposing any undergarment when standing, stooping, bending, or sitting.
- Casual tops (i.e., T-shirts, tank tops, halter tops, tops with lettering or pictures) are not permitted. Discreet monograms are permissible. Sheer or see-through clothes, including shirts and blouses, are not acceptable. Midriffs should not be visible.
- Black scrubs are permitted. No other color of scrubs is to be worn; however, approved logos or monograms may be added to the black scrubs (see approval process for logos in Student Organization Handbook).
- Sneakers may be worn but must have non-marking soles (avoid black soles). Sandals and backless shoes are permitted except when professional dress is required. Flip flops are not permitted. Labs and rotations may have different requirements for footwear.
- Dresses and skirts should be businesslike and appropriate. Party wear, beach cover-ups, low-cut necklines/backs are NOT permitted. Denim or leather fabric is not permitted.
- Business lengths should be observed at all times which are no more than 2 inches above the knee. Split skirts are permissible providing they meet the established length guidelines. Slits should not exceed 5 inches above the knee.
- Sheer or see-through materials are not acceptable.
- Short tops and leggings combinations are not permitted.
- Pants should be business like in style. No denim or leather fabrics are permitted. No stirrup, tight, or stretch pants are permitted. Jeans, even in colors other than blue denim,

are not permitted unless on a sanctioned “Jeans Day.” Shorts and pants reaching no more than the mid-calf are not permitted.

- Students are expected to maintain proper hygiene. Cosmetics, cologne, and perfume should be used in moderation. Any jewelry that can be considered a safety hazard or a distraction to the educational process is to be avoided.
- Hair must be clean and neatly styled. Extreme, unprofessional, or unconventional hairstyles are to be avoided. Long hair must be arranged away from the face and at an appropriate length so as not to interfere with or cause a distraction in class. Hair ornaments, when worn, must be appropriate and in keeping with a business environment.
- Facial hair must be kept neatly trimmed.
- Head coverings of any kind are not permitted, unless such coverings are worn for religious reasons, however, the full face must be visible.
- Jackets and ties are encouraged where and when appropriate for guest speakers and special events on campus.
- Nail length and polish will be conservative and in good condition. Fingernails should be kept short, clean, smooth, and well-manicured. Nail decals and/or nail jewelry are not acceptable.
- Only professional patches, pins or LU-sanctioned pins used for purposes of promoting the image of LU may be worn.

*On Assessment days and Remediation Week, students are permitted to wear jeans, or other comfortable clothing, provided it meets the length and coverage guidelines as stated above. Pajamas, sweats, or other casual clothing are not acceptable attire.*

Students in violation of the Dress Code or Standard of Appearance may be given a documented verbal warning unless the violation is so egregious that other action is more appropriate. If the student violates the Dress Code Policy a second time, they will be reported through the Early Alert system and must meet with the AD. A third violation will be reported to the SPCC for further action.

## Pledge of Professionalism

As a student of pharmacy, I believe there is a need to build and reinforce a professional identity founded on integrity, ethical behavior, and honor. This development, a vital process in my education, will help ensure that I am true to the professional relationship I establish between myself and society as I become a member of the pharmacy community.

Integrity must be an essential part of my everyday life and I must practice pharmacy with honesty and commitment to service.

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

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

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

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

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

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

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

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

The **Oath of a Pharmacist** from the American Association of Colleges of Pharmacy defines the expectations for student pharmacists.

"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 promote inclusion, embrace diversity, and advocate for justice to advance health equity
- 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 responsibility to improve my professional knowledge, expertise, and self-awareness.
- 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."

The American Pharmacists Association (APhA) has approved the following **Code of Ethics**. This code guides the expectations of the LU community regarding the principles by which student pharmacists should abide.

#### Code of Ethics for Pharmacists

##### **PREAMBLE**

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

- I. *A pharmacist respects the covenantal relationship between the patient and pharmacist.  
Considering the patient-pharmacist relationship as a covenant means that a pharmacist has moral obligations in response to the gift of trust received from society. In return for this gift, a pharmacist promises to help individuals achieve optimum benefit from their medications, to be committed to their welfare, and to maintain their trust.*
- II. *A pharmacist promotes the good of every patient in a caring, compassionate, and confidential manner.  
A pharmacist places concern for the well-being of the patient at the center of professional practice. In doing so, a pharmacist considers needs stated by the patient as well as those defined by health science. A pharmacist is dedicated to protecting the dignity of the patient. With a caring attitude and a compassionate spirit, a pharmacist focuses on serving the patient in a private and confidential manner.*
- III. *A pharmacist respects the autonomy and dignity of each patient.  
A pharmacist promotes the right of self-determination and recognizes individual self-worth by encouraging patients to participate in decisions about their health. A pharmacist communicates with patients in terms that are understandable. In all cases, a pharmacist respects personal and cultural differences among patients.*
- IV. *A pharmacist acts with honesty and integrity in professional relationships.  
A pharmacist has a duty to tell the truth and to act with conviction of conscience. A pharmacist avoids discriminatory practices, behavior or work conditions that impair professional judgment, and actions that compromise dedication to the best interests of patients.*
- V. *A pharmacist maintains Professional competence.  
A pharmacist has a duty to maintain knowledge and abilities as new medications, devices, and technologies become available and as health information advances.*
- VI. *A pharmacist respects the values and abilities of colleagues and other health professionals.  
When appropriate, a pharmacist asks for the consultation of colleagues or other health professionals or refers the patient. A pharmacist acknowledges that colleagues and other health professionals may differ in the beliefs and values they apply to the care of the patient.*
- VII. *A pharmacist serves individual, community, and societal needs.  
The primary obligation of a pharmacist is to individual patients. However, the obligations of a pharmacist may at times extend beyond the individual to the*

*community and society. In these situations, the pharmacist recognizes the responsibilities that accompany these obligations and acts accordingly.*

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

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

*\* Adopted by the membership of the American Pharmacists Association October 27, 1994."*

## Graduation Requirements

### Degree Conferral and Graduation

Degree conferral and graduation are two separate processes.

Degree Conferral – Student has met all Graduation Requirements as noted below. Upon approval from the LU College of Pharmacy, the student moves through the University process to formalize the degree conferral date and update the transcript.

Graduation – The commencement ceremony celebrates the students' accomplishments through the program. Authority to participate in graduation activities, including the graduation ceremony, does not equate to degree conferral, although the two processes may coincide. Students must attend and participate in the graduation ceremony.

The following are the requirements for graduation with a Doctor of Pharmacy degree from the Larkin University College of Pharmacy:

- Complete the requirements of the Doctor of Pharmacy degree within 5 years of initial enrollment.
- Completion of all Doctor of Pharmacy courses, including didactic courses, elective courses, and introductory and advanced pharmacy practice experiences (IPPEs and APPEs), as described in the curriculum (141 credit hours).
- Successful completion of required co-curricular and professional components of the program.
- Meet the technical standards of the COP which include requirements for maintaining professionalism, mental and emotional health, and ethical standards in didactic and experiential settings.
- Be recommended for the degree by the faculty of the COP.
- Student must be in good academic standing with the College and University.
- Pay all fees and financial obligations to LU.