



Samford University
McWhorter School of Pharmacy

STUDENT HANDBOOK

Revised July 19, 2024

Students are expected to know and abide by both academic and non-academic regulations and guidelines found in the McWhorter School of Pharmacy Student Handbook, the McWhorter School of Pharmacy Experiential Manual, the University Student Handbook (<http://www.samford.edu/Files/Student-Handbook.pdf>), and the University Catalog.

The McWhorter School of Pharmacy reserves the right to change the guidelines, expected behaviors, rules, regulations and information in the McWhorter School of Pharmacy Student Handbook at any time. Changes become effective at the time the proper authorities so determine and the changes apply to both prospective students and those already enrolled.

Students will be informed via class e-mail lists when additions, deletions, and/or changes are made to the McWhorter School of Pharmacy Student Handbook. The latest version of the McWhorter School of Pharmacy Student Handbook can always be found on the McWhorter School of Pharmacy website.



Samford University

McWhorter School of Pharmacy

Office of the Dean

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205-726-2669 fax
samford.edu/pharmacy
samford.edu

July 2024

Dear Students,

Welcome to Samford University's McWhorter School of Pharmacy! Congratulations on advancing to this point in your professional education. You should be proud of this accomplishment.

Our mission is to prepare you in a nurturing, Christian environment to be an exemplary pharmacist and improve health worldwide. Our rigorous curriculum prepares you for the expanding role pharmacists play in the evolving healthcare system. Preparing Pharmacists Who Transform Lives® means our program goes beyond a good pharmacist's requisite knowledge, skills, and abilities. Our calling is to instill unique behaviors, attitudes, and values that help you give back, make a difference, and improve health.

The Student Handbook is a crucial resource that provides you with essential information about the school's accreditation, core values, and history. It also outlines academic guidelines and expected behaviors. I encourage you to familiarize yourself with the entire handbook and understand all its contents. If you have any questions, don't hesitate to ask.

Thank you for choosing to be a part of the McWhorter School of Pharmacy family. We are happy to have you here, and I'm excited to get to know each of you. Remember, my door is always open for you.

Sincerely,

Michael A. Crouch, PharmD, MBA, FASHP
Fred E. McWhorter Dean and Professor

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OVERVIEW

Accreditation

Samford University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, masters, education specialist, and doctorate degrees. Questions about the accreditation of Samford 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).

Samford University McWhorter School of Pharmacy's Doctor of Pharmacy program is accredited by the Accreditation Council for Pharmacy Education, 190 S. LaSalle Street, Suite 3000, Chicago, IL 60603-3499, telephone (312) 664-3575, fax (866) 228-2631, website www.acpe-accredit.org.

Foundational Statements

Mission Statement

The Samford University McWhorter School of Pharmacy's mission is to prepare students in a nurturing, Christian environment to be exemplary pharmacists and improve health worldwide through innovative pharmacy practice, scholarship, and service.

Vision Statement

Preparing Pharmacists Who Transform Lives[®].

Values

Christian Principles

We value our Christian faith. This faith motivates us to support the Christian mission of the university, to encourage the exploration of calling in one's professional and personal life, to create an environment that fosters community and acceptance and to provide opportunities for shaping one's own spiritual formation.

Discovery

We value discovery. We desire to acquire knowledge relating to pharmacy and medication therapy and then apply that knowledge to better the lives and health of our patients. We engage in teaching and learning that challenges and enlightens. We conduct research that contributes to the body of knowledge relating to pharmacy and medication therapy, while fostering creativity and inquisitiveness.

Patient Health

We value patient health, which includes caring for the individual patient as well as the population. We cultivate a patient-centered approach to health care, exhibiting compassionate care for the whole person and promoting patient wellness and preventative care. Our approach advances the pharmacists' role on the health care team, advocates use of the most effective healing methods, promotes optimal medication use and improves care for the underserved.

Relationships

We value relationships. We believe it is essential to cultivate caring and respectful faculty-student interactions, to maintain involvement with alumni, to encourage student camaraderie, to provide a community environment for employees and to appreciate and support external constituents.

Achievement

We value achievement, which includes striving for excellence in teaching, learning, service, practice, and scholarship. We cultivate an environment that encourages personal growth and development, while maintaining continuous school accreditation through ACPE. Our pharmacists consistently exceed national averages on licensure exams and promote life-long learning and an attitude of service to others and the profession.

Professionalism

We value professionalism, which means we demonstrate personal integrity, accept responsibility for the quality of individual practice and maintain a commitment to service. We believe in serving the needs of both the patient and the profession, while continuously exhibiting the ethical, moral, and legal principles of our profession and participating in pharmacy organizations to advance the profession.

Curriculum Outcomes

A Doctor of Pharmacy graduate from the McWhorter School of Pharmacy is one who is prepared to:

- Render exemplary pharmaceutical care
- Succeed in a postgraduate training or degree program
- Pursue life-long learning
- Advance the practice and profession of pharmacy

Competencies

McWhorter School of Pharmacy has developed competencies that represent the knowledge, skills, and professional dispositions that all candidates are expected to demonstrate by the end of their program of study. These competencies are measured at various transition points within the program (e.g., at the beginning and/or end of an academic year).

These competencies are based on the Center for Advancement of Pharmacy Education (CAPE) outcomes and pharmacy entrustable professional activities (EPAs), which together form the standards of the profession. The school-developed competencies (<https://www.samford.edu/pharmacy/files/PHAR-Curriculum-Competencies.pdf>) and very closely mirror the AACP "COEPA" statements (which also merged CAPE and EPAs).

History

McWhorter School of Pharmacy is one of 10 schools at Samford University and one of four schools comprising the College of Health Sciences. Here are a few facts about the school:

- Established in 1927, Samford Pharmacy is one of the most well-established and recognized programs in the U.S., having trained pharmacy students for almost 100 years.
- Samford Pharmacy is the #1 private school of pharmacy in the south.

- The school gained accreditation from the Accreditation Council for Pharmacy Education (ACPE) in 1941, shortly after it became available, and it has maintained full accreditation since then.
- Samford University's McWhorter School of Pharmacy bears the name of the family of healthcare entrepreneur, hospital administrator, and pharmacy alum R. Clayton McWhorter.
- The school has highly credentialed faculty members engaged locally, nationally, and internationally in teaching, service, and scholarship/research.
- The Doctor of Pharmacy program at Samford stands out nationally for three main reasons:
 - I. Mission-driven approach
 - II. Interprofessional education
 - III. Personalized Pharm.D.
 - a. Certificate programs
 - b. Elective courses
 - c. Research opportunities
 - d. Joint degrees
 - e. Global engagement
 - f. Concentrations

Over 5,000 pharmacists call Samford University McWhorter School of Pharmacy their alumni home. About half of our alumni live in Alabama, and the remaining alumni live in 46 states, territories, and various countries abroad.

FACULTY / STAFF INFORMATION

Information about our faculty members can be found at: <http://www.samford.edu/pharmacy/directory/>

Directory

<u>Executive Council and Support Staff</u>	<u>Room</u>	<u>Telephone</u>
Dr. Michael A. Crouch, Dean	CHS2 2209	2820
Ms. Valerie Eades, Assistant to the Dean	CHS2 2211.....	2820
Dr. Michael G. Kendrach, Executive Associate Dean and Associate Dean for Academic Affairs	CHS1 1438	2526
Mrs. Melanie Cox, Program Coordinator Academic Affairs	CHS1 1439.....	4369
Mrs. Eilani Grayson, Program Coordinator, Online Testing	CHS1 1441.....	4059
Dr. Renee M. DeHart, Associate Dean for Student Affairs	CHS1 1429	4276
Mrs. Danita Littlejohn, Coordinator, Student Affairs & Events.....	CHS1 1428	2053
Mr. Jon Parker, Director of Admissions	CHS1 1131	4242
Mrs. Katie Rowland-Ellis, Graduate Pharmacy Recruiter.....	CHS1 1126.....	2008
Dr. Elizabeth Sheaffer, Associate Dean for Assessment & Accreditation	CHS1 1448	2896
Mr. Paul Pschirer, Coord. of Assess. Data and Student Portfolios	CHS1 1446.....	2791
Dr. Howard Hendrickson, Chair, Pharmaceutical Social & Administrative Sciences	CHS2 2216	2864
Admin. Assistant to Chair, PSAS.....	CHS2 2219.....	2876
Dr. Dee Dugan, Chair, Dept of Pharmacy Practice	CHS1 1453.....	2635
Ms. Cathi Davis, Admin. Assistant to Chair, Pharmacy Practice.....	CHS1 1450	4671
Dr. Jonathan Thigpen, Assistant Dean Associate Professor	CHS1 1440	4175

Development and Marketing

Mrs. Victoria Allen, Sr. Advancement Officer	CHS1 1467	2792
Ms. Alison Ingle, Marketing and Communication Manager	CHS1 1315.....	4035

Pharmaceutical, Social & Administrative Sciences

Dr. Georges Adunlin	CHS2 2222	4692
Dr. John Arnold	CHS2 2232	4040
Dr. Amy Broeseker.....	CHS2 2231	2226
Dr. Erika Cretton-Scott.....	CHS2 2223	4370
Dr. Michael Crouch	CHS2 2209	2820
Dr. Danielle Cruthirds	CHS2 2217	2267
Dr. Bernadette D'Souza	CHS2 2229	2780
Dr. Gregory Gorman	CHS2 2236	4452
Dr. Howard Hendrickson.....	CHS2 2216	2864
Dr. Patricia Jumbo	CHS2 2220	4170
Dr. David Luthin	CHS2 2233	4223
Dr. Jonathan Thigpen	CHS1 1440	4175
Dr. Bruce Waldrop	CHS2 2237	2984
Dr. Xiaodong Robert Wang.....	CHS2 2235	2997

Pharmacy Practice

Dr. Jennifer Beall	CHS1 1413	2534
Dr. Kim Benner	CHS1 1444	2076
Dr. Caitlin Brown.....	CHS1 1414.....	4431
Dr. Stephen Brown.....	CHS1 1411.....	4883
Dr. Marshall Cates	CHS1 1449	2457
Dr. Crystal Deas	CHS1 1408	4079
Dr. Renee DeHart	CHS1 1429	4276
Dr. DeeAnn Dugan.....	CHS1 1453	2635
Dr. PJ Hughes.....	DBH 408	2519
Dr. Maryam Iranikhah.....	CHS1 1405	2086

Dr. Michael Kendrach	CHS1 1438	2526
Dr. Jeffrey Kyle	CHS1 1452	2559
Dr. Valerie Prince	CHS1 1404	2117
Dr. Jessica Skelley	CHS1 1430	4338
Dr. Rachel Slaton	CHS1 1414	2729
Dr. Michael Thomas	CHS1 1435	2721
Dr. Angela Thomason	CHS1 1427	4476
Dr. Terri M. Wensel	CHS1 1412	2650
Dr. Whitney White	CHS1 1417	4821
Dr. Mary Worthington	CHS1 1443	2533

Pharmacy Residents

Dr. Gabriel E Martinez Velez, RxBenefits	CHS1 1441	787-310-0185
Dr. Patricia Ramirez de Arellano Rodriguez, Christ Health Center ...	CHS1 1441	787-598-7936
Dr. Kristin Hendricks, TCOA	CHS1 1441	205-910-5295

Office of Non-Degree Programs

Dr. John Arnold, Director	CHS2 2232	4040
Mrs. Jaci Spain, Continuing Pharmacy Ed Coord	CHS2 2221	2722

Office of Experiential Education

Dr. Jeffrey Kyle, Director, Office of Experiential Education (OEE)	CHS1 1452	2559
Ms. Nesa Toney, Compliance Coordinator, OEE	CHS1 1454	2089
Mr. Brett Bullard, Asst. Director, OEE Operations	CHS1 1451	4391
Ms. Catherine Williams, Pharmacy Practice OEE Coord	CHS1 1455	2891

Pharmaceutical Sciences Research Institute

Dr. Gregory Gorman, Director	CHS2 2236	4452
Mrs. Lori Coward, Research Associate	CHS2 2214	4469

IT Support

Mr. Adam Lee, Technology Services Manager, CHS	CHS2 2204	4838
Mr. Chris Roper, Technology Services Manager, CHS	CHS2 2203	4478

Fax Centers

Admissions Office	205-726-4141
Experiential Education	205-726-4214
Pharmaceutical Sciences	205-726-2088
Pharmacy Practice	205-726-2669

ACADEMIC & STUDENT MATTERS

Academic Early Intervention

Any first-year pharmacy (P1) student who scores <60% on any exam in any course or is failing 2 or more courses (regardless of other course grades) is required to meet with their academic advisor. The student also can meet with the Academic Success Coordinator, Assistant Dean for Curricular Innovation and Professional Development (CI/PD), and/or Associate Dean of Academic Affairs. A student meeting with the course coordinator (unless required in course syllabus) is strongly suggested also. Those with a course average <70% are strongly recommended to meet with their academic advisor. A meeting with the Office of Academic Affairs (OAA) and/or course coordinator also can be scheduled unless stated otherwise in course syllabus. Additionally, a midpoint intervention with their academic advisor will occur for P1's (who have not received a previous intervention). A meeting will be scheduled among the course coordinator, OAA, and/or an Associate Dean for P2's or P3's who are failing at midpoint of any semester, or upon the request of instructor. Early intervention for P4 students is addressed via the midpoint evaluation conducted by the individual preceptor.

The student will be required to complete an electronic form prior to the meeting that will assist in self-reflection and informing the discussion with their academic advisor, OAA, Academic Success Coordinator, or Associate Dean(s). The academic advisor, OAA, Academic Success Coordinator, and/or Associate Dean(s) will meet with student in person and reviews the following academic items (may include, but not limited to):

- i. Class attendance
- ii. Note taking and study habits
- iii. Importance of reading content from the course textbook(s)
- iv. Resources available to them (e.g., office hours, tutors, on-line resources)
- v. Videos on studying and preparation habits
- vi. Time management skills (e.g., employment, organizational involvement)

The academic advisor, OAA, Academic Success Coordinator, and/or Associate Dean(s) also will review at that time the following health and wellness/student services items (may include, but not limited to):

- i. Disability Resource Center
- ii. Counseling Services
- iii. Student Health Services
- iv. Office of Spiritual Life
- v. Financial Aid Office

vi. Student Relief Fund

A second meeting with the academic advisor, OAA, Academic Success Coordinator, and/or Associate Dean(s) may be requested if the student does not pass the next major assessment within the course(s). An Academic Intervention Form is used during the meeting that contains a checklist of what was reviewed, key points, and a summary of the action plan. A copy of the form will be given to the student, and the academic advisor and/or Office of Academic Affairs will file a copy within the student's academic file. For students who fail to comply with the process outlined above, a code of conduct violation may be filed against them.

Academic Eligibility for Participation in Activities

A student who is on probation or suspension shall not be allowed to:

- receive an excused absence and/or financial assistance to attend professional meetings.
- receive scholarship support from the school.
- serve as a class officer.
- serve as a School of Pharmacy Ambassador.
- serve as an officer for any school organization.
- serve on a McWhorter School of Pharmacy committee (i.e., Assessment, Curriculum, or Student Affairs).

Furthermore, a student on probation or suspension is strongly discouraged from engaging in outside employment or participating in any extracurricular activity that involves an appreciable amount of time.

Students placed on probation or suspension will be reminded of their restrictions on participation in activities. Students who willfully attempt to defy the guideline will be subject to the McWhorter School of Pharmacy code of ethical and professional conduct violation process.

Academic Guidelines

McWhorter School of Pharmacy academic guidelines for students are available in the University Catalog available online to students. Additional academic guidelines and program requirements addressing Introductory Pharmacy Practice Experience (IPPE) and Advanced Pharmacy Practice Experience (APPE) courses are published in the school's Experiential Education Manual. Also, students must abide by the information within the syllabus for each course they are enrolled during that semester. In addition, students are required to attend each weekly lab session plus the DASH (P1 & P2s) and SPRINT (P1-P3) week activities.

Academic Support Resources

Students are responsible for their own learning. Students are expected to attend each course class session and keep up with notes and course learning materials and objectives.

The school and university may provide resources available to the students that enable students to enhance their learning and pass the course, which may include:

- Using course handouts and listening to class session recordings

- Participating in student-led review sessions
- Attending course instructor-led review sessions (when offered)
- Meeting with the course instructor during posted office hours, if needed
- Scheduling a meeting with the course instructor outside posted office hours, if needed
- Studying with other classmates in a study group
- Asking for a personalized session with a student-led review session leader/tutor (depends on availability of the review session leader/tutor). A list of school tutors (at no cost to the students using this service) are posted on the Professional Development Canvas page for each class.
- Accessing online databases that contain required textbooks; other textbooks for supplemental readings; self-assessment quizzes and flashcards; patient cases; images; plus, videos and animations that further explain topics or demonstrate skills/procedures. Two specific online databases providing these resources are Access Pharmacy and Health Library Integrated Pharmacy Collection.

Students experiencing academic difficulty (i.e., performed poorly on an exam/quiz or course project) should be proactive and are strongly encouraged to seek guidance from the course instructor and/or the course coordinator. Students should not wait until after the final course grade is assigned to speak to the course instructor for any actions and/or recommendations to improve their comprehension of the course material. A student cannot request an extra credit assignment that is not listed in the course syllabus to improve his/her grade.

Students also can meet with the Associate Deans (Academic Affairs, Student Affairs), Academic Success Coordinator, Assistant Dean Curricular Innovation & Professional Development, academic advisor, and/or their mentor to discuss academic difficulties.

Students also should self-assess and reflect on their own personal performance (i.e., study habits, note-taking skills, attending each class, focusing on the key course learning objectives, time management, utilizing academic resources).

Students also are encouraged to form study groups with fellow classmates and/or ask established study groups if they can join and participate. The primary purposes of the group are to assist each other in comprehending, retaining, plus recalling the course content via quizzing, explaining, and practicing the course content with each other.

University resources are available for students needing further assistance. These include student counseling services (726-4083), university office of accessibility and accommodations (726-4078), the Samford CARE team (726-2083), and the Office of Spiritual Life (726-2825). Additional student services with phone numbers are available at <https://www.samford.edu/students/services>.

Academic Units

The Department of Pharmacy Practice educates, develops, and mentors students so they are prepared to: 1) provide patient-centered and population-based care that optimizes medication therapy, 2) manage health care system resources to improve therapeutic outcomes, and 3) promote health improvement, wellness, disease prevention, and medication safety. The

department collaborates with many health care facilities and community pharmacies to provide the delivery of experiential pharmacy education. In addition, the department is responsible for delivering didactic education related to the clinical use of medications in patients. The focus of learning is providing optimal patient care based on sound therapeutic principles and evidence-based data. Further, the department carries out a rigorous program of clinical and educational research focused on pharmacotherapy and student learning. The Office of Experiential Education is a component of the department.

The Department of Pharmaceutical, Social and Administrative Sciences (PSAS) is pleased to provide the foundational components of our students' education in the professional curriculum such as physiology and pathophysiology, cellular and molecular biochemistry, drug delivery systems, pharmacology, pharmacokinetics, medicinal chemistry, patient care systems, sterile compounding, financial and human resource management, pharmacy law, and ethics. Research interests in the PSAS department are varied and involve areas such as the study of apoptosis, mitochondrial injury, pharmacogenomics, drug metabolism and drug-drug interactions, structure-activity relationships and determinations, pharmacokinetic studies, ophthalmologic considerations in drug delivery, educational research, home health care, end-of-life care, and moral development. In addition, several PSAS faculty provide research and experiential education for our students. The department is home to the Pharmaceutical Sciences Research Institute (PSRI). The PSRI provides high quality research services in a cost effective and timely manner. Department faculty are also involved in service to the profession through international, national, regional, and local opportunities.

Access to Student Files

Once a student has been admitted to the McWhorter School of Pharmacy, the student's admission application is in a permanent file kept within the Office of Academic Affairs (OAA). Official information pertaining to a specific student, such as make-up exam petition and documentation, academic standing letters, and records checks are also maintained in that file. A student has the right to review the contents of their file upon request in the Office of Academic Affairs. Please provide the request a few days in advance.

Attendance Guidelines: Classes and Exams

P1-P4 Experiential Attendance (IPPEs/APPEs)

Please refer to the Experiential Manual for attendance guidelines.

P1-P3 Class Attendance

Attendance is expected for all courses taught within the McWhorter School of Pharmacy. Laboratory courses have specific attendance rules and all specific attendance procedures are delineated in course syllabi (i.e., required attendance to DASH and SPRINT weeks). However, in accordance with university policy, excused absences may not be counted against any student when determining course penalties in any McWhorter School of Pharmacy course. **Under certain extenuating circumstances (see below)**, students may seek an excused absence from class attendance when their absence impacts their course grade. Students seeking an excused absence from class and/or lab are required to petition the course coordinator(s) plus the Assistant Dean for CI/PD. The Associate Dean for Academic Affairs (ADAA) can be included if needed. Students will submit this information to the course coordinator(s) who will consult with the Office of Academic Affairs (OAA) to determine if the student request is to be categorized as excused. Petitions must be received at least 5 business days in advance for events known ahead of time (see below for examples). For emergency-related issues (e.g., illness, funeral), the petition must be received within 2 business days of

returning to class. Petitions must be submitted in writing and sent electronically via email. Petitions will include the reason for not attending class, the date(s) missed, plus documentation (see below). Additional supporting evidence may be requested of the student (or others). The following will generally be considered as excused class session absences for students in good academic standing and not count against the student. Requests for being excused will be addressed on a case-by-case basis.

Official representative for Samford University and/or McWhorter School of Pharmacy as outlined in the university's student handbook.

- Student will provide official announcement/invitation for his/her invitation to participate.

Samford University official athletic team

- Official documentation from the athletic department.

Presentation at national pharmacy or scientific meetings

- Student will provide official announcement/invitation for his/her acceptance of presentation.

Participating in national pharmacy competition

- Student will provide official announcement/invitation for his/her invitation to participate.

Participating in national pharmacy organization meetings as an elected or appointed representative in which official business is to be conducted (e.g., APhA-ASP House of Delegates)

- Student will provide official announcement/invitation for his/her invitation to participate.

Immediate family crisis/funeral

- Documentation of the crisis (e.g., medical document, accident report) or funeral (e.g., obituary) is required. A student may be excused up to five (5) business days for travel and bereavement in the event of an immediate family member's death.

Medical illness or hospitalization

- Medical office excuse from the healthcare provider, inclusive of dates, may be required.

Absences specifically stated in an accommodations letter from the university Office of Accessibility and Accommodations (OAA).

- Letter must be presented in advance.

School Events Attendance

Attendance (in person or online, as communicated in advance) is required for announced school events. For P1 through P3 students these include (but are not limited to), Dean's Distinguished Lectures and State of the School Address, in addition to class-specific events that include Pharm.D. Commencement (P4s), school-administered assessments (e.g., SCOPE, Super OSCE, PACE exams), P3 Pinning Ceremony (P3s), B.S. Commencement (P2s), White Coat Ceremony (P1s), portfolio sessions with facilitators (all classes), required certification/training days (e.g., CPR, Immunization, SUD), IPE events, PACE Week activities,

and Joint Degree/Post-Education Opportunities Showcase (P1). Other events may be added to this list and students will be notified in advance by Samford email. The same process as described above will be used to excuse a student from the school event, except the petition will be sent only to the Office of Academic Affairs.

Exam and Other Assessment Attendance

Students must be present for all examinations and other graded assessments. Any anticipated exam/assessment absences (e.g., immediate family member crisis/funeral, student health issue, official university, or school business) should be cleared prior to the exam/assessment with the course coordinator in consultation with the Office of Academic Affairs (OAA). Any student who is not present for an exam/assessment at the scheduled administration time may receive a zero (0) as the score.

A student who has missed the scheduled exam/assessment due to compelling hardship may petition for a make-up exam/assessment to replace the zero (0) score. The petition must be submitted no later than one business day after the exam/assessment day. The petition must be in writing (can be submitted electronically) and provide the reason for missing the original exam/assessment date. The petition is to be sent to the course coordinator and OAA. The petition will be stored in the student file in the Academic Affairs office. The petition will be reviewed by the course coordinator(s) in consultation with the OAA. Additional faculty members may be consulted if needed (i.e., Associate Dean for Student Affairs, Department Chair, Dean). The decision is final and not appealable. The decision will be made quickly (typically within 2 business days) after the appropriate information is submitted by the student and reviewed by the faculty. The student will be notified afterwards.

Due to the variety of reasons for missing an exam/assessment, each petition will be treated on a case-by-case basis by the course coordinator and OAA. These decisions should not be interpreted as establishing a precedent for future decisions. If a make-up exam/assessment is granted, the make-up exam/assessment format may be different than the original exam and may consist of oral, essay, or combination of these two. Other formats may be used. Make-up exams have similar rigor as the original exam.

Student Organization Travel

The following guideline applies to P1-P3 students. Any student scheduled for an IPPE or APPE and wishes to attend a professional organization meeting must consult the Experiential Manual for guidance. To allow for professional development of student pharmacists, annual conventions of the following organizations are approved for an excused absence unless they conflict with the week of final exams: American Association of Psychiatric Pharmacists, American College of Clinical Pharmacy, American Pharmacists Association (which also includes Rho Chi and Phi Lambda Sigma's annual conventions), American Society of Health-System Pharmacists, Industry Pharmacy Association, International Society for Pharmacoeconomics and Outcomes Research, National Community Pharmacists Association, Pediatric Pharmacy Association, Christian Pharmacy Fellowship, Kappa Psi, and the Student National Pharmaceutical Association. Students must meet academic eligibility requirements to attend these meetings. Students will be expected to make up any work missed during their excused absence, including retrieval of handouts and review of required readings and class recordings; however, tests will not generally be scheduled during this time. It is the student organization advisor's responsibility to notify the associate dean for student affairs of the students who plan to attend professional meetings. A student may not attend a professional meeting until the associate dean for student affairs has verified his/her academic eligibility.

Because of the unique nature of the DASH and SPRINT weeks, professional travel may or may not be able to be accommodated during those weeks. First-year students are strongly encouraged to discuss any potential future professional travel plans with associate deans for both

academic and student affairs before registration or travel is reserved.

Students will be eligible for travel to other student organization professional meetings (non-annual) with the approval of the instructor of record (course coordinator) and associate dean of academic affairs (ADAA) working in conjunction with the associate dean of student affairs (ADSA) as follows:

- Students must self-identify to the organization advisor at least four weeks prior to meeting travel.
- It is the responsibility of the organization advisor to notify the ADSA of those students (ideally at least three weeks prior to travel) who wish to attend said meeting.
- The ADSA will send notification to all course coordinators of those students meeting academic eligibility for travel.
- For any classes with required assessments/labs during the meeting time frame, the course coordinator(s) will work with the Office of Academic Affairs as described in the Exam and Other Assessment Attendance section of this handbook to determine if it is feasible for student to travel and to make up these assessments/labs/etc., to approve said travel, and to communicate this information to student(s) as appropriate.

Any student on probation will not receive an excused absence or financial assistance to attend professional meetings. Furthermore, during the fall semester, first year students must also hold a grade of C or higher in all courses at the time of any meeting travel to receive an excused absence or reimbursement for travel.

Students are eligible to attend up to two professional meetings per semester. Students requesting attendance at over two professional meetings per semester will be reviewed case-by-case.

Audio and Video Recording Guidelines

Recording or dissemination of class recordings by students

Recording by any means of any course lecture or content by anyone without prior consent of the instructor teaching such course or providing such content is strictly prohibited. Unless an instructor expressly authorizes recording of his or her course content, students should presume that private recording of that instructor's course content is not permitted.

Student duplicating, sharing, or transferring, in whole or in part, of any recording, including those which may be provided by the school or instructor, by any electronic means or otherwise without the instructor's express permission is strictly prohibited.

Recording of class without consent and/or sharing any recording by any means without permission shall be considered a violation of the McWhorter School of Pharmacy Code of Ethical and Professional Conduct and the matter shall be referred to the Student Affairs Committee.

Recording of course content and exam by the school

Student access to course content recordings produced by the school is a privilege, not a right, and neither the McWhorter School of Pharmacy nor its agents or employees shall be responsible if a class recording is not available or is of inferior quality. All classes and exams are subject to being recorded (through audio and/or video recording) by McWhorter School of Pharmacy personnel or by another student with permission granted in accordance with this guideline. No student should expect privacy in their speech, conduct or appearance during any class or exam.

Recording by Students with Disabilities

Under certain circumstances, a student with a disability may make audio or video recordings to accommodate an ongoing disability. A student must provide an accommodation letter from the university Office of Accessibility and Accommodations that specifically requests as part of the accommodation the ability to record course content. Students shall discuss the accommodation request with the instructor and must receive approval prior to recording course content. A student permitted to record a class shall not duplicate, transfer, or otherwise share the recording with others, nor permit or enable any other person to do so unless expressly permitted otherwise by the appropriate instructor. The recording will be used only by the student for whom the class was recorded and during the semester in which the class was taught. The student may share the recording with a person who is providing an accommodation service to the student who has been approved by the university Office of Accessibility and Accommodations plus the instructor, such as an interpreter, only after advising the service provider of this guideline and obtaining the service provider's agreement to abide by the guideline as if the service provider were a McWhorter School of Pharmacy student.

Building and Campus Guidelines

- Students will have access to the campus/pharmacy school buildings and use of the facilities only during designated hours.
- Students may not adjust thermostats or other controls in the building.
- Students may not smoke in or near the entrances to the College of Health Sciences buildings.
- Students are responsible for cleaning up after themselves (e.g., spilled beverages, food items) in the classrooms, shared areas, and other building areas.
- Students may use only designated spaces for posting notices. Notices must be consistent with the Code of Ethical and Professional Conduct. Each notice should specify the date posted and date to remove. Notices will be removed within one month of posting and at the end of each semester.
- Students may use only designated spaces for public displays. Students must receive approval (from the associate dean for student affairs) for all displays.
- Students are responsible for keeping the student common areas clean and orderly. Students are to respect other persons and property (e.g., books, equipment, electronic devices, classroom fixtures, building furniture, and food in refrigerator).
- Students shall pay full damages for all campus property broken, damaged, or lost and for any damage occurring off campus at school-sponsored functions.
- Students may not possess or use alcoholic beverages on the university campus or at any school-sponsored function (on- or off-campus). Students may not enter the building intoxicated or impaired.
- Students shall observe the rules and regulations contained in the University Catalog or other official university publications and/or announcements.

Canvas, Learning Management System (LMS)

The McWhorter School of Pharmacy utilizes Canvas as the course learning management system (LMS). To access Canvas, go to <https://canvas.samford.edu>; another option is at <http://www.samford.edu/pharmacy/> and scroll to the bottom of the page and click on the Canvas link. Log-in by inserting your Samford username and password. Students are responsible for all course materials posted to the LMS. Although the extent of material posted to the LMS will vary between courses and instructors, at the very least the course syllabus for each 300-500 level course in addition to the course coordinator contact information will be posted to the site. In general, students will not be able to access materials posted to LMS courses after the semester in which the course was offered has finished.

Change of Name or Contact Information

If a student's name has been legally changed (e.g., marriage), then the student must present a social security card with the **new** name and photo identification with the new name to the Office of Academic Affairs (*CHS Building 1, Rm. 1438*). The student is responsible for taking care of this notification promptly. The student must also submit the *Name Change Form* to the One Stop. The form is available at Form Central on the Samford University website.

Any change of address and/or phone number must be registered by the student in the university's Banner system. Furthermore, the student must inform the Office of Academic Affairs and the Office of Experiential Education of the change(s) via e-mail. Students are required to update their information (e.g., address change) in Banner and E-Value. Please access these via <http://samford.edu/pharmacy/student-services/> Name, address, and/or phone number changes also need to be communicated to the Alabama Board of Pharmacy and any other state board of pharmacy in which the student has an intern/extern license.

Class Advisors

It is the objective of the McWhorter School of Pharmacy to maximize the effectiveness of faculty/student contact in the areas of scheduling/registration, career counseling, personal advising, etc. As written in the *Southern Baptist Educator*, "The finest possible educational environment includes the availability of outstanding academic advising and a genuine caring attitude toward the student...."

Student interaction with faculty outside of the classroom environment is an important aspect of the educational experience. While quality interaction cannot be forced upon students or faculty, it is essential that students understand that members of the pharmacy faculty welcome these opportunities to get to know students personally. This is particularly important for students dealing with personal or professional problems or decisions. Faculty members volunteer to serve as class advisors for each entering class.

Class advisors are well-informed of the guidelines and expected behaviors of the school and University and are available to help students interpret the guidelines related to their personal and academic conduct. The faculty member appointed as class adviser will remain advisor to the class throughout its four professional years. This person will assist the class with electing officers, planning events and decision making.

The current class advisors are as follows:

Class of 2025
Dr. Amy Broeseker

Class of 2026
Dr. Whitney White

Class of 2027
Dr. Danielle Cruthirds

Class of 2028
Dr. Terri Wensel

Class Officers

Class Officers are expected to:

- Attend daily class sessions.
- Be a role model for other students and uphold the values outlined in the ethical and professional conduct statement.
- Abide by all policies and procedures outlined within university and school handbooks.
- Perform additional duties and responsibilities assigned by the dean or associate dean for student affairs.

The role of the class president is to:

- Represent the class and bridge gaps of communication between the class and the administration, faculty, staff, alumni, guests, etc.
- Lead meetings (e.g., class meetings and class officer meetings) throughout the semester.
- Actively engage, along with vice president and secretary, in the Student Leadership Council.
- As appropriate, delegate responsibilities to other class officers in a manner that maximizes proficiency and enhances leadership abilities of all.
- Represent the class during exam scheduling meetings.
- Meet with course coordinators regularly about courses.
- Serve on the Margaret Propst Teacher of Year selection committee.

The role of vice president is to:

- Fulfill the role of president in the president's absence. In the event the president is unable to serve, fulfill the role of the president until a new president has been elected.
- Represent the class and bridge gaps of communication between the class and the president, administration, faculty, staff, alumni, guests, etc.
- Assist each of the other officers in their duties (e.g., organize meetings, plan class events, and address class concerns).

- Represent the class during exam scheduling meetings.

The role of the secretary is to:

- Take and distribute minutes in class officer meetings or any other meeting, as needed.
- Maintain, update, and organize any paper or electronic materials for the class.

The role of the class treasurer is to:

- Collect class dues from classmates and submit the funds to the office manager for student affairs.
- Collaborate with the office manager for student affairs to procure payment for and reconcile class expenses (e.g., lunches, field days, service projects).
- Create and maintain an annual class budget based on class goals for upcoming activities.

The role of the class service chair is to:

- Organize and implement class service projects as determined by the officers and class.
- In conjunction with the chaplain, be aware of classmates' needs and direct to the appropriate resource.

The role of the historian is to:

- Procure photographic or video documentation of class events (e.g., professional functions, intramural games, organization meetings) by personally capturing the event or collecting the documentation from other students.
- Preferably, use a quality camera to preserve items in a way that is safe and accessible.
- Organize documentation suitable for students to access upon graduation.
- Assist the class and student organizations with promotional materials for events as needed.

The role of the social chair is to:

- Plan and implement events and outings for the class consistent with Samford University's Code of Values.
- Work with the treasurer to determine fund allocation for social events based on the budget determined by that class.
- For events too costly for the class budget or specialized events, design "pay your own way" events.

The role of male and female chaplains is to:

- Be a Christian example to the class.
- Pray for the class.

- Offer counsel to those in spiritual need.
- Pray for the class before the exams.
- Offer to lead Bible studies for the class.

The role of the male and female athletic directors is to:

- Coordinate and execute class games at the annual school picnic.
- Direct class intramural athletics.
- Facilitate class activity in organizational sporting events.
- Display sportsmanship on and off the field.

As an elected student leader, students accept the above obligations and agree:

- It is a privilege to serve as student leaders, and this requires acting in the class's best interests.
- To act in accordance with their role as a leader, demonstrating sensitivity to a wide range of viewpoints and presenting a respectful attitude to all class members.
- To ensure that public and personal conduct remains above reproach, reflecting a high standard of professionalism.
- To remain accessible to their class by regular class attendance and class governance meetings.
- If a student leader fails to meet the above expectations, they have an obligation to remove themselves from office or be removed from their office by the associate dean of student affairs or the dean.

Student leaders will be evaluated by their class members annually in the spring. Class Advisors will review these evaluations individually with each class officer. Class elections will be held annually in the spring (exception, P1 officers will hold elections within the first 5 weeks of class in the fall semester. Class Advisors and/or the Associate Dean of Student Affairs have the prerogative to call for reaffirmation votes or re-elections by the class, or removal from office if situations dictate.

Co-Curriculum

The Co-Curriculum consists of activities students are involved in outside of the formal curriculum which enhance their knowledge, experience, and abilities so they are practice-ready and team-ready upon graduation. With required activities as well as selective activities students can choose from based on their interests and goals, the Samford University McWhorter School of Pharmacy Co-Curricular plan outlines activities, by ability-based outcome, students should engage in to become practice-ready and team-ready pharmacists. Periodically, students are required to document their co-curricular activities in their student portfolios according to school guidelines.

Preamble to the Code of Ethical and Professional Conduct

The *Character Counts! Coalition* has adopted six pillars of character that describe ethical

persons: **trustworthiness, responsibility, respect, citizenship, fairness, and caring.**

The following aspects were written by McWhorter School of Pharmacy students for McWhorter School of Pharmacy students. We will be people of high quality.

Trustworthiness

“What is right is right even if no one is doing it. What is wrong is wrong even if everyone is doing it.”... unknown

1. We are expected to do what is right, even when no one is looking.
2. We must strive to be honest and full of integrity.
3. We will uphold patient confidentiality at all practice sites and while engaged in confidential discussions of student or school matters.
4. We will not lie or steal; we will report any lost materials or property of others.
5. We will refrain from any activity that may be perceived as academically dishonest. This includes:
 - a. plagiarism (using someone else’s work and claiming it as our own).
 - b. dishonest acquisition of information.
 - c. possessing or using any unauthorized aid during an examination or assignment.
 - d. giving or receiving information during an examination.
 - e. unequal participation in group projects.
6. We will not obtain a quiz or portions of a quiz before the exam period without the instructor’s knowledge.
7. We will not use data from previous class or lab sessions and submit it as if it were performed during that class or lab period.
8. We will not alter or attempt to alter any record of student grades.
9. We will not falsify, negligently make incorrect entries, or fail to make essential entries in health records.
10. We will not purposely falsify applications, forms, or records used for admission or other purposes by the McWhorter School of Pharmacy.
11. We will not commit perjury providing information in matters relating to the profession, school, students, faculty, or staff.

Responsibility

“No man can always be right. So the struggle is to do one’s best; to keep the brain and conscience clear; never be swayed by unworthy motives or inconsequential reasons, but to strive to un-earth the basic factors involved and then do one’s duty.”... Dwight D. Eisenhower

1. We should work to our full potential.
2. We will be diligent in our efforts to become respected professionals who thirst for knowledge.
3. We will not engage in any activity that could bring discredit to the profession, school, or university.
4. We should be willing to expose, without fear of retribution or partiality, any illegal, unprofessional, or unethical conduct.
5. As faculty put forward the effort to teach, we will put forth the effort to learn.
6. We should be punctual and try not to disrupt class.
7. We will not tolerate behavior intended to deceive, defraud, or harm the public and/or profession, including failure to carry out assigned duties where lack of doing so may endanger the health or well-being of others.

8. We will attend required meetings called by officials of the McWhorter School of Pharmacy.

Respect

“Respect, like love, has value only when it is given freely and out of genuine feelings. Counterfeit respect, like faked love, is really a form of contempt.” ... Michael Josephson

1. We will respect the values of Samford University and the McWhorter School of Pharmacy and will conduct ourselves in a manner that positively reflects these values.
2. We will show respect to all professors, staff, guests, and fellow students.
3. We will respect the property of the school and of others, leaving things better than we found them.
4. Students and faculty shall maintain professional relationships with one another.
5. We will not bear false witness against any faculty member or fellow student.
6. We will respect the right of privacy, maintaining as private any information about fellow human beings.
7. If an issue arises that we wish to discuss, we will go first to the instructor/course coordinator, then the department chair, the associate dean of academic affairs, and the dean.
8. We will respect the rules and regulations pertaining to the McWhorter School of Pharmacy facilities regardless of whether they are being used for educational or other purposes.
9. We will not enter restricted areas (offices, closets, storerooms, labs, etc.) without proper authorization or invitation.
10. We will refrain from misusing computers (e.g., using someone else’s password or e-mail address, creating, and/or forwarding chain letters, wasteful use of equipment and supplies).

Citizenship

“People of character do more than they are required to do and less than they are allowed to do.”... Christopher Stone

1. We will uphold the standard of high moral character, both in and out of the classroom.
2. We should realize the opportunities given to us and use them to benefit others.
3. We will not use or possess alcoholic drinks at an officially sponsored McWhorter School of Pharmacy or university function, either on or off campus.
4. We will not use, possess, or aid others in obtaining any illegal substances.
5. We will display a professional attitude and will be dedicated to learning about the pharmacy profession.
6. We will display professional attire by honoring the dress code stated in the student handbook. Students who repeatedly disregard the dress code (three or more reports to the Student Affairs Committee within one semester) will be required to address the committee about their appearance.
7. We will not condone any type of violence.
8. We will abstain from using profanity.
9. We will abide by all the statutes and regulations of the Alabama Pharmacy Practice Act as well as other laws and ordinances.

Fairness

“We judge ourselves by our best intentions and our most noble acts, but we are judged by our last worst act.” ... Michael Josephson

1. We will treat each other with fairness and respect, regardless of our beliefs, culture, ethnicity, disability, gender, or age.
2. We will share our knowledge with our fellow students, and we will never willingly engage in academic conduct that would give an unfair advantage over other students.
3. Each student has a right to voice his/her opinions in a fair and respectful manner.

Caring

“What you are thunders so loudly that I cannot hear what you say to the contrary.” ...
Ralph Waldo Emerson

1. We will do our best – this is our job and work.
2. Students, faculty, and staff should encourage and strengthen each other.

Code of Ethical and Professional Conduct

The principles of academic integrity and professional conduct are established in this Code of Ethical and Professional Conduct (this “Code”) to guide the student in his/her relationship with fellow students, practitioners, faculty, university officials, other health professionals, and the public. A student has the duty to observe the laws and standards of conduct of the profession and to accept the ethical principles expected by society. A student should not engage in any activity that will bring discredit to the school, university, or the profession of pharmacy and should be willing to expose, without fear or favor, any illegal, unprofessional, or unethical conduct.

Violations of the Code

- Academic Dishonesty – The following conduct shall constitute academic dishonesty:
 1. The distribution, possession, or use of any unauthorized material or assistance in the preparation of papers, reports, examinations, or any class assignment to be submitted for credit as part of a course or to be submitted to fulfill school of pharmacy requirements.
 2. The receipt, possession, or use of any unauthorized aid, material, or information while an examination or quiz is in progress.
 3. Knowingly giving unauthorized assistance to another student while an examination or quiz is in progress.
 4. Knowingly giving unauthorized assistance to another student in the preparation and/or submission of assignments, papers, reports, or laboratory data and products.
 5. Making an unauthorized communication regarding the contents of an exam or quiz, either before, during, or after the time the exam or quiz is given.
 6. Knowingly submitting a graded paper, report, examination, or class assignment that has been altered or corrected, in part or in whole, for reevaluation or re-grading.
 7. Group “batching” in lab to avoid personal work expected by the instructor.
 8. Submitting the work of another as one’s own, i.e., plagiarism. (See detailed plagiarism definition in other sections of this handbook).

9. Altering or attempting to alter any record of student grades.
 10. Instructors may delineate in advance in their syllabi other actions they consider to be academic dishonesty in their respective course.
- Unprofessional and Unethical Conduct – The following conduct shall constitute unethical and unprofessional conduct.
 1. Purposely falsifying or omitting information on applications, forms, or records used for admission or other purposes by the school of pharmacy.
 2. Providing false information about attendance at required sessions (e.g., documenting someone else's name on attendance documentation, submitting work implying that you were present at a session when you were not).
 3. Knowingly producing false evidence or rumors against another or providing false statements or charges in bad faith against any member of the Samford University faculty, staff, or student body.
 4. Violating the University's sexual discrimination and misconduct policy
 5. Knowingly providing false information to the Student Affairs Committee in connection with its proceedings concerning oneself or another student.
 6. Purposefully committing physical acts of violence against a fellow student, faculty, preceptors, staff, or university official. (See the University sexual discrimination and misconduct policy for acts constituting sexual misconduct).
 7. Stealing, damaging, defacing, or diverting to one's personal use without permission, the property of the university, faculty, staff, or fellow student.
 8. Unauthorized accessing or revealing of information about faculty, staff, students, or patients that is private or confidential.
 9. Illegal possession, use, diversion, or trafficking of drugs or other pharmacologically active substances. (Students should refer to the guideline on substance abuse in this Handbook.)
 10. The consumption or possession of alcoholic drink at any function or activity sponsored or endorsed by the school of pharmacy or university.
 11. Use of profanity.
 12. Repeated violation of the dress code (3 or more reports to the Students Affairs Committee while a student at the school of pharmacy).
 13. Repeated failure to attend required meetings or respond to school representative(s) (administrators, faculty, or staff) on non-curricular matters.
 14. Disregard of the rules and regulations of the clinical facilities used by the school of pharmacy for educational or other purposes.
 15. Repeated disregard of the general rules of the school of pharmacy or the university.
 16. Behavior which may endanger patients or the public, including the failure to carry

out assigned duties that endanger the health or well-being of others.

17. Behavior intended to deceive, defraud, or harm the public and/or profession.
18. Falsifying, or through negligence, making incorrect entries or failing to make essential entries in health records.
19. Failure to maintain patient confidentiality.
20. Awareness of a violation of this Code by a student and failure to report the violation to the Student Affairs Committee.
21. Any unauthorized/uninvited entry into restricted areas of the school of pharmacy or the university (offices, closets, storerooms, labs, etc.).
22. Charges and/or convictions of (i) a misdemeanor involving moral turpitude, (ii) violation of pharmacy, liquor, or narcotic law(s), and/or (iii) felony.
23. Failure to provide information or documentation required by school officials relevant to program requirements.
24. Acts of insubordination to school officials and/or university employees.

Expected Behaviors and Duties of the Student Affairs Committee

A. Initiation of a Case

1. Anyone knowing of a suspected violation of this Code shall use the reporting form on the School of Pharmacy website.
2. The form must be signed by the person(s) reporting the suspected violation(s) and submitted to the Associate Dean of Student Affairs office within thirty (30) days of the initial recognition of the suspected violation.
3. The completed form will be delivered to the Chair of the Student Affairs Committee. The chair will meet with the vice chair within 5 business days of receipt of the form to discuss the suspected violation. The student vice-chair is elected annually by the committee and their responsibilities are: 1) to co-review the submissions of conduct violations to determine if a report represents a violation, and 2) to serve as a point person among the students on the committee to facilitate communication with student members. Together the Chair and Vice-Chair will decide if the suspected violation is subject to the committee's jurisdiction.
4. If so, the chair will initiate the procedure for hearing a case.
5. If a suspected violation involves any conduct that is subject to the university's sexual discrimination and misconduct policy, it will be referred to the university Title IX Coordinator.

B. Process for Hearing a Case

1. A person who is suspected of violations of this Code (a "Respondent") will be notified by the Chair of the Student Affairs Committee by email within 10 business days of the violation form being submitted of the specific charges

against him or her and the date, time, and place of the hearing, the names of all witnesses who the committee consulted, or on whose statements the committee has relied, a list of all materials related to the violation on which the committee relied, and a copy of these procedures.

2. Prior to the hearing, the chair, or the chair-elect in cases where the chair is unable to attend the hearing, of the Student Affairs Committee will offer to describe to the Respondent the hearing process and answer any questions of the Respondent regarding the process.
3. Those allowed to attend the hearing include: the Student Affairs Committee members, the Reporting Party, the Respondent, an advisor for the Respondent, and any witnesses.
 - a. The Respondent may be accompanied at the hearing by a pharmacy school faculty member serving as an “advisor.”
 - b. The role of the advisor is to provide guidance and assistance to the Respondent prior to and during the hearing.
 - c. Prior to the hearing, the advisor may assist the Respondent in preparing his/her statement, anticipating questions that may be asked during the hearing, and identifying testimony, documents, pictures, or other information in support of the Respondent’s defense.
 - d. During the hearing, the advisor may be present and may offer support and advice to the Respondent; however, the advisor is not allowed to directly address anyone else in the hearing venue. The advisor may speak only to the Respondent during the hearing. The advisor will be asked to leave the hearing if he/she does not comply with the rules governing the hearing.
 - e. Witnesses (other than the Respondent or the Reporting Party) that testify at the hearing may be present only during their testimony. Evidence from character witnesses, whether in writing or in person, is not admissible at a hearing.
 - f. The Chair of the Student Affairs Committee, in the Chair’s discretion, may allow or disallow the admittance of any other individuals to the hearing. The chair shall determine what testimony or other information will be considered by the Student Affairs Committee in its consideration of a suspected violation of this Code.
4. If, at the completion of the hearing, a vote of “Not Responsible” is reached, the Student Affairs Committee will decide on any necessary action for vindication.
5. A majority vote of Student Affairs Committee members participating in the hearing is required for a finding of “Responsible” per the Operating Guidelines of the Student Affairs Committee. If the Student Affairs Committee determines that the Respondent is “Responsible” for a violation of this Code, it will recommend to the Associate Dean of Students Affairs a sanction. Sanctions may include, but are not limited to, the following:
 - A. Reprimand: A written reprimand prepared by the Student Affairs Committee,

with documentation, is added to the student's permanent file.

B. Probation: A formal reprimand by the Student Affairs Committee that admonishes a student for a violation of this Code and provides notice that continued enrollment of the student in the school of pharmacy is conditioned on there being no further violations of this Code during the period of probation.

C. Suspension: The student's enrollment in the school of pharmacy is terminated for specific period of time of at least the remainder of the then-current semester, during which time the student's presence at the school is prohibited without the prior authorization of the Dean, the Associate Dean of Student Affairs, and/or the Associate Dean of Academic Affairs. All McWhorter School of Pharmacy privileges are revoked during the suspension period. A recommendation of suspension requires a 2/3 vote of the Student Affairs Committee participating in the hearing.

D. Expulsion: The student's enrollment in the school of pharmacy is terminated permanently. A recommendation of expulsion requires the unanimous vote of the Student Affairs Committee participating in the hearing.

6. The Associate Dean for Student Affairs shall notify the Respondent of the decision of the Student Affairs Committee in writing within seven (7) business days after receiving the committee's recommendation. The Associate Dean of Student Affairs is not obligated to follow the committee recommendation. A permanent record of the decision of the Associate Dean of Student Affairs, including supporting documentation, shall be placed in the student's permanent record.
7. During the appeal process, the Respondent may request to review the documentation received by the Student Affairs Committee related to their case. The request must be made within five (5) business days of the Dean's receipt of the grievance/notification of appeal.

Right of Appeal

See Grievance Guidelines in Student Handbook.

Counseling

A student may find that personal problems or pressures are interfering with general well-being or academic performance. Pharmacy students may see the Office of Academic Affairs for help with academic concerns or the associate dean for student affairs for help with nonacademic problems. In addition to assistance that a student might seek from pharmacy faculty, students may wish to utilize the following university resources:

Office of Spiritual Life

In addition to administrative and teaching responsibilities, the campus pastor offers spiritual guidance and counseling to individuals seeking assistance. This pastor is available to all students, faculty, staff, and their families and can be reached by calling 205-726-2825 or email osl@samford.edu.

Professional Counseling Assistance

The university has both male and female professional counselors on staff for students. The university's counselors provide counseling sessions free of charge for current students and make referrals to an outside professional counseling agency if needed. For an appointment, go to <https://www.samford.edu/departments/counseling/>.

If a student prefers to see an off-campus counselor, the Counseling and Wellness Center, Student Health Services, or the Associate Dean for Student Affairs can make referrals confidentially.

CARE Team

The CARE Team (Communicate, Assess, Resource, Educate) is a group of faculty and staff members from across campus that exists to help students of concern remain successful in and out of the classroom. The CARE Team connects students that are experiencing unusual stress or challenges with a variety of resources to help address their concerns. These resources include, but are not limited to: University Counseling Services, Academic Success Center, Disability Resources, Public Safety, Residence Life, Title IX Officer, Student Involvement and Office of Spiritual Life. More information about the CARE team is available at: <https://www.samford.edu/departments/student-support/default>.

Criminal Background Check Guidelines

I. Purpose

Pharmacists and pharmacy learners are entrusted with the health, welfare, and safety of the patients they serve. Most employers of pharmacists and pharmacy learners require the use of criminal background checks (CBCs) for employment purposes. The Samford University McWhorter School of Pharmacy requires CBCs to help ensure a safe clinical environment for both learners and the public, to meet the contractual requirements of training sites, and to assist learners in identifying any criminal background history that may impact (1) their ability to complete the experiential education requirements of the Pharmacy Program, or (2) their ability to become licensed as a professional. A learner who cannot complete the curriculum cannot graduate, and thus cannot become a pharmacist.

II. Applicability

This guideline applies to all learners enrolled in the McWhorter School of Pharmacy, as well as persons who are admitted to the McWhorter School of Pharmacy, and learners who have a break in enrollment. All offers of admission are contingent upon satisfactory results of a CBC. Progression and continued enrollment in the pharmacy program also require ongoing satisfactory CBC results. There are no exceptions to this guideline.

III. Background Checks Required

The CBC must be conducted through the independent service provider designated by the McWhorter School of Pharmacy. The CBC requirements include, but are not limited to:

A. Social Security Number Search

A search of credit report header data to help confirm the learner's identifying information such as name, aliases, address(es), Social Security Number, and to determine areas of prior residence.

B. County Criminal Records Searches

A direct search of county courthouse records for any felony or misdemeanor criminal

history.

- C. *Statewide Criminal Records Search*
A search conducted through statewide criminal records repositories or court systems for any felony or misdemeanor criminal history.
- D. *Federal Criminal Records Search*
A direct search of federal courthouse records for any felony or misdemeanor criminal history.
- E. *National Criminal Database Search*
This search is a multi-jurisdiction, private database search covering more than 194 million criminal records collected from across the country.
- F. *National Sexual Offender Database Search*
A search of a national private database which contains sex offender data collected from across the country.
- G. *US Department of Health and Human Services Office of Inspector General List of Excluded Individuals/Entities Search*
A search of the U.S. Department of Health and Human Services Office of Inspector General's List of Excluded Individuals/Entities (LEIE), relating to persons excluded from participation in Medicare, Medicaid, and all federal health care programs.
- H. *Search for Dishonorable Discharge from the Armed Forces*
Military records are verified through either telephone interviews with the subject's former commander or by obtaining the applicant's DD-214 form. Verification generally includes subject's name, Service Number, rank, dates of service, awards and decorations, and place of entrance and separation.
- I. *International Screening*
International criminal records searches are performed when a learner has lived internationally up to seven (7) years prior to applying to the school of pharmacy. This includes US citizens or non-US citizens.
- J. *Sanctions Base Screening*
A search covering sanctions, disciplinary and administrative actions taken by federal and state healthcare regulatory authorities, including FDA, NIH, GSA, OFAC, and more.

IV. **Timing**

- A. A CBC must be completed, prior to admission, by all persons who have a conditional offer of admission to the McWhorter School of Pharmacy program.
- B. All learners must complete a CBC prior to the start of their introductory pharmacy practice experience (IPPE).
- C. All learners must complete a CBC before the start of their first advanced pharmacy practice experience (APPE) rotation.
- D. Any previously enrolled learner who wishes to return to the pharmacy program following a break in enrollment exceeding one (1) fall or spring semester (or for P4 learners, more than any one (1) semester [including summer term]) must undergo a CBC. The learner will be unable to re-enroll until after satisfactory completion of a CBC and receipt of the results by the school.

- E. Experiential sites may require that learners submit to a CBC prior to or during the rotation. Learners will be required to comply with additional CBC requirements of an IPPE or APPE site, at any other time prescribed by the college, or as required by the school's Office of Experiential Education.

V. Initial Check

All learners are required to submit to a criminal background check as a condition of admission. CBCs will be performed by an independent provider of CBC services approved by the McWhorter School of Pharmacy. No other results will be accepted.

- A. Learners will be referred to a third-party CBC service provider approved by the McWhorter School of Pharmacy and are responsible for completion of all paperwork and all associated costs.
- B. The results of the background check should be received prior to July 1st of the enrolling year.
- C. Any conditionally admitted pharmacy learners whose CBC reflects adverse activity may have his/her offer of admission rescinded.

VI. Subsequent Background Checks/Subsequent Charges

Any learner whose CBC contains adverse results may be excluded from experiential training opportunities. A learner who cannot be placed cannot complete the program.

A learner whose CBC contains adverse results may also be dismissed from the Pharmacy program.

Enrolled learners are required to self-report year-round any new criminal charge(s) and the outcome of any new or pending criminal charge(s) to the Associate Dean of Student Affairs of the McWhorter School of Pharmacy within ten (10) calendar days.

A criminal charge against an enrolled learner may result in temporary suspension from the program pending disposition. A charge that results in a conviction may result in preclusion from experiential placement and/or dismissal from the program. Failure to disclose an arrest, indictment, charge, or disposition while enrolled in the pharmacy program will result in action against the learner, up to and including dismissal from the program.

It is the learner's responsibility to self-report any adverse CBC findings to the appropriate Board(s) of Pharmacy. Students must have an active intern/extern State of Alabama permit to complete IPPEs and APPEs and to participate in extracurricular activities that involve patient care, health fairs, vaccination clinics, or similar activities.

Any enrolled or returning learner who self-reports or is otherwise the subject of a criminal charge that is adjudicated and resolved through the institutional disciplinary process, and who subsequently undergoes a CBC that discloses the same offense, will not be subject to additional institutional disciplinary action.

VII. Criteria

The following acts or offenses (this is not an all-inclusive list) may render a conditionally-admitted, returning or enrolled learner ineligible to participate or continue in the pharmacy program:

1. Violation of pharmacy or liquor laws or laws relating to the sale or dispensing of narcotics.
 2. Felony convictions involving crimes against persons, including physical or sexual abuse.
 3. Felony or misdemeanor convictions related to acts of moral turpitude, including but not limited to:
 - a. murder
 - b. rape
 - c. robbery
 - d. larceny
 - e. drug possession for resale
 - f. Medicare or Medicaid fraud
 - g. child abuse
 - h. arson
 4. Any past revocation or suspension of a license to practice pharmacy by another state or country.
 5. Conduct reflecting lack of regard for the health and safety of patients.
 6. Employing, assisting, or enabling in any manner an unlicensed person to practice pharmacy.
 7. Failure to disclose any past or pending criminal, administrative or disciplinary charges.
 8. Other acts, omissions or offenses determined by the McWhorter School of Pharmacy to be potentially disqualifying.
- The school reserves the right to determine whether acts, omissions or offenses not specifically listed disqualify a prospective or enrolled learner from participation in the program.

VIII. Expected Behavior

A. Preadmission

Following an offer of admission, learners will be notified by the McWhorter School of Pharmacy approved CBC provider to create a user account and complete the necessary permission and disclosure forms. Learners must report all addresses where they have resided for more than 90 days when completing the required information in the system of the independent provider of CBC services approved by the McWhorter School of Pharmacy. After the initial CBC is performed and learners are notified of its completion, learners have a ten (10) calendar day period to review the results of the CBC before the report is made available to the McWhorter School of Pharmacy. After reviewing the CBC, learners may either (1) release the results of the CBC to the McWhorter School of Pharmacy prior to the end of the ten (10) calendar day period, or (2) notify the McWhorter School of Pharmacy and its approved CBC provider that he/she

wishes to dispute the CBC results. If the CBC results are disputed, the results will not be released to the McWhorter School of Pharmacy until the learner consents to the release, however, in this instance, if the learner does decide to consent to release the results of the CBC to the McWhorter School of Pharmacy, it must be done no later than 60 business days from the date learner receives the initial results of the CBC.

Learners who have lived in a foreign country for any time period in excess of 90 days during the 7 years prior to enrollment in the McWhorter School of Pharmacy must complete an international background check. Learners must report all addresses where they have resided for more than 90 days when completing the required information in the system of the McWhorter School of Pharmacy approved CBC provider. In addition, learners are required to complete an in-depth international background check, performed by the McWhorter School of Pharmacy approved CBC service provider. Learners are required to release the international background check results to the McWhorter School of Pharmacy upon email notification from the approved CBC provider. The associated costs of the international CBC are the sole responsibility of the learner and remitted directly to the CBC provider. Waivers of this requirement for personal hardships will be reviewed on a case-by-case basis by the Associate Dean of Student Affairs.

B. Between Admission and Enrollment

Admitted students who have not yet enrolled are required to self-report year-round any new criminal charge(s) and the outcome of any new or pending criminal charge(s) to the Associate Dean of Student Affairs of the McWhorter School of Pharmacy within ten (10) calendar days. Failure to disclose an arrest, indictment, charge, or disposition will result in action against the learner, up to and including rescinding the learner's admission to the program.

It is the learner's responsibility to self-report any adverse CBC findings to the appropriate Board(s) of Pharmacy. Students must have an active intern/extern State of Alabama permit to complete IPPEs and APPEs and to participate in extracurricular activities that involve patient care, health fairs, vaccination clinics, or similar activities.

Any learner who self-reports or is otherwise the subject of a criminal charge that is adjudicated and resolved through the institutional disciplinary process, and who subsequently undergoes a CBC that discloses the same offense, will not be subject to additional institutional disciplinary action.

C. During Enrollment

Learners must report all addresses (including foreign addresses if they have lived in a foreign country for any time period in excess of 90 days during their enrollment at the McWhorter School of Pharmacy) when completing the required information in the McWhorter School of Pharmacy approved CBC service provider's system for the recheck CBC. Learners who have lived in a foreign country for any time period in excess of 90 days during the seven (7) years prior to enrollment in the McWhorter School of Pharmacy must complete an international background check. The associated costs of the international CBC are the sole responsibility of the learner and remitted directly to the McWhorter School of Pharmacy approved CBC provider. Waivers of this requirement for personal hardships will be reviewed on a case-by-case basis by the Associate Dean of Student Affairs.

CBC results during enrollment are released to the McWhorter School of Pharmacy after the same ten (10) calendar day review period described above. Prior to the start of their IPPE and first APPE rotation, learners will be directed by the Office of Experiential Education to complete a CBC by a McWhorter School of Pharmacy approved CBC service provider. CBC results must

be received by the Office of Experiential Education prior to the start date of the IPPE and first APPE rotations.

D. Following a Break in Enrollment

Any previously-enrolled learner who wishes to return to the pharmacy program following a break in enrollment exceeding one (1) fall or spring semester (or for P4 learners, more than any one (1) semester [including summer term]) must contact the Office of the Associate Dean of Student Affairs of the McWhorter School of Pharmacy, in writing, to obtain contact information for the McWhorter School of Pharmacy's approved CBC services provider, and undergo a CBC. The learner will be unable to re-enroll until after satisfactory completion of a CBC and receipt of the results by the school. If a learner has resided for more than 90 days in a foreign country during their break in enrollment, or during a medical leave while enrolled, an international background check recheck will be required. The associated costs of the international CBC are the sole responsibility of the learner and remitted directly to the McWhorter School of Pharmacy approved CBC service provider. Waivers of this requirement for personal hardships will be reviewed on a case-by-case basis by the Associate Dean of Student Affairs.

IX. Committee Review /Standards

A. Applicants

If an applicant's CBC result includes new information not disclosed in the applicant's PharmCAS application implicating the criteria in subsection VII (or other relevant adverse information) of this guideline, the Admissions Committee will meet and review the results and may require additional information from the learner (e.g., court documents, arrest record, etc.) This review by the Admissions Committee may lead to withdrawal of the offer for admission. The Admissions Committee will forward written recommendations after their review to the Associate Dean of Student Affairs. All applicants will be notified of the Associate Dean's decision in writing, and the Associate Dean's decision and supporting documentation shall be placed in the applicant's permanent record.

B. Current or Previously Enrolled Learners

If a current or previously enrolled learner's CBC result includes information implicating the criteria in subsection VII (or other relevant adverse information) of this guideline:

1. In the case of enrolled learners or learners who have had a break in enrollment, the Student Affairs Committee Chair will convene a committee as outlined in the McWhorter School of Pharmacy Code of Ethical and Professional Conduct contained in this Handbook. A learner who is found responsible for violating the Code of Ethical and Professional Conduct may be expelled, which means that the learner's association with the School of Pharmacy is terminated.
2. Any CBC results related to violations concerning substance abuse will be handled as outlined in the *McWhorter School of Pharmacy Substance Abuse and Mandatory Drug Testing Guideline*. If referred for disciplinary action pursuant to the *McWhorter School of Pharmacy Substance Abuse and Mandatory Drug Testing Guideline*, the hearing process contained in this Handbook will be followed.
3. As a condition of continued enrollment, the learner may be required to disclose the results of his/her CBC to clinical facilities/experiential sites.
4. Any enrolled learner with a conviction or a pending criminal or administrative charge

may be removed from courses pending the decision of the Committee. Adverse information may lead to dismissal from the School of Pharmacy.

5. Any CBC results related to violations concerning Title IX sexual misconduct will be handled as outlined in the Samford University Title IX Sexual Misconduct Guideline.

X. Compliance Files

The results of CBCs and other information that is confidential will be kept in the learner's compliance file under the direction of the McWhorter School of Pharmacy Office of Experiential Education. This information may only be reviewed by authorized University personnel, the School of Pharmacy's Office of Experiential Education Director (and their staff and designees), and the Associate Dean for Student Affairs (and their staff and designees), and the approved background check provider in accordance with the Family Educational Rights and Privacy Act (FERPA).

XI. Authorization/Disclosure/Release Form

Some IPPE or APPE sites that require learner CBCs will accept the results of the CBCs required by the McWhorter School of Pharmacy. For the results of the learner's most recent CBC to be sent to the IPPE or APPE site, learners must complete a waiver form (available in the Office of Experiential Education) authorizing release of the results by the Office of Experiential Education. Samford University, the School of Pharmacy, and its Personnel assume no liability for the security, confidentiality, or timely destruction of records by the IPPE or APPE site.

XII. Disclaimers

- A. The CBC process utilized by the McWhorter School of Pharmacy does not guarantee the safety of learners, patients, faculty, preceptors, or staff. Results of a CBC that are deemed acceptable by the McWhorter School of Pharmacy do not guarantee the learner will be eligible for entry into the IPPEs during years one through three of the curriculum and APPEs during the final year of the curriculum, nor does it guarantee that the learner would be eligible to complete the program or obtain a license to practice pharmacy upon graduation. Experiential sites and/or state boards of pharmacy may treat information differently or uncover newer information not revealed in previous record searches. If a learner has a criminal record or is concerned about licensure issues for any reason, the learner should contact the state board of pharmacy in the state(s) for which he/she is seeking licensure.
- B. Nothing contained in this guideline shall limit or supersede the University's or School's requirements or the provisions, processes, and penalties established pursuant to the Student Disciplinary Code.
- C. None of the information contained in this guideline shall serve as or create a contract between the University or School and any person or entity. This guideline is not a contract, and the School of Pharmacy expressly disclaims that any aspect of its Pharmacy program, Student Handbook, catalog, other publications, or University enrollment is contractual in nature, confers any rights, or gives rise to any cause of action for a breach of any kind.

XIII. Costs

Learners are responsible for all costs associated with preadmission CBCs. McWhorter School

of Pharmacy fees assessed to all learners cover the CBC conducted prior to IPPEs and APPEs. Any additional background check required for any reason is the responsibility of the learner. International criminal background checks are not covered by McWhorter School of Pharmacy learner fees for any CBC and must be paid directly by the learner.

XIV. Admission Does Not Guarantee Program Completion

Admission to the School may be granted, within the school's sole discretion, despite past criminal convictions if, based on an evaluation by the School and University, the severity of the crime or the period of time since the crime occurred supports admission. However, such learners may have limited experiential options and/or delayed graduation. The school does not guarantee the opportunity to complete all experiential components, and therefore graduation, if an applicant is admitted with a criminal conviction(s). Additionally, the School reserves the right to require learners to disclose his/her CBC results to all assigned experiential sites for further review and approval at any time.

XV. Refusal to Complete Background Check

Prospective, returning, and enrolled learners who refuse to participate in the School's CBC program outlined above will have their admission offer retracted or be dismissed from the School of Pharmacy.

Practice-and-Team Ready Curriculum (PHAR Courses)

The professional pharmacy PHAR curriculum is designed to provide practical and innovative educational experiences for students, so that Samford pharmacy students are truly "Practice and Team Ready." One of the pharmacy school's goals is to coordinate and integrate material for students to apply and practice plus readily recall their knowledge. The school of pharmacy curriculum competencies are based primarily upon the Center for Advancement in Pharmacy Education (CAPE) 2013 outcomes, Entrustable Professional Activities (EPAs), and the College of Health Sciences Interprofessional Education framework.

As an overview, the professional program consists of 145 total credit hours. The first two and a half years combine classroom instruction with direct patient interaction. The Introductory Pharmacy Practice Experiences (IPPE) occur each didactic year and are planned to augment learning that takes place through coursework, as well as offer opportunities for students to put their knowledge to practical use in caring for patients. Advanced Pharmacy Practice Experiences (APPE) start in the spring of the third year and continue throughout the fourth year of the pharmacy program. In the summer of their fourth year, students will complete the comprehensive Professional Activities and Competencies Evaluation (PACE) course to ensure they demonstrate skills and other learning acquired during APPEs. Students are required to be on campus for the PHAR 614 course. During the spring semester, students will also complete a research project through their Applied Pharmacy Research and Service course (PHAR 615). After APPEs have concluded in the spring semester, students will complete the Capstone module, which consists of required coursework specifically designed to prepare and transition students to the profession.

To coordinate and integrate content, the Integrated Pharmacy Lab (IPL) course each semester of the didactic curriculum will link information both across courses in each semester as well as between years in the curriculum. Students enrolled in the same courses will have opportunities to see how content from these various courses can benefit patients. Additionally, students will participate in layered learning in which students from all four years will meet periodically to discuss aspects of patient care that reflect their knowledge levels. This horizontally and vertically integrated approach is intended to make learning interesting and relevant for students. A unique feature of the lab sequence is scheduled DASH (Developing Academic Success and Health) and SPRINT (Simulating Practice Readiness and Teamwork) weeks. DASH weeks focus on

preparing first- and second-year students and orienting them to the rigors of the PharmD program and feature a wide variety of content ranging from professional development to clinical content. In SPRINT weeks, students will perform by applying and integrating course content, practicing skills, and recalling prior learning via lab assessments, simulations, and interprofessional education (IPE). Other activities include OSCE (Objective Structured Clinical Examination), standardized patients, critical thinking/problem-solving, and reflections/student self-awareness. DASH and SPRINT weeks, and weekly labs are required attendance for students; an unexcused absence may result in student values violations filed against the student and/or lab course failure.

The professional curriculum includes 98 semester credits of didactic and laboratory instruction and 47 semester credits (over 1,800 contact hours) of experiential training in various practice settings. All required courses in the professional curriculum are to be completed at Samford University. Students may not receive an exemption waiver for a McWhorter School of Pharmacy course based upon coursework completed at a non ACPE-accredited program.

The professional curriculum requires 40 credits of Advanced Pharmacy Practice Experiences (APPE), beginning in mid-spring of the P3 year or immediately following the successful completion of all required coursework prior to beginning APPEs. Eight (8) APPEs must be completed by all students. The five required APPEs are PHAR 601 (Primary/Ambulatory Care I), PHAR 620 (General Medicine I), PHAR 640 (Population Health Outcomes), PHAR 650 (Community Pharmacy I), and PHAR 660 (Institutional Health Systems I). Students will be allowed to provide input on their preferences for the three elective PHAR 600-level APPE courses. Students can also complete a ninth APPE course at no extra cost. However, the Director of Experiential Education will have the final say about which specific courses the student will be registered for based upon site availability, preceptor availability, and academic needs.

The professional pharmacy curriculum is designed to impart to students the knowledge, skills, and attitudes essential for pharmacy practice today and in the future. The Doctor of Pharmacy degree is a professional degree that requires core educational preparation essential to provide optimal patient care, perform managerial functions, plus practice beyond the standards and according to the laws of the profession.

The pharmacy curriculum has various pedagogic approaches and learning activities. The classroom is a place for meaningful engagement (e.g., blended learning, coaching, and examples), not just for content delivery. Instructional methods in the courses include more than lectures and exams; students will be engaged so they are cognitively challenged and intrinsically interested in the course content (i.e., stimulate interest, which enhances memory). The maximum load for a pharmacy student is 21 semester hours. Full-time status is granted for students taking 10 semester hours. If, for compelling reasons, a student is enrolled in less than 10 semester hours, the university will classify the student as part-time. A student taking less than 10 hours will pay tuition at the hourly rate specified in the Financial Information section of the university catalog.

Pharmacy students also will participate each year in IPE sessions/activities. IPE occurs not only with Samford CHS students, but with students and healthcare providers from other institutions. The school's IPE program conforms to the Interprofessional Education Collaborative (IPEC) standards and outcomes (communications, teamwork, roles and responsibilities, ethics) as well as additional CHS outcomes (faith and healing, safety). Students will be notified of IPE activities/events in advance. An unexcused absence may result in a student values violation being filed against the student and/or course failure.

Another method of integrating course content and documenting accomplishments and outcomes is the compilation of the student portfolio. All students must complete their own portfolio according to the instructions and information provided by the school of pharmacy. Students are required to add various items into their portfolio, as outlined in the portfolio instruction sheets along with any course syllabi. Also, the portfolio is read by faculty, preceptors, and/or alumni. Feedback and advice are provided to the students. Students who do not complete their portfolio

are subject to sanctions, which includes not progressing in the curriculum or not meeting the program requirements for graduation.

All incoming students are required to have their own personal electronic device (either laptop or tablet) to use for various learning and teaching activities throughout the curriculum. The school administers electronic exams in all required didactic courses. The electronic device will be used for all the exams and other assessments/activities (e.g., course and faculty evaluations, lab). The electronic device must meet the minimum specifications, which will be provided to the students by the pharmacy school's Admissions Department in advance of the beginning of the first semester of the first year (i.e., with the acceptance notification). The student is required to ensure the electronic device enables the student to complete all program requirements. A screen privacy filter that meets the school specifications is also required for the electronic device during all on-campus examinations. Mobile phones do not meet the electronic device requirement. In addition to the personal electronic device, students are required to use only one specific external calculator for exams. The school will provide instructions regarding the specific color and type of calculator that the students are required to purchase.

The curriculum may be modified (i.e., number of APPE credit hours, course content delivery methods, assessment techniques, laboratory sessions, IPE activities) in response to unforeseen events that the university and/or school has no control over (e.g., weather, state/national emergency).

Disability Guideline

Notice to Students with Disabilities: Samford University complies with applicable provisions of the Rehabilitation Act and the Americans with Disabilities Act. (ADA) Students with disabilities who wish to request accommodations under ADA should register with the Office of Accessibility and Accommodations (OAA) (Dwight Beeson Hall 203, access@samford.edu 205-726-4078, www.samford.edu/dr). A faculty member will grant reasonable accommodations only upon written notification from the OAA.

Students who are registered with OAA are responsible for sending the course coordinator(s) and official notification of their accommodations through the OAA online portal. In addition, students must make an appointment with the course coordinator(s) as soon as possible to discuss the accommodations that are listed in the letter. If a student does not meet or does not meet in a timely manner with the course coordinator(s) to discuss the OAA letter, this may lead to a delay in, or no implementation of the accommodation needed. Depending on the type of request, several days may be required for an accommodation to be arranged. While every effort will be made to provide services in a timely manner, students should bear equal responsibility in the satisfactory delivery of reasonable accommodations by providing sufficient advance notice to the McWhorter School of Pharmacy/University to have these arranged. In addition, students need to respect the time and effort course coordinators and staff devote to set up exam accommodations. Furthermore, accommodations may not be applied retroactively and should not alter fundamental course outcomes.

Students can refer to the following Samford University webpage for more information addressing disability resources, www.samford.edu/dr.

Dress Code

Students not dressed according to the dress code may be asked by any faculty member to leave the building, refused admittance to class, and/or given an unexcused absence for the day. Such action will be noted by the faculty member and reported to the Student Affairs Committee. Persistent violators of the dress code (three or more episodes during McWhorter

School of Pharmacy enrollment) may be brought before the committee for disciplinary action.

At times you may be required to come equipped with specific materials and/or additional dress code specifics as communicated to you by the instructor; if you arrive at your class/laboratory session without the required materials and additional dress code, you may be dismissed and given an unexcused absence for the day.

Classroom Dress Code

Students should always present a neat and appropriate appearance. The following pharmacy dress code will be enforced during class hours (8 a.m. – 5 p.m.) in all areas of the College of Health Sciences.

1. Clothes should be clean, well kept, modest and appropriate for a professional program.
2. The following are not permitted: off-the-shoulder, strapless or plunging neckline tops; tops that do not cover to the waist; halter tops, tank tops, slacks, skirts, or jeans that expose skin below the waist; exposed midriffs; and very short shorts, dresses, or skirts; shower shoes, flip flops, or bare feet.
3. For men, slacks and shorts are permitted. Shorts, if worn, must be at least medium thigh-length. Facial hair is permitted yet should be trimmed and neat.
4. For women, dresses, skirts, and slacks are certainly permitted. Shorts and skirts, if worn, must be at least medium thigh-length. Jeans are permitted, but they must be clean and not torn.
5. Yoga pants or leggings (if worn) should be worn with shirts whose coverage goes below the waistline.
6. Hats or other headwear (excluding headwear worn for religious purposes) are not permitted during class.
7. Clothing with obscene or lewd text or pictures is not permitted. Depictions of alcohol, drugs or smoking materials are not permitted.
8. Faculty members have the prerogative to require students in their class or laboratory to meet stricter dress requirements than those stated in this dress code.

Experiential Learning and Simulation Center Dress Code (3rd floor of CHS Building 1)

Attire: The following dress codes will be enforced:

Dress code for <u>non-sterile compounding laboratory</u>	Dress code for <u>sterile compounding laboratory</u>
<ul style="list-style-type: none"> • Use of safety glasses required • Scrubs in the required color • White/Lab coats, buttoned and with name tag • Closed shoes, flats, no heels • Hair longer than shoulder length should be secured (clip or ponytail) • Excessive jewelry is not permitted, including dangling earrings, necklaces, watches, heavy chains, bracelets, or large rings. • Nail extenders and/or nail jewelry are not allowed. • Hats/baseball caps are not allowed. 	<p>Per USP797 guidelines</p> <ul style="list-style-type: none"> • Scrubs in the required color Closed shoes, flats, no heels • Hair longer than shoulder length should be secured (clip or ponytail) • Hats/baseball caps are not allowed • No makeup • No visible jewelry • No nail extenders and/or nail jewelry • No acrylic nails, no nail polish

Additionally, no gum, food or drink are allowed in the 3rd floor simulation spaces.

Physical Assessment, Simulation/Standardized Patient, and Interprofessional Activities Dress Code (regardless of location of activity)

The dress code for **Physical Assessment and Simulation/Standardized Patient Activities** is as follows:

- Scrubs
- White coat with nametag (clean and unwrinkled)
- Closed-toed shoes

Any deviations from this dress code will be communicated to students 1 week prior to the activity.

The dress code for **Interprofessional Activities** is as follows: business casual and students will be informed in advance if their white coat should be worn.

Research Laboratory Dress Code

1. No open toe shoes, sandals or flip-flops are to be worn in the laboratory. Closed toe shoes are necessary for safety purposes.
2. When working in the laboratory, proper clothing should be worn to adequately protect the individual from potential hazards associated with their work. Extremities should be properly protected against exposure when working in the laboratory (e.g., long pants in good condition without holes or tears should be worn while in the laboratory). No shorts or cut-offs may be worn in the laboratory at any time. No off-the-shoulder, strapless or plunging neckline tops or tops that do not cover the waist. Scrubs are allowed in the laboratories. Laboratory coats may be worn but are not required.
3. Long hair should be tied back to prevent it from coming into contact with materials in the laboratory where applicable.
4. Safety glasses and gloves need to be worn when working with any fluids, potential splash, or biological hazards in the laboratory. Safety glasses/goggles should be worn over prescription glasses.

Experiential Education Dress Code and Personal Appearance Standards

The McWhorter experiential dress code and personal appearance standards are intended to promote professionalism during an introductory or advanced pharmacy practice experience (IPPE or APPE). The way a student presents themselves to others in the workplace is one small piece of becoming a professional. Students should be mindful of the impact their appearance can have on both themselves, the McWhorter School of Pharmacy, and the practice site. Professional attire and appearance can help students make the right first impression with patients, caregivers, and the healthcare team. The dress code and personal appearance standards are to be always in place while at the site. Students should check with the preceptor before the first day of the experience to see if there are any special requirements. If the student is off site and conducting activities associated with the experiential course (e.g., conducting health screenings, participating in home visits, providing patient education), the student is still on duty in the course and should be dressed in accordance with the dress code and personal appearance standards. The dress code and personal appearance standards are in effect, regardless of the standards at a particular site, unless a site has more stringent or formal requirements. In such cases, students should adhere to the site's dress code and personal appearance standards. Students will not be reassigned to other sites based on requests to avoid these stricter requirements. If the site's dress code and personal appearance standards are less stringent than the McWhorter dress code, then the McWhorter experiential dress code takes precedence. The preceptor has the right to alter the dress code for specialized environments (e.g., operation room, clean rooms) or on a case-by-case basis.

Dress code and personal appearance standards are intended to be self-regulated, though

preceptors reserve the right to intervene. Students considered to be inappropriately dressed and/or have unkempt personal appearance may be dismissed from the site and asked to comply with the standards. This would be considered a violation of this policy and may result in disciplinary actions including a values violation, academic penalty, and/or removal from the site. Any missed time from the site must be made up. A repeat violation within the same experiential will result in removal from the practice site and an automatic course failure.

The following guidelines represent minimum standards for dress and personal appearance when participating in IPPEs or APPEs:

1. All students must wear a neat, clean, pressed short white lab jacket with a Samford University of McWhorter School of Pharmacy patch on the left pocket as well as a university-issued photo ID badge.
2. Clothes should be neat, clean, pressed and fit appropriately without being revealed.
3. Pants should be full-length dress slacks (at least ankle length). No denim, shorts, leggings, cargo pants, carpenter pants, low-riding pants, or capris allowed.
4. Shoes should be comfortable, closed toed, dress shoes conducive to working/standing for long hours. Dress shoes are defined as shoes other than tennis shoes, sandals/flip-flops, or work boots.
5. Hospital scrubs and athletic shoes are only allowed if specifically permitted by the site and preceptor.
6. Headwear is not allowed other than for religious, cultural, medical, or ethnic observations.
7. Wearing earbuds/headphones are prohibited except if being used for a virtual meeting or otherwise approved by your preceptor.
8. For women:
 - Skirts/dresses should be no more than 3 inches above the knee, including when wearing leggings or other hosiery.
 - Spaghetti straps, tube tops, low cut tops, midribs and halter tops are not allowed.
 - Undergarments, bare backs, and shoulders should be covered at all times.
 - Open-toed shoes and shoes greater than four inches in height are not allowed.
9. For men:
 - Shirts should be collared and tucked in (shirt may be an oxford, polo, or other dress shirt with a collar).
 - A necktie is preferred but may be removed if the site or preceptor prohibits it due to safety concerns and/or infection control.
 - Dress socks should be always worn.
10. All students must always maintain good personal hygiene and professional appearance. This includes, but is not limited to:
 - having a clean body and clothes.
 - well groomed, clean hair that should not obstruct sight. Hair color and style should be conservative and reasonably natural-looking.
 - neatly trimmed and groomed facial hair.
 - having no more than 3 piercings per ear, only one earring per ear lobe. Men are not allowed to wear earrings. No other body piercing jewelry or gauges are allowed.
 - concealing tattoos.
 - neatly trimmed, clean nails that do not exceed ¼ inch beyond the tip of the finger.

- Nail polish should be conservative and should not be chipped.
- not using perfumes or colognes during patient care experiences.

Electronic Device Guideline

Student use of cell phones, messaging devices, and other electronic devices (e.g., recording devices, music players, watching non-class related videos, surfing the internet) is prohibited in classes and experiential learning sites unless specifically permitted by the instructor or if the device is being used as a component of class learning activities (e.g., computer/tablet for note taking, completing an assessment/evaluation). Use of these devices is also prohibited at Samford-related events (e.g., concerts, convocations, theatre productions, lectures, Dean's Distinguished Lecture Series, Dean's State of the School Address, school assemblies) unless specifically permitted by the event sponsor.

Recording classroom lectures/sessions and posting to an internet site by any student is strictly prohibited unless authorized by the person leading/involved with the course lecture/session. Also refer to the Audio and Video Recording Guidelines in the McWhorter School of Pharmacy Student Handbook.

Failure to abide by school electronic device guidelines may result in corrective action by the faculty instructor. This may include a reprimand in class, being asked to leave the class, and/or the filing of a violation of the Code of Ethical and Professional Conduct.

E-mail

Access

Students receive a Samford University e-mail address, user ID, and password when they are admitted to the McWhorter School of Pharmacy. Students may access their e-mail account as follows: go to <https://connect.samford.edu/group/mycampus/student>. Login by inserting username and password.

List serves

The McWhorter School of Pharmacy has several e-mail lists available to meet the communication needs of both faculty and students. All students become members of their graduating class e-mail list because important information is communicated to the entire class via these lists from faculty, staff, student officers, etc. Only samford.edu addresses are allowed on the e-mail lists. Each student is allocated a specific amount of space on the server for e-mails, including attachments; thus, students are strongly advised to routinely delete e-mails that are no longer needed from the inbox, sent e-mail, and deleted e-mail.

There are e-mail lists for each class and for faculty. Student list serves may not be used to send information from outside organizations unless approved by the Associate Dean for Student Affairs. A student may receive and post e-mails to his/her respective e-mail list only. A student may not typically send e-mails to other lists because he/she cannot be a member of those lists. Thus, should a student desire to send a message to other lists, the student must send the message to an administrator (typically the associate dean for student affairs) or coordinator, who can then forward the message to the appropriate list(s). Students should remember that faculty and staff are also members of the various e-mail lists.

Emergency Response / Campus Safety

The mission of the Samford University Department of Public Safety and Emergency

Management is to protect the life and property of all people of the Samford University community. Their goal is to enhance the quality of life of the university by providing a safe and secure campus through professional service and proactive crime prevention. This department also creates an environment where students, faculty and staff can conduct their daily business without the threat of physical or psychological harm. These responsibilities are to be met with the integrity and demeanor consistent with the Christian values of the university.

The Department strives to promote an atmosphere of safety, peace and tranquility enabling the university community to focus on providing and attaining an education of the highest quality.

24-Hour Emergency Response

To provide the best possible emergency services to Samford's community, the Department of Public Safety (205-726-2020) maintains a close working relationship with the Homewood Police Department and the Homewood Fire and Rescue Service. Police officers have the shortest response time to any location on campus and are the first responders to incidents on campus. If fire or emergency medical services are needed, police officers will respond to the scene and direct appropriate service units to the exact location of an incident on campus.

Patrol and dispatch services are provided 24 hours a day, with immediate access to municipal emergency services. The Department of Public Safety's radio communications dispatchers cover telephones and two-way radios on a 24-hour basis to give information, respond to emergencies and contact other agencies. Officers and dispatchers can immediately contact the city of Homewood's fire department, Emergency Medical Service, and police department by the Department of Public Safety's radio system.

The Department of Public Safety monitors the National Weather Service radio network. A campus- wide alerting system notifies the campus community of threatening weather conditions.

Law Enforcement

Police officers are charged with enforcing the laws and ordinances of the State of Alabama and the City of Homewood. Officers conduct investigations into and document all crimes and offenses committed on Samford University property.

Nighttime Campus Access Control Gate

At 10 p.m. every day, the main gate onto campus is closed and all access on and off campus is made at the Southwest gate. The public safety department maintains a substation at the southwest gate and an officer is posted there from 10 p.m. until 6 a.m. to monitor persons coming on or leaving campus. Individuals entering or departing the campus are subject to security checks for valid identification, campus destination or other relevant information.

Safety Escorts

The Department of Public Safety provides a safety escort service (205-726-2020) for all students to any safe destination on campus during the day or night. The escort service is provided for safety-related reasons only. Because there is safety in numbers, groups of three or more students are encouraged to walk to their destination. The escort is given by either foot or vehicular patrol.

Security Patrols

The Department of Public Safety continuously patrols the campus with patrol vehicles and foot patrol. The department maintains three vehicles for patrol and escort services. Officers often patrol campus by walking through the quad and building areas.

Blue-light Emergency Phones

Blue-light emergency phones are located throughout the campus. When the emergency phone is activated, the Department of Public Safety dispatcher is automatically alerted, and an officer is sent to the telephone location. No dialing is required. The person activating the phone should try to describe the emergency in as much detail as possible to the dispatcher.

RAVE and SAMFORD ALERT

RAVE is the primary method of communication used by Samford University during a campus emergency. If you have not registered for *RAVE* alerts, please use the link provided below and go to the My Contact Information box on your Portal homepage to update your *RAVE* Emergency Alert Information. <https://connect.samford.edu/group/mycampus/student>

All students and employees are automatically enrolled to receive *RAVE* alerts on their Samford email address and cannot be removed from that list. You can also add 2 more email addresses and 3 mobile phones.

Twice a year, verification of contact information is requested of all students and employees. At any point in time, students and employees can add or change their phone numbers and email on the Portal by logging into the Samford Portal homepage. Once logged into the Portal, scroll down until you see the block "My Contact Information" on the right (for employees), or Emergency Information at the top right (for students) and click on "update my *RAVE* information." You can also enter/update your *RAVE* information in Banner by clicking on the "Personal Information" tab and then clicking on the "Update my *RAVE* Information" tab. Anytime your primary contact information changes please take a minute to update *RAVE* as it is the primary method of communication used by Samford University during an emergency.

Samford University utilizes *Samford Alert* for desktop, laptop, tablet, and mobile devices to provide students with information, procedures, and links about what to do in the event of a variety of emergency situations that could occur on our campus. If you do not already have the *Samford Alert* app on your mobile device, laptop, desktop, or tablet, please click on this link <https://connect.samford.edu/group/mycampus/student> and go to the *In Case of Emergency* box on your Portal homepage for instructions on downloading the App. Once you have downloaded the App, please take time to review the information provided; it is important that you know what to do in the case of a campus emergency.

Employment

Careers in Pharmacy

Several pharmacy organizations and companies have booklets describing the growth and expansion of the profession, including the ever-changing role of the traditional pharmacist.

Information regarding advanced pharmacy training and degrees, such as master's programs, Ph.D. programs, and hospital and community residencies and fellowships, is available from the Department of Pharmacy Practice and the Department of Pharmaceutical, Social and Administrative Sciences, the Postgraduate Education Resource Committee (PERC), the Postgraduate Mentoring Program (PGMP), and the Community Pharmacy Mentoring Program (CPMP). Students are encouraged to actively seek information regarding career options from school of pharmacy faculty members and prospective employers.

Career Interview Day and Employment Information

Career Interview Day is a program sponsored by the Samford University Career Development Center and the McWhorter School of Pharmacy for graduating P-4s. Representatives of

numerous employers, including pharmacy chain stores, independent pharmacy owners, hospital pharmacies, and the pharmacy industry participate in the program.

Career Interview Day is organized to provide 30-minute personal interviews between a student and the company representative(s), offering graduates valuable information to make career decisions. A few companies schedule student interviews and activities at other times during the school year.

The Handshake platform also provides an opportunity for all pharmacy students to discuss career choices with representatives from various companies, hospitals, etc. This offers pharmacy students and employers an opportunity to learn more about each other prior to the P-4 year.

Part-time Employment

Pharmacy students may choose to work in pharmacies and related settings while enrolled in courses for financial reasons and/or for valuable experience. It is important for students to remember that academics must remain the number one priority. The school periodically receives requests from prospective employers for student externs and uses Handshake for students to learn about these opportunities. Employers may list positions for students, externs/interns, and pharmacists free of charge at Handshake.

Summer Employment

The school supports the concept of learning in the patient-care setting and strongly encourages students to seek employment during the summer months in pharmacies and related settings.

Students should begin identifying opportunities for summer work early in the year. While no formal roster of summer job openings is maintained, students should plan to use Handshake to make initial job contacts and inquiries.

Examination Guidelines Updated

The exam/quiz duration will be stated in the course syllabus (e.g., from 15 minutes up to 1 hour and 50 minutes). Students should expect to have the stated time to complete the exam; any time violations are grounds for a student grievance according to the University and McWhorter School of Pharmacy. Exams should be designed to be completed within the stated timeframe.

Until otherwise communicated to the students, exams will be completed on campus (unless for special circumstances that are pre-approved by the Associate Dean for Academic Affairs). Course notes or other resources are not allowed to be used during the exam, unless stated in the exam instructions (e.g., calculation formula sheet allowed). A Student Honor Statement is included for the exams. Students are not allowed to share exam content with others who have not taken the exam after completing the exam. A student conduct violation can be filed against a student violating this process.

ExamSoft Student Responsibilities

Introduction

- The McWhorter School of Pharmacy has contracted with the vendor ExamSoft to administer electronic exams and other assessments (e.g., quizzes, grading rubrics).
- ExamSoft uses Examplify as the software program for students to complete an electronic

assessment (e.g., exam, quiz).

- Students are required to have the most current version of Exemplify software program along with updated device software (e.g., device operating system, PDF reader).
- A laptop or tablet (including Surface Book/Pro) can be used to take the assessment via Exemplify.
- Under unique and specific circumstances for a student approved for remote testing (by the course coordinator and office of academic affairs), a webcam and microphone are required. An external webcam plus microphone (which includes using a smart phone) is allowed in this special circumstance of remote testing.
- Please refer to the computer specifications sheet developed by the CHS Technology Manger and office of academic affairs for complete details for the required device operating criteria.
- Many resources are posted to the class specific Professional Development Canvas page to assist students with various technology functions (e.g., turning off antivirus software, systems check). Please refer to these items on the Canvas page prior to each assessment.
- The ExamSoft website also provides many videos and other resources to assist the student in learning this system along with resolving any technology issues/problems.
- The exam/quiz may consist of more than just multiple-choice questions. Other question types include fill-in-the-blank, matching, essay, select-all-that-apply, and hot-spot.

Before the Exemplify Assessment:

- Students must check their device (via the practice quiz) before each Exemplify assessment to ensure the device and software will function properly.
- The antivirus program **MUST** be turned OFF for the Exemplify program to function properly.
- Students may be allowed to use scratch paper and will be informed by the course coordinator. If scratch paper is allowed, all students will receive a scratch paper sheet; all students are required to turn in the scratch paper to the proctor prior to leaving the room. All students must write their name and student ID on scratch paper.
- A privacy filter for the device screen (with at least 60-degree security) is **REQUIRED**. The only approved privacy screen filters are those made by 3M: for a laptop (PC and Mac) and Surface Book/Pro, a 3M Gold Privacy Filter is required.
- Regularly scheduled assessments will be available for download at least two (2) business days prior to the exam date. The student is required to download the assessment in advance of the start day and time. If any issues arise in downloading, please contact the ExamSoft Tech support department <http://support.examsoft.com/hc/en-us> Students also can contact the school's ExamSoft coordinator (Ms. Eilani Grayson embryant@samford.edu). Students must ensure that the assessment is downloaded, and all technology problems are resolved beforehand. Time lost due to procrastinating in downloading the assessment and/or resolving personal device technology issues will result in lost assessment time.
- Before the start of the assessment, all book bags, purses, coats, and other personal possessions of students (other than those customarily carried on a person such as jewelry, eyeglasses, pens, pencils, keys, coins, wallets) will be placed either at the front, side, or rear of the classroom in which quizzes, OSCEs, labs, exams, etc., (collectively, "assessment") is administered. The only other items that students are permitted to have with them during an assessment are those required for the assessment to be completed.

- Students may not have cellular telephones, smart phones, smart watches, or other electronic devices capable of storing images or sending or receiving data or information (collectively, “devices”), on his or her person or at the testing station during an assessment unless specifically permitted by the instructor or if the device is being used as a component of class learning activities.
- A laptop computer or tablet (e.g., iPad) may be used when an assessment is scheduled as an online assessment requiring the use of a computer or tablet for completion of the assessment.
- A student who has a situation which may require that the student be contacted by telephone during an assessment (e.g., family illness, childcare) may leave his or her phone with the assessment proctor who will alert the student if there is a call. A student found to have a device in his or her possession during an assessment will result in the temporary confiscation of the device by the room proctor. Following the assessment, the student may be required to show the room proctor any webpages, applications, or text messages which were received or otherwise accessed during the assessment. The student will be charged with a violation of the Code of Ethics and Professional Conduct that will be referred to the Student Affairs Committee.

During the Exemplify Assessment:

- The course assessment will be administered on a set day and time during the semester; see syllabus for specific dates and time.
- Students will receive a passcode to enter the assessment at the exam start time. Students will begin the assessment at the same time and have the designated time to complete the exam (unless a letter from the university Office of Accessibility and Accommodations (OAA) is provided).
- Students are not allowed to wear baseball hats, hoodies, or other headwear (unless for religious or medical purposes; if so, please inform the proctor).
- Student actions will be monitored by the proctor. Students should be focused on the computer/device screen. Students should not have multiple eye movements away from the computer/device screen.
- Ensure the device is functioning properly before the assessment start time, including sufficient battery charge for the duration of the assessment. Although electrical outlets are readily available in selected classrooms, not all classrooms have sufficient and/or easily accessible electrical outlets. Exam/quiz time can be lost, and exam/quiz time may not be extended due to a device not being properly maintained and/or checked prior to the assessment. Please refer to documents on the class Professional Development Canvas that explain the process to keep your device up-to-date and ready. Attempts to restore/resolve device functionality/problems will be conducted on a case-by-case basis.
- The use of the school-approved non-programmable calculator or the ExamSoft calculator is at the discretion of the course coordinator(s) who will notify the class in advance as to which calculator can be allowed. The school-approved calculator cover is not allowed at the student desk during the assessment. Students are allowed to use a computer mouse (attached or wireless).
- Students must keep their official Samford University student ID present on the desktop at all times. This will assist faculty proctors being able to easily identify a student in the event a student-related issue needs to be communicated to support staff (e.g., technical issue) or recorded (e.g., suspected integrity issue). The Samford ID can be either the “green ID” issued by Campus Safety, or the “white ID” issued by the university OneStop.
- Students need to be aware that assessment questions may contain an attachment (e.g., in

PDF) that requires the student to scroll down or click on an icon to see the attachment.

- Students may write a note to the course coordinator using the e-notes function. The note is not to dispute/challenge the question and/or answer options.
- Students can return to a prior answered question during the assessment.
- The text highlighter function will be available during the assessment.
- Restroom breaks will be allowed during the assessment, but only one student at a time. The student identification card is to be given to the proctor before leaving the room; the ID card will be returned to the student upon returning from the restroom.
- Students are not allowed to have drinks/water bottles, food, or other non-testing materials with them at their testing station, unless approved prior by the office of academic affairs or stated in the accommodations letter from the university OAA.
- Students beginning the assessment after the announced start time (i.e., stated in the syllabus or communicated via Canvas) may not receive extra time nor may they be able to request a make-up assessment.
- Students who have device technology issues during the assessment are to contact ExamSoft Customer Service, which is available 24/7 at 866-429-8889 ext. 1.

After the Exemplify Assessment:

- Upon completion of the assessment, the student must upload the assessment; a GREEN screen indicates that the upload was successful. The GREEN screen must be shown to the proctor prior to leaving the assessment room.
- Failure to complete any of the above actions can result in a zero (0) score for the assessment. Procedures outlined in the School's Student Handbook (e.g., values violation) may be applied to the student and to those who are identified to have inappropriate behaviors and/or actions during the exam.
- Students will receive a PRELIMINARY score at the completion of the assessment. Please keep in mind that this is a preliminary score; not all questions (e.g., essay) may be graded. An individual review (i.e., reviewing incorrect answers) is provided upon completing the assessment and accessing the review via a unique password.

Other Considerations

- Students who have a letter from the University OAA are to notify the course coordinator(s) prior to assessment. Please refer to the course syllabus and the student handbook section titled Disability Guidelines for specific details.
- Although the school has a few laptops available, these are for "emergency use only." Students are required to have an operating device for their course work (which includes exams). A student may request a school laptop if his/her device is not operational. The request must be made in reasonable time for the student to obtain a laptop from the MSOP office of academic affairs plus reverse download the exam in sufficient time PRIOR to the start of the assessment. The student may lose assessment time due to delaying the resolution of technology issues (i.e., waiting until just prior to the exam to borrow a laptop).
- The downloaded assessment must be reverse downloaded for a make-up to be administered. Opening the assessment prior to reverse downloading can result in forfeiting the make-up

assessment.

Extern Registration

In Alabama, as in most other states, students who pass the North American Pharmacy Licensing Exam (NAPLEX) and wish to be licensed as pharmacists must practice a given number of hours as a pharmacy extern/intern before being licensed. In Alabama, an “Extern” refers to a student who is working while currently in pharmacy school, and “Intern” refers to a student who is working outside of pharmacy school (i.e., recent graduate). Students can begin to accumulate those hours from the time they begin classes at a pharmacy school, and all hours may be acquired before graduating from pharmacy school. In Alabama, a candidate for licensure must accumulate a total of 1,500 hours before licensure; however, of those 1,500 hours, at least 400 traditional hours must be acquired in a community or institutional setting after the completion of the second professional year. Preceptors must meet the requirements for being a Preceptor in their respective states. All curriculum experiential hours are verified by the Office of Experiential Education. Hours cannot accumulate until a student has registered with the Alabama State Board of Pharmacy (ALBOP) and attended their first day of pharmacy school.

Registration forms can be obtained online at <http://www.albop.com/> Arrangements can be made with the Alabama State Board of Pharmacy to transfer hours between states. There are several regulations which apply to externs, and many of these are listed on the back of the extern/intern registration form.

All students must be registered as Alabama externs to participate in the required experientials.

Per ALBOP, all externs or interns working outside of the school curriculum shall report their place of employment and/or practice site to the Board of Pharmacy within ten (10) days of such employment. This can be done on ALBOP’s website. Any change in such employment or practice site shall be reported to the Board within ten (10) days of the change.

At the time the student registers for the NAPLEX, the student should request that all non-Alabama state boards that have records of the student’s hours notify the Alabama State Board of Pharmacy of those accumulated hours. Likewise, students who acquire Alabama extern hours may request that the Alabama State Board of Pharmacy transfer such hours to another state.

In 1995, an amendment to the state law governing pharmacy gave the Alabama State Board of Pharmacy the authority to revoke or suspend the license of an extern/intern, and a pharmacist, for violation of pharmacy law. This may occur for any of the following reasons:

- Obtaining the license to practice pharmacy or the permit to operate a pharmacy by fraudulent means.
- Violation of the laws regulating the sale or dispensing of narcotics, exempt narcotics or drugs bearing the label “caution, federal law prohibits dispensing without prescription,” or similar wording which causes the drugs to be classified as prescription legend drugs.
- Conviction of a felony. A copy of the record of the conviction, certified by the clerk of the court entering the conviction, shall be conclusive evidence of the conviction.
- Conviction of any crime or offense that reflects the inability of the practitioner to practice pharmacy with due regard for the health and safety of the patients.

- Inability to practice pharmacy with reasonable skill and safety to patients by reason of illness, inebriation, misuse of drugs, narcotics, alcohol, chemicals, or any other substance, or because of any mental or physical condition.
- Gross malpractice or repeated malpractice or gross negligence in the practice of pharmacy.
- Violation of any provisions contained in this chapter.
- Employing, assisting, or enabling any unlicensed person to practice pharmacy.
- The suspension, revocation, or probation by another state of a license to practice pharmacy. A certified copy of the record of suspension, revocation, or probation shall be conclusive evidence of the suspension, revocation, or probation.
- Refusal to appear before the board after having been ordered to do so in writing by the executive office or chair of the board.
- Making any fraudulent or untrue statement to the board.
- Violation of any rule or regulation of the board.

Violation of the code of professional conduct adopted by the board in its rules and regulations.

Faculty Roles

In addition to teaching, the McWhorter School of Pharmacy faculty serves the School and University as advisors to professional, social, and honorary organizations encouraging student involvement in those organizations and developing professionalism and leadership among the students. The faculty exemplifies leadership and professionalism through service in leadership roles in professional and scientific organizations. Furthermore, the faculty is engaged in scholarly activities including research, writing, presentation, and publication.

Financial Aid and Scholarships

Federal and State Financial Aid

There are several federal and state assistance programs for which students may be eligible. Most of these are awarded based on financial need. To apply for federal or state assistance, the student must first complete a Free Application for Federal Student Aid (FAFSA). These forms can be obtained online or from the One Stop located in Ingalls Hall. Awards are based on the number of hours for which the student is enrolled. To continue to receive financial aid, a student must make satisfactory academic progress toward a degree. See the university's financial aid webpage for more details.

McWhorter School of Pharmacy Scholarships

Donations by alumni and friends make several scholarships possible for pharmacy students. Each year, scholarships are awarded to students at the McWhorter School of Pharmacy who have achieved the highest scholastic grade point averages in their class. Additional scholarships are given based on financial need, leadership, and character. Some of these scholarships have specific requirements, such as being an employee or employee dependent of the sponsoring company, being a resident of a particular county, being interested in a certain area of pharmacy practice, etc. Those students interested in pharmacy scholarships need to

complete a McWhorter School of Pharmacy scholarship application. This application opens online early each spring. Applicants must complete a FAFSA application.

In order for students to renew annually renewable scholarships, they must:

1. Be enrolled full-time in the PharmD program each semester.
2. Maintain a GPA of 3.0 or greater each semester.
3. Remain free from Code of Ethical and Professional Conduct violations.
4. Remain clear from/of any criminal offenses beyond traffic tickets.
5. Have no professional license revocation during enrollment.

Loan Programs for Pharmacy Students

Loan programs of varying amounts and requirements are available for pharmacy students. Details and application forms are available online from Samford's One Stop.

Student Loans are available through banks and savings and loan institutions. The amount borrowed depends on the student's financial status, support from other sources, and number of hours completed in pharmacy school. Students begin to repay loans shortly after studies are completed or when no longer registered as a full-time student at an approved institution. Loans on which interest must be paid while in school are also available. For information on loans, see Samford's One Stop.

Students may make appointments with their One Stop Advisor (onestop@samford.edu) or the associate dean for student affairs if additional information about loans or scholarships is desired.

Satisfactory Academic Progress for Financial Aid

The ability to receive federal, state and some outside scholarship aid at Samford begins with each student making Satisfactory Academic Progress (SAP). Every student is measured against the SAP policy each May for the upcoming summer term, and the subsequent aid year. Students who do not meet the minimum SAP requirements are notified via their Samford email account of their unsatisfactory status and the steps necessary to appeal the status and retain aid eligibility.

There are three standards that must be met each May to qualify for federal, state, and outside scholarship aid:

First, a student cannot have attempted more than 150% of the hours necessary to earn their degree. (ex. 128 hours are needed for most undergraduate degrees. A student who has attempted 192 hours or more has failed SAP.) A student also becomes ineligible for aid when it becomes mathematically impossible for him to complete his program within the 150%-time limit.

Second, a student must maintain a minimum cumulative grade point average (GPA). For undergraduate students and graduate level students in law, pharmacy and divinity programs, the standard is a 2.0 cumulative GPA. For all other graduate students, the standard is a 3.0 cumulative GPA. It is the policy of Samford University to not round up GPAs (ex. A 1.99 GPA is not rounded up to a 2.0). Please note Samford scholarship requirements are calculated on cumulative Samford GPAs, while SAP is calculated based on the cumulative GPA. This difference allows students to earn credits at other colleges to help get them into position for meeting SAP standards. The same cannot be said for Samford scholarships.

Third, a student must complete 67% of the credits attempted while working on their degree.

Transfer credits earned at another institution and applied for credit at Samford will be counted as well. For example, if a student has attempted a total of 60 credits while working on their degree, but only 30 of those credits were completed successfully (due to withdrawals, failures, incomplete grades, etc.), the student would have a 50% completion rate, and would therefore not be passing the 67% completion standard for SAP. If that same student had earned 50 of 60 credits, their completion rate would be 83%, and the student would be considered passing the 67% completion standard for SAP.

Students not meeting the SAP standards will be offered the opportunity to appeal the decision. A successful appeal will be based on whether a student's performance was affected by personal injury or illness and/or death of an immediate family member. An immediate family member is defined as mother, father, sibling, spouse, child, or grandparent. Also, a successful appeal will outline what has changed in the student's situation that will allow him or her to be successful, academically, in subsequent academic terms.

The SAP appeal form is available under the "Financial Aid Forms" section of this site. Complete SAP appeal forms and supporting documentation should be submitted to the Samford One Stop. Students who have their appeal approved will be notified via email. Depending on the student's situation, the approval may include an academic plan, which is intended to assist in bringing the student back into a good SAP standing.

Grievances

Protest of Academic Decisions

In contrast to the general University Student Handbook, if a McWhorter School of Pharmacy student wishes to file a formal grievance concerning an academic decision, then he/she:

1. Submits a single written statement (with related documentation) to the course coordinator within 5 business days of the event. For courses that have course co-coordinators, the syllabus will state which course coordinator will be the contact for an academic grievance. This course coordinator will handle the grievance independent of the other course coordinator. In the case of an experiential course, all communications and related documentation should be submitted to the Director of Experiential Education. In the case of final grades, this is within 5 business days of the grade being released by the university's grading system [Banner] for didactic coursework or notification of a final grade in an experiential course by the Office of Experiential Education or Banner. The grievance formally declares the basis of the grievance and provides evidence documenting perceived capricious, arbitrary, or malicious (unsupported, unreasonable, or vindictive) academic decisions. Grievances cannot be made on individual exam questions, course projects, or course assignments. The same written document (and related documentation) will be used throughout this process. The student should make a good faith effort to resolve the issue with the course coordinator. The course coordinator will schedule a meeting, investigate the facts related to the matter and then respond within 5 business days of the grievance submission.
2. If the grievance is not resolved with the course coordinator, the student may continue the grievance process by submitting the written statement (and related documentation) to the department chair of the course coordinator within 3 business days of the response of the course coordinator. Some courses have course co-coordinators in which one course coordinator is from the Department of Pharmaceutical, Social, and Administrative Sciences (PSAS) and the other course coordinator is from the Department of Pharmacy Practice (DPP). For P1 and P2 courses with co-coordinators

consisting of a PSAS and DPP faculty, the grievance will be submitted to the PSAS department chair. For P3 and P4 courses with co-coordinators consisting of a PSAS and DPP faculty, the grievance is to be submitted to the DPP chair. The department chair will meet with the student, investigate the facts related to the matter, and then respond within 5 business days of the grievance submission.

3. If the grievance is not resolved with the department chair, the student may continue the grievance process by submitting the written statement (and related documentation) to the executive associate dean for academic affairs within 3 business days of the response of the department chair. The executive associate dean will meet with the student, investigate the facts related to the matter, and then respond within 5 business days of the grievance submission.
4. If the grievance is not resolved with the executive associate dean for academic affairs, the student may continue the grievance process by submitting the written statement (and related documentation) to the dean within 3 business days of the response of the executive associate dean for academic affairs. The dean will meet with the student, investigate the facts related to the matter, and then respond within 5 business days of the grievance submission.
5. If the grievance is not resolved with the dean, the student may continue the grievance process by submitting the written statement (and related documentation) to the university provost's office within 5 business days of the response of the dean. The decision of the provost's office is the final point in the appeal process and will be the university's final response.

Protest of Non-Academic McWhorter School of Pharmacy Issues

If a McWhorter School of Pharmacy student wishes to file a formal grievance concerning a non-academic decision, then he/she:

1. Submits to the McWhorter School of Pharmacy faculty/staff member's supervisor (see faculty/staff roster and McWhorter School of Pharmacy Organization Chart in the McWhorter School of Pharmacy Student Handbook) a single written statement **within 5 business days** of the event in question that formally declares the grievance and provides a full description of the grievance. The same written document will be used throughout this process. Ideally students should approach the faculty/staff member with their issue in person (if circumstances allow) prior to submitting a written grievance.
2. The faculty/staff member's supervisor will investigate the facts related to the matter and respond within 10 business days of the grievance.
3. If the grievance is not resolved with the supervisor, then the next step is a meeting with the dean within 5 business days of the response of the faculty/staff member. The dean is to respond within 10 business days. The decision of the dean is the final point in the appeal process and will be the university's final response.
4. If the grievance concerns the dean, the written statement must be submitted to the provost's office within 5 business days of the dean's response (and the provost's office will be the university's final response).

Complaints to ACPE

The Policy for Complaints Alleging Violations of Education Standards in Educational Programs is to be used if there are allegations that a program is in violation of one or more of the ACPE Standards. ACPE encourages people to address their concerns directly whenever possible with the person or program with whom concerns have arisen. In the instances of these particular policies, such communication, while desirable, is not required.

***CONSENT:** Persons participating in an ACPE accreditation, certification, ethics, or appeal process consent to that process as described in relevant ACPE materials and give permission for the disclosure of information and materials from one ACPE process to another ACPE process if, in the determination of ACPE representatives, that should be necessary for ensuring compliance with ACPE standards. When one process makes referral to another, the referring body may be asked for additional information and will be informed of the work of the commission to which the referral was made.

As required by the U.S. Department of Education, ACPE has policies for addressing complaints against an ACPE accredited center. When allegations arise that a program is in violation of one or more of the ACPE Standards, the process below applies. ACPE encourages people to communicate directly whenever possible with the person administering the program with which concerns have arisen.

The U.S. Department of Education mandates that in addition to the preferred signed complaint, anonymous complaints be processed in cases that implicate the ACPE Standards and their related policies and procedures. ACPE encourages people to provide as much specificity as possible to accommodate a fair process. ACPE works diligently to respect all parties to a complaint, their reasonable privacy, and professional standing.

I. General Information

A. A complaint is a grievance presented in writing and preferably signed, involving an alleged violation of the education criteria established by the ACPE Standards. The complaint must identify the specific standard(s) alleged violated and state specifically how it was violated. Complaints may be registered by those who consider themselves harmed by an alleged violation or by any person(s) having substantive knowledge of a violation of the ACPE Standards.

B. The complaint must name an individual(s) and/or program over which the Accreditation Commission ("Commission") has jurisdiction. The person filing the complaint (signed or anonymous) consents to this complaint process and gives permission for the disclosure of all information to the Commission, its representatives, representatives of ACPE, and the respondent.

C. The ACPE Code of Professional Ethics states: In relation to ACPE, members do not make intentionally false, misleading, or incomplete statements about their work or ethical behavior. This is binding on members. It is expected of nonmembers who engage the complaint process.

II. Inquiries and Filing Complaints

A. Complaints, or inquiries about filing them, are directed to the ACPE Executive Director (ED) or ACPE Associate Executive Director at:

ACPE, Inc.
1 Concourse Parkway
Suite 800
Atlanta, GA 30328

Or via email at: confidential@acpe.edu. The complaint form can be found at: <https://acpe.edu/programs/accreditation/information-on-filing-a-complaint>.

If a complaint is not on an ACPE Complaint Form, the Associate Executive Director will contact the complainant and request this be done if reasonably possible. For those without web access, a copy of the Education Complaint Form, the ACPE Standards and the Policy for Complaints Alleging Violations of ACPE Education Standards in Educational Programs will be mailed within a week of the receipt of inquiry. These materials are available on the ACPE website.

B. When the ED or Associate ED receives the above material, it is sent to an Initial Review Panel (IRP) to confirm jurisdiction. If only ACPE Standards are named, the IRP consists of the ACPE Executive Director, the Accreditation Commission Chair and appropriate consultant as the Executive Director and Chair determine. If ACPE Standards and items from the ACPE Code of Professional Ethics are named, the IRP consists of the ACPE Executive Director, the Accreditation Commission Chair, the Chair of Professional Ethics and appropriate consultant as the Executive Director and Chairs determine.

Health Data

All Pharmacy School students must have and maintain health insurance while enrolled in the McWhorter School of Pharmacy. Students must be able to provide proof of insurance on demand during any experiential course if requested by the experiential education site. It is the student's responsibility to maintain current health insurance coverage. Samford offers a policy to Samford students that may be obtained through their website in the fall or any other time of the year via their customer service phone number. Details will be provided to students via email from Samford University Risk Management Department.

All pharmacy students are required to have an annual physical examination, tuberculin testing, flu vaccination, and valid/active health insurance. Newly accepted pharmacy students will receive an email notifying them of how to download the Physical Examination Form, Immunization/Titer History Record Form, and Tuberculosis Testing Form. For reference, the health forms required by the College of Health Sciences, Samford University for their healthcare provider to complete can be located here: (<https://www.samford.edu/pharmacy/student-services>). These forms must be completed, performed, and signed only by the approved health-care provider as noted on the form, and a copy each form uploaded to the electronic credentialing website by the deadline provided by the Office of Experiential Education (OEE). The OEE will communicate with all incoming first year students via Samford email during the summer prior to the student's enrollment the upcoming fall semester. Certain immunizations or proof of immunity must be documented on the Immunization/Titer History form including Hepatitis B, MMR, Varicella and Tdap. Students should begin acquiring their health records early in the summer prior to enrollment to make certain all required documentation is uploaded by the deadline and any vaccinations needed can be obtained. During enrollment, it is the student's responsibility to make certain all required documentation remains up to date in the electronic credentialing website. The OEE will contact the student prior to enrollment to provide information to the student for setting up their account and instructions

regarding the documents to be uploaded and deadlines for completing the process. Students who fail to upload the required compliance documentation to the electronic credentialing website by the deadline will be unable to begin required experiential coursework and will jeopardize their enrollment in the McWhorter School of Pharmacy.

The McWhorter School of Pharmacy has additional specific requirements related to immunizations and health screenings that can be found in the McWhorter School of Pharmacy Experiential Education Manual located on the E*Value Homepage.

Instructional Procedures and Practices for Invasive and Minimally Invasive Procedures

Background: Pharmacists are required in today's health system to perform invasive and minimally invasive procedures in disease prevention, treatment, monitoring and management. They provide such services independently, without the direct supervision or oversight of any other healthcare provider. ACPE Accreditation Standards require that schools and colleges of pharmacy ensure readiness of all students and graduates before Advanced Pharmacy Practice Experiences and entry into the profession, respectively. It is critical that McWhorter School of Pharmacy graduates demonstrate proficiency in knowledge and skills before performing pharmacy-related procedures in direct patient care. The following serves as the school's process to ensure competency, while minimizing pathogen exposure by both students and faculty.

Inherent in pharmacy are certain risks of occupational exposure to pathogens, whether blood-borne or through exposure to other body fluids. Students, upon admission into the McWhorter School of Pharmacy, will be informed of these risks, apprised of the school's educational processes, and required to sign a participation waiver. As a minimum standard, annual Occupational Safety and Health Administration (OSHA) training on safety precautions, including blood borne pathogen exposure procedures must be completed. McWhorter School of Pharmacy will provide access to approved training at no cost to students. Students with possible pathogen exposure are required, per federal law, to complete this annual training and comply with all aspects of federal OSHA laws and regulations due to the potential of pathogen exposure resulting from education/training and or pharmacy practice. Documentation of student compliance with OSHA training will be maintained by the McWhorter School of Pharmacy Office of Experiential Education.

Immunizations/Intramuscular, Subcutaneous and/or Intradermal Injection Technique

McWhorter School of Pharmacy students are required to complete the American Pharmacists Association's (APhA) Pharmacy-Based Immunization Delivery: A National Certificate Program for Pharmacists. A current requirement of the certificate program is that each student must demonstrate proficiency in administration of two intramuscular and one subcutaneous injection on a human partner (i.e., fellow student participant); Notwithstanding, the certificate-granting body may choose to modify these requirements at its discretion based upon national standards, and McWhorter School of Pharmacy desires for its students to comply with national certificate training expectations for pharmacists. McWhorter School of Pharmacy will provide students first with the opportunity to practice injection technique using simulation equipment. Upon the faculty member's determination that the student has achieved competence using simulation, the student will then be required to administer the required number of practice injections via the appropriate route using normal saline as required by the national certificate program. The certificate of completion provided by APhA shall serve as official evidence of competency achievement. Students are responsible for maintaining their own documentation of achievement of this competency and must produce the certificate as requested by faculty, staff, or affiliate faculty preceptors.

Finger Sticks for Point of Care Testing

McWhorter School of Pharmacy students must show knowledge and proficiency in utilizing various point-of-care testing devices. This includes utilizing OSHA-compliant lancet devices for acquiring blood samples for testing. All students must demonstrate proficiency in utilizing OSHA-compliant lancet devices in a three-step process: Step 1: Students will demonstrate operational proficiency of the devices via simulation equipment. Step 2: Students will demonstrate operational proficiency by collecting a personal blood sample (i.e., self-finger stick). Step 3: Students will demonstrate operational proficiency by collecting a blood sample from another human (i.e., fellow student, faculty member, standardized patient). Students who demonstrated competency through these three steps will be provided paper or electronic certification of competency completion. It shall be the students' responsibility to maintain this documentation and provide it upon request of faculty, staff, affiliated preceptors, or supervising healthcare providers.

In addition, several devices for screening, monitoring, or diagnosis used in the practice of pharmacy may require the use of a blood or body fluid sample for and interpretation of results. The faculty will ensure that students have demonstrated competence in using these devices prior to students using any device for actual patient care.

Invasive and Minimally Invasive Procedures during Community Events by Student Pharmacists

Competency training for community activities/co-curricular activities which involve procedures leading to potential exposure to blood borne pathogens is provided as outlined elsewhere in this guideline. All students participating in community events involving invasive or minimally invasive procedures must have demonstrated proficiency as outlined in the guideline. Students should proactively provide proof to the supervising healthcare provider of having achieved competency for the procedures being conducted. Students who engage in providing direct patient care without having first achieved competency through the procedures outlined in this guideline will be held in direct violation of the Code of Ethics and Professional Conduct and will be immediately referred to the McWhorter School of Pharmacy Student Affairs Committee for review and action.

Exposure Incidents

Students must review the McWhorter School of Pharmacy Needle Stick/Blood Borne Pathogen Guideline, which is available online through the McWhorter School of Pharmacy Student Handbook. Students should under no circumstances delay follow up care and treatment following an exposure.

Lecture Recordings

Audio and LCD projections of on-campus/in the classroom lectures are made available via the lecture-capture system (LCS; Echo-360) for required didactic courses. The link to each LCS recording is located in Canvas for that course. These recordings are for students enrolled in the course (or auditing with permission from the school's office of academic affairs). These lecture recordings are available to the student to supplement their learning for required courses scheduled during the fall and spring semesters, not be the primary source of learning. Students are expected to attend classes regularly and adhere to the course attendance guideline in the syllabus.

Selected topics in a course may be exclusively delivered by video and outside of the normally scheduled course time (to ensure course contact time and credit hour requirements). In addition, an unforeseen event may cause class sessions to be delivered online (either

exclusively or hybrid); lectures and other class sessions most likely will be provided via video recordings (most likely via the LMS recording feature [Canvas Studio]). These recordings will be posted to the course LMS in a timely manner (i.e., on the day of the scheduled class session). Students will be responsible for the course content via this delivery method, regardless of reason for video course content.

Students may not upload any course recording onto the internet or in any other way share lecture material with anyone else (see section re: Ownership of Course Materials). Students who violate this guideline will be subject to the values violation process.

Needle Stick/Blood Borne Pathogen Exposure Guidelines

Purpose: To outline the expected behavior to be followed by all student pharmacists who have received an accidental exposure incident while in an educational setting to decrease risk of infection with hepatitis B virus (HBV), hepatitis C virus (HCV) and human immunodeficiency virus (HIV).

An **exposure incident** is a specific eye, mouth, other mucous membrane, non-intact skin (dermatitis, abrasions, chafing, hangnail, etc.), or parental contact with blood or other potentially infectious materials (OPIM) that results from the performance of a student pharmacist's duties.

Annual training on OSHA and safety precautions will be conducted. Student pharmacists are required to receive or show proof of hepatitis B immunization (e.g., titers). Student pharmacists are also required to show proof of personal health insurance upon admission to the McWhorter School of Pharmacy. **This insurance will be needed for coverage of laboratory testing and medications (if necessary) in the event of an exposure incident.**

Safety expected behaviors and universal precautions recommended by the Centers for Disease Control (CDC) will be employed by McWhorter School of Pharmacy student pharmacists to minimize exposure incidents, including (but are not limited to):

- Wash hands frequently.
- Wear gloves if there is a possibility of contact with another person's body fluids.
- After the removal of gloves or after exposure to blood or other potentially infectious materials, wash hands with antibacterial soap.
- Wear gloves once and discard; do not attempt to wash and reuse.
- Clothing or supplies contaminated with body fluids should be placed in doubled plastic bags, tied, and discarded.
- Used needles and sharp/instruments must be discarded in a Biohazard Infectious Waste Sharps Container.
- Equipment and devices that touch intact mucous membranes but do not penetrate a patient's body surface should be sterilized when possible or undergo high-level disinfection if they cannot be sterilized before being used for each patient.
- Instruments and other reusable equipment used in performing invasive procedures must be appropriately disinfected and sterilized.

In addition, McWhorter School of Pharmacy requires:

- Training on proper expected behaviors for finger stick testing and required equipment is mandatory.
- A source individual's own lancets/lancet device should never be used.
- Recapping needles or lancets should not be attempted.
- If a safety lancet is not available, the student pharmacist should ask the source individual to conduct the test on themselves, if possible.
- Sharps or lancets must not be passed to others or accepted from others.

Post Exposure Actions

In the event that a Student Pharmacist experiences an exposure to blood or other body fluids the following steps should be performed:

1. **Immediately** cleanse the wound or mucous membrane with soap and water. If contact is to the nose and/or mouth, flush with clean water for several minutes. If contact is to the eye(s), irrigate with clean water, saline, or sterile irrigants for several minutes.
2. **Exposure incidents must be reported immediately.** The student pharmacist should immediately contact the appropriate McWhorter School of Pharmacy personnel (identified below) to receive direction with respect to post-exposure medical evaluation, lab work, and prophylactic treatment, if and as needed.

Assignment/Event	Report Exposure To:
Introductory or Advanced Pharmacy Practices Experiences (IPPE/APPE)	Site Preceptor and Director of Experiential Education
Integrated Pharmacy Applications Laboratory (IPA) or other on-campus academic laboratory activity	Director of Pharmacy Labs and Simulation Experiences and McWhorter School of Pharmacy Associate Dean of Student Affairs
Community/Campus Event	Event Coordinator and McWhorter School of Pharmacy Associate Dean of Student Affairs

The McWhorter School of Pharmacy personnel (identified above) will then notify the Associate Dean of Student Affairs for McWhorter School of Pharmacy directly.

All information will be kept confidential and secure.

3. The student pharmacist may seek medical care and attention from the student pharmacist's primary care provider, the nearest urgent care center, or emergency department.

Some experiential sites may have the student pharmacist receive care through the facility's employee health center. Other experiential sites (community pharmacies, stand-alone sites) may require follow-up with the nearest urgent care center/emergency department. The student pharmacist's preceptor, faculty advisor, or faculty (instructor) should provide guidance regarding the appropriate post-exposure expected behavior to follow.

4. An incident report for McWhorter School of Pharmacy (Student Body Fluid/Needle Stick Incident/Exposure Report Form) should be completed. Documentation should include the name and contact information of the student pharmacist that was exposed and the source individual from which the contaminated exposure originated. The time, date and location of the exposure and a description of the incident should also be included in this documentation.

If the exposure occurs at an experiential site, this report should be forwarded to the Office of Experiential Education. A copy of the completed incident report should then be forwarded by the Office of Experiential Education, to the Associate Dean of Student Affairs for the McWhorter School of Pharmacy, and to the Samford University Office of Risk Management and Insurance (301 Samford Hall).

If the exposure occurs in an on campus academic laboratory activity or at a Campus/Community event, this report should be forwarded to the Associate Dean for Student Affairs directly who will forward the same to the Samford University Office of Risk Management and Insurance (301 Samford Hall).

The source individual of any potential blood borne pathogen should be informed of the exposure by the preceptor, not by the student pharmacist. The preceptor, faculty advisor, or faculty (instructor) should attempt to obtain consent from the source individual for appropriate medical testing. However, the source individual's consent cannot be forced for testing or disclosure.

If the source individual does not consent to testing or verbally verifies that they have HBV, HCV, or HIV, the student pharmacist who may have been exposed to potentially contaminated bodily fluids should receive post-exposure prophylactic treatment **within 2 hours**. Even if it is not considered likely that the source individual may have HBV, HCV, or HIV, the student pharmacist should still seek medical evaluation as directed by their preceptor, faculty advisor, or faculty (instructor).

Laboratory Testing

Laboratory testing of the source individual once consent is obtained should be based on current guidelines and available source individual medical history. Laboratory testing should be conducted immediately post-exposure and may require additional testing in the future. Testing should be conducted for HIV, Hepatitis B and Hepatitis C based on current CDC guidelines and available source individual data. Results of laboratory testing should be reported directly and confidentially to the student pharmacist.

Confidentiality of the source individual information and laboratory results will be maintained at all times. If the source individual refuses testing, the student pharmacist who is the recipient of potentially contaminated bodily fluids should proceed with an appropriate medical evaluation, follow-up testing, and possibly prophylactic measures and medication based upon current guidelines and source individual history, if available.

APPE and IPPE sites are under no obligation to provide medical evaluation or treatment if needed. Some APPE sites will treat the student pharmacist as they do employees, but sites are under no obligation to do so. Student pharmacists should actively seek knowledge and understanding of the appropriate expected behaviors to follow at each experiential training site.

This guideline is prospective in its application and first applies as of the date identified below. It will be reviewed annually and updated as necessary to ensure current standards and expected behaviors are adhered to and that appropriate documentation is completed.

Contact Information

Director, Experiential Education

Jeffrey Kyle, Pharm.D., BCPS Office Phone: (205) 726-2559

Cell Phone: (904) 803-3417

Associate Dean of Student Affairs

Renee DeHart, Pharm.D., BCPS, FCCP Office Phone: (205) 726-4276

Cell Phone: (501) 747-9930

Director of Pharmacy Labs and Simulation Experiences

Jennifer Beall, Pharm.D., BCPS, CHSE

Office Phone: (205) 726-2534

Cell Phone: (205) 542-3811

Expected Behavior for Post-exposure Medical Evaluation and Follow-up (Student)

1. Immediately cleanse the wound or mucus membranes with soap and water. If contact is to the nose or mouth flush with water. If contact is to the eye(s), irrigate with clean water, saline, or sterile irrigants.
2. Contact the appropriate McWhorter School of Pharmacy personnel. If located at:
 - a. IPPE and APPE contact: Site Preceptor and Director of Experiential Education
 - b. IPA and other academic labs contact: Director of Pharmacy Labs and Simulation Experiences and Associate Dean of Student Affairs
 - c. Community/Campus Event contact: Event Coordinator and McWhorter School of Pharmacy Associate Dean of Student Affairs
3. Seek medical attention.

Note - If the exposure involves a known HBV, HCV, or HIV positive source, seek immediate medical attention since, if indicated, post-exposure prophylaxis should begin within 2 hours of exposure.

If located at:

- a. IPPE/APPE: Seek evaluation through your primary care provider, nearest urgent care center, or emergency department. Some experiential sites may have the student pharmacist receive care through the facility's employee health center. Other experiential sites (community pharmacies, stand-alone sites) may require follow-up with the nearest urgent care center/emergency department. The student pharmacist's preceptor, faculty advisor, or faculty (instructor) should provide guidance regarding the appropriate post-exposure expected behavior to follow.

- b. Course lab or other academic lab: Seek evaluation by your primary care provider, nearest urgent care center, or emergency department.
 - c. Community/Campus Event: Seek evaluation through your primary care provider, nearest urgent care center, or emergency department.
4. When you arrive, inform the medical provider of the exposure to any potential blood borne pathogen(s). Please remember to present your personal health insurance card to the medical provider upon arrival.

Needle Stick Incident/Student Body Fluid/Exposure Report Form

Instructions: This form is to be used by pharmacy students to report needle stick/sharps injuries/body fluid exposures. Complete this form and return it to the Experiential Education Office (for IPPE/APPE related-events) or the Office of Student Affairs (for other exposures) within 24 hours of the injury or exposure.

NAME of person exposed/injured:

SU ID#: 900 _____ Contact #: _____

Email address: _____

Today's date: _____

EXPOSURE

Date of exposure: _____

Time of exposure: _____

Brief description of exposure: _____

TYPE OF INJURY/EXPOSURE:

- Needle
- Lancet
- Glass
- Blood or other body fluid
- Other (specify) _____

BRAND OF DEVICE: _____

LOCATION WHEN EXPOSURE OCCURRED:

- Community health fair or another event
- IPPE/APPE site (specify) _____
- Other: _____

THE EXPOSURE OCCURRED:

- Before use of the sharp
- After use of the sharp
- During use of the sharp

INVOLVED BODY PART (STUDENT):

- Arm (but not hand)
- Face/head/neck
- Hand
- Leg/foot
- Torso (front or back)
- Other _____

Student's Medical Provider: _____

Date provider seen: _____

TO BE COMPLETED BY McWhorter School of Pharmacy STAFF:
Additional information/follow-up with student if necessary:

Ownership of Course Materials

Any course-related materials—including syllabi, handouts, slides, examinations, quizzes, audio components of lectures, videos, etc.—are the intellectual property of faculty who produced these and the university. Students may not upload any course-related materials onto the internet or in any other way share course-related materials with anyone other than members of the same class.

Students who violate this guideline will be subject to the code of ethical and professional conduct violation process.

Pharmaceutical Sciences Research

McWhorter School of Pharmacy provides pharmacy students with various opportunities to conduct laboratory research in the pharmaceutical sciences during their pharmacy school career. Working directly with research faculty, pharmacy students may participate in research via one or more research elective courses, a summer research internship, their applied pharmacy research, and service project or an APPE rotation during their 4th year. Research electives are offered by various research faculty each semester during the school year. Paid summer internships are available on a competitive basis for pharmacy students having completed their first or second year of pharmacy school. Bench research capstone projects may be selected by rising 4th year students to satisfy the requirement of their applied pharmacy research and service course sequence. One of this program's main objectives is to enable McWhorter School of Pharmacy faculty and Samford scientists to enhance their research efforts with strong student involvement while contributing to the Samford mission of teaching. In this setting students working on research projects apply scientific knowledge and concepts gained from traditional classroom learning toward solving problems in a research laboratory. The laboratories are equipped with advanced chromatographic, mass spectrometric and molecular based instrumentation that is used to generate data for publications in peer-reviewed journals and in support of extramural grant funding through various mechanisms. Students have the opportunity to present their work at local, national, and international scientific conferences. Students interested in participating in laboratory research should contact either the chair or the vice-chair of the PSAS department for additional information.

Plagiarism and Copyright

Plagiarism

Plagiarism is a serious matter within an academic setting. Results of plagiarism can range from a simple verbal reprimand to expulsion from the academic program and university (including the Doctor of Pharmacy degree program at the Samford University McWhorter School of Pharmacy (School)).

Plagiarism is defined when an “author documents or reports ideas, words, data, or graphics, whether published or unpublished, of another as his or her own and without giving appropriate credit.”¹

There are 4 common plagiarism contentions:

Direct: Verbatim lifting of passages without enclosing the borrowed material in quotation marks and crediting the original author.

Mosaic: Borrowing the ideas and opinions from an original source and a few verbatim words or phrases with crediting the original author. In this case, the plagiarist intertwines his own ideas and

opinions with those of the original author, creating a confused, plagiarized mass.

Paraphrase: Restating a phrase or passage, providing the same meaning but in a different form without attribution to the original author.

Insufficient acknowledgment: Noting the original source of only part of what is borrowed or failing to cite the source material in such a way that a reader will know what is original and what is borrowed.¹

*The most common characteristic of all these kinds of plagiarism is the failure to attribute words, ideas, or findings to their true authors.*¹ This is interpreted to mean a failure to appropriately cite a work in your student paper, regardless of the kind of paper (i.e., research paper, presentation, short factual paper).

Reference

AMA Manual of Style: A Guide for Authors and Editors. 10th ed. New York, NY: Oxford University Press; 2007:158.

Guidance

Pharmacy students are given various assignments like those at all higher education institutions. The Doctor of Pharmacy degree is fundamentally a clinical program. However, regardless of the type of assignment (research paper, short bullet-type paper, group project concluding in a graded assignment, etc.) required within a course, any resources (books, journal articles, Web sites, etc.) used for the assignment that are not one's own ideas, thoughts and conclusions, must be cited according to School-adapted manual of style standards, which is *AMA Manual of Style: A Guide for Authors and Editors*, 10th edition. For additional information, refer to http://samford.libguides.com/ld.php?content_id=10306216.

Copyright

The Samford University library provides many resources to help in the understanding of copyright. The information is located at <http://samford.libguides.com/copyright>.

Copyright issues pertaining to students are proliferating and concerted efforts are continually being made to raise the awareness of copyright issues. Unfortunately, copyright laws do not provide a litany of dos and don'ts; thus, copyright laws often widely vary in their interpretations.

Students primarily are concerned with the portion of the copyright law pertaining to "fair use." This section (United States Code, Title 17, and Section 107) specifies four factors that the courts rule on involving copyright lawsuits. Individuals disagree on what is fair, and no one has a definitive, legally binding answer to most fair questions. Congress created a flexible fair use statute that affords no exact parameters; thus, fair use very much depends on the circumstances of each case.

Notwithstanding the provisions of Sections 106 and 106A, fair use of a copyrighted work, including such use by reproduction in copies or phono records or by any other means specified in that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies of classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use, factors to be considered include the following:

- The purpose and character of the use, including whether such use is of commercial nature or is for nonprofit, educational purpose

- The nature copyrighted work
- The amount and substantiality of the portion used in relation to the copyrighted work as a whole
- The effect of the use upon the potential market for or value of the copyrighted work

The fact that a work is unpublished does not bar a finding of fair use if such finding is made in consideration of all the above factors.

If a conclusion is made that the material intended to be used is protected by copyright law, students must assess whether your proposed use is fair based on the above factors. If it is not within fair use, students must seek permission from the copyright owner. All these factors and other circumstances work together in the fair use equation. All academic uses are not fair use. Students with copyright for fair use question (or situations), should review each above factor diligently and apply them to the question or situation.¹

Mass copying of a single article or attempting to copy several chapters of a book most likely is a copyright infringement. Attaching a full text to an e-mail and sending it to the entire class is against the school guidelines and would also most likely be a copyright infringement.

Another problem for students pertains to copying tables or figures and inserting them into a research paper or any type of official school assignment. If you photocopy or otherwise reproduce a table or figure exactly as it is and insert it into your research paper of any kind must place the following statement at the bottom of the figure/table regarding copyright is: "(If this paper were submitted for publication, copyright permission for reproduction of table/figure would have to be obtained.)"² This guideline is a Samford University-specific guideline. Furthermore, the table figure must be appropriately cited.

A good rule of thumb for copyright issues is intent for use. For example, what does a person intend to use or do with this material copied? If the intent is to sell the copied article, it would be illegal.

Sending a group, class or any number of individuals, a full text article via e-mail, would almost certainly be against fair use standards.

References

1. Samford University. *Ad Hoc* Committee on copyright Guidance Web site. <http://samford.libguides.com/copyright>. Accessed June 21, 2022.
2. Samford University, *AMA Quick Reference Guides*, p. 7. http://samford.libguides.com/ld.php?content_id=10306216. Accessed June 21, 2022.

P1-P3 Portfolio Requirement and Process

The ASP (Academic Standards and Progression) Committee ("Committee") oversees the academic progression of students and makes student specific recommendations for adjustments to course of study. To be in compliance with Standard 10 of the 2016 ACPE Accreditation guidelines (curriculum design, delivery and oversight), the student portfolio is the tool selected by Samford University McWhorter School of Pharmacy to "document self-assessment of and reflection on, learning needs, plans and achievements as well as professional growth" (Standard 10) in the formal didactic, experiential and co-curriculum.^{1,2} Further, portfolios are used to document self-awareness (Standard 4.1), evaluation of goal-setting processes (Standard 19f) and overall educational outcomes (Standard 24d).³

Completion of student portfolios is a programmatic requirement as outlined in the University catalog.⁴ Failure to submit or submission of an unsatisfactory portfolio by the deadline is a violation of academic standards that warrants attention by the Committee. A score <70% on the portfolio rubric is considered unsatisfactory and may prevent student progression. A student who receives an unsatisfactory evaluation will: 1) be required to remediate the portfolio and 2) not be enrolled in upcoming semester courses in the School of Pharmacy until satisfactory remediation of the portfolio is complete. The Committee manages completion of sanction responsibilities.

Process

Portfolios are evaluated based on the applicable portfolio rubric. Following the portfolio scoring deadline, the Associate Dean for Assessment and Accreditation audits the results, notifies students via email who have received an unsatisfactory evaluation and provides a report to the Committee that identifies those students. The Committee will review the report and recommend to the Associate Dean for Academic Affairs that students with an unsatisfactory portfolio should not be enrolled in any course (unless a summer course repeat) until the portfolio is corrected. All students who submit an unsatisfactory portfolio are required to correct and resubmit it for reevaluation within 10 business days of the email notification. Once the portfolio is resubmitted, students must notify the Associate Dean for Assessment and Accreditation. The portfolio will be reevaluated, and the students notified of the outcome within 10 business days. If the resubmission of the portfolio is deemed satisfactorily remediated by the Associate Dean for Assessment and Accreditation, the Associate Dean for Academic Affairs will be notified that the students may be enrolled in future courses in the School of Pharmacy subject to availability. Students who fail to meet the deadline for portfolio resubmission or have an unsatisfactory portfolio submission must meet with the ASP Committee upon request and may remain unenrolled as a student.

References:

1. Samford School of Pharmacy Bylaws
2. ACPE. Accreditation standards and key elements for the professional program in pharmacy leading to the Doctor of Pharmacy degree, "Standards 2016". Available at <https://www.acpe-accredit.org/pdf/Standards2016FINAL.pdf>. Accessed November 8, 2021.
3. ACPE. Guidance for Standards 2016. Available at <https://www.acpe-accredit.org/pdf/GuidanceforStandards2016FINAL.pdf>. Accessed November 8, 2021.
4. Samford University Graduate Catalog. Available at <https://catalog.samford.edu/index.php?catoid=25&navoid=1634> Accessed June 1, 2023.

P-4 Portfolio Requirement and Process

The ASP Committee ("Committee") oversees the academic progression of students and makes student specific recommendations for adjustments to course of study. The committee is responsible for compliance with current ACPE accreditation standards.¹ To be in compliance with Standard 10 of the 2016 ACPE Accreditation guidelines (curriculum design, delivery and oversight), the student portfolio is the tool selected by Samford University McWhorter School of Pharmacy to "document self-assessment of and reflection on, learning needs, plans and achievements as well as professional growth" (Standard 10) in the formal didactic, experiential and co-curriculum.² Further, portfolios are used to document self-awareness (Standard 4.1), evaluation of goal-setting processes (Standard 19f) and overall educational outcomes (Standard 24d).³

Completion of student portfolios are a programmatic requirement as outlined in the University catalog.⁴ Failure to submit or submission of an unsatisfactory portfolio by the deadline is a violation of academic standards which warrants attention by the Committee.

Process

Portfolio Submission

The portfolio submission deadline for P4 students is set each academic year based on the Advanced Pharmacy Practice Experientials (APPE) schedule. This deadline will generally be soon after the conclusion of APPE block 9. The Associate Dean for Assessment and Accreditation (ADA&A) will notify the Committee of those students who failed to submit a portfolio by the submission deadline. The Committee will then notify the student, in writing, of failure to submit a portfolio by the deadline and inform the student he or she must petition the ADA&A within 5 business days of notification by the Committee to request a deadline extension. The ADA&A will review the petition and inform the student within 5 business days of receiving the petition whether the deadline extension was granted or denied. Students who fail to petition the ADA&A within 5 business days of Committee notification, or students for whom a deadline extension was denied by the ADA&A will be referred to the Associate Dean of Academic Affairs (ADAA) for not meeting academic requirements for graduation. Students who fail to submit a portfolio by the extended deadline set by the ADA&A will be reported to the ADAA for not meeting academic requirements for graduation.

Portfolio Review

The portfolio evaluation notification deadline for P4 students will be set each academic year, generally no later than the beginning of the on-campus Capstone module courses. Upon notification of a deficient or incomplete portfolio by the ADA&A, the student must correct any deficiencies and resubmit the portfolio within 10 business days for re-evaluation. The re-evaluation shall take place within 5 business days; the ADA&A then will notify the Committee and the ADAA of any student(s) who have failed to meet P4 portfolio requirements.

All students referred to the ADAA for incomplete or non-submission of a portfolio may be denied or delayed graduation due to not fulfilling curricular requirements, resulting in ineligibility or delayed eligibility to take the North American Pharmacist Licensure Examination. The ADAA will notify the student of the decision within 3 business days of receiving the failure information. Students may

appeal the decision to delay or deny graduation by submitting a letter to the ADAA within 3 business days of notification from the ADAA. The final decision to deny or delay graduation rests with the ADAA.

References

1. Samford School of Pharmacy Bylaws
2. ACPE. Accreditation standards and key elements for the professional program in pharmacy leading to the Doctor of Pharmacy degree, 2016. <https://www.acpe-accredit.org/standards/>. Accessed October 29, 2018.
3. ACPE. Guidance for Standards 2016. Available at <https://www.acpeaccredit.org/pdf/GuidanceforStandards2016FINAL.pdf>. Accessed February 2, 2015.
4. Samford University Catalog. Available at <https://catalog.samford.edu/content.php?catoid=25&navoid=1634> Accessed June 1, 2023.
5. Samford University Academic Standards and Progression Committee Standard Operating Guidelines. Updated October 10, 2019.

Room Reservations

Most classrooms and conference rooms in the College of Health Sciences must be reserved prior to use. Student organizations or classes wanting to reserve a room for an event or function are to

contact the Coordinator for Student Affairs and Events and submit a room reservation form which can be found in the Student Leadership Council Team (SLC) in Microsoft Teams.

Scheduling and Registration

The office of academic affairs is responsible for registering students into courses. Time will be allocated by the office of academic affairs for individual consultation with any student who wishes to ask specific questions or seek advice on electives, joint degree options, or other curricular matters. Students will automatically be registered for all required pharmacy courses of the upcoming semester. All students in the Practice-and-Team Ready curriculum (PHAR courses) must complete one didactic elective course before they can begin their APPEs; they are required to complete one didactic elective during the Capstone portion of the curriculum during the spring P4 year. The didactic elective requirement is waived for students in a joint degree program. The academic affairs office will coordinate a time to meet with students and provide information to the students regarding the elective offerings during the upcoming semester. Students are responsible for completing a form with their elective choices and submitting it to the office of academic affairs by the due date. Students are allowed to complete more than two didactic electives if they desire. Failure to complete the didactic elective requirement will delay the start of the APPEs and/or delay graduation. Students must have a clear account with the bursar's office at the time of registration. An account that is not clear will result in a registration hold and delayed registration.

Students will be able to drop/add elective didactic course(s) up to five working days from the first of class in a semester. Students should contact the office of academic affairs within that five-day period to make elective course changes in their class schedule.

All students in academic difficulty (probation) and students out of sequence in the lock step curriculum will be advised by the office of academic affairs regarding course enrollment options and registration. Students should make individual appointments during the pre-registration period each term to have their progress reviewed and obtain registration materials for the next term(s).

Standardized Formulas, Calculations and Laboratory Values

Since the medical literature has a number of similar (but not identical) calculations/formulas and laboratory value ranges, knowing each is beyond the scope of learning for students and practitioners. Each formula/calculation has unique features that are considered valid along with the laboratory values having "core" ranges that overlap. Thus, the school has created a standardized list of formulas/calculations and laboratory values that will be used in all courses. This list is based upon the published, peer-reviewed literature and was approved by the faculty. Students need to recognize that institutions and practitioners may use different formulas/calculations and laboratory values while they are participating in experiential courses (i.e., IPPE, APPE).

Formulas and Calculations

Body weight for adult patients

Calculation of Ideal Body Weight (IBW):

Male: $IBW \text{ (kg)} = 50 + 2.3(\text{inches} > 60)$

Female: $IBW \text{ (kg)} = 45.5 + 2.3(\text{inches} > 60)$

Calculation of Adjusted Body Weight (AdjBW): $AdjBW = IBW + 0.4(ABW - IBW)$

Calculation of Body Mass Index (BMI):

$BMI = [\text{Weight in lbs.} / (\text{Height in inches})^2] 703$ OR $BMI = \text{weight (kg)} / [\text{height (m)}]^2$

Definitions of weight:

Underweight: Actual Body Weight (ABW) < IBW

Normal: BMI = 18.5 to 24 kg/m²

Overweight: BMI ≥ 25 and ≤ 30 kg/m²

Obese: BMI > 30 kg/m²

Estimates of Renal Function for Adult Patients

*Note these equations can be inaccurate in certain circumstances, are not interchangeable, and specific information for individual drugs to estimate renal function and determine dose adjustments should be utilized if provided (e.g., specific weight to be used).

Cockcroft-Gault Equation to estimate Creatine Clearance (CrCl) in mL/min

$$\text{CrCl (mL/min)} = \frac{140 - (\text{patient age in years}) \times \text{weight (kg)} \times 0.85 \text{ (only if female)}}{72 \times \text{SCr}}$$

Weights to utilize in Cockcroft-Gault Equation, unless specified by individual drug to use certain weight:

- If ABW < IBW = use ABW
- If Normal BMI = use IBW
- If Overweight or Obese BMI = use AdjBW

Rounding of SCr to 1 mg/dL in patients 65 years of age or older with a SCr < 1 mg/dL is not supported by current literature.

Key References:

1. Cockcroft DW, Gault MH. Prediction of creatinine clearance from serum creatinine. *Nephron*. 1976;16:31-41.
2. Nguyen T, Foster Y, Cekaj S. Older adult kidney function assessment and rounding creatinine led to medication dosing error. *Am J Ther*. 2018;25:e439-e446.
3. Winter MA, Guhr KN, Berg GM. Impact of various body weights and serum creatinine concentrations on the bias and accuracy of the Cockcroft-Gault equation. *Pharmacotherapy*. 2012;32(7):604-612.

CKD-EPI_{creatinine} Equation (2021) to estimate Glomerular Filtration Rate (eGFR) in mL/min/1.73m²

MDRD Equation was developed in 1999 for CKD staging. In 2021 CKD-EPI creatinine equation designated as preferred by the National Kidney Foundation and American Society of Nephrology. GFR rates are reported with laboratory basic metabolic panels. Select drugs are dosed based upon eGFR.

Key References: Delgado C, Baweja M, Crews DC, et al. A unifying approach for GFR estimation: recommendations of the NKF-ASN task force on reassessing the inclusion of race in diagnosing kidney disease. *Am J Kidney Dis*. 2022;79(2):268-288.

Standardized Laboratory Values

Table 2-1 Blood Chemistry Reference Values

Laboratory Test	Normal Reference Values		Conversion Factor
	Conventional Units	SI Units	
Electrolytes			
Sodium	135–145 mEq/L	135–145 mmol/L	1
Potassium	3.5–5 mEq/L	3.5–5 mmol/L	1
CO ₂ content	22–28 mEq/L	22–28 mmol/L	1
Chloride	95–105 mEq/L	95–105 mmol/L	1
BUN	8–20 mg/dL	2.8–7.1 mmol/L	0.357
Creatinine	0.6–1.2 mg/dL	53–106 μ mol/L	88.4
CrCl	90–130 mL/min	1.5–2.16 mL/sec	0.01667
Estimated GFR	90 – 120 mL/min/1.73 m ²	N/a	N/a
Cystatin C	<1.0 mg/dL	<0.749 μ mol/L	0.749
Glucose (fasting)	70–110 mg/dL	3.9–6.1 mmol/L	0.05551

Glycosylated hemoglobin	4 – 5.6%	4 – 5.6%	1
Calcium–total	8.5–10.5 mg/dL	2.1–2.6 mmol/L	0.25
Calcium–unbound	4.5–5.6 mg/dL	1.13–1.4 mmol/L	0.25
Magnesium	1.5–2.4 mEq/L	0.75–1.2 mmol/L	0.51
Phosphate ^a	2.5–4.5 mg/dL	0.8–1.45 mmol/L	0.323
Uric acid	<7 mg/dL	<0.42 mmol/L	0.06
Proteins			
Prealbumin	15–36 mg/dL	150–360 mg/L	10
Albumin	3.3–4.8 g/dL	33–48 g/L	10
Globulin	2.3–3.5 g/dL	23–35 g/L	10
Liver Function			
AST	0–35 units/L	0–0.58 μ kat/L	0.01667
ALT	0–35 units/L	0–0.58 μ kat/L	0.01667
ALP	30–120 units/L	0.5–2.0 μ kat/L	0.01667
GGT	0–70 units/L	0–1.17 μ kat/L	0.01667
Bilirubin–total	0.1–1 mg/dL	1.7–17.1 μ mol/L	17.1
Bilirubin–direct	0–0.2 mg/dL	0–3.4 μ mol/L	17.1
Miscellaneous			
Amylase	35–120 units/L	0.58–2.0 μ kat/L	0.01667
Lipase	0–160 units/L	0–2.67 μ kat/L	0.01667
PSA	0–4 ng/mL	0–4 mcg/L	1
TSH	0.4–5 μ units/mL	0.4–5 munits/L	1

Procalcitonin	<0.5 ng/mL	<0.5 mcg/L	1
Creatine Kinase	39–294 units/L	0.66–5.0 μ kat/L	0.01667
Cholesterol			
Total	<200 mg/dL	<5.2 mmol/L	0.02586
LDL	70–160 mg/dL	<4.13 mmol/L	0.02586
HDL	>40 mg/dL	>1.03 mmol/L	0.02586
Triglycerides (fasting)	<150 mg/dL	<1.70 mmol/L	0.0113

Table 2-2 Hematologic Laboratory Values			
Laboratory Test		Normal Reference Values	
		Conventional Units	SI Units
RBC count	Male	4.3–5.9 $\times 10^6/\mu$ L	4.3–5.9 $\times 10^{12}/L$
	Female	3.5–5.0 $\times 10^6/\mu$ L	3.5–5.0 $\times 10^{12}/L$
Hct	Male	39%–49%	0.39–0.49
	Female	33%–43%	0.33–0.43
Hgb	Male	14–18 g/dL	140–180 g/L
	Female	12–16 g/dL	120–160 g/L
MCV		76–100 μ m ³	76–100 fL ^b
MCH		27–33 pg	27–33 pg

MCHC		33–37 g/dL	330–370 g/L
Reticulocyte count (adults)		0.1%–2.4%	0.001–0.024
ESR	Male	0–20 mm/h	0–20 mm/h
	Female	0–30 mm/h	0–30 mm/h
WBC count		4–11 × 10 ³ / μL	4–11 × 10 ⁹ /L
ANC		> 2,000 cells μL	
Neutrophils		40%–70%	0.4–0.7
Bands		3%–5%	0.03–0.05
Lymphocytes		20%–40%	0.2–0.4
Monocytes		0%–11%	0.0–0.11
Eosinophils		1%–8%	0.01–0.08
Basophils		0–3 %	<0.03
Platelets		150–450 × 10 ³ / μL	150–450 × 10 ⁹ /L
Iron	Male	80–180 mcg/dL	14–32 μmol/L
	Female	60–160 mcg/dL	11–29 μmol/L
TIBC		250–460 mcg/dL	45–82 μmol/L
Transferrin saturation		25–50%	
Vitamin B ₁₂		279–996 pg/mL	206–725 pmol/L
Folic Acid		5.4–18.0 ng/mL	12.2–40.8 nmol/L

ALP, alkaline phosphatase; ALT, alanine aminotransferase; AST, aspartate aminotransferase; ATP, Adult Treatment Panel; BNP, brain natriuretic peptide; BPH, benign prostatic hypertrophy; BUN, blood urea nitrogen; CHF, congestive heart failure; CK, creatine kinase (formerly known as creatine phosphokinase); CrCl, creatinine clearance; CRP, C-reactive protein; cTnI, cardiac troponin I; ESR, erythrocyte sedimentation rate; GFR, glomerular filtration rate; GGT, gamma-glutamyl transferase; GI, gastrointestinal; HDL, high-density lipoprotein; IM, intramuscularly; LDH, lactate dehydrogenase; LDL, low-density lipoprotein; MI, myocardial infarction; NCEP, National Cholesterol Education Program; NG, nasogastric; PE, pulmonary embolism; PSA, prostate-specific antigen; SI, International System of Units; TPN, total parenteral nutrition; TSH, thyroid-stimulating hormone; ANC, absolute neutrophil count; ESR, erythrocyte sedimentation rate; Hct, hematocrit; Hgb, hemoglobin; MCH, mean corpuscular hemoglobin; MCHC, mean cell hemoglobin concentration; MCV, mean cell volume; RBC, red blood cell; SI, International System of Units; TIBC, total iron-binding capacity; WBC, white blood cell.

^a Phosphate as inorganic phosphorus.

^b fl., femtoliter; femto, 10⁻¹⁵; pico, 10⁻¹²; nano, 10⁻⁹; micro, 10⁻⁶; milli, 10⁻³.

BG	Na ⁺	Cl ⁻	BUN
	K ⁺	HCO ₃ ⁻	SCr

Student Leaders

Student leaders include class officers, organizational officers, and McWhorter School of Pharmacy committee student representatives. All student leader nominees must meet academic eligibility requirements (refer to section re: Academic Eligibility for Participation in Activities) at the time of their nomination. All student leaders must continue to meet academic eligibility requirements during their terms in office; otherwise, they must relinquish their office.

Meetings of all student leaders will be held periodically during each semester. If a student leader misses two meetings in a semester, then the student will be removed from office.

The current class/organization presidents and McWhorter School of Pharmacy committee student representatives are as follows:

Class Presidents

P-4 Jonathan Vargas

P-3 Banks Presson

P-2 Kelly-Ann McMaster

P-1 TBA

Organization Presidents

American Association of Psychiatric Pharmacists: Nicolette Patrick

APhA Academy of Student Pharmacists: Andrew Lockridge

Christian Pharmacy Fellowship: Juliet Bryant and Ethan Merrifield

Industry Pharmacists Organization: Nicole Bouldin

International Society for Pharmacoeconomics and Outcomes Research: Katherine Grace McMinn

Kappa Psi Pharmaceutical Fraternity: Kruti Patel

National Community Pharmacists Association: Sarah Frazier

Pediatric Pharmacy Association: Chloe Fleming

Phi Lambda Sigma: Brett Guillet

Rho Chi Society: McKenna Holladay

Student College of Clinical Pharmacy: Ashley Gardner

Student National Pharmaceutical Association: Dionna Davis

Student Society of Health-System Pharmacy: Kaitlyn Madson

Curriculum Committee Student Members

P-4 Amy Copes

P-3 Charlie Pitts

P-2 Kaitlyn Madson

P-1 TBA

Student Affairs Committee Student Members

P-4 Lyne Nguyen, Taylor Paris

P-3 Peeper Walker, Dionna Davis

P-2 Tyrah Ray, Abby Batchelor

P-1 TBA

Assessment Committee Student Members

P-4 Sydney Biswal

P-3 Elizabeth Boehling

P-2 Tatum Amos

Student Organizations

American Association of Psychiatric Pharmacists (AAPP)

The mission of the American Association of Psychiatric Pharmacists is to advance the reach and practice of psychiatric pharmacy and serve as the voice of the specialty. Samford's chapter is one of roughly 50 student chapters in the United States.

American Pharmacists Association Academy of Student Pharmacists (APhA-ASP)

ASP is the student chapter of the American Pharmacists Association. Prepharmacy students may also join ASP. ASP holds regular business and professional meetings, sponsors school-wide picnics and other activities and, through a variety of committees, conducts service projects and professional programs. *Interactions*, a chapter newsletter, *The Pharmacy Student*, a national publication for pharmacy students, *Pharmacy Today* and *American Pharmacy* are regular publications for all members of ASP.

Christian Pharmacy Fellowship (CPF)

CPF was organized to provide a forum for Christian expression and growth for pharmacy students and faculty on campus. CPF generally meets weekly. Faculty, students, and guests lead a devotional and provide music for spiritual time of sharing.

Industry Pharmacists Organization (IPhO)

The Industry Pharmacists Organization is exclusively dedicated to advancing the careers of industry pharmacists. IPhO works with its members to advocate for advancing industry-based pharmacists to leadership positions by increasing awareness and recognition among employers, senior management, colleagues, thought leaders, educators, and students of what pharmacists have to offer.

International Society for Pharmacoeconomics and Outcomes Research (ISPOR)

Founded in 1995 as an international multidisciplinary professional membership society, the International Society for Pharmacoeconomics and Outcomes Research advances the policy, science, and practice of pharmacoeconomics (health economics) and outcomes research (the scientific discipline that evaluates the effect of health care interventions on patient well-being including clinical, economic, and patient-centered outcomes).

Kappa Psi Pharmaceutical Fraternity

Kappa Psi is the professional fraternity at Samford. Kappa Psi pledges both male and female pharmacy students. Pledge for new members is held in the fall. The fraternity is involved in professional projects and sponsors a variety of social activities throughout the school year.

National Community Pharmacists Association (NCPA)

The student chapter of NCPA was established in 1991. This is the national specialty association for pharmacists and pharmacy students interested in independent community practice. NCPA sponsors service projects, community work, and makes concerted efforts to acquaint students with issues pertinent to independent pharmacy.

Pediatric Pharmacy Association (PPA)

PPA provides students a unique opportunity to learn how to better care for the pediatric population, as well as provide opportunities to learn more about careers in pediatric pharmacy. The purpose of PPA is to unite student pharmacists and other health-care providers to improve the health of children in the greater Birmingham community.

Phi Lambda Sigma (PLS)

Phi Lambda Sigma is the leadership honorary society in pharmacy, and students are chosen on the basis of their activities and leadership involvement in the school. New members are chosen each spring semester from students in the P-2, P-3, and P-4 years.

Rho Chi Honor Society

Rho Chi Honor Society is the scholastic honorary society in pharmacy, and students are chosen on the basis of pharmacy school GPA (top 20% of class) and overall personal integrity. New members are chosen each spring semester from students in the P-2 and P-3 years.

Student College of Clinical Pharmacy (SCCP)

SCCP provides students information about careers and opportunities within the field of clinical pharmacy; promotes dedication to excellence in patient care, research, and education; and encourages the professional development necessary to function within an interdisciplinary team. It also educates students on the opportunities available to specialize in various areas of clinical pharmacy upon graduation.

Student National Pharmaceutical Association (SNPhA)

SNPhA is a national organization for pharmacists and pharmacy students. It serves to keep students informed about national pharmacy issues, and it offers opportunities for fellowship, professional information, and service projects. Its goal is to address issues of cultural diversity facing pharmacy and pharmacy students, but general professional issues are addressed as well. The organization welcomes all students.

Student Society of Health-System Pharmacy (SSHP)

This organization is recognized by the American Society of Health-System Pharmacists and is affiliated with the Alabama Society of Health-System Pharmacists, both of which represent hospital and health-system pharmacists. The group was formed to provide opportunities for Samford students to learn more about the practice of hospital and health-system pharmacy and to meet with practicing pharmacists to discuss issues pertinent to this field.

Student Organizations – Intent to Organize a New Organization

Request for School Recognized Organization Status

Co-curricular activities can be an important part of the educational and college experience. You are to be commended for your efforts to become an official organization. We appreciate your interest in enriching the campus life experience for yourself and other McWhorter School of Pharmacy students.

This information is designed to help you submit certain pieces of information relative to your organizational structure. This material will be reviewed by the Associate Dean for Student Affairs at the McWhorter School of Pharmacy and then additional application materials will be completed and

sent to the Office of Student Leadership and Involvement in consultation with your officers and then the request will be presented to the Faculty Campus Life Committee. All university organizations must have the Board of Trustees' approval after receiving endorsement from the Faculty Campus Life Committee.

You will be notified through the McWhorter School of Pharmacy Student Affairs Office as to the decision of the McWhorter School of Pharmacy first. You will be notified through the Office of Student Leadership and Involvement as to the decision of Board of Trustees.

Definition

A club or organization is a group of currently enrolled McWhorter School of Pharmacy students who form together for a common purpose, for which they do not receive academic credit.

Any group of students which meets regularly, elects officers, collects dues, and or carries on a program or in other ways consistently functions as an organization is required to seek official approval.

Criteria of School Recognized Organization

For an organization to be recognized by the university and school, or for an organization to maintain university recognition, there are certain criteria the organization must meet.

1. The organization must support and enhance the mission and purpose of the institution by one or more of the following:
 - a. nurturing persons
 - b. offering learning experiences (social, physical, spiritual, academic, emotional, intellectual, and/or career)
 - c. developing the personal empowerment of participants
 - d. developing academic/career competency of participants
 - e. developing social/civic responsibility of participants
 - f. developing ethical and spiritual strength of participants
 - g. continuously improving the effectiveness of the community
2. There must be interest among currently enrolled students
3. There must be no other organization already recognized which has a similar purpose
4. The organization must have a faculty adviser
5. The organization must be approved by the McWhorter School of Pharmacy and the university Office of Student Leadership and Involvement and register **every year and any time they select/change officers** with the Office of Student Leadership and Involvement. Registration is online at Bulldog Central.

Process for McWhorter School of Pharmacy Recognition

Students interested in forming an organization may use the information provided below to start the process. Next, students should meet informally several times to ascertain if there is sufficient

interest to justify organizational existence and make tentative plans. You should meet with the Associate Dean for Student Affairs to determine time frames, potential obstacles and discuss campus needs.

To charter an organization, the following will need to be done:

- 1) Complete the "Intent to Organize" form and submit the form to the Manager of Student Affairs and Events.
- 2) Propose a school faculty member who will serve as the organization's adviser.
- 3) Complete the "Membership List" form. Compile a list of at least twenty (20) students who wish to be members of the proposed organization. The list should include name, telephone number, email address, and class standing at the time of the organization request. Submit this membership list as an attachment in the Register a New Organization online form.
- 4) Formulate a constitution under which the organization will operate. The proposed constitution should be approved by a majority of the organization's chartering members. (To view a "Sample Constitution" see Appendix). Submit the constitution as an attachment in the Register a New Organization form.

The McWhorter School of Pharmacy Associate Dean for Student Affairs will review the information received and make a recommendation to the McWhorter School of Pharmacy as to whether the organization should be designated a recognized McWhorter School of Pharmacy student organization. After McWhorter School of Pharmacy recognition, the group must submit a university Intent to Organize request in Bulldog Central. Upon completion of online registration and document submission, schedule a meeting with the University Office of Student Leadership and Involvement (OSLI). The President, Treasurer, and Advisor for the organization must attend the meeting. Student leaders of the organization and OSLI personnel review the organization documents and discuss the purposes, membership, and formation of the organization. OSLI may recommend revisions to the submitted documents. Additional meetings may be requested by student leaders or required by the OSLI.

Once the organization completes the registration process and satisfactorily completed the meeting or meetings required by the OSLI, the organization can be considered by the Vice President for Student Affairs and Enrollment Management for provisional status. However, before granting provisional status, the Vice President for Student Affairs and Enrollment Management will deliver to the Student Affairs and Enrollment Management Committee (the "Board Committee") copies of the organization's registration, membership roster, constitution, and advisor designation, and respond to any inquiries of the Committee. If the Chair determines that the Board Committee should consider the registration of the organization, provisional status shall not be granted until the Board Committee meets and its comments and inquiries concerning the organization are addressed by the Vice President for Student Affairs and Enrollment Management.

The OSLI shall establish the dates during which an organization shall exist with provisional status. The provisional status may be extended by the Vice President for Student Affairs and Enrollment Management. An organization with provisional status may host one interest meeting and one interest table event per provisional semester. Organizations with provisional status may also conduct member meetings throughout the provisional term(s) or period.

Upon satisfactory completion of the provisional period, the organization will present its application for university recognition. It will be reviewed by the Vice President for Student Affairs and Enrollment Management. If the application is denied, the organization shall cease to have any recognition by the university, whether provisional or otherwise. The Vice President for Student

Affairs and Enrollment Management will either request changes, approve or deny the application. Upon such approval, the organization will be entitled to all privileges granted to university recognized student organizations.

Advantages of University Recognition

The advantages of being a university recognized organization are:

- Scheduling events on the university calendar, reserving and using various rooms, facilities, and resources on campus for meetings
- Having a faculty or staff adviser who will support, encourage, and help the group fulfill its objective
- Being listed in university printed and online publications and communication pieces.
- Participating in the Student Organization Fair each fall
- Using the Samford University postal service and having an SU box for your organization
- Having the ability to have a website through Samford University portal.
- Using bulletin boards, display cases, electronic message boards, etc.
- Opening an agency account with the Controller's Office at no charge to the organization to assist with all financial transactions.

Maintaining University Recognition

Once an organization is recognized, an annual registration **MUST** be submitted to the Office of Student Leadership and Involvement. This information must be submitted by revising your organization profile information in Bulldog Central online community. If a recognized organization fails to register, or if an organization decides to become "inactive" for a period of one

(1) academic year or less, the organization can petition the Office of Student Leadership and Involvement to be reinstated as an active organization. This petition includes resubmitting a list of at least twenty interested organization members (name, phone number, email, and class standing) as well as an updated organization constitution. The organization's request will be submitted for review. The organization will be reinstated as "active" if the organization meets the criteria for university recognized organizations.

If a recognized organization remains inactive for more than one (1) academic year, the organization must then re-apply for recognition. Any organization which is inactive for one year and does not become active in the second year **CEASES** to be recognized as an official university organization.

Any change in McWhorter School of Pharmacy student organization constitutions requires review by the Associate Dean for Student Affairs of the McWhorter School of Pharmacy prior to submission to Bulldog Central.

If an organization no longer meets the mission and purpose of the university, it will lose its recognition.

APPENDIX SAMFORD UNIVERSITY
McWhorter School of Pharmacy

INTENT TO ORGANIZE

This information is required to be submitted by email to rmdehart@samford.edu. Information contained in this document is for information purposes only. No paper request will be accepted.

Name of Organization: _____

Proposed President Name: _

Telephone Number:__(Home)_____(Cell) E-mail Address: _____

Proposed Treasurer Name:

Proposed Treasurer Email Address:

Proposed Faculty Advisor Name and Title:

Proposed Advisor Email Address:

Note:

- Submission of at least twenty (20) chartering student members required.
- Submission of organization’s proposed constitution and/or by-laws is required.

Rational for organizing (include purpose of organization):

Date Submitted: _____

**SAMFORD UNIVERSITY
MCWHORTER SCHOOL OF PHARMACY**

INTENT TO REORGANIZE

For inactive organizations seeking reinstatement, please contact McWhorter School of Pharmacy Associate Dean for Student Affairs at (205) 726-4276 prior to submitting information

Name of Organization: _____

Web Site Address: _____

Contact Person: _____

Telephone Number: __ (Home) _____ (Cell) E-mail Address: _____

Faculty Advisor Contact: _____

Faculty/Staff email address: _____

Reason organization has been inactive:

Changes made to ensure organization does not become inactive again:

Date Submitted: _____

SAMFORD UNIVERSITY

PROPOSED ORGANIZATION MEMBERSHIP LIST

(Academic Year) _____

NAME OF ORGANIZATION: _____

MEMBERS NAMES:

1. (Name) (Tele#) (E-Mail) (Class Standing)

2. (Name) (Tele#) (E-Mail) (Class Standing)

3 (Name) (Tele#) (E-Mail) (Class Standing)

4. (Name) (Tele#) (E-Mail) (Class Standing)

5. (Name) (Tele#) (E-Mail) (Class Standing)

6. (Name) (Tele#) (E-Mail) (Class Standing)

7. (Name) (Tele#) (E-Mail) (Class Standing)

8. (Name) (Tele#) (E-Mail) (Class Standing)

9. (Name) (Tele#) (E-Mail) (Class Standing)

10.. (Name) (Tele#) (E-Mail) (Class Standing)

SAMPLE CONSTITUTION/BY-LAWS

This sample constitution is not designed for you to fill in the blanks, but rather to provide you with guidelines in designing a constitution which will meet the specific requirements of your organization.

Article I. Name

The name of the organization shall be _____ of Samford University.

Article II. Purpose

The purpose of the organization shall be ____

Article III. Membership

Section 1. Membership shall be open to _____

Section 2. No member may be removed from membership without first having an open hearing and then by no less than a __vote at a regular meeting.

Section 3. The__(organization name) allows participation in the organization by all people regardless of sex, race, creed, or ethnic origin.

Article IV. Officers

Section 1. The officers of this organization shall be _____ (Include a list of the positions, not the persons who will fill those positions. Example: President, Vice President, Secretary/Treasurer).

Section 2. All officers shall be elected at the __meeting (first meeting, second meeting, April meeting, September meeting, etc.) of _____ (fall/spring) semester of each year. Officers will be elected by (majority 2/3 present) of those members present at the meeting.

Section 3. No officer may be removed from office without first having an open hearing and then by no less than a __vote at a regular meeting.

Section 4. Office vacancies will be filled by special election at the meeting after the vacancy occurs.

Article V. Meetings

Section 1. Regular meetings will be held(Use specific time if such time will not change from year to year or semester to semester. Otherwise, use less specific time such as “The first Monday of each month” or “At a time agreed upon by the majority of the members).

Section 2. Special meetings may be called by the chief executive officer or upon request of any _____(number) active members.

Section 3. All members shall be notified of a special meeting at least__(number of days) before

the time of the special meeting.

Article VI. QUORUM

Section 1. Proposed amendments to this constitution or the by-laws of this constitution shall be presented at a regular meeting at least one meeting prior to being discussed and voted upon.

Section 2. Having been properly presented, amendments may be adopted by a____majority vote of the membership at a regular meeting.

Section 3. Amendments shall go into effect____(immediately upon adoption, 30 days following adoption, etc.).

Article VII. Dues (Optional)

The dues shall be____(amount) payable by__(time).

Article VIII. Duties of Officers

Section 1. Office of President (or related position) Section 2. Office of Vice President (or related position) Section 3. Office of Secretary

Section 4. An officer must be assigned the responsibility to register with the Office of Campus Life each year. This responsibility may be assigned to any officer in your organization

Section 5. Subsequent sections for other officer explanations as needed.

Article IX. Committees

Section 1. There shall be standing committees.

Section 2. The__Committee shall _____

Section 3. (These sections- and subsequent sections as needed- should describe the creation, purpose, and duties of the standing committees).

Section 4. Special committees may be _ (Describe the creation, purpose, and duties of special committees).

Article X. Parliamentary Authority

Robert's Rules of Order shall be the parliamentary authority of this organization.

NOTE: You may wish to add additional articles, sections, by-laws, or amendments to this sample. This is a model intended to guide you in developing a constitution which will suit your organization. The only article in this sample we require to be in your by-laws is on page 2, Article VIII., Duties of Officers, Section 4.

Student Relief Fund

Guidelines

1. Monies from an activity specified as benefiting the student relief fund can be deposited into the Student Relief Fund.
2. The associate dean for student affairs' office in the McWhorter School of Pharmacy will manage the account.
3. Monies from the student relief fund can be utilized by any pharmacy student currently enrolled and in good standing in the McWhorter School of Pharmacy for emergencies such as, but not limited to:
 - a. Loss due to fire, water, or other damage
 - b. Student health issues
 - c. Immediate family emergencies such as death or illness
 - d. Other reasons deemed sufficient
4. The amount of funds to be disbursed will depend upon documented needs as well as available funds.
5. The appropriate application form must be completed. It is located in this handbook and can also be obtained from the associate dean for student affairs' office. The completed application can be turned in to the associate dean for student affairs. The request will be reviewed then the individual will be contacted for further information.
6. Each completed application will be given due consideration by the Associate Dean for Student Affairs. Approval for funding will be given by the Associate Dean for Student Affairs in consultation with the Chair of the Student Affairs Committee and the Executive Associate Dean of the Pharmacy School within 7 working days of the submitted application.
7. Monies will be requested from and dispersed by the One Stop.
8. Documentation of money spent or money to be spent is required.
9. Any monies not utilized for the accepted matter must be returned to the student relief fund.
10. Any false statements, omissions, or other misrepresentations made on applications may result in immediate repayment in full of any assistance in addition to disciplinary action.

Application

See following page:

Student Relief Fund Application

The McWhorter School of Pharmacy Student Relief Fund was founded to provide financial assistance to pharmacy students in times of need or emergency. Students can apply for aid or can be nominated for aid by another student or faculty member. This fund is supported by donations and fundraising efforts by the students, faculty, and staff of the McWhorter School of Pharmacy.

Student Information		
Name		
School Address		
City, State, Zip		
Phone	Home:	Cell:
E-Mail Address		
Projected Graduation Year		
If you are nominating a student for relief, please provide the following:		
Name and title		
Phone		
Request		
Amount requested		\$
How soon is assistance needed?		
Explanation of Request		
Briefly summarize the circumstances of the request for assistance. Please indicate any research done to support the amount requested (ex. \$50 bus ticket from Greyhound, \$500 hospital co-pay). Attach separate page if necessary.		
Agreement and Signature		

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am awarded assistance, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate repayment in full of any assistance in addition to disciplinary action.

Name (printed)	
Signature	
Date	

Substance Abuse and Mandatory Drug Testing Guideline

Background

In recent years, many hospitals, pharmacies, and other affiliates utilized in the delivery of portions of the Doctor of Pharmacy curriculum now require that McWhorter School of Pharmacy ensure students are participating in a random drug screening program as a contractual obligation of affiliation. As a result, the school has adopted guidelines and expected behaviors for mandatory, random drug screening of all students enrolled in the program.

Additionally, “for cause” testing guidelines have been implemented when an affiliate faculty member, faculty member, or administrator believes a student’s behavior and actions may jeopardize the health, safety, or well-being of others.

The guidelines and expected behaviors related to substance abuse reporting and mandatory drug testing are as follows:

Definitions

For the purposes of this guideline and expected behavior, the following definitions will be utilized:

Board: Refers to the Alabama State Board of Pharmacy.

Faculty: All individuals who have been appointed by the board of trustees of Samford University to the faculty of the University. This includes affiliate faculty, adjunct faculty, and full-time faculty of the university.

Illicit Drugs: Includes any controlled substance listed in 21 U.S.C., Section 812 and other federal regulations, any controlled substances listed in Schedules I-V in Ala. Code Section 20-2-22 through Section 20-2-32, and any “legal drugs” which are not prescribed by a licensed physician or prescriber. An illicit drug is any controlled substance consumed by a person for reasons other than those intended by the prescriber, or for which the person does not possess a valid prescription, or which is otherwise prohibited by law.

McWhorter School of Pharmacy Administrator: The dean, the associate dean for academic affairs, the associate dean for student affairs, the chair of the department of pharmacy practice, the chair of the department of pharmaceutical, social, and administrative sciences, the associate dean for assessment, the director of the experiential education, or the assistant director of the experiential education.

Practice Act: Title 34 Chapter 23, Practice of Pharmacy Act 205 of the Alabama Legislature, 1966; and Title 20 Chapter 2, Alabama Uniform Controlled Substances Act 1407 of the Alabama Legislature, 1971; and Title 21 of the United States Code, Food and Drug Law; and Chapter 420-7-2, Controlled Substances, Rules of the Alabama State Board of Health; and Chapter 680-x-2, Practice of Pharmacy, Rules of the Alabama State Board of Pharmacy.

School or McWhorter School of Pharmacy: “The “McWhorter School of Pharmacy.” These guidelines and expected behaviors are school-specific and may not apply to students enrolled in other programs of Samford University.

University-Related Activity: Includes, but is not limited to, any academic, athletic, extracurricular, social, administrative, work-related, or other activity which takes place on the campus of Samford University, or on any premises owned by Samford University, or which takes place off the campus and is sponsored by any Samford University organization, including pharmacy student organizations.

Staff: All non-faculty personnel employed by Samford University, including student employees under college work-study programs and other institutional programs of student employment.

Student: A student enrolled at any level in the McWhorter School of Pharmacy.

Substance Abuse: The use of a drug or other chemical leading to effects that are detrimental to the individual's physical or mental health, or the welfare of others; this includes, but is not limited to, the use beyond that intended by the licensed prescriber of legal drugs.

Treatment Program: The program of intervention for substance abuse to which a student is referred; typically, the program conducted by the designated agent of the Alabama State Board of Pharmacy, or other comparable and reputable program as identified by the School.

Standards of Conduct Related to Controlled Substances

1. The use, consumption, or possession of alcoholic beverages by any student, on campus, or off campus in connection with a university-related activity, is strictly prohibited. This guideline is in no way intended to affect the use of alcohol for research purposes as approved by the Samford University Institutional Review Board.
2. The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs by any student is strictly prohibited. This guideline is in no way intended to affect the use of any drug for research purposes as approved by the Samford University Institutional Review Board.
3. Any student who illegally gives or transfers drugs to another person, or illegally sells or manufactures drugs is subject to discipline, up to and including expulsion.
4. Students with substance abuse problems are likely to lose their intern/extern license from the Board of Pharmacy. A student is permitted to engage in the practice of pharmacy as an intern/extern in the state of Alabama or any other state only if he or she possesses a valid intern/extern certificate. Students who attempt to engage in pharmacy practice as an intern/extern in Alabama or any other state without a valid intern/extern certificate will be subject to disciplinary action.
5. Patient safety is of the utmost importance, especially as students are engaged in experiential coursework as part of the academic curriculum. From time to time, a student may be prescribed medication which may under normal circumstances alter the student's professional judgment. It is the student's responsibility to recognize this and take proactive steps to remove him or herself from patient care activities until such time as the judgment-altering prescribed medication is no longer necessary. Students are required to notify the associate dean for student affairs and director of experiential education if such a temporary situation exists so that the experience can be rescheduled. Any student who knowingly engages in patient care while taking a medication which may alter his or her judgment may face disciplinary action.

6. Students are required to participate in and submit to the School's mandatory drug screening program. In addition, certain external affiliate sites for delivery of experiential courses require that students submit for random drug screening through their processes. Students are expected to fully comply with drug screening conducted by both external affiliates and through the School's program. Disciplinary action will result from failure to comply which may include up to expulsion from McWhorter School of Pharmacy.

Self-Reporting of Substance Abuse

In keeping with the recommendations of the American Pharmacists Association (APhA) and the American Association of Colleges of Pharmacy (AACP), McWhorter School of Pharmacy will work to assist students with substance abuse problems. A student who self-identifies a need for assistance with a substance abuse problem is encouraged to consult the associate dean for student affairs. The associate dean for student affairs will make a referral to the agency with whom the Board has contracted to make treatment referrals for pharmacists and student pharmacists, or an alternative reputable program qualified to address the treatment need of the pharmacist and/or pharmacy student. The associate dean for academic affairs, and/or associate dean for student affairs will counsel the student regarding access to the intervention process and will advise the student regarding a release from the curriculum and other duties for the period of intervention.

Third Party Reporting of Substance Abuse

If a student or other third party witnesses another student in violation of the McWhorter School of Pharmacy's substance abuse guideline, it should be reported to the associate dean for student affairs. In general, reports will be handled in a confidential manner.

Should a student or other third-party suspect that a student suffers from substance abuse, the former should report that concern to the associate dean for student affairs. The associate dean for student affairs will evaluate the report and select an appropriate course of action.

Statement of Confidentiality

Students who are identified with a substance abuse issue, regardless of mechanism of identification, will not go before the Academic Standards Committee, full Student Affairs Committee, or any other committee of the school, provided the student complies with the course of action required by McWhorter School of Pharmacy, including but not limited to treatment. Student substance abuse issues may be disclosed to administrators of the School and Samford University, as well as faculty and staff of the university, as part of the academic record of the school as outlined by Family Educational Rights and Privacy Act (FERPA). Student confidentiality is of the utmost importance to the faculty, staff, and administration of the university; every effort will be made to maintain strict confidentiality of substance abuse issues.

Reporting of Substance Abuse and Drug Screen Results

Students have a right to view the results of his or her drug screen performed as part of McWhorter School of Pharmacy's drug screening program or at the direction of an administrator of McWhorter School of Pharmacy. In addition, all positive drug screen results may be viewed by the director of experiential education, the associate dean for student affairs, the associate dean for academic affairs, and the dean, as the situation warrants. Positive drug screen results may be reported to officials of Samford University as necessary, which may include but is not limited to the office of the

vice president of student affairs, the office of vice-provost of the College of Health Sciences, the office of the provost, and/or the office of the president.

Mandatory Drug Screening Program

A. Types of Testing

Students may be required to submit to random drug screening without notice. When a student fails to comply with the random drug testing, he or she will be required to submit to an accelerated testing schedule, at the discretion of McWhorter School of Pharmacy administration.

Students may also be required to submit to “for cause” testing when there is a reasonable basis to believe that the student has violated any provision of this guideline or has exhibited behaviors indicating alcohol or substance abuse. When undergoing “for cause” testing, students may be required to submit to urine, blood alcohol and/or breathalyzer testing. Fees associated with this testing will be the responsibility of the student.

B. External Agent for Random Screening

McWhorter School of Pharmacy contracts with an external provider for administration of the school’s random drug screening program. The external provider is:

DISA Global Solutions, Inc
2700 Corporate Drive Suite 100
Birmingham, AL 35242 Toll free 866-859-0143
Local 205-879-0143

The external provider is responsible for all collections and results reporting for testing required as a part of the random drug screening program. McWhorter School of Pharmacy retains the right to change its external agent for random screening without notice as is necessary. Every effort will be made to notify students of changes to the external agent in a timely matter.

C. Testing Site/Locations for Screening

DISA Global Solutions, Inc will conduct random drug screens for students enrolled in the P1 through P3 years at McWhorter School of Pharmacy during the normal business hours of the school. These random screening dates will not be announced in advance. Randomly selected students will be emailed as a group by Samford University email on the day of screening. Students who are out-of-class that particular day for any reason and who were selected for drug testing must present for testing at an approved testing location no later than 4:00 p.m. on that same day.

DISA Global Solutions, Inc will notify students enrolled in the P4 class who have been selected for random drug testing via their Samford University email account. Students will be given until 4:00p.m. on the date immediately following the date selected for testing to submit for drug testing. P4 students are expected to contact the laboratory site for specific hours of operation prior to reporting for testing. DISA Global Solutions, Inc maintains a nationwide network of testing facilities. Students are required to consult the DISA Global Solutions, Inc website) or contact customer support at 866-859-0143 for specific testing locations and hours.

D. Fees/Costs of Testing

The costs associated with random drug screening conducted by DISA Global Solutions, Inc are included in student fees collected by Samford University, thus students are not required to pay any additional fee to DISA Global Solutions, Inc for these services.

The cost of “for cause” testing and/or an accelerated testing program will be borne by the student as an additional cost added to the student’s account on a per-test basis.

E. Guidelines and Expected Behaviors for Drug Screening

1. Samford University email is the official communication and notification service for the university, including notification of selection for random drug screening.
2. Students may be required to submit for drug testing multiple times within the same semester.
3. For cause testing may be conducted by the associate dean of student affairs (or dean’s designee in his/her absence) under, but not limited to the following circumstances:
 - a. As a routine matter if a student must be removed/is expelled from an experiential practice site for any reason.
 - b. If the student exhibits behavior which, in the opinion of a McWhorter School of Pharmacy administrator, may jeopardize the health, safety, or well-being of the public or another person.
 - c. If a student is reported for substance abuse by peers or other third parties.
 - d. There is a reasonable basis to believe that the student has violated any provision of this guideline or has exhibited behaviors indicating substance abuse.
 - e. The student is involved in an accident which results in personal injury or property damage.

Students may be tested for substance abuse, synthetic drugs, illegal drugs, and alcohol if there is a reasonable basis to believe that the student is under the influence of alcohol, synthetic drugs, or illicit drugs as defined in this handbook, or abusing prescription or non-prescription medication. “Reasonable basis” includes but is not limited to symptoms of drug abuse, impairment or intoxication, self-reports of drug use or intoxication to other program participants, and substance abuse or intoxication observed by program participants, preceptors, faculty, or clinical site personnel.

“For cause” testing will not be conducted without documentation in writing of why the test was ordered, including the facts constituting reasonable suspicion leading to the test being ordered. When undergoing “for cause” testing, students may be required to submit to urine, blood alcohol and/or breathalyzer testing. Fees associated with this testing will be the responsibility of the student. Refusal to submit to “for cause” testing will result in suspension

from the program. A student who is suspended must reapply for admission. The student may do so no sooner than the next academic term.

4. Temporary exemption from random drug screening may be granted for situations of dire

hardship including, but not limited to, the following circumstances: death of an immediate family member, maternity leave, significant physical illness, or hospitalizations, breaks in enrollment, travel for professional meetings, or extensive national or international travel by the Associate Dean for Student Affairs (for P1 through P3 students) or by the Director of Experiential Education (for P4 students). Requests for exemption must be submitted in writing using Samford University e-mail. Exemption will be for specified time periods. The ruling of the Associate Dean for Student Affairs or the Director of Experiential Education is considered final.

5. A student who fails to present for the first time for random drug testing within the established deadline will be required to submit to testing as soon as possible, notwithstanding the fact that the deadline has expired. Thereafter, the student will be subject to an accelerated testing schedule at additional cost to the student whose frequency and duration will be at the discretion of McWhorter School of Pharmacy administration.
6. Students in the P4 year who fail to comply with random drug testing for the first time by 4:00 p.m. on the date immediately following notification of selection for random drug screening will be subject to an increased rate of drug testing at additional cost to the student, the frequency and duration of which are at the discretion of the school's administration. The student will also be required to immediately comply with the initial selection for drug testing.
7. Any student who fails to comply with random drug testing a second time during his/her tenure at McWhorter School of Pharmacy is subject to more severe penalties. Specifically, P1 through P3 students will not be allowed to continue in any course that semester and must withdraw from all courses. P1 through P3 students will not be eligible to re-enroll in the same semester. P4 students will be required to withdraw from all courses and will not be allowed to continue in experiential or other coursework until approved by the office of academic affairs. A student who fails to comply with random drug testing a third time during his/her tenure at McWhorter School of Pharmacy will be suspended from the program and will be eligible to reapply for admission no sooner than the next academic term.
8. A student who fails to comply with random drug testing a fourth time during his/her tenure at McWhorter School of Pharmacy will be expelled from the program without possibility of readmission.
9. A student who tests positive for a screen agent will be given 24 hours to notify the Board or be referred to another comparable and reputable program as identified by the school as indicated elsewhere in this guideline and expected behavior document, after such time McWhorter School of Pharmacy will also notify the Board of the positive screen results. Students with a first-offense positive drug screen without a valid prescription for the substance will be referred to the Board's designated agent or other comparable and reputable program as identified by the school for evaluation and possible enrollment in a chemical dependency rehabilitation program. The student may be required by the associate dean for student affairs to take a leave of absence from McWhorter School of Pharmacy as a result of actions imposed by the Board and/or for the purpose of completing a drug or alcohol rehabilitation program. Upon certification by the selected treatment program that a student has satisfactorily met the requirements of the program, and certification by the Board that the student's status as an intern/extern is in good standing, the associate dean for student affairs may approve readmission in consultation with the dean and the associate dean for academic affairs. The readmitted student must meet all academic requirements of the program as outlined in the pharmacy student handbook. Generally, a student when readmitted will continue in the

curriculum restarting with the semester at which they were granted a leave of absence; however, the associate dean for academic affairs may identify an alternative approach based upon course availability and/or the student's needs.

10. A student having a second "positive" test for a screened agent without a valid prescription will be dismissed from the program without the possibility of readmission, and the Board will be notified of the test results and dismissal.
11. A student who attempts to substitute someone else's urine for his or her own specimen, or who otherwise tampers with or attempts to alter a specimen, will be penalized which may include, but is not limited to, suspension from McWhorter School of Pharmacy and removal from all classes. The student may be referred to the Board's agent for evaluation of chemical dependency or other comparable and reputable program as identified by the school and possible enrollment in a treatment program. The student may reapply for admission no sooner than the next semester provided that the Board's agent certifies that the student does not have a chemical dependence issue and has a valid extern/intern license with the Board. In the event that the student fails to cooperate with the Board agent's evaluation or fails to complete any treatment required by the agent, the student will be dismissed from the program without the possibility of readmission.
12. A student who refuses to submit to "for cause" testing will be automatically suspended from McWhorter School of Pharmacy and must reapply for admission. The student may do so no sooner than the next academic term.

F. Statements concerning Cannabidiol and Cannabinoids

Cannabidiol (CBD) is an oil-based compound derived from the Cannabis or Hemp plant. It has become popular as a health and wellness supplement. CBD is a separate and different compound from THC, which is the compound in Cannabis that provides intoxicating effects. CBD-based products are manufactured from the components of the Cannabis plant, and it is difficult to eliminate 100% of the THC. CBD is now legal federally and in the State of Alabama. This is the result of the Hemp Farming Act of 2018, which removed hemp from the list of plants considered to be a controlled substance and thus products made from this plant are now considered legal agricultural products.

All legal CBD products in Alabama must contain no more than 0.3% THC. However, most CBD oil products are available as dietary supplements and thus are not subject to stringent testing requirements. A 2017 JAMA study revealed that only 31% of the products they tested were completely accurate regarding their CBD and THC content. The study also noted that the content of THC in some of these products may be enough to impair individuals and lead to a positive result on a urine drug screen in some individuals.

The McWhorter School of Pharmacy employs random drug testing of students throughout enrollment. As a result, there could be significant issues resulting from using these products, including ramifications with professional licensure. Therefore, strong caution is encouraged before using these products.

Given the availability of CBD products, it may be asked "What if I use CBD oil and test positive for marijuana/THC?"

Pursuant to the McWhorter School of Pharmacy Student Handbook, all positive drug tests are reported to the Program Director of the Alabama Board of Pharmacy's Wellness Program. The consequences of a positive test are then determined by the Wellness Program's Director and the

Board of Pharmacy. Typically, the student is asked to surrender his or her internship license and undergo a several day inpatient evaluation at a facility of the Board's choosing. The student bears the expense for the evaluation, which often is not covered by health insurance. Subsequent decisions regarding the student's internship license are made by the Board of Pharmacy depending on the results of the evaluation. Changes in a student's Alabama Board of Pharmacy intern license status may impact a student's ability to remain enrolled in the McWhorter pharmacy program.

1. U.S. House of Representatives – Committee on Agriculture. Hemp Farming Act of 2018. H.R. 5485. <https://www.congress.gov/bill/115th-congress/house-bill/5485/text>. Effective April 12, 2018. Accessed August 8, 2019
2. Bonn-Miller M, Loflin M, Thomas B, et al. Labeling accuracy of cannabidiol extracts sold online. JAMA. 2017;318(17):1708-9.
3. Gill L. Can you take CBD and pass a drug test? Consumer Reports. <https://www.consumerreports.org/cbd/can-you-take-cbd-and-pass-a-drug-test/>. Updated May 15, 2019. Accessed August 8, 2019.

HANDBOOK POLICY REVIEW; AMENDMENTS

Annual Review. The School of Pharmacy, through a working group consisting of the Dean, Associate Dean for Academic Affairs, and Associate Dean for Student Affairs will review and propose updates to this Policy Manual, as appropriate, and no less than annually.

Amendments. Amendments to this Policy Manual must be approved by the Dean, Associate Dean for Academic Affairs, Associate Dean for Student Affairs, the Provost, and the General Counsel. Non-substantive amendments, such as, but not limited to, changes of the names of specific individuals, addresses, email addresses, telephone numbers, professional resources, technical corrections, or typographical errors may be made from time to time by the Associate Dean for Student Affairs.