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- Needle Stick Policy
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## STUDENT SERVICES / RESOURCES

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## ININVOLVEMENT / CO-CURRICULAR

- Student Professional Organizations and Activities
- College of Pharmacy Class Officers
- Student Ambassadors
- Student Committee Representatives
- Student Professional Honors and Awards
- Professional Development Plan

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GENERAL INFORMATION

Sullivan University Catalog

http://pages.sullivan.edu/CampusVue/All/docs/current-catalog.pdf

Sullivan University Mission Statement

See Sullivan University Catalog – “Mission Statement”.

Sullivan University Accreditation and Approvals

See Sullivan University Catalog – “Accreditations & Approvals”.

Bookstore

See Sullivan University Catalog – “Bookstore”.

Family Educational Rights and Privacy Act (FERPA)

See Sullivan University Catalog – “Family Educational Rights and Privacy Act (FERPA)”.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These include the right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

General Statement of Liability

See Sullivan University Catalog – “General Statement of Liability”.

Imminent Danger

See Sullivan University Catalog – “Imminent Danger”.

Injury/Illness Expense Policy

During didactic course work, please see the Sullivan University Catalog. All safety and security incidents involving a student on experiential experiences (Introductory Pharmacy Practice (IPPE) or Advanced Pharmacy Practice Experiences (APPE) must be reported to the Office of Experiential Education. Examples of such incidents include but are not limited to assaults, car break-ins, accidents to and from a site.
Printing/Paper Usage

See Sullivan University Catalog – “Printing/Paper Usage”.

Pharmacy students may see the Office of the Dean or the Drug Information Center to place more money on their print card.

Public Safety/Security

See Sullivan University Catalog – “Public Safety/Security”.

Each student receives a photo ID which identifies them as a student of Sullivan University and the College of Pharmacy. This identification is used to gain access to the College of Pharmacy Building by use of the Card Reader mechanism located at the front door of the College and at the corridor doors located on each floor of the College as well as entry into the Drug Information Center (DIC). The ID must be available at all times while a student is in the building. Students who need a replacement card should contact the Office of the Dean. There is a five-dollar ($5.00) replacement charge.

Register to Vote

See Sullivan University Catalog – “Register to Vote”.

Sexual Offense Policy

See Sullivan University Catalog – “Sexual Offense Policy”.

Complaints of harassment within the College of Pharmacy (COP) should be reported directly to the Office of the Dean who will investigate the matter for further action in conjunction with the Office of Student Affairs. In the event that legal action occurs, the academic progression of the parties may be placed on hold pending resolution of the legal matter.

Smoking/Tobacco Use Policy

See Sullivan University Catalog - “Smoking/Tobacco Use Policy”.

In addition, there is no smoking or tobacco use permitted ANYWHERE on the COP property. When students are on their pharmacy practice experiences, they must follow the rules concerning smoking and tobacco use at those institutions and facilities. Smoking Cessation classes are available through the COP’s Center for Health and Wellness.

Student Behavior and Responsibilities

See Sullivan University Catalog – “Student Behavior and Responsibilities”.

Student Rights

See Sullivan University Catalog – “Rights”.

SUCOP Curriculum and Course Descriptions

See Sullivan University Catalog – “College of Pharmacy”.

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Technology Use in the Learning Environment

See Sullivan University Catalog. Students must be aware that use of technology for reasons not related to a student’s learning (didactic and/or experiential) is NOT permitted in the learning environment (e.g. classroom or experiential experiences) SEE BELOW. Recording devices are NOT permitted to be used on any experiential experiences. Inappropriate use of technology while in the learning environment is in violation of the Student Honor Code and the student will be referred to the Office of Student Affairs (OSA) and/or the Office of Experiential Education for appropriate action. Utilization of technology during personal time (lunch/breaks) on experiential experiences is at the discretion of the preceptor.

Smart Phones and Tablets

Smart phones and tablets may be utilized for accessing resources and in place of paper materials provided the instructor (faculty and/or preceptor) is aware of the use and has given the student permission.

Texting

Communication by text may ONLY be used if determined by the instructor (faculty and/or preceptor).

Social Media

Engaging in social media (Facebook, Instagram, Twitter, etc.) is NOT permitted during student participation in the learning environment. Students should not post remarks or comments referencing anything related to specific instructors (faculty and/or preceptors) or experiences in the learning environment. Misuse of social media is a violation of the Student Honor Code and will be reported to OSA for appropriate action.
College of Pharmacy Accreditation

**Sullivan University College of Pharmacy’s Doctor of Pharmacy program** is accredited by the Accreditation Council for Pharmacy Education, 135 S. LaSalle Street-Suite 4100, Chicago, IL 60603 TEL (312) 664-3575, (800) 533-3606, FAX (312) 664-4652. ([www.acpe-accredit.org](http://www.acpe-accredit.org)).

**Sullivan University College of Pharmacy** is accredited by the Accreditation Council for Pharmacy Education (ACPE) as a provider of continuing pharmacy education.

The **Pharmacy Technician Training Program** conducted by Sullivan University is accredited by the American Society of Health-System Pharmacists (ASHP).

**Equal Educational and Employment Opportunity Institution**

All applicants for the Doctor of Pharmacy degree program meeting the educational requirements and professional standards of the College of Pharmacy will be considered for admission, regardless of race, color, national origin, religion, gender, sexual orientation, marital status, age or disability. The University is an Equal Opportunity Employer and no applicant or employee will be discriminated against because of race, color, religion, gender, sexual orientation, marital status, age, disability or national origin.
# Administration, Faculty and Staff

<table>
<thead>
<tr>
<th>Administration</th>
<th>Dean</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cindy D. Stowe, BSPharm, PharmD</td>
<td>Professor, Department of Clinical and Administrative Sciences</td>
</tr>
<tr>
<td>Arthur Cox, Ph.D.</td>
<td>Assistant Dean and Chair Professor, Department of Pharmaceutical Sciences</td>
</tr>
<tr>
<td>Kimberly K. Daugherty, PharmD, BCPS</td>
<td>Assistant Dean of Academic Affairs and Assessment Professor, Department of Clinical and Administrative Sciences</td>
</tr>
<tr>
<td>Dale E. English II, BSPharm, PharmD, FASHP</td>
<td>Associate Dean of Student Affairs Professor, Department of Clinical and Administrative Sciences</td>
</tr>
<tr>
<td>James D. Nash, PharmD, MPH, BCPS</td>
<td>Associate Dean of Experiential Education Professor, Department of Clinical and Administrative Sciences</td>
</tr>
<tr>
<td>Walter Soja, BSPharm, MPharm, PharmD</td>
<td>Associate Provost for Health and Medical Program Professor, College of Health Sciences</td>
</tr>
<tr>
<td>Misty M. Stutz, BSPharm, PharmD</td>
<td>Assistant Dean and Chair Associate Professor, Department of Clinical and Administrative Sciences Residency Program Director – Walgreens</td>
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<tr>
<th>Directors</th>
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<tbody>
<tr>
<td>TBD</td>
<td>Director Office of Research</td>
</tr>
<tr>
<td>Holly Byrnes, PharmD, BCPS</td>
<td>Residency Program Coordinator Associate Professor, Department of Clinical and Administrative Sciences</td>
</tr>
<tr>
<td>Amber D. Cann, PharmD, MBA</td>
<td>Director of Academic Informatics and the Drug Information Center Assistant Professor, Department of Clinical and Administrative Sciences</td>
</tr>
<tr>
<td>TBD</td>
<td>Director of the Center for Health and Wellness</td>
</tr>
<tr>
<td>Frank P. Facione, BSPharm, PhD</td>
<td>Director of Student Support Services Associate Professor, Department of Clinical and Administrative Sciences</td>
</tr>
<tr>
<td>Cassandra M. Hobbs, MBA, PharmD, BCACP, LDE</td>
<td>Director of Alumni Affairs Assistant Professor, Department Clinical and Administrative Sciences – Ambulatory Care</td>
</tr>
<tr>
<td>Barbara L. Jolly, BSPharm, MPA, LDE</td>
<td>Director of the Office of Lifelong Professional Development Professor, Department of Clinical and Administrative Sciences</td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
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</tr>
<tr>
<td>Sarah M. Lawrence, PharmD, MA, CGP</td>
<td>Director of Pharmacy Technician Program Assistant Professor, Department of Clinical and Administrative Sciences</td>
</tr>
<tr>
<td>Daniel R. Malcom, PharmD, BCPS, BCCCP</td>
<td>Vice Chair Associate Professor, Department of Clinical and Administrative Sciences – Critical Care</td>
</tr>
<tr>
<td>Stacy Miller, PharmD, MBA, BCACP</td>
<td>Director of Student Affairs Associate Professor, Department of Clinical and Administrative Sciences – Ambulatory Care</td>
</tr>
<tr>
<td>Vinh Nguyen, PharmD</td>
<td>Director of Experiential Education Assistant Professor, Department of Clinical and Administrative Sciences</td>
</tr>
</tbody>
</table>

### Department of Clinical and Administrative Sciences

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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</thead>
<tbody>
<tr>
<td>Christopher Betz, PharmD, BCPS, FKSHP, FASHP</td>
<td>Professor Internal Medicine</td>
</tr>
<tr>
<td>Julie N. Burris, PharmD</td>
<td>Assistant Professor Ambulatory Care</td>
</tr>
<tr>
<td>Lourdes V. Cross, PharmD, BCACP</td>
<td>Assistant Professor Ambulatory Care</td>
</tr>
<tr>
<td>Kimberly G. Elder, PharmD, BCPS</td>
<td>Assistant Professor Internal Medicine</td>
</tr>
<tr>
<td>Dan Fisher, MHA</td>
<td>Instructor Health Care Administration</td>
</tr>
<tr>
<td>Emily K. Frederick, PharmD, BCPS</td>
<td>Assistant Professor Internal Medicine</td>
</tr>
<tr>
<td>Julie A. Harting, PharmD</td>
<td>Assistant Professor Infectious Disease</td>
</tr>
<tr>
<td>Jonathan Scott Hayes, PharmD, BCPS</td>
<td>Assistant Professor Ambulatory Care</td>
</tr>
<tr>
<td>Jennifer L. Hibbs, PharmD, BCPS</td>
<td>Assistant Professor Critical Care – Transplant</td>
</tr>
<tr>
<td>Amanda N. Jett, PharmD, BCACP</td>
<td>Assistant Professor Ambulatory Care</td>
</tr>
<tr>
<td>Emma C. Palmer, PharmD, BCPS, BCPP</td>
<td>Assistant Professor Behavioral Health</td>
</tr>
<tr>
<td>M. Katherine Probst, PharmD, BCACP</td>
<td>Associate Professor Ambulatory Care</td>
</tr>
<tr>
<td>Sarah E. Raake, PharmD, BCACP, LDE</td>
<td>Assistant Professor Ambulatory Care</td>
</tr>
<tr>
<td>Maria Shin, PharmD, BCPS, CGP</td>
<td>Assistant Professor Internal Medicine</td>
</tr>
<tr>
<td>Sarah Slabaugh, PharmD, RD</td>
<td>Assistant Professor Course Coordinator – Pharmacotherapeutics</td>
</tr>
<tr>
<td>Anthony Tagavi, PharmD, JD</td>
<td>Assistant Professor Law and Ethics</td>
</tr>
</tbody>
</table>
# Department of Pharmaceutical Sciences

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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<tbody>
<tr>
<td>David Cleary, PhD</td>
<td>Associate Professor Biochemistry</td>
</tr>
<tr>
<td>Christian Castro, PharmD, PhD</td>
<td>Assistant Professor Biochemistry</td>
</tr>
<tr>
<td>Emily R. Esposito, PhD</td>
<td>Associate Professor Pharmacology and Toxicology</td>
</tr>
<tr>
<td>Lynn Fuller, BSPharm, PhD</td>
<td>Assistant Professor Physiology</td>
</tr>
<tr>
<td>Uyen Le, PhD</td>
<td>Associate Professor Pharmaceutics and Pharmacokinetics</td>
</tr>
<tr>
<td>Dan McCune, BSPharm, PhD</td>
<td>Professor Pharmacology</td>
</tr>
<tr>
<td>Gopalakrishna Pillai, MPharm, MSc, PhD</td>
<td>Professor Pharmaceutics, Pharmacokinetics, and Pharmacology</td>
</tr>
<tr>
<td>Wasana Sumanasekera, PhD</td>
<td>Associate Professor Pharmacology and Toxicology</td>
</tr>
<tr>
<td>Yuan Zhao, PhD</td>
<td>Assistant Professor Microbiology – Immunology</td>
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## Support Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Sarah Baltzley</td>
<td>Lab Manager</td>
</tr>
<tr>
<td>Alex Bocking</td>
<td>Admissions Services Coordinator, College of Pharmacy</td>
</tr>
<tr>
<td>Tina Frederick</td>
<td>Office Administrator Center for Health and Wellness and Office of Lifelong Professional Development</td>
</tr>
<tr>
<td>Jillian Gairing</td>
<td>Admissions Services Coordinator, College of Pharmacy</td>
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<tr>
<td>Stacy Lewis</td>
<td>Administrative Assistant Office of Research and Department of Pharmaceutical Sciences</td>
</tr>
<tr>
<td>Sarah Lisenby, CPhT</td>
<td>Coordinator, Pharmacy Technician Program and Experiential Education</td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
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</tr>
<tr>
<td>Yolanda Long</td>
<td>Administrative Assistant Officer of Experiential Education</td>
</tr>
<tr>
<td>Meg Mrozowski</td>
<td>Financial Planning Coordinator</td>
</tr>
<tr>
<td>Adan Osman</td>
<td>IT Systems Support Analyst</td>
</tr>
<tr>
<td>Dayna Ryan</td>
<td>Administrative Assistant Office of Student Affairs</td>
</tr>
<tr>
<td>Kendall Sewell</td>
<td>Administrative Assistant Department of Clinical and Administrative Sciences</td>
</tr>
<tr>
<td>Lindsay Wilding</td>
<td>Administrative Assistant Office of the Dean</td>
</tr>
<tr>
<td>Sara Wade</td>
<td>Executive Assistant to the Dean of the College of Pharmacy/HR Representative</td>
</tr>
<tr>
<td>Joshua Williams</td>
<td>Associate Director of Career Services, Health and Medical Programs</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Residents</th>
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<tbody>
<tr>
<td>Talya Burnett, PharmD</td>
<td>PGY-1 Pharmacy Resident Clinical Assistant Professor Sullivan University College of Pharmacy / The Center for Health and Wellness and St. Matthews Community Pharmacy</td>
</tr>
<tr>
<td>Christina Ciccone, PharmD</td>
<td>PGY-1 Pharmacy Resident Clinical Assistant Professor Sullivan University College of Pharmacy / Walgreens Pharmacies</td>
</tr>
<tr>
<td>Ethan Kuszmaul, PharmD</td>
<td>PGY-1 Pharmacy Resident Clinical Assistant Professor Sullivan University College of Pharmacy / The Center for Health and Wellness</td>
</tr>
<tr>
<td>Amanda Miller, PharmD</td>
<td>PGY-1 Pharmacy Resident Clinical Assistant Professor Sullivan University College of Pharmacy / The Center for Health and Wellness</td>
</tr>
<tr>
<td>Name</td>
<td>Role and Location</td>
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<td>-------------------------------</td>
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</tr>
<tr>
<td>Cavan O’Reilly, PharmD</td>
<td>PGY-1 Pharmacy Resident Clinical Assistant Professor Sullivan University College of Pharmacy / Passport Health Plan</td>
</tr>
<tr>
<td>Emily Steltenpohl, PharmD</td>
<td>PGY-1 Pharmacy Resident Clinical Assistant Professor Sullivan University College of Pharmacy / The Center for Health and Wellness</td>
</tr>
<tr>
<td>Madison Vaughn, PharmD</td>
<td>PGY-1 Pharmacy Resident Clinical Assistant Professor Sullivan University College of Pharmacy / Frankfort Regional Medical Center</td>
</tr>
<tr>
<td>Catherine Serratore, PharmD</td>
<td>Pharmacy Fellow, Clinical Assistant Professor Sullivan University College of Pharmacy / The Center for Health and Wellness and Master of Science in Pharmaceutical Sciences-Pharmaceutical Outcomes and Policy</td>
</tr>
</tbody>
</table>
Purpose and Scope of the Student Handbook

The College of Pharmacy Student Handbook is prepared for use by students enrolled in the College pursuing the degree of Doctor of Pharmacy. The Sullivan University College of Pharmacy is a three-year accelerated calendar year program (calendar year is defined as July 1 – June 30). The Student Handbook is a resource of information relating to the organization of the College of Pharmacy, and is the students’ guide to academic policies, course descriptions, the academic calendar, student life and professional activities and student support services. The student handbook is reviewed and updated on a regular basis. This edition of the Student Handbook supersedes all previous editions. The College of Pharmacy reserves the right to rescind or otherwise modify the provisions of this Student Handbook with or without notice. Neither the College of Pharmacy nor Sullivan University is responsible for any misrepresentations of its requirements or situations that might arise because of errors in the preparation of this Student Handbook.

College of Pharmacy’s Expectations of Students

Each student enrolled in the College of Pharmacy is individually responsible for knowledge of the current academic regulations, the general and specific requirements for successful completion of the
doctor of pharmacy program, and the operational policies as contained in this Student Handbook as well as other official documents or announcements of the College of Pharmacy.

We are dedicated to excellence in pharmacy education and research as well as the highest standards of patient care. Our Doctor of Pharmacy educational degree program and eligibility for licensure as a pharmacist demand that our students demonstrate excellent cognitive, behavioral and technical skills, and abilities that prepare them to practice as safe, competent, and ethical practitioners in any setting.

These abilities and skills include communication skills that enable the student to effectively communicate in oral and written English with patients, health professionals, and/or the public. The student must also develop the proper use and recognition of non-verbal communication skills. In addition, the student must demonstrate a fundamental and continuing ability to use analytical reasoning and critical thinking skills both independently and in collaboration with others on the health care team to synthesize knowledge, engage in problem-solving and explain situations affecting health care delivery. The student must exercise good judgment and ethical reasoning in patient care and assessment as well as be prepared to incorporate new knowledge or changing information obtained from the practice environment.

It is important that the student possesses the motor skills (with accommodation, if necessary) to undertake the preparation of all medication orders as well as utilize diagnostic equipment that may be necessary for patient assessment and delivery of patient therapies.

Finally, the student must always maintain conduct that is of the highest professional and ethical standards at all times as well as be willing to modify behaviors that may fall below the high standards expected of pharmacy professionals. The student must demonstrate compassion and concern for others whether they are patients, care-givers, or colleagues. As a professional, a student takes complete responsibility for his/her actions and must possess the emotional stability to function under stressful conditions.

**ACADEMIC POLICIES**

**Academic and Professional Advising**

A schedule of classes is published each quarter by the Office of Academic Affairs and Assessment. Courses in the doctoral program are taken in block fashion, that is, all students in a particular professional year will take the same classes at the same designated time each quarter. The exception to this is elective courses taken in the second professional year or students who are on a modified schedule.

Each student is assigned a Faculty Advisor who will remain the student’s advisor throughout the student’s tenure in the COP. Requests for reassignment of a student to another Faculty Advisor will be reviewed by the Office of Student Affairs.

Students will meet with their advisor at least quarterly on Advising Day in accordance with the advising policy. (Appendix G)

If a student’s academic and/or professional performance is less than satisfactory, the Faculty Advisor is to refer the matter to the Office of Student Affairs for follow-up. If an advisee’s performance on an assessment is less than satisfactory, the Office of Academic Affairs and Assessment will notify the Faculty Advisor. In cases of multiple assessment failures, the Office of Academic Affairs and Assessment will notify the Office of Student Affairs for a follow-up with the student.
Annual Compliance Courses

In preparation for experiential experiences and as part of the SUCOP curriculum, students are assigned SkillSoft course work to be completed annually. It is the responsibility of the student to set up a SkillSoft account on the website. Students will be given a deadline by which all assigned SkillSoft course work must be completed. Upon completion of a course, the student will be permitted to generate a certificate of completion for that course. All related course certificates are to be updated in E*value annually. Please review the appendix for a guide on uploading documents. Failure to complete course work by the deadline will result in a delay in experiential progression, which may affect the student's graduation date.

All of the following courses must be completed prior to participating on experientials. These courses have been specifically assigned and ONLY these courses will count toward completion requirements.

1. HIPAA Privacy Essentials
2. Bloodborne Pathogen Awareness
3. TB: Prevention and Control
4. Hazard Communications: An Employee’s Right to Know
5. Personal Protective Equipment: Body Protection
6. Portable Fire Extinguisher Training
7. Sexual Harassment Prevention for Employees
8. Emergency and Disaster Preparedness
9. Communicating with Professionalism and Etiquette
10. Professionalism, Business Etiquette and Accountability

College of Pharmacy Grievance Procedure

Students are required to follow the COP’s professionalism (found under “The College of Pharmacy Honor Code”), grade (found under “Grading Policy in the College of Pharmacy”), and remediation appeals process (found in remediation letter from the Dean). Should the Dean sustain the adverse decision, the student may submit a request for further review by a University Official by following the procedure at Step 2 of the University “Grievance/Official Complaint Procedure” in the University Catalog.

College of Pharmacy Satisfactory Academic Progress Policy

(Revised May 2013)

All students of Sullivan University College of Pharmacy (COP) must meet the following minimum standards of academic achievement in terms of cumulative GPA and successful course completion in terms of credits earned versus credits attempted within a maximum time frame while enrolled. Failure to meet the requirements of this Satisfactory Academic Progress Policy (SAP) may result in punitive actions up to and including the possible loss of federal Title-IV HEA and/or state financial aid and suspension or termination from the College of Pharmacy. This policy applies to all College of Pharmacy students whether or not they participate in Title IV HEA or Kentucky state financial aid programs. It is important for students to read and understand the COP’s SAP standards.
The following criteria are utilized when evaluating student satisfactory academic progress:

- Credits will be applied to the COP’s Satisfactory Academic Progress Policy as defined in the Grade Application Chart shown in this policy.
- Attempted credits as defined in this policy will be counted in SAP calculations, whether financial aid was received or the credits earned.
- Instructor drops (NF), and failures (F and WF) are considered as credits attempted and not earned; but are included in cumulative GPA calculations with zero quality points.
- W grades are considered as credits attempted and not earned; but are not included in cumulative GPA calculations.
- Grade changes to previously unsatisfactory grades may be considered in satisfying completion rate and CGPA deficiencies.
- Credits earned with a passing grade in courses attempted on a Pass(S)/Fail(U) basis are considered as both attempted and earned credits; those failed are considered as attempted credits only. Pass(S)/Fail(U) grades are not included in cumulative GPA (CGPA) calculations.
- Transfer (T) credits, including credit received from consortium study, are considered as both attempted and earned credits, but are not included in cumulative GPA calculations.
- Courses repeated in an attempt to raise the CGPA are considered as credits attempted when taken and as credits earned when a satisfactory grade is earned. However, only the most recent grade is used in calculating the cumulative GPA. Courses may only be repeated with approval of the SUCOP.
- Courses audited (AU) for no grade are not included in cumulative GPA calculations and are not considered as attempted or earned credits.
- Upon the change of a student’s major, only those credits previously taken that apply to the new program will be calculated into both the cumulative GPA (qualitative review) and completion rate (quantitative review).
- Satisfactory academic progress (both qualitatively and quantitatively) will be reviewed upon the conclusion of each academic quarter for all students.
Qualitative Standards (Cumulative Grade Point Average):

Qualitative satisfactory academic progress is defined as maintaining a minimum acceptable cumulative Grade Point Average (CGPA) on a 4.0 scale. Students must meet or exceed the following minimum CGPA in order to be considered as making qualitative satisfactory academic progress:

- SAP evaluation and processes for COP students are the same as for all University students with the exceptions of the following:
  - Class 2011-2014: a minimum CGPA of 2.0 is required for graduation.
  - Class 2015: a student must achieve the following:
    - Minimum GPA of 2.5 at the end of each quarter
    - Minimum cumulative GPA of 2.5 is required at each quarterly evaluation point
    - Minimum CGPA of 2.5 is required for graduation.
  - Class 2016-forward: a student must achieve the following:
    - Minimum GPA of 2.0 at the end of each quarter
    - Minimum cumulative GPA of 2.0 is required at each quarterly evaluation point
    - Minimum CGPA of 2.0 is required for graduation.

A student will be considered as not making satisfactory academic progress if at any evaluation point the student’s cumulative grade point average is less than the prescribed minimums listed above. Students must also meet the academic requirements as noted in the COURSE AND EXPERIENTIAL REMEDIATION POLICY.

Quantitative Standards (Completion/Pace Rate):

The quantitative measure is defined as the total number of credit hours successfully earned (passed) divided by the total number of credit hours attempted. The quantitative satisfactory academic progress measure requires a student to complete their program of study within one and one-half times (150%) the academic program assigned credit hours. Students must meet or exceed the following minimum quantitative progress measures to be considered as making satisfactory academic progress:

- Upon completion of 1 to 23 credit hours attempted: 25.00% cumulative completion rate
- Upon completion of 24 to 35 credit hours attempted: 50.00% cumulative completion rate
- Upon completion of 36 or more credit hours attempted: 66.67% cumulative completion rate

A student will be considered as not making satisfactory academic progress if at any evaluation point the student’s overall quantitative completion rate is less than the prescribed minimums listed above.

Maximum Time Frame:

No student will be eligible to receive Title IV HEA or Kentucky state financial aid after attempting more than 150% of the normal credits required for their program of study. Students in the COP are required to have 174 credits and may attempt a maximum of 261 (173 x 150%) credit hours. Once a SAP review determines that a student cannot mathematically finish the student’s program of study within the maximum time frame the student becomes ineligible for Title IV HEA and Kentucky state financial aid. Students MUST complete the COP in a maximum of 5 years.

Student Status Definitions: See Sullivan University Catalog

Failure to Meet Satisfactory Academic Progress (SAP) Standards: See Sullivan University Catalog. Please see below for the COP’s Satisfactory Academic Progression Appeal process which is different than the main university.
Satisfactory Academic Progress Appeal Policy:

A student who believes he/she has encountered an extenuating and/or special circumstance(s) which has impeded their academic progress may submit a written appeal to the appropriate campus academic services office. The appeal process provides a student who has not met the University's satisfactory academic progress standards the opportunity to formally request to remain enrolled and/or reenroll at the University to rectify any SAP deficiencies and/or to re-establish eligibility for Title IV HEA and/or Kentu

The student wishing to appeal their SAP status and/or request re-entry to the University must submit a letter and any supporting documentation explaining the special circumstance(s) beyond the student's control resulting in their unsatisfactory academic performance and indicating what has changed in his or her situation that will allow the student to succeed and achieve SAP standards.

The College of Pharmacy Progression Committee will review the appeal to determine if the student can reasonably be expected to achieve all measures of SAP and any other requirements for continued enrollment and/or reentry in the COP. If the student is granted a successful appeal by the Progression Committee, the student’s appeal will be forwarded to the Financial Aid Appeal Committee for its review and consideration.

The Financial Aid Appeal Committee will determine if the student’s financial aid is to be reinstated based on federal and state financial aid guidelines, the student’s special and/or extenuating circumstance(s) as stated in the appeal, and any supporting documentation that may have been provided.

Each appeal committee has the independent discretion to accept or decline the student’s appeal. The approval of reentry by the Progression Committee does not automatically guarantee the student’s approval for re-establishment of financial aid by the Financial Aid Appeal Committee. Students wishing to appeal both their SAP status and financial aid eligibility must submit information and documentation to satisfy both committees’ requirements. While the appeal process serves multiple purposes, if it is determined that a student cannot mathematically achieve SAP within the policy limitations the appeal will be denied.

The student has the burden of validating the reasons why he/she could not meet SAP requirements and justifying the reason(s) the committee(s) should grant the appeal.

The student may submit an appeal for financial aid eligibility based on one or more of the following special and/or extenuating circumstances:

- Death of a relative of the student;
- Injury or illness of the student;
- Other special extenuating circumstance(s) warranting consideration.

To appeal a SAP-related suspension or other punitive action the student must submit a clear and concise appeal letter with the following elements:

1.) Current date, student’s full name as listed in University records, student University issued ID number and student signature;
2.) Specific request for reinstatement of financial aid, if desired;
3.) Statement of what special circumstance(s) the student encountered for all academic terms in which poor performance resulted;
4.) Any supporting documentation to substantiate these special circumstances; examples of such documentation may include, but not necessarily limited to:
   a. Death notice of a relative;
b. Student illness documentation provided by a doctor and/or other medical practitioner;
c. Police Accident Reports;
d. Military Activation Orders;
e. Other documentation of special circumstances.

5.) Explanation of what and/or how circumstances have changed that will facilitate the student’s success in the future;

If the Financial Aid Appeal Committee approves the student’s appeal, the student may be approved for the re-establishment of Title IV HEA and Kentucky state financial aid and will be placed on Financial Aid Probation by Appeal status while attempting to achieve SAP policy requirements and will be expected to meet the requirements of an Academic Recovery Plan. Upon the conclusion of the quarter of Financial Aid Probation by Appeal the student will be reviewed for SAP progress and meeting the requirements of their Academic Recovery Plan.

If the student is granted reentry or continued enrollment by the Academic Appeal process, but eligibility for financial aid is not re-established through the Financial Aid Appeal process, the student will be ineligible to receive Title IV HEA and/or Kentucky state financial aid, and the student will be placed on Academic Probation by Appeal status. If a student is otherwise eligible to remain enrolled at the University, the Academic Probation by Appeal student may pay for college expenses by personal funds (out of pocket) or with other non-Title-IV HEA or non-state financial aid while attempting to achieve SAP policy requirements and will be expected to meet the requirements of an Academic Recovery Plan. Upon the conclusion of the quarter of Academic Probation by Appeal the student will be reviewed for SAP progress and meeting the requirements of their Academic Recovery Plan.

A student on Financial Aid or Academic Probation by Appeal status will be required to adhere to an Academic Recovery Plan (ARP) as developed and prescribed by an appropriate academic school official. Any student on an Academic Recovery Plan will remain on the assigned student status as long as the requirements of the Academic Recovery Plan are being met. Once minimum SAP standards are met, the student will be returned to “Active” status, and eligibility for use of Title IV funds will be restored per appropriate guidelines and regulations. (Note: The requirements of an Academic Recovery Plan can only be changed by submission of an appeal explaining what has happened to make the change necessary and how the student will be able to make academic progress.)

If at any evaluation point a Financial Aid Probation by Appeal or Academic Probation by Appeal student fails to maintain the requirements of their Academic Recovery Plan he/she will be suspended and the student status will become “Suspension”. Re-entry to the University and/or reestablishment of financial aid is possible only through the Satisfactory Academic Progress Appeal process.

Any applicable transfer credit earned from another qualified institution (accredited by an accrediting agency that is recognized by the U.S. Department of Education) during the financial aid suspension period may be used to satisfy SAP criteria as outlined in the Grade Application Chart. Thus, transferred grades will be applied to completion rate deficiencies but not CGPA deficiencies.

Re-entry after Suspension:

A suspended student may appeal for reentry to the COP. The student will follow the guidelines outlined in the appeal process(es) stated above to apply for reentry. The appeal process and committee(s) will determine the student’s eligibility for reentry and re-establishment of Title IV HEA and Kentucky state financial aid.

An inactive student not in good standing with SAP policies requesting to reenter the COP following a period of absence and/or suspension should contact the COP Office of the Dean. Exact dates of
appeal hearings, due dates for written appeals and related documentation (if appropriate) can be obtained by contacting the respective campus office. The student may be requested to appear before the appeal committee(s). Absences or periods of suspension from the COP and/or ineligibility of financial aid for a period of time are not considered mitigating circumstances for reestablishment of SAP progress and/or financial aid. More information is available at http://sullivan.edu/appeals.

If the student is permitted to reenter the COP, failure to demonstrate sufficient progress toward achieving SAP may result in additional punitive action up to and including loss of financial aid, possible suspension and/or permanent termination.
Course Pre-requisites

For students who are placed on modified schedules, the following courses will be taken on the second attempt of that specific professional year (unless already successfully completed):

- PY1 year: Self Care, Community IPPE, Sterile Dosages with Lab, Hospital IPPE, and Patient Care Lab
- PY2 year: Pharmacotherapeutics, Pharmacology/Medicinal Chemistry, and Patient Care Lab.

Students must pass all PY1 didactic courses prior to the start of the PY2 required courses.

If a student fails a course in column I then he/she cannot progress on to the course(s) in column 2.

<table>
<thead>
<tr>
<th>COLUMN I</th>
<th>COLUMN 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHR 5003: Pharmaceutics I</td>
<td>PHR 5203: Pharmaceutics II with Lab</td>
</tr>
<tr>
<td>PHR 5004: Pharmaceutical Calculations with Lab</td>
<td>PHR 5203: Pharmaceutics II with Lab</td>
</tr>
<tr>
<td></td>
<td>PHR 5007, PHR 5206, and PHR 5047: Patient Care Labs</td>
</tr>
<tr>
<td></td>
<td>PHR 5603: Sterile Dosages with Lab</td>
</tr>
<tr>
<td>PHR 5005: Pharmacy Law and Ethics</td>
<td>PHR 5205, PHR 5406, and PHR 5601: IPPE Community</td>
</tr>
<tr>
<td></td>
<td>PHR 5600: IPPE Hospital</td>
</tr>
<tr>
<td>PHR 5603: Sterile Dosages with Lab</td>
<td>PHR 5600: IPPE Hospital</td>
</tr>
<tr>
<td>PHR 5007: Patient Care Lab</td>
<td>PHR 5205, PHR 5406, and PHR 5601: IPPE Community</td>
</tr>
<tr>
<td>PHR 5206: Patient Care Lab</td>
<td>PHR 5406 and PHR 5601: IPPE Community</td>
</tr>
<tr>
<td>PHR 5047: Patient Care Lab</td>
<td>PHR 5601: IPPE Community</td>
</tr>
<tr>
<td>PHR 6003: Biopharmaceutics and Pharmacokinetics I</td>
<td>PHR 6203: Biopharmaceutics and Pharmacokinetics II</td>
</tr>
<tr>
<td>PHR 6203: Biopharmaceutics and Pharmacokinetics II</td>
<td>PHR 6605: Clinical Application of Pharmacokinetics Lab</td>
</tr>
<tr>
<td>PHR 6002: Patient Care Lab</td>
<td>PHR 6202, PHR 6403, and PHR 6603: Patient Care Lab</td>
</tr>
<tr>
<td>PHR 6202: Patient Care Lab</td>
<td>PHR 6403 and PHR 6603: Patient Care Lab</td>
</tr>
<tr>
<td>PHR 6403: Patient Care Lab</td>
<td>PHR 6603: Patient Care Lab</td>
</tr>
<tr>
<td>PHR 5402: Research Design and Literature Evaluation I</td>
<td>PHR 6811, PHR 6812, and PHR 6840: Landmark Trials I-III</td>
</tr>
</tbody>
</table>
Course and Experiential Remediation Policy

Didactic course remediation is a privilege not an inherent right of a Sullivan University College of Pharmacy student. Permission to remediate a didactic course is reviewed by the Progression Committee. Students on Introductory or Advanced Pharmacy Practice Experiences (IPPE or APPE) who fail a pharmacy practice experience will be evaluated according to the policies and procedures outlined later in this policy.

The Progression Committee will review the following factors as well as all other relevant information before making a recommendation to the Office of the Dean regarding a student’s remediation status. Information to be reviewed includes but is not limited to the following:

- The performance on each examination in the course to determine the trend for competency in the course, e.g. one poorly performed examination that causes a student to fail a course
- The student’s attendance in the course
- Professionalism concerns related to the student
- Input from the student’s Faculty Advisor, Instructors, and the Course Coordinator(s)

The following provisions apply to didactic course remediation depending on the number of courses failed per quarter and/or professional year. Students who undergo course remediation may have their academic status in the College of Pharmacy changed as defined in the Satisfactory Academic Progress’ (SAP) policy.

- The following provisions apply to didactic course remediation.
  - The type of remediation will be determined by the Course coordinator and respective Assistant Dean/Department Chair (CAD).
  - If the student passes remediation with a score of 69.5% or greater, then a grade of “C” will be recorded for the course in CampusNexus. If a passing score is NOT received a grade of “F” will be recorded for the course. If the student does NOT complete remediation a grade of “F” will be recorded for the course.
  - If the student fails or does NOT complete remediation he/she will be required to repeat the course the next time it is offered.
**DIDACTIC REMEDIATION RULES:** Rules are independent of student’s current SAP status.

Students may not take more than TWO (2) calendar years to complete one professional year. All SUCOP professional degree requirements must be completed within FIVE (5) calendar years of initial matriculation to the COP.

<table>
<thead>
<tr>
<th>Number of Courses Failed Per QUARTER</th>
<th>Remediation Allowed?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 course (not met cumulative professional year limits listed in table below)</td>
<td>Yes, if cumulative grade is between 59.5-69.4% and no pending remediation from a previous quarter exists. *</td>
</tr>
<tr>
<td>2 courses <strong>Assumes student has not met cumulative professional year limits listed in table below</strong></td>
<td>Student may remediate one (1) course during the 2-week break (see rules for 1 course) and the other course during a subsequent break unless the course(s) are pre-requisites for the next quarter (see table below for pre-requisites).&lt;br&gt;<strong>If a student fails another course prior to completing remediation of the second course he/she will not be allowed to remediate and will be delayed one (1) year unless he/she has already been delayed for that professional year (see statement above table).</strong></td>
</tr>
<tr>
<td>3 courses <strong>Assumes student has not meet cumulative professional year limits listed in table below.</strong></td>
<td>Student will be required to repeat courses when the courses are offered again in the next year (course grades will be recorded as “F”) unless he/she has already been delayed for that professional year (see statement above table).&lt;br&gt;Upon returning to coursework, the student will be placed on a progression plan to ensure their adequate progress in the program.</td>
</tr>
<tr>
<td>4 courses</td>
<td>Student will be dismissed from the College of Pharmacy.&lt;br&gt;Student may appeal the dismissal to the Dean of the College of Pharmacy within 3 business days of the date of the dismissal letter.</td>
</tr>
</tbody>
</table>

*If a student scores <59.5% in the course needed to be remediated then the Progression Committee may recommend the student for remediation depending on other student concerns. The student may also be required to wait and repeat the course when the course is offered again in the next year (the course grade will be recorded as an “F”).
<table>
<thead>
<tr>
<th>Number of courses failed per PROFESSIONAL YEAR (not within a single quarter)</th>
<th>Consequence</th>
</tr>
</thead>
</table>
| 5 courses | Student will be dismissed from the College of Pharmacy.  
Student may appeal the dismissal to the Dean of the College of Pharmacy within 3 business days of the date of the dismissal letter. |

<table>
<thead>
<tr>
<th>Number of courses/rotations failed overall</th>
<th>Consequence</th>
</tr>
</thead>
</table>
| 8 courses (including IPPE and/or APPE rotations) | Student will be dismissed from the College of Pharmacy.  
Student may appeal the dismissal to the Dean of the College of Pharmacy within 3 business days of the date of the dismissal letter. |

**Courses that have been failed and remediated will count towards a student’s total number of courses failed. A student’s yearly total will start over each professional year.**

Once the Progression Committee recommendations have been approved by the Office of the Dean, the Office of the Dean will inform the student, the Office of Academic Affairs and Assessment, CADs, and the student’s faculty advisor of the decision. A copy of the approved recommendation will also be kept in the students file in the Office of Student Affairs.

**FAILURE DURING IPPE AND APPE**

IPPEs and APPEs cannot be remediated. Failure of an IPPE and/or APPE will lead to the need to repeat the experiences thus leading to a delay in graduation. Failure of two (2) IPPES or two (2) APPEs will lead to dismissal from the COP.
Course Surveyance Policy

The purpose of this policy is to explain the process for how students are permitted to survey (attend a course for no credit with limited ability to participate in assessments) a course in the College of Pharmacy and what is expected of the student and faculty when a course is surveyed. Surveyed courses will NOT count towards Sullivan University College of Pharmacy (SUCOP) graduation requirements. Students will not incur any charges for surveyed courses.

Selection of Students for Surveying

- Progression Committee may recommend to the Dean that a student survey a course as part of their remediation plan. Any student on a modify schedule may also appeal to the Dean to be allowed to survey a course or courses.
- Once the Dean has approved the recommendation or appeal, the Office of the Dean will notify the student of the survey decision.
- If a student chooses not to survey the course upon recommendation of the Progression Committee and the Dean, the student must request permission to NOT survey from the Office of the Dean no later than 2 weeks prior to the start of the quarter.
- The Dean will decide if the student will be excused from surveying the course or not. The decision of the Dean is final and binding.

Student Expectations When Surveying a Course

- Students surveying the course will need to contact the course coordinator no later than 1 business day after signing their letter from the Office of the Dean to discuss and decide what activities they will participate in during the course (i.e. patient counseling activities, quizzes, etc.) as well as to determine if they will survey the course live or via Panopto.
- For graded assignments (except exams) the surveying student needs to clearly communicate with both the course coordinator and group members to determine what he/she will be participating in so the group members are aware. This information should be shared in writing with the group members and the course coordinator.
- The surveying student is still expected to adhere to all SUCOP policy and procedures.

Faculty Expectation When a Student Surveys a Course

- Course coordinator and respective Assistant Dean/Department Chair will meet with the student surveying the course no later than 1-2 business days after being contacted by the student to discuss and decide with the student what activities the student will participate in during the course. Surveying students may elect to participate or not participate in any graded assignments (except exams) but what is being participating in must be agreed upon at this initial meeting with the coordinator. This information will be reduced to writing so the student and coordinator are all clear on the expectations.
- Surveying students may NOT participate in an exam related activity (pre-exam reviews, exam, post-exam reviews)
• The course coordinator will be responsible for notifying all faculty and their respective of the surveying student’s participation in the class as needed.
• The faculty member should give the student feedback on their performance in the course (if the student has participated in graded activities) but no official grade will be reported for the student.

CPR Certification

All students are required to maintain an active CPR certification throughout their time at Sullivan University College of Pharmacy. Students must submit documentation of active CPR certification to the Center for Health and Wellness (CHW) by Friday of the second week of class in July. A copy (front and back) of the CPR card is sufficient documentation. Initial certification may be obtained through CHW at the on-site training or outside of SUCOP. Outside certification must meet the following criteria:

• American Heart Association (AHA) and
• Basic Life Support for Healthcare Providers (BLS-HCP)

The outside certification may be the classroom version or the online modules with in-person skills check-off.

All students will receive re-certification before they begin APPE experiences, which will extend their certification until graduation. The cost of this re-certification will be covered in tuition/fees. Students who do not maintain active certification may not be eligible for experience experiences resulting in a delayed graduation.

Dean’s List, Graduation Honors, and Scholarships

There are two different academic honors’ that are calculated for students during their tenure at Sullivan University College of Pharmacy (SUCOP): Dean’s List and Graduation Honors. The purpose of this policy is to explain how each is calculated and when they are awarded.

Dean’s List

The Dean’s List is created at the end of each quarter during the first and second professional year with the exception of spring quarter first professional year (Introductory Pharmacy Practice Experiences which are Pass/Fail). The list is created by the Office of Academic Affairs and Assessment (OACA) once all quarter grades have been entered into CampusNexus. Once created, OACA will forward the list of potential candidates for the Dean's list to the Dean for final approval. The following are criteria to be included on the Dean’s List:

• Quarter GPA of 3.7 or higher (elective courses and any other Sullivan University major pursuits used towards elective credit are included in the GPA calculation)
• Not currently on academic or ethical probation
• Must be registered for at least 8 hours of coursework with the SUCOP
Graduation Honors

SUCOP awards the following Honors during graduation:

- Summa Cum Laude
- Magna Cum Laude
- Cum Laude

The following are criteria used to receive these awards:

- Not currently on academic or ethical probation
- Student must pass all courses including their Advanced Pharmacy Practice Experiences in order to receive graduation honors.
- Final SUCOP GPA at the end of the second professional year (PY2) meeting the following criteria for each award.
  - Summa Cum Laude: 3.80-4.00
  - Magna Cum Laude: 3.60-3.79
  - Cum Laude: 3.40-3.59
- All SUCOP didactic coursework will be included in the final GPA calculation (including electives). Any Sullivan University major pursuit coursework that was taken in place of a SUCOP elective will be added into the student’s SUCOP GPA to determine Graduation Honors.

Scholarships

See Sullivan University Catalog – “Scholarships”.

See Sullivan University College of Pharmacy webpage – “External Scholarships”.

[https://sullivan.edu/college-of-pharmacy/external-scholarships/](https://sullivan.edu/college-of-pharmacy/external-scholarships/)

Examination Proctoring Policy

1. Students may not communicate in any way (verbal, nonverbal, electronic, written, etc.) with anyone (with the exception of the proctors) within or outside the examination room(s) during the assessment. Students must immediately leave the floor once they have completed their exam. A minimum of two proctors will be assigned for each examination. (not including ADA student proctors) One proctor must be faculty. The second proctor may be staff, resident or other Sullivan employee although faculty and residents are preferred. Proctors should be coordinated and scheduled in advance. If a scheduled proctor cannot attend the examination he/she is responsible for finding their own replacement and notifying the other proctor, course coordinator, and respective Assistant Dean and Department Chair (CAD) of the change.

2. Proctors may permit restroom breaks, one student at a time. The student will only be allowed in the restroom if there is no one else in the restroom and may not take anything into the restroom with them including but not limited to coats, book bags, purses, etc.

3. No questions will be permitted during an examination. If the student has a question,
he/she should make an appointment with the course coordinator after the exam to discuss the question.

4. Only the items clearly designated by the proctor (e.g. iPad, pencil, calculator, charts, and scrap paper) are permitted at the desk. Books, notebooks, papers, handouts, and class-related materials, as well as personal items such as coats, purses, and book bags must be kept in the front of the classroom. Class-related materials may not be retrieved until AFTER the exam. I-PADs MUST remain flat on the desk during the whole exam.

5. Cellular phones, watches, activity trackers, pagers, recording devices of any kind, and any other 2-way communication devices must be turned off and must be kept with personal items at the front of the classroom. A student found having any prohibited item in his/her immediate possession during the examination will forfeit his/her right to participate in the examination and WILL receive a “0” for the exam.

6. Students should inform outside parties (e.g., spouses, children, etc.) before the examination that if there is an emergency during the exam the office of the Associate Dean of Student Affairs should be contacted.

7. If a proctor suspects a student of academic dishonesty the following options are available:
   a. The proctors may randomize seating for the exam.
   b. If the proctor has no direct evidence of academic dishonesty (only a suspicion) the proctor may request the student change seats during the examination and allow the student to then complete the examination without a verbal warning.
   c. Once the examination is concluded the proctor should then notify the respective CAD and course coordinator of the suspected academic dishonesty.
   d. If the proctor has direct evidence of academic dishonesty the proctors will confer to determine the best course of action. Upon addressing the issue, the CAD, course coordinator, and the Office of Student Affairs will be notified. A report will also be submitted to Progression Committee for review.

Grading Policy in the College of Pharmacy

All courses in the Doctor of Pharmacy Program must be completed with no grade less than “C”. The Progression Committee will review all cases in which a student has a grade less than “C” and recommend to the Dean of the College of Pharmacy a plan for remediation. Numeric grades are rounded to one decimal place.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Explanation</th>
<th>Numerical Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.00 (89.5%-100%)</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.00 (79.5%-89.4%)</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2.00 (69.5%-79.4%)</td>
</tr>
<tr>
<td>F</td>
<td>Unsatisfactory</td>
<td>0.00 (&lt; 69.5%)</td>
</tr>
</tbody>
</table>

(For all other grades refer to the Satisfactory Academic Progress Policy)

The student’s Grade Point Average (GPA) is calculated by multiplying the numerical equivalent of the grade in each course by the number of credit hours for the course to determine the quality points earned in the course. The total of the quality points is divided by the number of credit hours taken during the quarter. The result is the student’s GPA for the quarter. The cumulative grade
point average is determined in a similar fashion using the total quality points for all courses taken and the total credit hours taken. A student's APPE grades are not included in the calculation of the grade point average in determining academic honors.

A student who believes that an individual assessment or final course grade is inaccurate or inappropriate must consult with the course coordinator within three (3) working days of the posting of the grade. Assessments are considered to be posted once the grade has been posted in the COP’s Learning Management System. Final course grades are considered to be posted after noon on the Monday following finals. The course coordinator will review the request with the student and make a determination of the accuracy of the grade. If the student is not satisfied with the result of the consultation, he/she may submit a written appeal to the respective Assistant Dean/Department Chair within three (3) working days. The Assistant Dean/Department Chair will review the request and render a decision within three (3) working days. If the student is not satisfied with the decision of the Assistant Dean/Department Chair, he/she may appeal to the Dean of the College within three (3) working days. The Dean will review and render a decision within five (5) working days. If the student is not satisfied with the decision of the Dean, he/she may appeal to the main university using the grievance procedure outlined in the Sullivan University Catalog.

Students on an IPPE or APPE experience who question a grade on an experience will follow the same procedure as outlined above, except that the appeal must first be directed to the preceptor then to the Associate Dean of Experiential Education rather than to the Assistant Dean/Department Chair.

Graduation Requirements

In order to qualify for graduation from the Sullivan University College of Pharmacy (SUCOP), a student must meet all of the following criteria:

1. Maintain a cumulative grade point average (GPA) of 2.00 on a 4.00 scale
2. Complete all SUCOP coursework with a “C” or better or passing for pass/fail courses. All course remediation must be completed prior to graduation. Students must also meet all other academic requirements.
3. Have completed at least 30% of SUCOP’s didactic credit hours and all of the third professional year. Other coursework must be completed at an ACPE accredited College of Pharmacy.
4. Pass all end of the year assessments as written in the SUCOP program assessment plan.
5. Comply with all pre-graduation requirements.
6. Not have any pending ethical or professional disciplinary actions. If a student has been the subject of any such actions, the student will be reviewed by the Progression Committee and a recommendation submitted to the Dean of the College of Pharmacy.
7. Student must file an application for degree with the SUCOP Office of Student Affairs.
8. Students must meet all financial obligations to the University and College of Pharmacy.
9. Attend graduation.
Interprofessional Education (IPE)

Interprofessional education (IPE) within SUCOP is designed to foster an environment where students from two or more healthcare professions can learn about, from, and with one another to enable effective collaboration and to eventually improve patient outcomes. Throughout the 3-year curriculum students will be exposed to both didactic and practical team-based activities enabling the creation of a culture where students from various healthcare disciplines will work as one cohesive unit in the delivery of patient centered care. Students will learn how each healthcare profession provides unique patient care services. Many interprofessional education opportunities will be provided through events designated as service learning experiences, which will count toward students’ service learning hour requirements.

Requests for Leave of Absence or Withdrawal from the College of Pharmacy

A student who wishes to request a leave of absence or to withdraw from the College of Pharmacy will follow these procedures:

- Send an official request to the Dean of the College of Pharmacy stating the request and the reason(s) for the request. This request must be dated and signed by the student.
- Upon receipt of the request, the Office of the Dean will arrange for the student to meet with the Assistant Dean/Department Chairs, the Assistant Dean of Academic Affairs and Assessment and the Associate Dean of Student Affairs for the purpose of reviewing the decision with the student and to allow the College Administration to formulate a plan of action to recommend to the Dean of the College of Pharmacy.
- Finally, the student will meet with the Dean and the Dean’s designee to review and sign the decision taken and the future plan of action. All documentation will be inserted in the student’s academic file and remain confidential.
  - Withdraw from the College of Pharmacy and student returns to complete the program within five (5) years of initial matriculation: Student is not required to apply for readmission, however, he/she must contact the Dean of the College of Pharmacy one (1) quarter prior to the beginning of the quarter in which he/she plans to return, in order to complete any necessary paperwork to return. The student will be required to complete all SUCOP coursework in accordance with the curriculum of the class to which he/she is readmitted (some advance standing may be granted).
  - Withdraw from the College of Pharmacy and the student is unable to complete the program within five (5) years of initial matriculation or a Dismissed Student: A student must reapply should he/she desires to return to classes at SUCOP. The student will be required to complete all SUCOP coursework in accordance to the curriculum of the class to which he/she is readmitted (no advance standing will be granted).

Requests for Transcripts

A transcript is a permanent and official record of a student’s courses and grades earned in the College of Pharmacy. Official transcript requests should be submitted electronically by visiting Sullivan.edu/registrar. No transcript will be released until all financial obligations are met.
Transfer Students and Advanced Standing

Students requesting transfer/advanced standing must:

- A letter of request to the Dean of SUCOP stating the reason(s) for the transfer
- A letter from the Dean of his/her college/school of pharmacy stating the applicant’s academic standing and the Dean’s recommendation or other comments
- A transcript, course descriptions, and syllabi of all courses taken at his/her previous college/school of pharmacy
- PCAT, GRE, MCAT, or other standardized test scores, unless granted an exception by SUCOP
- All transcripts of Pre-pharmacy coursework
- A copy of the PharmCAS application submitted at the time of application to his/her previous college/school of pharmacy

Upon receipt of this information, the Associate Dean of Student Affairs and the Assistant Dean of Academic Affairs and Assessment will review the transfer request and determine eligibility for transfer. All transfer students must complete at least thirty percent (30%) of SUCOP’s didactic credit hours and all of the third professional year. Applicants may be asked to come to campus for a face to face interview and must be eligible for licensure in Kentucky and Indiana.

Once a student has received an offer of acceptance the following items must be complete prior to matriculation:

- The SUCOP Supplemental Application for Admission
- A background check

SUCOP prefers transfer students who currently have at least a 2.5 cumulative grade point average in previous professional coursework. All transfer students are considered on a case by case basis. The decision to accept the transfer applicant and grant advanced standing is made by the Dean of SUCOP.

Waiving of Pharmacy Courses

The Sullivan University College of Pharmacy (SUCOP) will NOT waive participation in SUCOP courses due to coursework taken by a student outside of Sullivan University College of Pharmacy. All students must complete all coursework as noted on the curriculum schedule for the Class in which the student is to graduate.

This policy does not apply to students completing dual degree programs that have been approved by SUCOP or students transferring from other Colleges/Schools of Pharmacy. These students will be handled on a case by case basis in accordance with other SUCOP policies and procedures.
STUDENT CODE OF CONDUCT

Assisting Students with English as a Second Language

Sullivan University College of Pharmacy has developed a plan to work with students who have English as their second language (ESL students). The Office of the Dean has initiated with cooperation of the Jefferson County Public Schools, an ESL program for students who may need assistance with the English language. Faculty members who identify an ESL student who may be having trouble with English should notify the Office of Student Affairs who will arrange for the student to meet with the coordinator of the ESL program. ESL students may also self-identify their need for assistance by contacting the Office of Student Affairs to arrange a meeting.

Legal Responsibilities of the Student

It is the student’s responsibility to be aware of and follow all state and federal laws relating to the practice of pharmacy. If the student is unsure about the regulations regarding their practice site, he/she should confer with the preceptor. Students practicing outside the Commonwealth of Kentucky or Indiana are responsible for following the laws pertaining to the state in which they are practicing. Ignorance of the law is not an excuse for an illegal act. The Kentucky Licensure card must be carried at all times by the student during all experiential activities.

Policy Relating to Student Issues and Concerns

If students are having an issue or concern, they are expected to follow the chain of command. If the issue is in the classroom, the student should begin with consulting the course coordinator. If the issue is not resolved the student can then go to the Assistant Dean/Department Chair. If a student is unsure as to where to start, he/she should consult their class president, advisor, or the Office of Student Affairs. Learning to follow the chain of command is part of being a professional. Students who do not follow the chain of command will be directed to do so.

If the student has a class issue he/she would like their class officers to address but do not wish to be named, he/she may inform their officers via an electronic anonymous comments box (Appendix C). All comments submitted are sent directly to the class presidents and vice presidents.

If a student has an issue of sensitive matter that he/she does not wish to share with their class officers or course coordinator, he/she should come directly to the Office of Student Affairs in order to provide a clear plan of action and protect the confidentiality of student matters. The Office of Student Affairs will help the student make an appropriate plan of action.

Any student issues and/or concerns that may be deemed related to professionalism will be brought to the Professionalism Committee for their evaluation, input, and recommendation(s).

Professional Conduct and Protocols

Students in a professional doctoral program are expected to maintain a sense of decorum and professionalism in all their undertakings within the college community. In order to advance student professional behavior, the following protocols are enacted:
Protocol for E-Mail Communications

Students are expected to address Administrators, Faculty and Staff of the College using their proper titles (e.g. Dean, Dr., Prof., etc.). In addition, it is imperative that the subject line is filled in with the reason for the email. Students should always use their Sullivan email account for this purpose. If a student uses his/her personal email account, the College of Pharmacy is not responsible for the loss or breach of confidential information. Students should utilize the Microsoft Outlook program or Outlook for Office 365 website (outlook.office365.com) for all college of pharmacy email communications. Common courtesy dictates that emails are ended with a proper closing such as ‘thank you’, ‘regards’ or other suitable statement. The sender should, at all times, close by signing his/her complete name, Class Year, and if an officer of a student organization, his/her title.

- **Students are required to check their Sullivan email every day.**

Principles and Actions of Professionalism

The concept of professionalism is at the core of the practice of pharmacy. It is an expectation of coworkers, classmates, patients, and family members that pharmacists uphold a standard of excellence and act as an inspiration for others to follow.

**Expectations of our students:**

- **Attendance.** Missing class is equivalent to missing a day of work. The “pay” you lose when you are absent is the opportunity to learn something of value to you in life and work (Refer to the Mandatory Attendance Policy).
- **Be Punctual.** Tardiness is a sign of not caring enough about your education to make attendance a top priority. It is disrespectful to your classmates and professors (Refer to course syllabi for specifics).
- **Be prepared.** Since our shared objective is learning, do what it takes to learn. If you don’t read the text, do the assignments or participate in discussions, you put your grade and your progression in jeopardy.
- **Dress appropriately.** A career in pharmacy requires you to be presentable to patients, clients, vendors, coworkers, and the general public (Refer to Professional Dress Code).
- **Communicate effectively.** Focus on succinctness and efficiency.
  - Exercise control over thoughts and actions to minimize emotional decision-making.
  - Understand expectations and welcome and incorporate productive feedback.
- **Show respect.** Be attentive in class, meetings, or other activities.
  - Silence cell phones, electronic devices; do not constantly check them.
  - Maintain a positive and helpful attitude when handling all situations.
  - Avoid interrupting others while they are communicating.
- **Apply knowledge and experience.** Apply education and practice to daily encounter.
  - Demonstrate an attitude of empathy and understanding for the perspectives of others.
- **Manage conflict effectively.** Respect the emotions and intentions of those involved.
  - Uphold an internalized code of conduct based on the expectations of the setting.
- **Be ethical and honest.** Apply these principles in dealing with others and completing activities.
The College of Pharmacy Honor Code

Students in the Doctor of Pharmacy Program recognize they are expected to exercise good judgment and conduct their affairs with integrity and honesty at all times. They understand that pharmacists subscribe to a set of ethical and moral standards which acknowledges their primary duty is to the patient; that they have a responsibility to society, to other health care professionals and to themselves to maintain the highest standards of patient care and personal conduct. Further, they recognize the great trust that society places upon pharmacists as they provide for the health care needs of their patients. Given this duty and trust, the students of the College of Pharmacy affirm and undertake to live within the parameters accorded them by this Code of Conduct.

All members of the academic community are obligated to take action to stop academic or professional misconduct and/or prevent its recurrence. Suspected violations are reported to the Office of Student Affairs which will manage this issue appropriately. If referred to the Dean of the College, the Dean may present the matter to the College Executive Committee for review and advice. If an allegation is deemed credible, the Dean may refer the matter to the Professionalism Committee for review or the Progression Committee.

It is the duty of the Progression Committee to review all credible allegations of academic and/or professional misconduct presented to it by the Dean of the College of Pharmacy or the Professionalism Committee. During its inquiry, the Committee may consider all relevant evidence and statements, written or oral, from the alleged violator(s) and the complainant(s). If the Committee determines that a violation has occurred, it will recommend to the Dean of the College a suitable penalty for the violation(s). The Dean may sustain the recommendation, reduce the penalty, or dismiss the violation(s) entirely.

Penalties for a violation of the College of Pharmacy Honor Code for academic misconduct include but are not limited to:

- A simple warning
- A failing grade on an examination
- A failing grade in a course
- Professional Performance Plan

In the most egregious cases, suspension or expulsion from the College of Pharmacy could be imposed. If a violation is found to have taken place, a record of the proceedings shall be kept in the student’s academic file.

PROFESSIONALISM PROGRESSION POLICY

Students who are found in violation of the professionalism policy are subject to the following sanctions and changes in student status. Progression Committee may elect to recommend one or more of the penalties below for any offense:

1. **Reprimand**: An official notice will be placed in the student’s file that his/her conduct was in violation of the professionalism policy but no change in status would occur in CampusNexus. Any similar behavior would warrant further disciplinary action and a change in student status. This notice would remain in the students file until graduation.
2. **Warning**: An official notice will be placed in the student’s file that his/her conduct was in violation of the professionalism policy and a status change to “Warning” would be noted in CampusNexus with a note indicating the warning was for professional reasons, not academic, and the length of the warning status.

3. **Suspension**: Removal from the program for a period of one year starting immediately. The student status would change to “Suspension” in CampusNexus with a note indicating suspension was for professional reasons and not academic.

4. **Deferred suspension**: Student is removed from the program for a period of one year but the term is not started until a quarter later than the one in which the infraction occurred. The student status would change to “Suspension” in CampusNexus with a note indicating suspension was for professional reasons and not academic once the suspension period has started.

5. **Probated suspension**: Student was removed from the program for a period of one year but the suspension was set aside due to migrating circumstances after an appeal had been received and reviewed. The student status in CampusNexus would change to “Probation by Appeal” for the length of the student’s tenure.

6. **Dismissal**: Student will be permanently removed from the program. The student’s status changes to “Termination”.

7. **Disciplinary agreement/Wellness advising**: A behavioral contract would be written between the student and the College of Pharmacy to correct the behavior. If the student should violate the terms of the agreement he/she would be subject to dismissal from the College of Pharmacy. The agreement would remain part of the student’s file until graduation. A disciplinary agreement/wellness advising contract would be included with the sanctions listed above except “dismissal”.

**Academic and Professional Misconduct**

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

**Lying**
- A student must not deliberately misrepresent the truth. Lying includes gross disregard for the truth or intentional misrepresentation within the academic setting. Students must expose those deficient in character or competence or who engage in fraud or deception.

**Cheating**
- Cheating is defined, but is not limited to, the wrongful giving, taking or presenting of any information or material by a student with the intent of aiding the student or another in any academic work. There are instances that will require team work and cooperation in completing assignments. These instances will be clearly identified by the course director and will not be considered cheating.

- Cheating on examinations can take various forms. These include talking about an examination with someone who has not taken the examination; soliciting, giving or receiving unauthorized assistance during an examination or make-up exam; using
materials not specifically authorized by the course director; violating any rules a course director has established for an examination.

Plagiarism (the act of plagiarizing)
- By Webster’s definition, to plagiarize is to use one or more person’s ideas or expressions in your writing without acknowledging the source.
- Plagiarism also includes the practice of employing or allowing another person to alter or revise the work that a student submits as his/her own. Students may discuss assignments among themselves or with an instructor or tutor, but when the work is done, it must be done by the student alone.

Stealing
- A student must not intentionally take or acquire any property of another without permission. Stealing includes theft or conversion of property belonging to the College or another person and misappropriation or destruction of property needed by other students for a specified academic endeavor.

Fraud
- By Webster’s definition, fraud is an act of deceiving or misrepresenting. Fraud includes but is not limited to:
  - Tampering with grades or any other part of a student’s academic record
  - Furnishing to a College official a document based on information that is known to be false or which has been tampered with.
  - Changing a grade in a faculty member’s records, on an exam or on other work for which a grade has been given.

Other forms of academic or professional misconduct include but are not limited to:
- Unauthorized downloading or copying of lecture material or examinations or use of unauthorized equipment
- Buying, stealing or otherwise obtaining all or part of an un-administered examination or the unauthorized usage of a previously administered examination
- Use of electronic information resources in violation of the “Accepted Use Policy for Computer Usage”
- Failure to comply with the requests of University or College officials in the performance of their duties
- Violations of the laws of the city, state or nation
- Conduct which would demean the ethics and/or integrity of the profession of pharmacy or cause injury to the reputation of the University or College of Pharmacy
- Conduct which fails to observe common etiquette and courtesy whether to peers, college staff or faculty
- Misuse of Facebook or other internet media that results in derogatory comments toward the College of Pharmacy and Sullivan University, its administration, faculty, staff or students.
• Misrepresenting and/or aiding another student to misrepresent one’s physical presence (attendance) in the classroom with any electronic classroom attendance procedure (e.g. sharing of an electronic attendance code).

The College Mandatory Attendance Policy

Sullivan University College of Pharmacy (COP) cares that students attend their courses. Just as showing up for work is critically important to job security, professionalism, and work effectiveness, showing up for class is critically important for mastering the career skills and concepts necessary to obtain, maintain, and be promoted in the pharmacy profession. Every effort should be made to attend and academically engage in every class and/or laboratory session. If it becomes necessary for a student to drop a course, or to withdraw from school entirely, an official withdrawal form must be completed in the College of Pharmacy’s Office of Student Affairs (OSA). All students who withdraw or are withdrawn from the College of Pharmacy are required to complete a Financial Aid Exit Interview with the Financial Planning Coordinator in the College of Pharmacy.

As of the Summer Quarter 2013, attendance will be recorded for each class meeting and absences that exceed the standards of this policy will result in students being administratively dropped from the course(s) affected. Attendance is taken and course coordinators are directed to report student attendance through the University’s student records management system as follows:

College of Pharmacy attendance should be posted within 1 business day of class meeting conclusion.

Within the parameters of the add/drop policy, a student will become active in a course as follows:

College of Pharmacy courses become active when a student physically attends the course and attendance is posted for the first time.

At the beginning of each term, if a student does not attend and does not have attendance posted for a course within the parameters of the add/drop policy, the student will have the course removed from his/her schedule of classes for the term. Once a student is made active in a course through the attendance reporting process, he/she will remain active in the course unless he/she:

➢ officially withdraws from the course;
➢ is administratively dropped from the course for physical non-attendance
➢ is administratively dropped from the course for lack of academic engagement;
➢ is administratively withdrawn from the course for other reasons, e.g., disciplinary suspension, etc.

College of Pharmacy Attendance Standards/Requirements:

➢ For didactic courses that are ≥5 credit hours, students will be dropped on the 6th cumulative absence.
➢ For didactic courses that are 3-4 credit hours, students will be dropped on their 4th cumulative absence.
➢ For didactic courses that are 1-2 credit hours, students will be dropped on their 2nd cumulative absence.
For Experiential Education courses, the following rules will apply:

- Introductory Pharmacy Practice Experiences (IPPE): Student will be dropped on the 3rd cumulative absence (excused or unexcused and the experience will need to be repeated).
- Advanced Pharmacy Practice Experiences (APPE): Student will be dropped on the 4th cumulative absence (excused or unexcused and the experience will need to be repeated).

Students who are dropped for non-attendance or lack of academic engagement will receive an “NF” and will not be eligible for course remediation during the two-week break. Students who receive an “NF” during one of their IPPEs or APPEs will be required to repeat the experience in its entirety. The “NF” is placed on the student’s transcript and is effectively the same as an “F” in calculating grade point average and completion rate. Students dropped from a course for disciplinary or other reasons will receive an “NF.” Students who receive all NF’s and who become inactive will be considered as having unofficially withdrawn from the College of Pharmacy and will need to utilize the COP’s re-entry process if and when a student desirous of re-entering. Students who receive one or more NF’s but who subsequently complete the official withdrawal process up through the seventh week (or its equivalent for courses that meet less than 11 weeks) will be eligible to receive W’s for their course(s).

When evaluating whether a student attends a course, whether live, online or hybrid, the following, as defined with guidance of the U.S. Department of Education, constitutes attendance/academic engagement:

- Attendance at an academically-relevant event (includes physically attending class).
- Submitting an assignment to a drop box for an online or hybrid course.
- Taking an exam or quiz, including a syllabus quiz.
- Participating in an online discussion or “Ask the Instructor” forum in which the student discusses an academic matter directly relevant to the course.
- Completing a tutorial or computer-based instructional module (along with a way to verify that each student completed the tutorial or instructional module).

Simply logging into an online course, without engaging in one or more of the above activities, does not qualify as “academic engagement” or “attendance at an academically-related event”.

If the University is delayed or closed due to inclement weather or other emergency, courses that do not meet will not be counted against the student. However, the University reserves the right to require a make-up of course time to ensure appropriate instructional time. Failure to attend a scheduled make-up session could be counted as an absence.

Reinstatement following the drop/add period and reinstatement to a course following an administrative drop may only be made for good cause. Students who are dropped from a course will be reviewed by the Office of Student Affairs to determine whether their absences are excused. Students who are given excused absences may be reinstated to the dropped course if the number of unexcused absences has not met the drop limit. Students who have reached the drop limit due to unexcused absences will be required to appear before the College of Pharmacy’s Progression Committee to request reinstatement into a course.

The following absences will be deemed to be excused by the Office of Student Affairs:
• Illness of the student or immediate family member (requires documentation from a health care provider).
• Death of a family member
• Military leave of absence
• Jury duty
• Students are permitted to select any two religious holidays at the beginning of a quarter and notify, in writing, the Office of Student Affairs of anticipated absences for personal religious holidays. The Office of Student Affairs will notify the course coordinators of the anticipated absences.
• Travel to professional meetings for members of student professional organizations sponsored by the College of Pharmacy. Requests to attend professional meetings shall be submitted to the Office of Student Affairs via the “Excused Absence Form” at least 10 days prior to the scheduled meeting. **Please note:** Students are highly encouraged to work with the Associate Dean of Student Affairs as well as all affected course coordinators and faculty as far in advance as possible to ensure approval of the requested excused absence to attend professional meetings.

All documentation for an excused absence **must** be submitted to the Office of Student Affairs on the day the student returns to classes. Late documentation may not be considered when reviewing absences upon a student being dropped from a class. All absence documentation is subject to verification by the Office of Student Affairs.

Missed attendance due to tardiness will not be excused and will count toward the maximum number of allowable absences. Students will be allowed to make up assessments missed due to absences in accordance with the course syllabi as long as excused absence documentation is turned into the Office of Student Affairs in a timely manner.

When a student is dropped from or withdraws from a course, this is reflected in the student’s satisfactory academic progress. If the student does not become and remain active in all courses for which he/she is registered, the student’s enrollment status will be adjusted which may have an impact on the amount of financial assistance for which the student is eligible. Last dates of attendance in courses determined by this attendance policy will be used in calculating when and to what extent funds must be returned to financial aid funding sources. See the Financial Planning Office for more information, or, refer to the “Financial Information” section of the Sullivan University Catalog for policy details.

**Protocol for Requesting Excused Absence from a Class, Laboratory or Experiential Site**

Absence from Class or Laboratory:
In the event that a student is unable to attend a class, or laboratory, he/she is required to immediately notify the Office of Student Affairs as well as their instructor(s) and/or the course coordinator(s) of the class or classes that will be missed.

How to Notify:
- Email sucoposa@sullivan.edu or call 502-413-8640; if necessary the student may leave a voicemail.
- Complete the online Excused Absence Form ([https://sullivan.edu/college-of-pharmacy/excused-absence/](https://sullivan.edu/college-of-pharmacy/excused-absence/)). Please see mandatory attendance policy.
Email or call faculty and/or the course coordinator(s) of the class or classes that will be missed.

In the case of a missed day of Introductory Pharmacy Practice Experiences (IPPE) or Advanced Pharmacy Practice Experiences (APPE), the student is to contact the Office of Experiential Education as well as the practice site via the policies set forth by the Office of Experiential Education and the practice site. If absence becomes an issue at the experiential site, the Office of Experiential Education will inform the Office of Student Affairs.

Students will be required to be in attendance a minimum of 40 hours/week for APPE’s and Institutional IPPE’s, and 5 hours/week for longitudinal IPPE’s. Students are reminded that scheduled hours are at the discretion of the preceptor including nontraditional schedules. Students must be prepared to work any non-traditional schedule that a preceptor may require. Students will normally not be required to be present at their site for more than a 10-hour work shift. Students are reminded that patient care activities may not follow traditionally appointed schedules. Students must be prepared for all contingencies. All personal and family issues must be resolved for all experientials.

Student attendance and participation at their experiential sites is mandatory. Students are expected to be punctual and prepared for site activities. Students must notify their preceptor and the OEE as soon as possible of any absence, scheduling considerations or changes. All absences must be made up at the convenience of the preceptor and completed prior to classes resuming in the following quarter. Absences that are not made up may result in an incomplete or failure for the experiential activity as determined by the OEE in collaboration with the clinical faculty preceptor. A failed practice experience must be repeat in its entirety.

Standards for Professional Appearance

Students in the Doctor of Pharmacy program are expected to present a professional appearance and demeanor at all times. Although these standards and expectations may not satisfy every individual’s desire for personal dress freedom, the College of Pharmacy believes appropriate dress is important to present an overall professional image and is a constructive part of one’s professional development. **Students must wear their Identification Badges at all times while in the pharmacy building, on campus, and at their pharmacy practice experience sites.**

Students should avoid extremes in hairstyles, cosmetics and jewelry. Hair should be neatly combed. Students must keep their hair, beards and moustaches properly trimmed at all times. In consideration of others, especially patients with allergies, students are to avoid the use of strong smelling perfumes, colognes or after shave lotions. Students may not demonstrate or maintain body piercing of any type on any part of the human body with the exception of wearing earrings for pierced ears. In addition, students who choose to have tattoos **must keep them covered and not visible at all times.**

Each student will receive a short white coat at the White Coat Ceremony. Students will be required to wear their white coat in the laboratory and at pharmacy practice sites. **Coats must be clean and neat at all times.**

Caps and hats are **never** permitted to be worn in class rooms, laboratories or at pharmacy practice sites. Closed toed shoes are required for laboratories and at pharmacy practice sites.
Guidelines for Professional Dress

- Conservative blouses or sweaters
- Skirts not more than two (2) inches above the knee (even in combination with leggings or pants)
- Professional dresses or pant suits
- Dress shirts and slacks (ties are optional unless otherwise required).
- Sport coats and blazers are optional
- Sneakers, flip flops, casual sandals or slippers are not acceptable
- Leggings (e.g. yoga pants, etc.) alone are NOT acceptable professional dress. Leggings must be worn with a tunic no shorter than 2 inches above the knee.
- Clothes should be clean and pressed
- Shirts and blouses with tails must be worn inside pants, trousers, or skirts
- Slacks and shirts, blouses, or sweaters should coordinate

Jeans of any type are unacceptable except for designated “dress down days”. The College of Pharmacy does not routinely conform to the Sullivan University campus dress down days; any exceptions will be communicated in advance.

The Dress Code during finals week will be “dress down”. While students are not required to dress professionally during finals week, they are expected to dress modestly (i.e. NO tank tops, halter tops, midriff tops, tops with spaghetti straps or pajamas, etc.; shorts must be no shorter than mid-thigh). Other “dress down” dates will be set at the beginning of the quarter by the Class Officers and/or the College Administration.

Exceptions to the Dress Code will be announced by the Office of Student Affairs. Special events may mandate special dress requirements and will be communicated to the attendees in advance.

Dress code violations will be enforced by the Professionalism Committee. Individuals who accrue three (3) Professionalism Committee reports for lack of proper attire will be referred to the Progression Committee for possible disciplinary action.

Students are to follow the “Standards for Professional Appearance” at experiential sites unless given specific instructions for different dress (e.g. medical scrubs). Student ID’s and short lab coats must be worn at all times unless otherwise directed by the preceptor. Students are reminded that specific requirements may be required by preceptors and students are to follow such guidelines.

Address and Name Changes

The Office of Student Affairs should be notified whenever a student has a change of address (permanent or mailing), change of phone number, or change of emergency contact. The student will complete a Student Contact Information Change form online (https://sullivan.edu/college-of-pharmacy/student-address-change/). The Office of Student Affairs will handle all changes with the University Records Office and CampusNexus. The College of Pharmacy is not responsible for any miscommunications sent to students who have not provided correct contact information to the Office of Student Affairs.

If a student wishes to change their name he/she must contact the College of Pharmacy’s Financial Planning Coordinator (FPC) as well as the Office of Student Affairs. Once the name change is
cleared through the FPC the Office of Student Affairs will complete this change within CampusNexus.

All campus systems (i.e. LMS, exam testing, etc.) will not be updated until the CampusNexus change has been approved and may not be completed until the beginning of the following quarter.

Email addresses will **not** be updated with name changes.

**Student Technology Requirements**

*Effective July 1, 2015*

**Hardware**

<table>
<thead>
<tr>
<th>Windows</th>
<th>OS</th>
<th>iOS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processor: 1.86Ghz Intel Core 2 Duo or greater</td>
<td>Processor: 1.86Ghz Intel Core 2 Duo or greater</td>
<td>iPad Air (1, 2+) iPad Mini (1, 2, 3+) iPad (2, 3, 4+)</td>
</tr>
<tr>
<td>Screen resolution of 1024 by 768+</td>
<td>Screen resolution of 1024 by 768+</td>
<td></td>
</tr>
<tr>
<td>Wireless internet speed equivalent to 1.5mbs or higher</td>
<td>Wireless internet speed equivalent to 1.5mbs or higher</td>
<td>Wireless internet speed equivalent to 1.5mbs or higher</td>
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<tr>
<td>4 GB RAM</td>
<td>4 GB RAM</td>
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</tr>
<tr>
<td>Storage 128GB</td>
<td>Storage 128GB</td>
<td>16GB Storage</td>
</tr>
<tr>
<td>1GB free available space</td>
<td>1GB available space</td>
<td>1 GB available space</td>
</tr>
<tr>
<td></td>
<td></td>
<td>External keyboard</td>
</tr>
</tbody>
</table>

If your device cannot lay flat, students **must** have a privacy screen for all assessments. You will not be allowed to complete assessments without a privacy screen.

**Operating Systems**

<table>
<thead>
<tr>
<th>Windows</th>
<th>OS</th>
<th>iOS</th>
</tr>
</thead>
<tbody>
<tr>
<td>32-bit and 64-bit versions of Windows 7 or later (only genuine, U.S.-English versions of Windows Operating Systems)</td>
<td>OS X 10.8 or later</td>
<td>iOS 8 or later</td>
</tr>
<tr>
<td>Administrator account permissions</td>
<td>Administrator account permissions</td>
<td>Administrator account permissions</td>
</tr>
</tbody>
</table>
Internet Browsers

Mozilla Firefox (current version)
Internet Explorer (current version)
Google Chrome (current version)
Safari (current version)

Software

Adobe Flash Plug-in (version 9.0.115 or later)
Adobe Reader (version 11 or later)
JavaScript enabled
Cookies enabled

SUCOP students can access Office 365, which includes Microsoft Word, Excel, PowerPoint, etc.

Power

Continuous power source or extra batteries

<table>
<thead>
<tr>
<th>Preferred Devices</th>
<th>Compatible Devices</th>
<th>Non-compatible Devices</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Surface / Surface Pro</td>
<td>iPad Mini (all generations)</td>
<td>Android-based tablets</td>
</tr>
<tr>
<td>Lenovo Yoga / Yoga Pro</td>
<td>iPad Air (all generations)</td>
<td>Jailbroken devices</td>
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<tr>
<td>3M Laptop Privacy Screen</td>
<td>iPad (2-4 generations)</td>
<td>PC laptops</td>
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<td></td>
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<td>MacBook Air / MacBook Pro</td>
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</tbody>
</table>

Policy on Copier Use and Printing

Copier Use

There are three copiers / printers available for student use. (One on each floor) Students are not to use copiers in the Administrative or Faculty Office areas. Copiers are also available in the University Library for student use.

Student Work Hours

The College of Pharmacy encourages Doctor of Pharmacy students to maintain their academic endeavors as the primary focus before taking on any outside employment. Any student who is employed or who plans to be employed whether or not to accrue internship hours must complete
a form requesting authorization from the Office of Student Affairs and Office of Academic Affairs and Assessment prior to accepting employment. This policy exists to prevent a student from falling into academic difficulty. If a student who is employed is not performing satisfactorily academically, the College of Pharmacy reserves the right to review the student’s work schedule and direct the student to make necessary changes to ensure his/her satisfactory academic performance. The form for this purpose is available in the Office of Student Affairs. **Students are not to work more than 8-10 hours per week.**

Outside employment is not an excuse for altering site schedules during IPPEs or APPEs. Site schedules may include evenings and weekends and experiential experiences must always take first priority over outside employment.

**Registration as a Pharmacist Intern**

All Doctor of Pharmacy students must be registered as pharmacist interns to receive internship credit for experiential coursework and must be obtained before the coursework begins. All students must possess an active Kentucky and Indiana Pharmacy Internship License. Students will not be permitted to participate in IPPE or APPE without active intern licenses in both states. Penalty may be delay or dismissal from the College of Pharmacy (COP) and any action mandated by the respective State Board of Pharmacy (BOP). Record of Intern licenses will be maintained by the student in E-value and will be audited annually in May for compliance.

Internship registration is limited to those persons who are actively engaged in the academic or practical experience requirement for licensure examination as a pharmacist. No person who terminated the educational requisites is entitled to the privileges of internship registration, with the exception of any hardship case given written approval by the Board of Pharmacy. If you are not registered with the Board as a pharmacist intern, you cannot use or exhibit the title pharmacist intern, pharmacy apprentice, pharmacy extern or any term of a similar nature.

The Office of Experiential Education will report all intern hours acquired for credit at Sullivan University College of Pharmacy to the Kentucky Board of Pharmacy and to the Indiana Board of Pharmacy upon request. These hours will fulfill the 1500-hour minimum. If a student would like to report any additional hours acquired outside of the College of Pharmacy, he/she may do so by submitting an Internship Report by October 1st of each year to the Kentucky Board of Pharmacy.

A pharmacist intern who performs work or research related to the practice of pharmacy that was performed under the supervision of a non-pharmacist preceptor for a government body, college or university, pharmaceutical business, or other entity may not be eligible for intern credit. The Office of Experiential Education will advise the student regarding these hours.

**STUDENT SERVICES / RESOURCES**

**Criminal Background Checks**

Criminal background checks are commonplace as requirements for employment and/or for granting of certain permits or licenses. As part of the admissions process, The College of Pharmacy conducts routine background checks on its applicants and matriculated students. Students who provide false or misleading information relating to criminal offenses in any
documents relating to their admission to the College are subject to immediate dismissal. Failure to disclose correct information at any time on the part of matriculated students may be the basis for disciplinary action.

**Policy**

The College of Pharmacy will only accept and retain students who meet the College of Pharmacy’s Expectations of its students.

All applicants to the Doctor of Pharmacy program will be notified that they will be required to undergo a criminal background check. Applicants will report on their application whether they have ever been charged with or convicted of a misdemeanor or a felony or if a violation has been expunged.

All applications for the College of Pharmacy are submitted through the PharmCAS system. PharmCAS will initiate the background check when the Office of Student Affairs notifies the agency that an offer of admission has been made to a student. Additionally, each student grants the college permission to complete a criminal background check upon completion of the Supplemental Application. When it is necessary to update a student’s background check, the College of Pharmacy will contract with an appropriate agency to perform this activity.

The College of Pharmacy requires and will contract for the performance of criminal background checks of all students enrolled in the Doctor of Pharmacy program. This policy is adopted in response to requirements in the professional practice environment.

- When a background check is warranted, the student will receive an email requesting permission to run the report. This email will be set to the student’s Sullivan email account (@my.sullivan.edu) and the request should be completed immediately.
- Upon receipt of the results of a background check, students may be given the opportunity to respond or comment on any adverse report.

Each student’s background will be checked for the seven (7) years prior to the date of the application. After social security number validation, each State of residence showing any activity for that social security number will be checked. The review will include criminal records including arrests and convictions for all offenses of any type, and a review of the registries and reports of child and/or dependent adult abuse of any nature.

The Office of Student Affairs will maintain all background check data as part of the student’s academic file in accordance with applicable laws and University policy.

Upon request to the Office of Student Affairs (OSA), a copy of a student’s background check will be provided to the Office of Experiential Education (OEE). OEE will provide this information, upon request, to the requesting pharmacy practice sites. The practice site will make a determination whether the student may participate in that setting. Such a determination will be independent from any determination made by the College of Pharmacy. Upon request, the OSA will provide a copy of the results of a background check to the inquiring Board of Pharmacy. All background data will be maintained by the OSA.

If a site requires a more detailed background check than available through the program’s contracted service provider, the student assumes responsibility for scheduling and payment prior to the assigned experience. Requests for background checks should be made at least two (2)
weeks in advance of the experience to avoid delay in receiving and processing. Occasionally a site may not have notified the college of changes to site requirements and the student must take responsibility to notify the OEE if a background check is needed and to provide the requesting party’s contact information.

Should the background check disclose adverse information, the OSA will present all findings of criminal activity on a background check to the Office of the Dean. The student will be notified if it appears he/she will not meet the College of Pharmacy Expectations of its Students or the expectations of the site. The matter may be referred to the Progression Committee, which will make a recommendation to the Office of the Dean on whether to continue enrollment. The decision of the Office of the Dean will be final and binding.

**Procedure in the Event of Felony or Misdemeanor Activity**

**During the Application/Admissions Process**

Applicants will be notified if it appears that, due to the information on their application, they will not meet the College of Pharmacy Expectations of its Students or other University policies. In such cases, the applicants may be given an opportunity to provide additional information that explains their history. The decision to continue the application process will be made by the Office of the Dean in consultation with the Office of Student Affairs and the applicant as needed.

**After Matriculation of a Student**

To maintain confidentiality, the Office of Student Affairs will present all findings of criminal activity on a background check to the Office of the Dean. A student will be notified if it appears that he/she will not meet the College of Pharmacy Expectations of its Students or other University policies. The matter may be referred to the Progression Committee, which will make a recommendation to the Office of the Dean on whether to continue enrollment. The decision of the Office of the Dean will be final and binding.

**Drug Screening of Students and Impaired Students**

See Sullivan University Catalog – “Alcohol Beverages and Illegal Drugs”

Any student found in violation of this policy or any student who refuses to submit to a drug screen is subject to disciplinary action up to and including suspension or dismissal from the College of Pharmacy. **Students may be required to submit to a random drug screen at any time.**

**Drug Screening for Experiential Education**

Students may be required to submit to a drug screen as a condition for participation in experiential education activities at healthcare facilities that have partnered with the University. The cost of the drug screen is included in the annual Health Service Fee.

As the Office of Experiential Education assigns students to experiences, the Center for Health and Wellness (CHW) will be notified in advance of all students that will be needing a drug screen prior to participation. A list of students assigned to sites requiring drug screens, the date of the experience and deadline for submission of drug screen results will be provided to CHW at least 9 weeks prior to the beginning of APPE’s. OEE will update and notify CHW if changes are made.
to student experiential schedules. CHW will coordinate, schedule, and carry out the testing within the desired time frame.

Policy for Off-Site Drug Screening

In cases of drug screens for off-site locations (> 60 miles from SUCOP), students are required to follow the institution or site policies for drug screening. Any costs incurred in these situations are the responsibility of the student.

Procedures for Random Drug Screening

- In cases of random drug screens, college executive administration will notify CHW of the randomly selected students for drug screening. CHW will contact the students and schedule them for a screening the same day.
- CHW will report the results of all random drug screens directly to the Office of Student Affairs (OSA) within one (1) business day. OSA will forward results of random screenings to OEE as necessary as well as maintain documentation of all screening results as part of the student’s academic record.

A student with a substance abuse or addiction problem may have impaired judgment and skills and be unable to provide safe and competent patient care. Therefore, all members of the College community must address the problem of substance abuse and addiction as it affects students in the College. The following assumptions are made:

- Students impaired by substance abuse or addiction compromise their educational experience, the safety of patients and the integrity of the profession.
- Students who are impaired by abuse or addiction compromise their health but can be successfully treated and return to a productive level of functioning.
- The College of Pharmacy is committed to referral of affected individuals for treatment.
- Impaired students should receive an opportunity for treatment in lieu of, before, or in concert with disciplinary measures.

The responsibility of the College of Pharmacy is to refer students with abuse or addiction problems to appropriate agencies for intervention, assessment and treatment. Impaired students may contact the Professional Recovery Network through the Kentucky Board of Pharmacy (502) 564-7910. Each case will be addressed with the utmost confidentiality and compassion by the Office of the Dean. An appropriate plan in the student’s best interest will be proposed relating to his/her academic progression.

Healthcare and Immunization Documentation

Sullivan University and the College of Pharmacy maintain that student health and well-being is a vital part of everyday college life. To that end, if a student needs health-related services or mental health services, he/she is encouraged to meet with the Office of Student Affairs to discuss their need, who will refer the student to the appropriate service and/or agency.

All students enrolled in the College of Pharmacy must provide evidence of immunizations for the protection of the students and patients with whom they may come into contact. This
documentation shall be submitted to the Office of Student Affairs upon a student’s acceptance into the doctoral program or no later than the first day of classes.

Students will upload the official immunization sheet to their E*value profile and also record the immunization records in the appropriate fields of the Immunization and Certification fields of E*value. CHW is responsible for verifying all student immunization records and reporting this information to OSA, OEE, and the Office of the Dean as requested. If the student wishes to access their health information, or has any questions regarding their personal documentation, he/she should contact CHW.

The required immunizations are:

- The MMR (mumps, measles and rubella)
  - 2 doses or titer
- Tetanus/Diphtheria/Pertussis
  - Tdap/Td, if > 10 years since last booster
- Polio
  - Recommended, but not required
- Varicella
  - 2 doses or a titer or a history of disease
- The hepatitis B series or positive titer
- PPD (TB skin test) within the past 3 months prior to entrance to SUCOP
  - Students with a history/presumed exposure to BCG vaccination or Positive PPD may submit one of the following
    - Results from a T-spot (IGRA) to demonstrate absence of TB infection or latent disease
    - Chest x-ray and documentation of physical exam confirming lack of signs/symptoms of TB infection

The following immunizations/medical tests are required ANNUALLY:

1. Influenza vaccine
   - Must be immunized by fall of each year as determined by OEE and CHW.
2. PPD or T-spot
   - Students with a history/presumed exposure to BCG vaccination or Positive PPD may submit one of the following
     - Results from a T-spot (IGRA) to demonstrate absence of TB infection or latent disease
     - Chest x-ray and documentation of physical exam confirming lack of signs/symptoms of TB infection
   - Students returning from international experiences will be required to do an additional PPD test within 8 to 10 weeks of returning to the US.

**PLEASE NOTE:** Pharmacy practice sites may require additional tests and immunizations

Annual immunizations (influenza and PPD) and tests are covered each year under the Student Health Service Fee. Students that are not up to date with these immunizations and tests will NOT be permitted to participate in pharmacy practice experiences (IPPE or APPE). Students going on international experiences will be required to do an additional PPD test within 8 to 10 weeks of their return to the US. Students must also receive an annual influenza vaccination. CHW and the
OEE are responsible for enforcing adherence to this policy. CHW will maintain copies of all records pertaining to immunizations and medical tests.

Sullivan University College of Pharmacy requires students to pay an annual Health Services Fee. This fee is included in the student’s cost of attendance and may be covered by federal financial aid. The fee is non-refundable. Although required of all students, payment of the Health Services Fee does not require that a student submit to any medical treatments at CHW. Students may still choose to refuse the services, or they may purchase the services elsewhere with their own funds. Students will be required to submit proof of all immunizations and medical tests to CHW, which will maintain all student health records. (The Health Services Fee may be subject to change annually based on the cost of the medical supplies used in providing services.)

The Health Services Fee covers all of the following annually required vaccines/screenings with no out-of-pocket costs to students:
- Annual Flu Vaccines
- Annual PPD for TB testing
- Urine Drug Screens as required by IPPE or APPE sites or by the College of Pharmacy (limit of 5 per year).

**Needle Stick Policy**

1. Upon exposure to a Blood Borne Pathogen, the student is to follow the Occupational Blood Borne Pathogen protocol as directed by Sullivan University. Wash the exposed site with soap and water, remove any contaminated articles of clothing, and flush the eyes if exposure was to the eyes.
2. Report the incident to the Preceptor/Supervisor/Office manager immediately. Follow the site’s protocol for their documentation of BBP exposure. (Documentation will also be needed for Sullivan University, as outlined below)
3. Obtain the patient’s name (source of exposure) date of birth, and medical record (if in a hospital/office setting) to report the incident.
4. Obtain the patient’s (source of exposure) past medical history, which would also include history of IV drug use, HIV, and Hepatitis status, if known.
5. Ensure that a blood draw will be completed on the source, if the source consents. If the blood cannot be drawn at the site, or testing cannot be performed there, the source may need to accompany the student to the ER. If the source does not consent, the student must still obtain further medical evaluation.
6. Obtain medical evaluation immediately; within 2-4 hours of exposure at the closest Emergency Room. If prophylactic medications are needed, the shorter the time frame, after exposure, has better outcomes.
   a. Lab testing will include a rapid HIV and Hepatitis panel for the source patient. The exposed student will need a baseline HIV and Hepatitis panel.
   b. The Rapid HIV results will be disclosed to the student at the Emergency Room. The results from the Hepatitis Panel will be discussed at the follow up appointment. (see below)
7. The healthcare provider at the ER must fill out the “Physician Treatment for BBP exposure form” which the student will take with them to their follow up appointment.
8. The student must call the health service coordinator/public safety supervisor for Sullivan University at: (502) 413-8618 to report the BBP exposure within 24 hours of the incident. The “Exposure Incident Investigation Form” will also need to be submitted to the health service coordinator/public safety supervisor, the next business day.

9. The student is to call their Program Director or Clinical Coordinator to report the incident within 24 hours.

10. Follow up with a Baptist Health Occupational Medicine facility the next business day or within 48 hours of exposure. All paperwork and the “Physician treatment for BBP exposure form” from the ER, will need to be presented at that time. If you are out of the Louisville area, follow up with the closest Baptist Health Occupational Medicine facility or return to the Louisville area.

11. It is the student’s responsibility to follow the post exposure treatment and associated appointment schedule as directed by Baptist Health Occupational Medicine.

<table>
<thead>
<tr>
<th>Sullivan College of Pharmacy</th>
<th>Title</th>
<th>Number</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vinh Nguyen, PharmD</td>
<td>Director, Office of Experiential Education</td>
<td>502-413-8637</td>
<td><a href="mailto:vnguyen@sullivan.edu">vnguyen@sullivan.edu</a></td>
</tr>
<tr>
<td>Holly Byrnes, PharmD</td>
<td>Residency Program Director</td>
<td>502-413-8648</td>
<td><a href="mailto:hbyrnes@sullivan.edu">hbyrnes@sullivan.edu</a></td>
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**Student Professional Liability Insurance**

Students are required to have professional liability insurance and have it throughout their educational experiences in the College. Students professional liability insurance will be obtained and paid by the College of Pharmacy. Students will not be permitted to engage in pharmacy practice experiences without liability insurance.

**Students with Disabilities**

See Sullivan University Catalog – “Requests for Accommodation”


College of Pharmacy “Verification of Disability” form (http://sullivan.edu/wp-content/uploads/2016/06/Verification-of-Disability-Form.pdf)

**Campus Vehicle Traffic and Parking Regulations**

Parking on Sullivan University System owned or controlled property is a privilege – not a right. That privilege can be revoked at any time by any member of the University or College administration or Public Safety staff. When parking privileges are revoked because of a violation or series of violations, no refund will be provided for the cost of the campus parking permit. Students are encouraged to carpool.
The following statements apply to University parking:

- **Purchasing Permit:** Permits are purchased each quarter in the University Bookstore.
- **Parking Permit:** All students who utilize the University / College of Pharmacy parking areas must have a valid parking permit. Any car without a valid permit found on campus will be ticketed and/or towed at the owner's expense.
- **Placement of Permit:** All hanging permits should be hung on your rearview mirror. If you do not have a rearview mirror, place the permit where it is visible from the outside of the vehicle. Permits in the form of “stickers” should be placed as indicated at the time of purchase.
- **Lost/Stolen Permits:** If you lose or have your permit stolen, report it to the Public Safety Department immediately. If it is found on another vehicle, that vehicle will be towed and/or a substantial fine may be assessed. There is a $10.00 replacement fee for lost parking permits.
- **Changing your car:** If you start driving a different car, you must inform Public Safety of the new license plate and vehicle information.
- **Physical Placement of Vehicle:** For maintenance of the parking areas by security staff on campus, students are required to pull into parking spaces. Do not back in or pull through a parking space. Two reasons exist for this policy: first, it simplifies the checking of parking permits to prevent unauthorized parking and second, the fumes from exhaust systems of cars damage the shrubs and other greenery on campus. Vehicles should also be positioned between the parking spaces. Overlapping or double parking is considered a parking violation.
- **Tow-Away Policy:** Any car without a valid permit parked at Sullivan University will be towed at the owner’s expense. Any car belonging to a student, with or without a valid permit, which is parked in one of the following areas will also be ticketed and may be towed: handicap areas, the visitor’s area, future student spaces, a fire lane, on the grass or on any non-paved area of the University grounds, in an area blocking a drive or another car, in a space marked Staff, Reserved or “W”.
- **Towing Costs:** If a vehicle is towed, the owner will be charged to retrieve it from impoundment. Questions regarding the towing policy should be directed to the Department of Public Safety at (502) 413-8888.
- **Violations:** Students with unpaid parking fines will not receive their grades at the end of the quarter and will not receive a schedule for the following quarter. In addition, students with unpaid violations may not receive copies of transcripts.
- **Disabled Parking:** All students, faculty, staff and visitors who have disabled permits issued to them and properly displayed in their vehicles are eligible to park in any parking space designated as a disabled space regardless of the parking lot classification.
- **Immobilization Devices:** At the discretion of Public Safety, a vehicle parked in violation of University regulations may be immobilized instead of being towed. Immobilization of a vehicle ensures direct contact with the offender so the violation may be addressed.
- **Traffic Control:** While operating a motor vehicle on any Sullivan University System owned or controlled properties, drivers are required to obey the speed limit of 10 miles per hour and to yield, stop and/or provide the right of way to any emergency vehicle utilizing flashing or rotating red or blue lights or any combination thereof. Failure to do so will be considered a violation, which may result in disciplinary action against the offending student(s).
- **Safe Vehicle Operation:** While on University owned or controlled property, all vehicles must be operated in a safe manner at or below the 10 miles per hour speed limit. Unsafe starts that exhibit rapid acceleration, tire squealing or driving the wrong way down a one-way area of the property is strictly prohibited.
• **Vehicular Noise:** Any vehicle that is in poor repair and makes excessive noise will be prohibited from operating on University owned or controlled property until proper repairs are made. In addition, playing a vehicle’s sound system loud enough to be heard outside of the vehicle will be considered a violation of this section and disciplinary action may be taken.

• **Parking For SUCOP-West Campus:** There are two parking areas for College of Pharmacy students. The southwest parking area adjacent to the Nolan Building and the assigned parking area in front of the College of Pharmacy Building.

**Emergency or Event Notifications**

In the event of an emergency or event that results in class changes, new schedules will be sent out from the Office of Academic Affairs and Assessment. Students must register for the Rave Mobile Safety to receive current information on delays, closings or emergencies. To do so, visit www.getrave.com/login/sullivan and follow the instructions to receive notices by voice call, email or text message. Students will need their student ID to complete registration. We highly encourage you to login to the registration site to confirm your contact information and choose your notification preferences.

Students **must** contact their preceptor regarding attendance at practice sites in the event of inclement weather. Mandatory make-up sessions may be required for missed days. While class changes and cancellations may occur on campus, students on pharmacy practice experiences **must** contact their preceptor to determine the expectation for the day. All hours **must** be made up at the convenience of the preceptor.

In the event of a state of emergency, students will be expected to follow the recommendations of their site local, and federal guidelines. If the student is unsure of whether attendance is required, he/she should contact their preceptor for information. Days missed due to emergency status may be required to be made up unless otherwise directed by preceptor and the Office of Experiential Education.

**Emergency Evacuation Plan**

In the event of a fire or other emergency that requires an immediate evacuation of the College of Pharmacy, a faculty member, staff member, student or guest will pull the nearest fire alarm to activate the audible and visual alarms. All occupants of the building will immediately evacuate the building except for those employees as described below.

The COP’s main office will:

1. Immediately call 911 and extension 8888 to notify Sullivan University’s Department of Public Safety.
2. Contact the College of Pharmacy Building Maintenance Supervisor to go to the enunciator panel to determine the location of the alarm.
3. Direct faculty and staff who are not engaged in teaching activities at the time of the alarm to clear the building in teams of two—reminding team members to check all restrooms, storage closets, mechanical rooms, etc. Individuals on each floor have been designated to lead in clearing the building.
4. Faculty who are actively engaged in teaching activities at the time of the alarm will instruct all students to evacuate the building via the following exit routes and meet at the designated locations:
   a. Auditorium A – Front Door of the COP Building; Congregate by light post straight across from the front door in the median of the second row of parking.
   b. Auditorium B – Back Exit Door of the COP building immediately outside Auditorium B; Congregate to the furthest row of parking on the right.
   c. Research Labs and Recipere’ Café – Straight across from the labs and up the stairs; Congregate at the Shuttle Parking Structure.
   d. CHW – Left out of CHW door, then left out of the Nolan Building; Congregate at the Shuttle Parking Structure.
   e. CAS and PS Faculty and their APPE Students – Through wooden doors on all three COP floors through the Nolan Building side door into the Nolan Building parking lot; Congregate across from the large canopied entrance.
   f. PA Program – PA wooden door to Nolan Building exit stairs; Congregate at the Shuttle Parking Structure.

5. The Dean will position herself at the front entrance of the College of Pharmacy to act as a central collection point for information and will provide information to responding emergency personnel. If faculty determine any student(s) are missing, they will notify the Public Safety Officer from Sullivan University or Fire Chief in charge. The Public Safety Officer will provide to the Dean of the College of Pharmacy instructions during the evacuation and give her a full report after the situation has been cleared.

No one will be permitted to re-enter the College of Pharmacy until the “all clear” is given by University Public Safety staff, the Fire Department, or Senior Administrator. Once the “all clear” is given, all students, faculty and staff will return to their duties and restore normal operations as soon as possible.

In the event of absence or unavailability of the Dean, the Dean's responsibilities will be assumed by her designee.

**Library and Learning Resource Center**

The Sullivan University Library and Learning Resource Center opened in January 1999 and contains approximately 30,000 volumes, 200-plus journal subscriptions and 50-plus electronic databases comprising 18,000-plus e-journals.

Library hours along with further information on the facilities, holdings, and resources can be found at library.sullivan.edu.

**The Drug Information Center**

The Drug Information Center (DIC) at the Sullivan University College of Pharmacy (SUCOP) is an academic-based drug information center, a unit operated under the College of Pharmacy within The Sullivan University System. The DIC responds to questions from faculty, preceptors, other healthcare professionals, and students.

Hours of Operation: Monday to Friday 9:00 am to 4:30 pm. Closed on Sullivan University holidays
Personnel: The DIC is staffed by a drug information specialist pharmacist, and may also be staffed by residents and students.

ACPE Policies Related to Complaints

The following are procedures regarding student complaints in general and those relating to the standards of ACPE.

1. General Concerns/Complaints

Students who have concerns or complaints about any aspect of their education at the College of Pharmacy are strongly encouraged to bring them to the attention of the proper persons at the College, i.e. the Department Chairs, the Associate Dean of Student Affairs and/or the Dean of the College or the individual faculty member or course director of the course(s) for which there may be concerns. They may do so themselves or through their class officers. Student input is regularly solicited at Class Officer meetings held twice monthly. Input is requested directly from each student through course evaluations at the end of each quarter, year-end assessments at the end of each academic year, and program assessments near graduation. All suggestions, complaints or concerns are carefully considered.

2. Complaints Related to ACPE Standards

The College of Pharmacy undergoes the accreditation process against a set of standards, policies, and procedures published by the Accreditation Council for Pharmacy Education and available at https://www.acpe-accredit.org/. Any student may lodge a complaint against the College or the Doctor of Pharmacy program related to those standards, policies and procedures. Complaints should be in writing and sent directly to the Dean of the College. The student shall have the right to meet with the Dean to discuss his/her complaint within fifteen (15) working days. The Dean will consider the complaint, may discuss it with the appropriate individual or office and may request a meeting with the student. The Dean will respond to the student within fifteen (15) working days of receipt of the complaint or personal meeting, whichever comes later. If a student is not satisfied with the response from the Dean, he/she may address the complaint to the entire faculty through the Faculty Secretary in writing and additionally in person if he/she chooses, within fifteen (15) working days of receiving the response from the Dean. The faculty will hear the student and/or consider the complaint within thirty (30) working days of receipt and respond through the Faculty Secretary within ten (10) working days of consideration. A complainant may request of the Dean and/or the Faculty Secretary that his/her identity is kept confidential. This request will be honored as much as possible within the constraints of resolving the complaint itself.

3. Protection of the Complainant

All complaints, concerns, and suggestions made by students and the reaction to them by the College of Pharmacy are handled in the spirit of continuous quality improvement. No retribution against any individual complainant may be taken by any faculty member, staff member, College committee or the faculty as a whole because of the complaint. A file will be maintained for inspection by ACPE of all complaints and responses related to ACPE standards and the procedures involved to ensure the complainants fundamental procedural due process.
INVolVEMENT / CO-CURRICULAR

Student Professional Organizations and Activities

The Administration and Faculty of the College of Pharmacy encourage student participation in professional organizations within the College as a means of furthering student professional development and initiating contacts that will be beneficial as the student enters professional practice. In addition, student professional organizations serve as means to network and earn co-curricular hours while building future professional relationships. Currently, Sullivan University College of Pharmacy has student chapters of the following organizations:

- The PILLARS of Healthcare
  - American Pharmacists Association-Academy of Student Pharmacists (APhA-ASP) / The Kentucky Pharmacists Association (KPhA)
  - American Society of Health System Pharmacists (ASHP)/Student Society of Health System Pharmacists (SSHP)
  - Academy of Managed Care Pharmacy (AMCP)
  - National Community Pharmacist Association (NCPA)
- American Association of Pharmaceutical Scientists (AAPS)
- Christian Pharmacists Fellowship International (CPFI)
- Kappa Psi Pharmaceutical Fraternity, Epsilon Theta Chapter
- Lambda Kappa Sigma Pharmacy Fraternity for Women, Alpha Omega Chapter
- Phi Lambda Sigma Pharmacy Leadership Society, Delta Xi Chapter
- The Rho Chi Pharmaceutical Honor Society, Delta Kappa Chapter

Students are reminded that officers of student organizations must maintain a minimum cumulative grade point average of 2.50. Student officers must also maintain a grade point average of at least 2.50 for each quarter they are enrolled in the doctoral program. If a student holds 2 or more offices in student organizations he/she must maintain a minimum cumulative grade point average of 2.80.

If a student officer is unable to maintain the academic goals specified above, he/she will meet with the chapter advisor and/or the Office of Student Affairs to determine the appropriate plan of action which may include suspension from the office for a period of time, reduced duties, complete removal, etc.

College of Pharmacy Class Officers

Each class will have a set of class officers that will plan/oversee activities and help to resolve issues within the class. The Class Officers will also oversee the Ambassadors and Student Committee Representatives. If students are having an issue they would like their Class Officers to address, they may speak to them directly or complete an electronic anonymous comments form at https://secure.sullivan.edu/Forms/COPAnonymousCommentsForm.aspx webpage.
Student Ambassadors

The Student Ambassador Program is instituted in the College of Pharmacy in order to provide an additional mechanism to engage our Student Body in the activities of the College. Students can volunteer to be a Student Ambassador. Students who are in good academic and professional standing, that is, having at least a 2.50 grade point average (on a 4.0 scale) are eligible for appointment. There is no voting process to become an Ambassador. Students must only volunteer and meet the academic and professional standards. The functioning of the Student Ambassadors will be coordinated by the Office of Student Affairs.

Student Committee Representatives

At SUCOP we want our students to have a voice on the college’s standing committees. Each class will have a representative and an alternate on the following committees:
- Admissions Committee
- Co-Curriculum Committee
- Curriculum Committee
- Experiential and Technician Advisory Committee
- Information Technology and Advancement Committee
- Planning and Assessment Committee
- Professionalism Committee
- Progression Committee
- Research Committee
- Scholarship and Awards Committee

The Class Officers will conduct call outs for all those wishing to be a committee representative. The Class Officers, with the direction of the Office of Student Affairs, will vote on who will represent their class.

For more information on the responsibilities of Student Committee Representatives, please see the Office of Student Affairs for the full policy.

Student Professional Honors and Awards

SUCOP has several opportunities for students to earn honors and awards. Available honors and awards will be housed on the college’s website and the Scholarship and Awards Committee will update the student body annually on current opportunities.

Professional Development Plan

The Professional Development Plan (PDP) is a multifaceted approach to help students develop their professional skills utilizing activities outside the classroom. These activities include advising sessions, the professionalism series and co-curricular activities which include the speaker series and service learning hours. These activities are not a part of the curriculum but are purposeful and are requirements to complete the PharmD program. Failure to meet these expectations may result in delayed graduation.
The full description and expectations of the PDP can be found on the Sullivan University College of Pharmacy webpage. Any questions about the PDP should be directed to the Office of Student Affairs.

EXPERIENTIAL EDUCATION

Selection Process

Site Selection Criteria

Experiential sites must provide students with the support needed to practice skills, apply knowledge and attitudes that will allow for transitioning from a didactic learner to a practice ready pharmacist. Ideal sites provide opportunities for collaboration with other healthcare professionals and adequate resources for the student to complete the experiential objectives. The site must foster an environment that is conducive to learning, including but not limited to; sufficient patient interaction or daily census, appropriate staff to allow ample time to achieve all course objectives, and support for preceptor development. The site must be in compliance with licensing and accreditation requirements. All sites must complete a student affiliation agreement.

Introductory Pharmacy Practice Experiences (IPPE) Assignment Criteria

Students may be required to relocate to sites distant from the College of Pharmacy. The Office of Experiential Education (OEE) will ask students upon entering the program which regions of the designated area the student has access to room and board. OEE will match students with experiences in the areas where they have resources. Students will be responsible for informing OEE of any change in their resources. All students will be treated equally, exceptions will be made only as medically necessary.

In the instance a student is placed in an area he/she does not have resources, the student should contact the OEE for further information regarding room and board within the designated experiential area.

Advance Pharmacy Practice Experiences (APPE) Assignment Criteria

Experiential sites will be assigned by the Office of Experiential Education (OEE). Consideration is made for student selection but site assignment is determined by availability, program requirements and available resources. Students will complete seven (7) Advance Pharmacy Practice Experiences. All APPE’s will consist of 6 week experiential opportunities. Students are required to complete one of each of the four core experiences; Ambulatory patient care, Hospital/Health systems, Inpatient General Medicine, and Community pharmacy. Core experiences will focus on direct patient care, systems management, interprofessional education (IPE) and professional development. Students will complete two elective experiences providing the opportunity to explore several less common areas of practice and one selective direct patient care experience (ambulatory patient care or inpatient general medicine patient care). Other requirements include the following:

1. Required practice experiences must involve direct patient care.

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1 ACPE Standards 2016, Appendix 3
2. Elective experiences may be taken at any level of patient care
3. Students may complete no more than 2 APPE’s with the same clinical preceptor.
4. Students may not be placed at any facility where ownership or direct supervision is performed by a family member or relative.
5. Students may not be paid for any experiential course for which academic credit is given.

Choosing APPEs

Experiential opportunities are used to introduce the student to all areas of pharmacy practice. Students are reminded that the practice experiences should be diverse and challenging. Students will rank their preferred APPE sites from a list of available experiential opportunities. The list will be available in E*Value for the students to review once schedules from preceptors have been finalized. All selections will be made through the optimization system administered by E*Value. Student APPE schedules will be released to the students during the winter quarter of the P2 year. Students will be permitted to switch or “trade” experiential sites with each other provided the OEE approves the “trade” or switches. No trades or switches are permitted without the prior approval of the Office of Experiential Education. A trading day will be designated ahead of time following release of the schedules.

International experiences will be supported by the OEE to the extent possible. International experiences can expand the horizons of students learning and enhance a global appreciation of the profession. Students, however are reminded, that hours spent on international experiences do not qualify for internship hours by state boards of pharmacy. Students are responsible for all cost incurred.

Changing Student Experiences (IPPE and APPE)

Once the schedule is finalized, there will be no changes to the schedule unless the preceptor is no longer available, or the student is unable to complete the experience due to medical reasons. In the event that a preceptor may find it necessary to cancel an experience after student(s) are assigned, OEE will re-assign students based on available sites and experiential requirements. Displaced students may be required to travel to distant sites within the designated Kentucky and Southern Indiana area. The determination of the OEE is final and OEE remains the final arbiter of all pharmacy practice experience placements.

Housing

Every effort is made to ensure students are placed in a geographical area where they have housing. If this is not available, housing will be provided. OEE will work with sites to provide students with safe and comfortable housing. Accommodations range from guest rooms in private homes to on-site apartment living. Most accommodations are located within minutes of the clinical site.
Expectations of Students on Experientials

It is the responsibility of the student to contact their preceptor at least 3 weeks prior to the experience.

Students should request the following information, at minimum, from the preceptor
- Schedule
- Dress code
- Meeting place (e.g. first day of experience)
- Parking
- Prerequisites.

Students are reminded that sites may require additional background checks and drug screens for which scheduling and funding are the student responsibility. Failure to comply with these requirements may result in course failure.

Transportation

Students are required to have adequate transportation to all assigned experiences. The lack of adequate transportation will not be an excuse for reassignment.

Remuneration Policy

Students cannot be paid for any time spent on SUCOP experiential experience for which academic credit is given.

Conflict Resolution

Students must attempt to resolve any conflicts that may develop. In the event there is a conflict between preceptor and student that cannot be resolved without intervention, OEE should be notified as soon as possible. If resolution is not a viable alternative, the student may be reassigned to another preceptor or site. The OEE will investigate and work with the Office of Student Affairs (OSA) to resolve all conflicts and complaints brought to its attention.

Confidentiality

Patient confidentiality must be maintained at all times in accordance with HIPAA, state regulations and SUCOP policies. Students should be aware of site specific policies regarding confidentiality. Students are reminded that no identifying patient information should be given in case presentations or patient discussions or be taken outside the facility. Patient information should NEVER be shared in any type of public forum or social media of any form (e.g. Facebook, Twitter, Instagram, etc.). Any violation of patient confidentiality is a violation of the Student Honor Code and will be referred to OSA for appropriate action.
Ethics

As a student of the Sullivan University College of Pharmacy, you represent yourself, the college, and the profession of pharmacy. Ethical and professional behavior is mandated and unethical behaviors will not be tolerated. Any breach of ethical standards will be referred to OSA for appropriate action.

Course and Grade Information

Evaluation and Assessment

Student assessment and evaluation is the responsibility of the preceptor and the student. Student assessment is an ongoing process that requires continuous feedback, reflection and demonstrated competency.

- Students must review their Portfolio with their preceptor at the start of each experience.
- Students are required to review and complete the Required Experience Checklist while on the respective required APPE. These required checklists are located in the syllabus for the experience. (Ambulatory patient care, Hospital/Health systems, Inpatient General Medicine, and Community pharmacy).
- The practice experience syllabus represents the minimum course outcomes and objectives. Preceptors can enhance the minimum requirements or require the completion of additional objectives by the student.
- Preceptors will assess and evaluate students at mid-term and at the end of the experience. More frequent student assessment may be necessary depending on a student’s progress.
- Preceptors will not be able to review the student’s evaluation of the site and preceptor until the preceptor has submitted the student’s final evaluation.
- Evaluations of the preceptor and site will be completed by the student at the end of the experience and must be completed in order for the student to gain access to view their own final assessment.
- Final evaluations must be completed in E-value within five (5) business days of the end of the experiential block.
- Preceptors will have access to their evaluations completed by students within five days of the end of the experience.

Grading Scale

69.5% - 100% = Pass
≤ 69.4% = Fail

Grading Policy

Introductory Pharmacy Practice Experiences (IPPE) and Advance Practice Pharmacy Experiences (APPE) will be graded as pass/fail.
A grade of 69.5% or better is required to pass all IPPE and APPE experiences. Students who fail an IPPE or APPE will not have the opportunity for remediation. All experiential experiences which are failed must be repeated and passed in order for a student to qualify for graduation from SUCOP. Students who fail two APPE experiences will be dismissed from the College of Pharmacy.

Preceptors may dismiss or request removal of a student from a site for academic, professional or ethical reasons. Students removed from a site will receive “F” (failing) for that experience and will have to repeat the experience. Failure of two (2) IPPES, two (2) APPEs, or a combination of two (2) experiential experiences (e.g. one (1) IPPE and one (1) APPE) will lead to dismissal from the COP.

Withdraw Policy

A student withdrawing prior to week 7 of a longitudinal IPPE experience or week 4 of a hospital IPPE or an APPE experience will have earned a “W” (withdraw). The student will repeat the experience, some part of the experience as designated by the preceptor, or a similar experience to ensure the student meets the experiential requirements for graduation.

A student withdrawing after week 7 or week 4 (as noted above) of an experience will have earned a “WF”. The WF is regarded as a failing grade. The student will be required repeat the entire experience.

Student Grade Appeals

A student who believes his/her grade in an IPPE or APPE is incorrect should first verify its accuracy with the Office of Experiential Education. If, after verification, the student still believes the grade is inappropriate, he/she should submit a written appeal to the Associate Dean of Experiential Education within three (3) working days, outlining the reasons he/she believes the grade is inappropriate and include such evidence and/or mitigating circumstances as necessary. The Associate Dean will review the matter, consult with the clinical faculty preceptor and the student as necessary and render an opinion. The student may then submit a written appeal to the Dean of the College. The Dean will review and render a decision. If the student is not satisfied with the decision of the Dean, he/she may appeal to the main university using the grievance procedure outlined in the Sullivan University Catalog.

Grade Submission

Grades will be submitted to CampusNexus within 5 working days of the end of each quarter. Grades are submitted by preceptors, signed off by the Office of Experiential Education, the Assistant Dean and Chair of Clinical and Administrative Sciences, the Assistant Dean of Academic Affairs and Assessment, and the Dean of the College of Pharmacy. Grades will be entered into Campus Nexus by the OEE.

Concern and Praise Cards

These evaluations can be found in E-value by clicking on the Evaluations tab then clicking on the On-The-Fly tab. These confidential evaluations enable you to alert OEE of a concern or praise about a specific preceptor or student encounter. Praise cards are also used to identify students and preceptors fulfilling the criteria for Preceptor of the Year and Student of the Year.
**Course Syllabus**

The course syllabi can be found on the OEE web page. Your preceptor will provide a copy of the experience specific syllabus for your reference. The syllabi should act as a guide to helping you achieve the skills, competencies, and attitudes that are expected during each type of experience. Your preceptor may add items to the syllabi but you must complete the required items contained within each syllabus.

**Course Evaluation**

The course evaluation tool can be found on the EE web page. You and your preceptor should discuss your progress at a minimum at the midpoint and end of the experience.

**NAPLEX Review Program**

Sullivan University College of Pharmacy has paid for access to a NAPLEX preparation program and quiz banks for all graduating students. Students will be required to work through the quiz banks prior to graduation. Students are also encouraged to view the videos for the topics that will be covered during the assigned experience in addition to reviewing topics in preparation for the NAPLEX.

**Calculations**

A calculations workbook will be sent to all students at the beginning of block 5. This workbook will need to be completed and uploaded into Foliotek no later than the first day of Block 7. This workbook is to help you refresh your calculations prior to having to do the Kaplan prep calculations. An answer key will be posted once all students have uploaded their assignments. A calculations refresher will be scheduled during Block 7 to go over any questions that students struggled with.
### ACADEMIC CALENDAR

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<tr>
<td>P3s (APPEs): No Holidays</td>
<td>Jul 5-Sep 24 Break: Sep 25-Oct 1 (1 wk) (6 wk APPE)</td>
<td>Jul 2-Sep 23 Break: Sep 24-Sept 30 (1 wk) (6 wk APPE)</td>
<td>Jul 1-Sep 22 Break: Sep 23-Sep 29 (1 wk) (6 wk APPE)</td>
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### STUDENT COMPLIANCE FORM

Once you have read this handbook, please use the following link to verify your understanding of the requirements and expectations of the pharmacy program at Sullivan University College of Pharmacy.