



**Sullivan
University**

*College of Pharmacy
and Health Sciences*

SULLIVAN UNIVERSITY
COLLEGE OF PHARMACY AND HEALTH SCIENCES
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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 and College of Pharmacy and Health Sciences 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

Sullivan University and the College of Pharmacy and Health Sciences are committed to operating a reasonably safe and secure educational facility on behalf of faculty, staff, students and guests. This includes taking precautions to minimize exposure to injury and/or illness. However, from time to time, accidents do happen and, therefore, this policy and explanation of procedures has been developed to clarify the institution’s responsibility and response to occasions of injury or illness.

- **Students must *maintain* their own private health insurance and carry with them, at all times, their health insurance identification card.**

Neither Sullivan University nor the College of Pharmacy and Health Sciences act as an insurer and generally do not provide medical coverage for illness or injury sustained while at Sullivan University or the College of Pharmacy and Health Sciences or while engaged in curricular and/or extra-curricular events. In no instance will Sullivan University or the College of Pharmacy and Health Sciences guarantee payment to any third-party provider for any type of medical care.

Emergency services provided on-site by University emergency staff is offered to faculty, staff and students at no charge. The University’s staff, when seeing an individual presenting for emergency medical assistance, is required, however, to gather information and complete forms related to one’s personal medical insurance. This information may be furnished to other insurance agencies, as required, when the agency is directly involved and/or considering an individual’s claim. In addition, this information may be provided to third party healthcare providers who treat an individual referred for further treatment by University staff.

The “Health Office Incident Report” that is completed by the University’s EMT staff is a form specifically used to document an individual’s injury or illness. In addition, it serves as a record of treatment, a statement in support of HIPAA regulations, consent for treatment by EMT staff and a disclosure of the routing of the information contained in the report. Finally, the form contains billing information, continued care recommendations and a release of liability/refusal for treatment section used only when immediate care by University EMT staff is refused. Individuals wishing to keep the University from having/keeping any and all medical information should, upon a need for treatment, immediately refuse treatment and request an ambulance or make arrangements for other transportation to a medical facility. Unconscious individuals and/or individuals unable to give consent at the time of the assessment will be treated on an emergency basis until an ambulance or other medical authority arrives and assumes care for the infirmed or unless an individual regains consciousness and refuses further treatment by University staff.

While on Sullivan University System owned or controlled property, or, while attending any event sponsored, co-sponsored or endorsed by the University or the College of Pharmacy and Health Sciences, University officials may summon an ambulance and/or other community emergency resources if an individual is injured or ill and, in the judgment of University staff, medical attention is required. Conscious individuals may subsequently refuse treatment and/or transportation by the ambulance service upon their arrival. However, the staff of the institution will want, in each situation so indicated, to meet the requirement of due diligence in safeguarding the health, life and safety of people on University property or at University or College sponsored events. In no instance will medical charges, as a result of illness or injury, be provided by the Sullivan University while any student or other participant is engaged in an athletic exercise, sports activity or other extra-curricular activity regardless of the institution's sponsorship of the activity.

For clarification and/or information regarding the University's policies relating to insurance and/or medical payments, questions should be directed to the University EMT staff or the Sullivan University System Accounting Department.

All safety and security incidents involving a student on experiential (Introductory Pharmacy Practice (IPPE) or Advanced Pharmacy Practice Experiences (APPE) for student pharmacists), clinical (shadowing or clinical rotations for student physician assistants), or externship (for student pharmacy technicians) experiences must be reported to the Office of Experiential Education (OEE) or Office of Clinical Education (OCE). Examples of such incidents include but are not limited to assaults, car break-ins, accidents to and from a site.

Students experiencing a medical emergency during the period of authorized presence on experiential, clinical, or externship experiences should use initial medical treatment for injuries or illness. The experiential, clinical, or externship site shall not be liable for costs of treatment. Students are to notify their preceptor and the OEE or OCE of the site related injury or illness. Students should follow the policy and procedures outlined by the sites. The OEE or OCE will complete a Health Office Incident Report and obtain a copy of the site incident report to be maintained in the student's academic file. SU COPHS assumes responsibility for cost associated with Post-Exposure Prophylaxis.

Printing/Paper Usage

See Sullivan University Catalog – "Printing/Paper Usage".

Pharmacy students may see the Office of the Dean 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 and Health Sciences. This identification is used to gain access to the College of Pharmacy and Health Sciences 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 visible 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 ten-dollar (\$10.00) replacement charge.

Register to Vote

See Sullivan University Catalog – “Register to Vote”.

Harassment Policy and Procedure

See Sullivan University Catalog “Student Behavior and Responsibilities” for definition of harassment

See Sullivan University Catalog – “Sexual Offense Policy” for Title IX procedures and definitions of sexual offense.

Complaints of harassment are to follow the University policies (noted above). The Sullivan University College of Pharmacy and Health Sciences (SU COPHS) Office of Student Affairs is the “appropriate department” and the COPHS Associate Dean of Student Affairs or his/her representative is the designated University official, mentioned in the policies above, for the COPHS. Once reported, allegations of harassment are investigated, and appropriate actions taken.

Smoking/Tobacco Use Policy

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

In addition, there is NO vaping, smoking or tobacco use permitted ANYWHERE on the COPHS 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 COPHS’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”.

SU COPHS Curriculum and Course Descriptions

For the Doctor of Pharmacy degree, see Sullivan University Catalog – “College of Pharmacy and Health Sciences” and “Doctor of Pharmacy Course Index”.

For the Master of Science Physician Assistant (MS) degree, see Sullivan University Catalog – “The College of Pharmacy and Health Sciences” and “Graduate Course Descriptions”.

For the Pharmacy Technician Program, see Sullivan University Catalog- “The College of Pharmacy and Health Sciences”

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.

Sullivan University College of Pharmacy and Health Sciences Mission/Vision/Values

Mission: To improve the health and wellness of individuals and communities through developing dynamic and thoughtful leaders, serving the needs of diverse populations, and innovating to improve the human condition.

Vision: Exceptional well-being – improving lives one student, one patient, one community at a time.

Values: compassion, leadership, excellence, advocacy, and respect

Doctor of Pharmacy Program Mission/Vision/Values

Same as College of Pharmacy and Health Sciences Mission/Vision/Values

Master of Science Physician Assistant Program Mission/Vision/Values/Goals

Mission: To educate medical professionals to provide ethical, high quality healthcare as part of an interprofessional team. We will educate students to become life-long learners that remain dedicated to serving diverse communities with compassion and promoting the profession.

Vision: To provide excellence in educating Physician Assistants who will work together and with other providers to best serve our country's diverse communities compassionately and with integrity, keeping current in theory and practice and promoting the PA Profession throughout the Commonwealth of Kentucky and the rest of the nation.

Values:

1. Professional Integrity as a foundation for excellence in PA practice.
2. Advocacy for the patient, the profession & the community.
3. Compassion as the appropriate approach to every interaction.
4. Teamwork as an inexorable quality of the PA profession and healthcare model.
5. Lifelong Learning as an ongoing, voluntary, and self-motivated pursuit of knowledge.

Goals:

- Attract and matriculate a diverse student body
- Sustain a high first-time PANCE pass rate
- Cultivate competent, employable graduates

Pharmacy Technician Program Mission

Mission: Elevate pharmacy practice through fostering student learning and growth in the clinical sciences, educating and preparing pharmacy technician students to practice in the 21st century in a variety of healthcare settings with a strong foundation in clinical and technical sciences

Goals:

- Prepare students to develop the life skills necessary to be ethical and moral professionals with a dedication to lifelong learning.
- Be advocates for the profession of pharmacy through professional pharmacy organizations, and mentorship to encourage practice advancement.
- Provide the building blocks to prepare students for advanced training and placement in pharmacy and other health science careers.

Equal Educational and Employment Opportunity Institution

All applicants for the College of Pharmacy and Health Sciences degree programs meeting the educational requirements and professional standards of the degree being sought 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 – Doctor of Pharmacy and Pharmacy Technician Programs

See Sullivan University College of Pharmacy and Health Sciences webpage – “About Us > Resources > Faculty Search”.

<https://sullivan.edu/college-of-pharmacy-and-health-sciences/faculty/>

Administration, Faculty, and Staff – Master of Science Physician Assistant Program

<https://sullivan.edu/college-of-pharmacy-and-health-sciences/master-of-science-in-physician-assistant/faculty>

Office Contact Information

Office of the Dean - (502) 413-8640

Office of the Assistant Dean of Academic Affairs and Assessment - (502) 413-8636

Office of Student Affairs - (502) 413-8645

Office of the Associate Dean of Student Affairs - (502) 413-8657

Office of the Director of Student Affairs - (502) 413-8959

Office of Experiential Education - (502) 413-8634

Office of the Associate Dean of Experiential & Interprofessional Education - (502) 413-8963

Office of the Director of Experiential Education - (502) 413-8637

Office of the Physician Assistant (PA) Program - (502) 413-8659

Office of the Program Director of Physician Assistant (PA) Program - (502) 413-8944

Office of Director of Didactic Education for PA Program - (502) 413-8941

Office of Director of Clinical Education for PA Program - (502) 413-8943

Office of Director of Basic Sciences and Assessment for PA Program - (502) 413-8309

Office of the Pharmacy Technician Program - (502) 413-8996

Department of Clinical and Administrative Sciences - (502) 413-8632

Department of Pharmaceutical Sciences - (502) 413-8955

Office of the Center for Health and Wellness - (502) 413-8991

Office of Financial Planning - (502) 413-8968

Office of Lifelong Professional Development - (502) 413-8991

Office of Research - (502) 413-8955

The Drug Information Center - (502) 413-8638

Student Counseling and Mental Health Center - (502) 413-8617

Purpose and Scope of the Student Handbook

The College of Pharmacy and Health Sciences Student Handbook is prepared for use by students enrolled in any degree program of the College. The Sullivan University College of Pharmacy and Health Sciences operates on an academic calendar year defined as July 1st – June 30th. The Student Handbook is a resource of information relating to the organization of the College of Pharmacy and Health Sciences, 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 and Health Sciences reserves the right to rescind or otherwise modify the provisions of this Student Handbook with or without notice. Neither the College of Pharmacy and Health Sciences 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.

Expectations of Students

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

We are dedicated to excellence in healthcare education and research as well as the highest standards of patient care. Our educational programs and eligibility for licensure, if applicable, as a healthcare practitioner 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 participate in both patient and non-patient care related activities as required by their program of study.

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 healthcare practitioners. The student must demonstrate compassion and concern for others whether they are patients, caregivers, or colleagues. As a healthcare practitioner, 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

Master of Science Physician Assistant Program

Each student will be assigned a Faculty Advisor who is a member of the core faculty. Students will have a didactic faculty member as their advisor during didactic year and a clinical faculty member during clinical year. Requests for reassignment of a student to another Faculty Advisor will be reviewed by the Program Director. Faculty Advisors will attempt to meet at least twice per year (more often if necessary) either with students individually or as a group. Advising forms are filled out during these meetings and kept in the student's file.

Doctor of Pharmacy Program

A schedule of Doctor of Pharmacy classes is published each quarter by the Office of Academic Affairs and Assessment. Courses in the Doctor of Pharmacy 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 selective and 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 Pharm.D. program. 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 Advisor Day in accordance with the Professional Development Plan.

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. As one means to provide early intervention Faculty Advisors will notify students to come meet with them to ensure the provision of appropriate college and/or university resources. In cases of multiple assessment failures, the Office of Academic Affairs and Assessment will notify the Office of Student Affairs for additional follow-up with the student.

Pharmacy Technician Program

A schedule of classes is published each quarter by the Director of the Pharmacy Technician Program. Courses in the Pharmacy Technician program may include a mixture of general education classes and pharmacy technician classes. They are taken in sequence and culminate in a certificate, diploma or associate degree (depending

upon which the student has enrolled) upon successful completion of the pharmacy technician curriculum.

Each student is assigned a Faculty Advisor who will remain the student's advisor throughout the curriculum. The Faculty Advisor meets with the student regularly to monitor the student's academic progress and recommend courses for the upcoming quarter. If a student's academic and/or professional performance is less than satisfactory, the Faculty Advisor will defer to the Director of the Pharmacy Technician Program.

Annual Compliance Courses

In preparation for experiential experiences and as part of the SU COPHS curriculum, students are assigned SkillSoft/CEImpact course work to be completed annually. It is the responsibility of the student to set up a SkillSoft/CEImpact account on the website. Students will be given a deadline by which all assigned SkillSoft/CEImpact 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 the appropriate electronic database 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 progression, which may affect the student's graduation date.

All of the following courses must be completed prior to participating on experientials/clinical rotations. 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
11. Sullivan University College of Pharmacy and Health Sciences Student Handbook

Grievance Procedure

Students are required to follow the grievance policies for the College of Pharmacy and Health Sciences programs as stated in the Student Handbook. If the Dean should

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 and Health Sciences Satisfactory Academic Progress Policy
(Revised March 2018)*

Satisfactory Academic Progress Policy for PharmD and PA Programs

The College of Pharmacy and Health Sciences (COPHS) programs covered in this policy are the Doctor of Pharmacy (PharmD) program and Master of Science Physician Assistant (PA) program. Students covered in this policy 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 and Health Sciences. This policy applies to all 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 COPHS’s SAP standards.

Grade Application Chart

GRADE	Definition	Included in Credits Earned	Included in Credits Attempted	Included in Cumulative GPA Calculation
A	Excellent	YES	YES	YES
AU	Audit	NO	NO	NO
B	Above Average	YES	YES	YES
C	Average	YES	YES	YES
F	Failing	NO	YES	YES
I	Incomplete	NO	YES	YES
NF	Failing – Lack of Engagement	NO	YES	YES
S	Satisfactory	YES	YES	NO
T	Transfer	YES	YES	NO
U	Unsatisfactory	NO	YES	NO
W	Withdrawal up through week #7	NO	YES	NO
WF	Withdrawal after week #7	NO	YES	YES

The following criteria are utilized when evaluating student satisfactory academic progress:

- Credits will be applied to the COPHS'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.
- Incompletes (I), instructor drops (NF), and failures (F, WF, NF) 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 SU COPHS.
- 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 COPHS students are the same as for all University students with the exceptions of the following:
 - Doctor of Pharmacy program
 - 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.

- Master of Science Physician Assistant program
 - Minimum cumulative GPA of 3.0 is required at each quarterly evaluation point
 - Minimum cumulative GPA of 3.0 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 COPHS programmatic handbooks (i.e. Doctor of Pharmacy and Master of Science Physician Assistant).

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: (e.g. Doctor of Pharmacy program)

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. For example, students in the Class of 2021 Doctor of Pharmacy program are required to have 176 credits and may attempt a maximum of 264 (176 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 Doctor of Pharmacy in a maximum of 5 years.

Student Status Definitions:

Active – The student is in good standing with the University with no punitive action status.

Financial Aid Warning – A previous “Active” status student who is receiving Title IV HEA and/or Kentucky state financial aid and is not now achieving SAP standards will be placed on “Financial Aid Warning”. The student may continue to attend classes and receive Title IV HEA and/or Kentucky state financial aid for one additional quarter of attendance while on Financial Aid Warning status. In addition, a “Financial Aid Warning” status is notice to the student that continued failure to achieve SAP standards will result in further punitive action by the University and the loss of the availability of Title IV HEA and/or Kentucky state financial aid.

Academic Warning - A previous “Active” status student who is not receiving Title IV HEA and/or Kentucky state financial aid and is not now achieving SAP standards will be placed on “Academic Warning” status. The student may continue to attend classes while on “Academic Warning” status for one additional quarter. In addition, an “Academic Warning” status is a notice to the student that continued failure to achieve SAP standards will result in further punitive action by the University.

Financial Aid Probation by Appeal – A previous “Suspension” status student who has successfully appealed for reentry due to extenuating or special circumstances as outlined in the appeal processes stated below may be placed on Financial Aid Probation by Appeal status. The Financial Aid Probation by Appeal student may be eligible for Title IV HEA and/or Kentucky state financial aid due to extenuating and/or special circumstances. The Financial Aid Probation by Appeal status allows the student to continue classes with a goal of achieving SAP standards by the end of the Financial Aid Probation quarter or by a specified period of time established in an Academic Recovery Plan.

Academic Probation by Appeal – A previous “Suspension” status student who has successfully appealed for reentry may be placed on Academic Probation by Appeal status. The Academic Probation by Appeal student does not receive Title IV HEA and/or Kentucky state financial aid. The Academic Probation by Appeal status allows the student to continue to attend classes with a goal of achieving SAP standards by the end of the Academic Probation quarter or by a specified period of time established in an Academic Recovery Plan.

Suspension – A previous “Warning” or “Probation” status student will be suspended if the student fails to meet SAP standards and/or fulfill the terms of the Academic Recovery Plan (ARP) at the end of the warning or probation term. A suspended student may not continue in school nor receive Title IV HEA and/or Kentucky state financial aid unless reinstated through the SAP appeal process. The student is not eligible for Title IV HEA and/or Kentucky state financial aid while suspended.

Terminated – The student has been permanently withdrawn from the University. The student is not eligible for Title IV HEA and/or Kentucky state financial aid.

Failure to Meet Satisfactory Academic Progress (SAP) Standards:

A previous “Active” student for whom it has been determined is currently not meeting the minimum SAP standards will be placed on “Financial Aid Warning” or “Academic Warning” status for one additional quarter of attendance.

Financial Aid Warning status allows a student who currently utilizes Title IV HEA or Kentucky state financial aid to continue to attend class(es) for one additional quarter and utilize these funds while attempting to achieve SAP standards. A Financial Aid Warning status also places a student on notice that he/she will be suspended from the University and lose Title IV HEA and Kentucky state financial aid eligibility if all academic progress standards are not met by the end of the Financial Aid Warning quarter.

Academic Warning status allows a student to continue to attend class(es) for one additional quarter while attempting to achieve SAP standards. A student on Academic Warning status does not receive Title IV HEA or Kentucky state financial aid. An Academic Warning status also places a student on notice that he/she will be suspended from the University if all academic progress standards are not met by the end of the Academic Warning quarter.

If at any evaluation point a Financial Aid Warning or Academic Warning status student fails to satisfy all SAP requirements, he/she will be suspended from the University and the student status will become “Suspension”. Re-admittance to the school and re-establishment of financial aid eligibility is only possible through the Satisfactory Academic Progress Appeal process.

Upon any evaluation that affects a student’s eligibility for Title IV HEA and/or State financial aid funds, a notification letter will be mailed via the United States Postal Service to the student at the address on file with the University. The letter will be sent, depending on the student’s campus location/division of enrollment, by the Coordinator of Academic Progress (Louisville), the Associate Dean of Academic Affairs (Lexington), the Director of Education (Ft. Knox), the e-Learning Registrar (e-Learning), Assistant Dean of Academic Affairs and Assessment of the College of Pharmacy and Health Sciences (COPHS), or other designated school official.

A student who believes he/she has encountered a special circumstance(s) that has impeded his/her satisfactory academic progress resulting in a punitive action by the University and/or loss of Title IV HEA or Kentucky state financial aid may utilize the appeal process as outlined in this policy.

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 Kentucky state financial aid. More information is available at <http://sullivan.edu/appeals>.

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 COPHS Office of Academic Affairs and Assessment, in consultation with other programmatic committees, 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 at the COPHS. 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 COPHS. 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 COPHS following a period of absence and/or suspension should contact the COPHS 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 COPHS 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 COPHS, 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.

Pharmacy Technician Program

See Sullivan University Catalog – "Satisfactory Academic Progress Policy".

Course Pre-requisites – Doctor of Pharmacy Program

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 I, Self-Care II, 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 1 then he/she cannot progress on to the course(s) in column 2.

COLUMN 1	COLUMN 2
PHR 5003: Pharmaceutics I	PHR 5203: Pharmaceutics II with Lab
PHR 5004: Pharmaceutical Calculations with Lab	PHR 5203: Pharmaceutics II with Lab
	PHR 5007, PHR 5206, and PHR 5047: Patient Care Labs
	PHR 5603: Sterile Dosages with Lab
PHR 5005: Pharmacy Law and Ethics	PHR 5205, PHR 5406, and PHR 5601: IPPE Community
	PHR 5600: IPPE Hospital
PHR 5603: Sterile Dosages with Lab	PHR 5600: IPPE Hospital
PHR 5007: Patient Care Lab	PHR 5205, PHR 5406, and PHR 5601: IPPE Community
PHR 5206: Patient Care Lab	PHR 5406 and PHR 5601: IPPE Community
PHR 5407: Patient Care Lab	PHR 5601: IPPE Community
PHR 5408: Self-Care I	PHR 5606: Self-Care II
PHR 6003: Biopharmaceutics and Pharmacokinetics I	PHR 6203: Biopharmaceutics and Pharmacokinetics II
PHR 6203: Biopharmaceutics and Pharmacokinetics II	PHR 6605: Clinical Application of Pharmacokinetics Lab
PHR 6002: Patient Care Lab	PHR 6202, PHR 6403, and PHR 6603: Patient Care Lab
PHR 6202: Patient Care Lab	PHR 6403 and PHR 6603: Patient Care Lab
PHR 6403: Patient Care Lab	PHR 6603: Patient Care Lab
PHR 5402: Research Design and Literature Evaluation I	PHR 6006: Literature Evaluation and Application

Course Pre-requisites – Pharmacy Technician Program

See Sullivan University Catalog – “Undergraduate Course Descriptions”.

Remediation Policy

Master of Science Physician Assistant Program

Remediation is “the program’s defined and applied process for addressing deficiencies in a student’s knowledge and skills, such that the correction of these deficiencies is measurable and can be documented.” (ARC-PA Accreditation Standards Manual, fourth edition: Definitions).

Students’ Medical Knowledge, Clinical Reasoning, Patient Care Skills, Interpersonal Skills, and knowledge of Systems-Based Practice are closely monitored, assessed, and documented by either the Didactic/Clinical Coordinators, the students’ faculty advisor, the Course Coordinators, adjunct faculty, Clinical Preceptors, Director of Didactic/Clinical Education and ultimately, the Program Director. Deficiencies are promptly identified during classroom activities, campus-based clinical skills training, clinical rotations, academic advising, course assessments, and/or clinical evaluations.

Remediation does not ensure that the student will successfully attain the required level of performance, but it serves to support the student in his/her attempt to acquire the necessary knowledge and skills to proceed in the didactic curriculum, to advance to the clinical year, and successfully complete the PA program.

Deficiencies that do not respond to informal academic Intervention qualify for a more formal process of remediation. The process is designed to be proactive, with the goal of identifying at-risk students as early as possible. Sullivan University PA program uses the following process to identify and remediate students deemed at risk:

Identification and notification:

1. Any time during the quarter, the Course Coordinator may identify an issue requiring academic or professional intervention. This may occur after the administration of exams, preceptor evaluations in the clinical year, or after poor performance on assignments whether written, practical, or clinical in nature.
2. The Course Coordinator will notify the student, Director of Didactic or Clinical Education, and/or the Didactic or Clinical Coordinator and/or Faculty Advisor of the need for intervention and request a meeting with the student. This may be done verbally, by e-mail, or by written correspondence within **2 business days of the identification**.
3. The student must then meet with the Course Coordinator or designated faculty member at an agreed date and time to discuss the need for remediation.

Plan development and implementation:

1. The Course Coordinator or designated faculty member will meet with the student. The purpose of the meeting is to assess the student's overall program status and discuss/identify factors which have contributed to the student's unsatisfactory progress and the need for remediation.
2. Based upon possible causes for the poor performance and lack of response to intervention, a Remediation Plan will be developed and must be agreed to in writing and signed by the student and placed in the student program record.
3. The Remediation Plan may include any or all of the following learning activities or any other actions which will assist the student in overcoming the identified deficiencies.
 - a. Examination review/analysis of areas of weakness for the individual student
 - b. Administration and satisfactory completion of an additional exam
 - c. Individual or group tutorial instruction
 - d. Assigned topic(s) literature search and summation of the information reviewed
 - e. Assigned case studies with written responses to study questions
 - f. Other learning activities (videos, CME programs, etc.)
 - g. Formal evaluation by a licensed professional for learning deficiency
 - h. Formal counseling to address life stressors that may be affecting student performance/professionalism
 - i. Training in time management and organization
4. If a specific need for formal evaluation or counseling is identified, the Course Coordinator, and/or Faculty Advisor, and/or Academic or Clinical Coordinator and/or Director of Didactic or Clinical Education will assist the student in locating/scheduling the needed assistance.
5. The Program Director will be apprised of the outcome of the meeting.

Documentation

Documentation of remediation and academic advising activities will be completed on the Faculty-Student Advisement Form, signed by the student and faculty member, and filed in the student's program record.

Time limitation

Remediation must be satisfactorily completed within the agreed timeframe. Failure to complete an agreed Remediation Plan will result in referral to the Program Director and possible review by the Progressions Committee.

Assessment of Remediation

Recognizing that any of the areas of weakness in Medical Knowledge, Clinical Reasoning, Patient Care Skills, Interpersonal Skills, and Systems-Based Practice can overlap with each other, final testing of these skills can be attained by multiple methods. Hence, there is crossover in possible methods to test the knowledge gained through formal Remediation.

Assessment of Remediation in the area of Medical Knowledge and/or Clinical Reasoning

Didactic Year

1. A student who earns a numerical average of less than 74.5% in one course will be required to take and pass a Comprehensive Course Re-Examination (CCR). This examination will cover all material taught in the course over the entire quarter.
2. If the student receives a grade of 74.5% or higher on the CCR, the student will receive a C for the course and may continue to the next quarter in the Program, **but will be placed on academic warning status for the next quarter and must achieve a minimum overall GPA of 3.0 during the academic warning quarter.**
3. If the student fails the CCR, he/she will be subject to academic dismissal from the Physician Assistant Program.
4. A student is only eligible to take ONE Comprehensive Course Examination (CCR) per quarter; thus, a student may only fail one course per quarter. If a student earns a numerical average of less than 74.5% in more than one course per quarter, he/she will be subject to referral and review by the Progressions Committee with the possibility of dismissal from the Physician Assistant Program.

Clinical Year

Refer to the Clinical Manual for additional information and policies on Clinical Year Remediation

Assessment of Remediation in the area of Patient Care Skills, Interpersonal Skills, and/or Clinical Reasoning

1. Students must earn a passing grade (74.5% or higher) for the following exams:

Didactic Year: Course practical exams, Objective Structured Clinical Examinations (OSCEs), Comprehensive Practical Exam (Head-to-Toe)
Clinical Year: Objective Structured Clinical Examinations (OSCEs)

A student who earns a numerical average of less than 74.5% on these exams will be required to take and pass a repeat the exams.

2. If the student receives a grade of 74.5% or higher on the repeated Course practical exam, Comprehensive Practical Exam, or OSCEs, the student will receive a C for the course and may continue to the next quarter in the Program, **but will be placed on academic warning status for the next quarter and must achieve a minimum overall GPA of 3.0 during the academic warning quarter.**
3. A student who fails to improve their performance in these areas, will be evaluated by the Progressions Committee and may be subject to dismissal on the grounds of poor professionalism.

Assessment of Remediation in the area of System-based Practice and/or Interpersonal Skills

1. This area is primarily identified by demonstration of poor professionalism and continued disruption in the classroom or clinical site despite mandated formal remediation whether through professional counseling or regular meetings with a mentor or advisor.
2. Objective means for measurement of remediation of these areas does not exist and is based solely upon the evidence of the student's improved behavior through observation by staff, faculty, Program Director, preceptors, and colleagues.
3. A student who fails to improve their performance in these areas, will be evaluated by the Progressions Committee and may be subject to dismissal on the grounds of poor professionalism.

Further delineation of Remediation during the clinical year is found in the Sullivan University College of Pharmacy and Health Sciences PA Program Clinical Year Handbook.

Failure of Remediation

In the event that a student fails the assessment of remediation, he/she will be subject to referral and review by the Progressions Committee with the possibility of dismissal from the Physician Assistant Program.

Program Warning

If a student fails to maintain a minimum cumulative grade point average of 3.0 or is required to take any repeat exam as defined above, he/she will be placed on Program Warning status for the following quarter. The student must then achieve a minimum cumulative GPA of 3.0 during the Program Warning quarter. Failure to achieve a minimum cumulative GPA of 3.0 during the warning status period will result in academic dismissal from the Program. If a student earns less than 74.5% in a course during the Program warning quarter, he/she will be subject to referral and review by the Progressions Committee with the possibility of dismissal from the Physician Assistant Program.

Students must take and pass two comprehensive core competency exams (a written and a practical exam), at the conclusion of the didactic year in order to progress to the clinical year. These exams will be administered at the end of the fourth quarter, prior to the start of clinical rotations.

The Didactic Comprehensive Exam (DCE) contains questions that cover all courses taken during the entire didactic year. A student is only eligible to take the exam if all didactic year courses have been completed successfully. Students must achieve a score of 74.5% or above to pass this exam. If a 74.5% is not achieved, the student may take only **one** Individualized Core Exam focusing on the areas that the student performed lowest in, as determined by the didactic faculty. If the Individualized Core Exam is not passed, he/she will be subject to referral and review by the Progressions Committee with the possibility of dismissal from the Physician Assistant Program.

Proficiency in physical examination skills is expected of all students, and students are expected to pass a Comprehensive Practical Examination at the conclusion of the didactic year. Comprehensive Practical Examinations will be conducted through the University of Louisville Standardized Patient Program. All students are required to achieve a passing grade on this exam. If a 74.5% is not achieved, the student may complete **one** repeat Comprehensive Practical Exam. If the repeat Comprehensive Practical Exam is not passed, the student will be subject to referral and review by the Progressions Committee with the possibility of dismissal from the Physician Assistant Program.

Successful completion of the didactic curriculum and comprehensive evaluations, as well as any remediation of the didactic year, is required prior to entering the clinical year.

Doctor of Pharmacy Program

Didactic course remediation is a privilege not an inherent right of a Doctor of Pharmacy (Pharm.D.) student. Permission to remediate a didactic course is reviewed by the Progression Committee. Pharm.D. 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 under the heading “**FAILURE DURING IPPE AND APPE**”.

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 Doctor of Pharmacy program 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.

DOCTOR OF PHARMACY (Pharm.D.) PROGRAM 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 Pharm.D. professional degree requirements must be completed within FIVE (5) calendar years of initial matriculation to the program.

Number of Didactic Courses Failed Per QUARTER	Remediation Allowed?
1 course (not met cumulative professional year limits listed in table below)	Yes, if cumulative grade is between 59.5-69.4% and no pending remediation from a previous quarter exists.*
2 courses **Assumes student has not met cumulative professional year limits listed in table below	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 for pre-requisites) 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)
3 courses **Assumes student has not meet cumulative professional year limits listed in table below	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) Upon returning to coursework, the student will be placed on a progression plan to ensure their adequate progress in the program.
4 courses	Student will be dismissed from the Doctor of Pharmacy program. Student may appeal the dismissal to the Dean of the College of Pharmacy and Health Sciences within 3 business days of the date of the dismissal letter.

Number of courses failed per PROFESSIONAL YEAR (not within a single quarter)**	Consequence
5 courses	<p>Student will be dismissed from the Doctor of Pharmacy program.</p> <p>Student may appeal the dismissal to the Dean of the College of Pharmacy and Health Sciences within 3 business days of the date of the dismissal letter.</p>
Number of courses/rotations failed overall**	Consequence
8 courses (including IPPE and/or APPE rotations)	<p>Student will be dismissed from the Doctor of Pharmacy program.</p> <p>Student may appeal the dismissal to the Dean of the College of Pharmacy and Health Sciences within 3 business days of the date of the dismissal letter.</p>

*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”).

**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 potential delay in graduation. 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 Doctor of Pharmacy program.

Course Surveyance Policy – Doctor of Pharmacy Program

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 Doctor of Pharmacy program and what is expected of the student and faculty when a course is surveyed. Surveyed courses will NOT count towards the Doctor of Pharmacy program graduation requirements. Students will not incur any charges for surveyed courses.

Selection of Students for Surveying

- Progression Committee may recommend to the Dean of the College of Pharmacy and Health Sciences (COPHS) that a student survey a course as part of their remediation plan. Any student on a modify schedule may also appeal to the Dean of the COPHS to be allowed to survey a course or courses.
- Once the Dean of the COPHS 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 of the COPHS, 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 of the COPHS 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 one (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 SU COPHS 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 and Health Sciences as set forth by their respective degree program. Students must submit documentation of active CPR certification to the Center for Health and Wellness (CHW) by July 1st. A copy (front and back) of the CPR card is sufficient documentation. Initial certification may be obtained through CHW. Outside SU COPHS training may be accepted for the Doctor of Pharmacy program. The outside certification may be the classroom version or the online modules with in-person skills check-off. Students in the Pharmacy Technician Program will obtain their CPR certification within a required course.

Certification must meet the following criteria:

- American Heart Association (AHA) and
- Basic Life Support for Healthcare Providers (BLS-HCP)
- Advanced Cardiac Life Support (ACLS) (**PA program only**)

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

Dean's List, Graduation Honors, & Scholarships

(Revised June 2018 – Affective for Class of 2021 and beyond. Class of 2019 and 2020 please refer to the Student Handbook 2017-2018 edition)

There are two different academic honors' that are calculated for students during their tenure in the Doctor of Pharmacy program: Dean's List and Graduation Honors. The Master of Science Physician Assistant program calculates Graduation Honors only. The purpose of this policy is to explain how each is calculated and when they are awarded.

Dean's List (Doctor of Pharmacy Program only)

The Dean's List is created at the end of each quarter which has eight (8) or more credit hours of letter graded coursework. 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 of the COPHS 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)
- No current professionalism disciplinary actions*
- Must be registered for at least 8 hours of coursework with the COPHS

Graduation Honors – Master of Science Physician Assistant and Doctor of Pharmacy Programs only

COPHS awards the following Honors during graduation:

- Summa Cum Laude
- Magna Cum Laude
- Cum Laude
- Valedictorian

The following are criteria used to receive these awards:

- No history of modified schedule due to academic disciplinary actions
- No history of professionalism disciplinary actions* during the professional program
- Student must pass all didactic courses.
- Student must pass all IPPEs, APPEs, SCPEs on the first attempt.
- Final Pharm.D. GPA at the end of the second professional year (PY2) meeting and cumulative PA GPA at the end of Winter quarter of the clinical year (PA2) 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
 - Valedictorian: Student(s) with highest cumulative Pharm.D. or PA GPA
- All Pharm.D. 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 Pharm.D. elective will be added into the student's Pharm.D. GPA to determine Graduation Honors.

****Professionalism disciplinary action is defined as a professional action plan that is provided in writing to a student from a college administrator and kept on file with the Office of Student Affairs.***

Graduation Honors – Pharmacy Technician Program

See Sullivan University Catalog – “Graduation Information”.

Scholarships

See Sullivan University Catalog – “Scholarships”.

See Sullivan University College of Pharmacy and Health Sciences webpage – “Current Students > Information > External Scholarships”.

<https://sullivan.edu/college-of-pharmacy-and-health-sciences/external-scholarships/>

Assessment Proctoring Policy

1. Students may not communicate in any way (verbal, nonverbal, electronic, written, etc.) with anyone (with the exception of the proctor(s)) within or outside the assessment room(s) during the assessment. Students **MUST** promptly leave the room as well as the immediate area outside of the assessment room once they have completed their assessment.
2. No assessment content related questions will be permitted during an assessment. If the student has a question, he/she may leave a comment in the “question feedback” section if enabled on his/her ExamSoft® assessment, write the question on provided paper, or contact the course coordinator after the assessment to discuss the question. No questions will be answered during the assessment regarding the content of the assessment.
3. Proctors may address technology concerns, environment concerns (e.g. noise), scrap paper. Proctors may permit restroom breaks, one student at a time. The student may not take anything into the restroom with them including but not limited to coats, book bags, purses, etc.
4. Only the items clearly designated by the proctor(s) (e.g. iPad, computer, device electrical cord, pencil, program approved calculator, charts, whiteboards, dry erase marker, and scrap paper) are permitted at the student’s seat. Books, notebooks, papers, handouts, and class-related materials, as well as personal items such as coats, purses, and book bags are only permitted to be placed in the **FRONT** or other specifically designated area of the assessment room to ensure the ability for emergency exit.
5. Students may only utilize a program approved calculator.
6. Students that arrive after the assessment has been started may only be permitted to sit for the exam if no other student has completed the exam. If the student is permitted to sit for the exam they **MUST** sit in the front row or at the end of a row, if available, in the assessment room. Any tardy student(s) will forfeit the amount of time missed due to their tardiness. For students with ADA accommodations, the student will complete the exam within the original scheduled time frame offered for that student.
7. Cellular phones, watches, activity trackers, pagers, recording devices of any kind, and any other 2-way communication devices are **NOT** permitted to be in the immediate possession of a student in the assessment room.

8. Students MUST provide the proctor(s) with verification of completion and/or closure of the assessment prior to exiting the assessment room.
9. Students should inform outside parties (e.g., spouses, children, etc.) before the assessment that if there is an emergency during the assessment to contact the Office of the Dean via telephone at 502-413-8640.

Grading Policy

Master of Science Physician Assistant Program

All students are expected to pursue the highest standards of academic excellence. At the conclusion of a course/clinical rotation, a grade will be recorded for each enrolled student on a schedule determined by the Office of the Registrar according to the following grading system:

Grade	Range	Definition	Quality Points Per Credit Hour
A	89.5% - 100%	Excellent	4.00
B	79.5% - 89.4%	Good	3.00
C	74.5% - 79.4%	Satisfactory	2.00
F	0% - 74.4%	Unsatisfactory	0.00
AU		Audit	0.00

Doctor of Pharmacy Program

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 and Health Sciences a plan for remediation. Numeric grades are rounded to one decimal place.

Grade	Explanation	Numerical Equivalent
A	Excellent	4.00 (89.5% - 100%)
B	Good	3.00 (79.5% - 89.4%)
C	Satisfactory	2.00 (69.5% - 79.4%)
F	Unsatisfactory	0.00 (< 69.5%)

Pharmacy Technician Program

All courses in the Pharmacy Technician Program must be completed with no grade less than "C" or 70%.

Grade	Explanation	Numerical Equivalent
A	Excellent	90% - 100%
B	Good	80% - 89%
C	Satisfactory	70% - 79%
F	Fail	≤ 69%

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

Students who have an incomplete (listed as a U on the transcript) must finish the incomplete coursework no later than 1 year from the U being submitted.

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 IPPE and 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

Master of Science Physician Assistant Program

In order to qualify for graduation from the Sullivan University College of Pharmacy and Health Sciences (SU COPHS) Master of Science Physician Assistant program, a student must meet all of the following criteria:

1. Successful completion of the Didactic Phase including:
 - DCE

- CPE (Head-to-Toe)
- 2. Successful completion of the Clinical Phase including:
 - Written Summative Exam
 - One (1) presentation
 - Comprehensive physical exam
- 3. Successfully meet the technical standards of admission, continuation, and graduation
- 4. Tuition and fees paid in full

Doctor of Pharmacy Program

In order to qualify for graduation from the Sullivan University College of Pharmacy and Health Sciences (SU COPHS) Doctor of Pharmacy program, 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 Doctor of Pharmacy 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 the SU COPHS Doctor of Pharmacy program’s didactic credit hours and all of the third professional year. Other coursework must be completed at an ACPE accredited college/school of pharmacy.
4. Pass all end of the year assessments as written in the Doctor of Pharmacy 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 COPHS.
7. Student must file an application for degree with the University.
8. Students must meet all financial obligations to the University and COPHS.
9. Attend graduation.

Interprofessional Education (IPE)

Interprofessional education (IPE) within SU COPHS 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 curricula 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 and Health Sciences

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

- Pharm.D. students should send an official request to the Dean of the College of Pharmacy and Health Sciences (COPHS) stating the request and the reason(s) for the request. This request must be dated and signed by the student.
- P.A. students should send an official request to the P.A. Program Director 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 Dean or Program Director will arrange for the student to meet with the appropriate parties 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/Program Director.
- Finally, the student will meet with the Dean of the COPHS 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.
 - Doctor of Pharmacy Program
 - *Withdraw from the COPHS and student returns to complete the Doctor of Pharmacy 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 COPHS 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 Doctor of Pharmacy coursework in accordance with the curriculum of the class to which he/she is readmitted (some advance standing may be granted).
 - *Withdraw from the Doctor of Pharmacy program 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 desire to return to the Doctor of Pharmacy program. The student will be required to complete all Doctor of Pharmacy coursework in accordance to the curriculum of the class to which he/she is readmitted (no advance standing will be granted).
 - Master of Science Physician Assistant Program
 - Leave of Absence (A3.10)
 - **Leave of absence will not be granted to students based exclusively on academic warning status.**
 - The didactic year student who requests and receives approved "leave of absence" will have to withdraw from the University. The student's return to the Physician Assistant program will be contingent on the student appealing reentry into the University, as outlined in the Sullivan University Catalog, and being granted

- reentry. If reentry is approved the student must join the following cohort at the point of study where his/her leave commenced.
 - See the Clinical Year Handbook for clinical year specifics.
 - The student must complete the Excused Absence Form with the expected/planned dates for the leave of absence. The student should note that taking a leave will result in additional tuition and a delay in completing the program.
- Pharmacy Technician Program
 - See Sullivan University Catalog – “Academic Policies”.

Administrative Withdrawals Policy

Students may be administratively withdrawn from a course or quarter. Reasons may include but are not limited to the following:

- Academic progression
- Professionalism concerns
- Situations (e.g. medical) for which a student is unable to complete a quarter and return to campus to complete the voluntary withdrawal paperwork.

The procedure for an administrative withdrawal is the same as the “Requests for Leave of Absence or Withdrawal from the College of Pharmacy and Health Sciences” with the exception that the process starts with the Office of Academic Affairs and Assessment, the Office of Student Affairs, the Director of Didactic Education, and/or the Director of Clinical Education.

Requests for Transcripts

A transcript is a permanent and official record of a student’s courses and grades earned in the College of Pharmacy and Health Sciences. Official transcript requests should be submitted electronically by visiting https://secure.sullivan.edu/Forms/transcript_request.aspx. No transcript will be released until all financial obligations are met.

Transfer Students and Advanced Standing

Doctor of Pharmacy Program

Students requesting transfer/advanced standing must submit:

- A letter of request to the Dean of SU COPHS 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, DAT or other standardized test scores, unless granted an exception by SU COPHS
- 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 Doctor of Pharmacy program'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 both Kentucky and Indiana.

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

- The Doctor of Pharmacy Supplemental Application for Admission
- A Criminal Background Check (CBC)
- All immunization requirements of the Sullivan University Center for Health and Wellness

SU COPHS's Doctor of Pharmacy program 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 SU COPHS.

Pharmacy Technician Program

See Sullivan University Catalog – "Admission to the University".

Waiving of Doctor of Pharmacy Courses

The Sullivan University College of Pharmacy and Health Sciences (SU COPHS) Doctor of Pharmacy program will NOT waive participation in Doctor of Pharmacy courses due to coursework taken by a student outside of Sullivan University College of Pharmacy and Health Sciences. 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 SU COPHS or students transferring from other Colleges/Schools of Pharmacy. These students will be handled on a case by case basis in accordance with other SU COPHS policies and procedures.

STUDENT CODE OF CONDUCT

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 their academic program. 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. Students must carry, at all times, their licensure card during all clinical or experiential activities, if required by state and/or federal laws.

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 following individuals depending on their program of study:

- Doctor of Pharmacy and M.S. programs
 - Assistant Dean/Department Chair
 - Associate Dean of Experiential Education
- Physician Assistant Program
 - Director of Didactic Education
 - Director of Clinical Education
- Pharmacy Technician Program
 - Program Director

If a student is unsure as to where to start, he/she should consult their class representatives, 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 representatives to address, he/she should speak directly with their class representatives concerning the matter.

If a student has an issue of sensitive matter that he/she does not wish to share with their class representatives 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 may be brought to the Professionalism Committee for their evaluation, input, and recommendation(s).

Professional Conduct and Protocols

Students in a COPHS 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 of Pharmacy and Health Sciences (COPHS) 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 must always use their Sullivan email account for this purpose.** If a student uses his/her personal email account, the COPHS is not responsible for the loss or breach of confidential information. **Students must utilize the Microsoft Outlook program or Outlook for Office 365 website (outlook.office365.com) for all COPHS 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 (...@my.sullivan.edu) every day.**

Principles and Actions of Professionalism

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

Expectations of our students:

- **Attend class** – 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 “Attendance Policy”).
- **Be punctual** – Tardiness is a sign of not caring enough about your education to make attendance a top priority. Your tardiness is disrespectful to your classmates and instructors (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 health care 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.
- **Be respectful** – Be attentive in classes, meetings, or other activities. Also remember to address all faculty/staff by their appropriate title and last name (e.g. Dr., Prof, Mr./Mrs.)
 - Silence cell phones, electronic devices during class. Utilization of cell phones for personal use should be limited only to daily breaks or before and after class.
 - 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 encounters.
 - 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.

Honor Code – Doctor of Pharmacy program

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 healthcare 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 Doctor of Pharmacy program 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 or through the Professionalism Concern Reporting Form (<https://tinyurl.com/SUCOPHSPProfessionalismConcern>) which will manage this issue appropriately. If an allegation is deemed credible, the Office of

Student Affairs 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 Office of Student Affairs 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 Office of Student Affairs a suitable penalty for the violation(s). The Office of Student Affairs may sustain the recommendation, reduce the penalty, or dismiss the violation(s) entirely.

In the most egregious cases, suspension or expulsion from the Doctor of Pharmacy program 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.

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 teamwork 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:
 1. Tampering with grades or any other part of a student's academic record
 2. Furnishing to a College official a document based on information that is known to be false or which has been tampered with
 3. 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 any media source that results in derogatory comments toward the College of Pharmacy and Health Sciences and/or 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 classroom attendance procedure, electronic or otherwise (e.g. sharing of an electronic attendance code, personally signing for another individual who is not present, etc.).

Disciplinary Sanctions

The following sanctions comprise a range of official University actions which may be taken as the result of a policy violation or disciplinary issue. Progression Committee may elect to recommend one or more of the penalties below for any offense:

1. Warning and/or Reprimand: Official notice to a student that their conduct or actions are in violation. The continuation of such conduct or actions may result in further disciplinary action.
2. Disciplinary Agreement: Behavior contract between the College/University and the student whereby the student agrees in writing to correct their inappropriate behavior. This may also take the form of a creative discipline.
3. Restitution: Reimbursement by payment or service to the College/University or a member of the College/University community in an amount not in excess of the damage or loss incurred. Reimbursement may be accompanied by other disciplinary action.
4. Suspension: Removal from the College/University for a period of time, generally from one term to one year.
5. Deferred Suspension: Suspension from the College/University for a period of time, generally from one term to one year, but a term beyond the current term in which the incident has occurred.
6. Probated Suspension: Suspension from the College/University for a period of time but suspension being set aside due to mitigating circumstances.
7. Expulsion: Dismissal from the College/University for an indefinite period of time. Any student expelled may not, thereafter, be readmitted to the College/University except upon application to the Dean of College of Pharmacy and Health Sciences (COPHS). Unfavorable decisions regarding re-entry may be appealed to the C.E.O of the University.
8. Wellness Advising: Students may be required to meet with the COPHS Associate Dean of Student Affairs and/or the Student Counseling and Mental Health Center for personal wellness advising.

9. In extreme cases of student misconduct, the College/University reserves the right to suspend, expel or otherwise separate a student from the College/University without any type of internal due process.

Disciplinary Sanction Appeal Process

Students who feel that inequitable sanctions were issued as an institutional response to a policy violation or inappropriate behavior may utilize the Disciplinary Sanction Appeal Process. To avail oneself of the process, the student must submit their appeal in writing to the Dean of the College of Pharmacy and Health Sciences (COPHS) stating all facts relating to the situation. The letter should contain a formal request that the student receive an appeal hearing. The letter must be submitted by the student to the Dean of the COPHS within five (5) business days of the notification of a sanction. The decision regarding whether or not the appeal will be heard is made by the Dean of the COPHS and will be available normally within five (5) business days following submission of the appeal. It is the student's responsibility to contact the Dean of the COPHS within the above time frame to learn of his/her decision.

In the event an appeal hearing is granted, the student will have an opportunity to present his/her position before a committee consisting of a minimum of three professionals that may include faculty members and/or professional staff. Appointments to a disciplinary committee are made by the Dean of the COPHS, or his/her designee. The committee will call for a discussion session during which a question and answer exchange will take place so that committee members may determine if a violation or misconduct has occurred.

Following the hearing, the Committee's options are either to (a) agree and uphold the original decision of the University official or (b) implement an alternative direction due to mitigating circumstances. The Committee may only exercise the two options listed above. The Committee will meet directly following the hearing in private to discuss the hearing and to arrive at a decision regarding the Committee's action. The Committee will advise the official who made the original decision and the committee chair will compose a letter to the student with the results. An audible recording of the committee hearing may be retained by the University.

Students are advised that during an appeal hearing, strict rules of evidence shall not apply. Neither federal rules of evidence nor any state's rules of evidence apply in student disciplinary proceedings. The hearing shall be closed except for witnesses during their testimony time if testimony is deemed necessary and appropriate by the committee chairperson.

If the student requesting the appeal fails to appear for the hearing or provide adequate prior notice of a reasonable excuse for not appearing, the hearing may proceed without the accused student present. The evidence in support of the charges will be presented and considered, and the case will be heard in a manner that is deemed just.

During an appeal process, the student's presence will be allowed on campus unless such constitutes a clear and present danger to the college/university community or unless the student has been instructed to remain off-campus by an authorized official. Then, all communication must be via phone or in writing. The student will be allowed on campus only for their appeal hearing. Notification of the hearing's result will be made via U.S. Mail. Finally, the sanction initially issued will be and will remain in effect from the time of initial issuance until such time that the sanction/decision is changed by the process described above.

If the student feels the outcome of the appeal process is unfair and/or unwarranted, he/she may submit a request for review to the President/Chief Executive Officer of Sullivan University within three (3) business days of receiving the appeal committee results. He/she will review the information related to the case and make an executive decision regarding whether to uphold the committee's decision, overturn it completely, or reduce the sanction(s) based on mitigating circumstances. The decision of the President/Chief Executive Officer will normally be available within three (3) business days following submission of the request by the student. If the student, following review by the President/Chief Executive Officer, still feels inequitable sanctions were issued, he/she may submit a request for final review by the President of Sullivan University System within three (3) business days of receiving the President/Chief Executive Officer's decision. The decision of the President is final.

Attendance Policy

Doctor of Pharmacy Program

Sullivan University College of Pharmacy and Health Sciences (COPHS) requires that students attend and engage in their courses. Just as showing up for work is critically important to job security, professionalism, and work effectiveness; attendance and punctuality is critically important for mastering the career skills and concepts necessary to obtain, maintain, and be promoted as a healthcare professional. A student's lack of attendance and punctuality (professionalism) **will** result in disciplinary measures including, but not limited to, probation, suspension, or dismissal. 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 the program entirely, an official withdrawal form must be completed in the COPHS's Office of Academic Affairs and Assessment (OACA). All students who withdraw or are withdrawn from the COPHS are required to complete a Financial Aid Exit Interview with the Financial Planning Coordinator in the COPHS.

Attendance will be recorded for each class meeting and absences that exceed the standards of this policy will be managed by COPHS administration. 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 and Health Sciences 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 and Health Sciences 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 may 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.

Attendance Standards/Requirements:

- For didactic courses that are ≥ 5 credit hours, students will be dropped on the 6th cumulative unexcused absence.
- For didactic courses that are 3-4 credit hours, students will be dropped on their 4th cumulative unexcused absence.
- For didactic courses that are 1-2 credit hours, students will be dropped on their 2nd cumulative unexcused 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 administratively 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 Health Sciences and will need to utilize the COPHS’s re-entry process if and when a

student is 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).

For on-line course, see Sullivan University Course Catalog under "Academic Policies and General Information"

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 and Health Science'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 healthcare 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 student will notify the course coordinator(s) of the anticipated absences.
- Travel to professional meetings for members of student professional organizations sponsored by the College of Pharmacy and Health Sciences. 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 supporting documentation for a "Request for 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 the supporting documentation of the request for excused absence 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 (SAP). 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 an Excused Absence from a Class, Laboratory or Experiential Site – Doctor of Pharmacy program

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(es) that will be missed.

Notification Process:

- Email sucoposa@sullivan.edu or call 502-413-8640; if necessary, the student may leave a voicemail.
- Complete the online Request for Excused Absence form.
www.tinyurl.com/sucophsabsencerequest
Please see “Attendance Policy”.
- Email or call instructor(s) and/or the course coordinator(s) of the class(es) that will be missed.

Absence from Experiential Site (Doctor of Pharmacy program):

In the case of a missed day of Introductory Pharmacy Practice Experiences (IPPE) or Advanced Pharmacy Practice Experiences (APPE), the student is to complete the online Request for Excused Absence form (www.tinyurl.com/sucophsabsencerequest), contact the Office of Experiential Education (oe@sullivan.edu), and the practice site via the approved method(s) discussed with their preceptor at the beginning of rotation. 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 non-traditional 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.

Master of Science Physician Assistant Program

Attendance is **mandatory** at all classes, clinical experiences, practice sessions, class meetings, end-of-rotation meeting, and clinical rotations. Attendance and punctuality are reflections of your professionalism and the lack of which **will** result in disciplinary measures, including, but not limited to probation, suspension, or dismissal. Attendance is further discussed within the context of specific courses and poor attendance and/or unexcused absences **will result in a lowering of your grade in the course** at the

discretion of the Course Coordinator or as outlined in course syllabi. **Attendance is monitored closely.**

Attendance Policies Specific to the Didactic Year

Students are expected to be on time for class. If a student is frequently late, this may be reflected in his/her grades, evaluations, assignment of clinical experiences and rotation sites, and may result in disciplinary measures. In addition, at the discretion of the instructor, the classroom door may be locked once the class has started, thereby making it impossible to attend class until there is a break. If a student is locked out of class, it is considered an absence.

Recording of Attendance

Attendance will be recorded for each class meeting and may include random attendance checks. This is in compliance with the University's Satisfactory Academic Progress (SAP) policy. Absences that exceed the standards of this policy will result in students being administratively dropped by the University from the course(s) affected. It is your responsibility to confirm sign in at each lecture. Failure to do so will result in an absence being recorded. Attendance is taken and instructors are directed to report student attendance through the University's student records management system as follows:

- Physician Assistant Program attendance is posted within 12 hours of class meeting conclusion.
- Within the parameters of the add/drop policy, a student will become active in a course as follows:
 - Physician Assistant Program courses become active when a student physically attends the first session of the course and attendance is posted for the first time.
 - 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 withdrawn from the course for other reasons, e.g., disciplinary suspension, etc.

Students administratively dropped from a course for absences exceeding the Physician Assistant Program Attendance Standards/Requirements will be subject to a 5-point drop in the final grade in the course in the event of a successful appeal and reenrollment. In the event that the letter grade drop results in failure of the course, the student is required to complete the course and pass a course

comprehensive exam at the end of the quarter. Failure of the course comprehensive exam, he/she will be subject to referral and review by the Progressions Committee with the possibility of dismissal from the Physician Assistant Program.

Physician Assistant Program Attendance Standards/Requirements:
For didactic courses that are:

- 1 - 2 credit hours, students will be dropped on their 2nd cumulative unexcused absence hour.
- 3 - 4 credit hours, students will be dropped on their 4th cumulative unexcused absence hour.
- ≥ 5 credit hours, students will be dropped on the 6th cumulative unexcused absence hour.

Please note some courses will have varying lecture times. **Absences are based on hours missed, not days.**

Example 1: A student has an unexcused absence during a lecture that is scheduled from 1 - 5 p.m. in a 4-credit hour course. The absence is unexcused, and student is administratively dropped from the course.

Example 2: A student has an unexcused absence during a lecture that is scheduled from 1 – 3 p.m. in a 4-credit hour course. The student can miss one more hour of class time before being administratively dropped from the course.

Tardiness and Early Departure

Students are expected to be in class during the entire duration of the lecture. For early departure, the Course Coordinator must be notified prior to the start of class with a completed Excused Absence Form. Failure to do so may result in an unexcused absence and/or disciplinary actions (unexcused absence defined below). Frequently leaving class while in session will also result in disciplinary action.

Students who are parents should plan schedules and childcare arrangements well in advance of classes and clinical rotations. Students' children are not permitted to be present in Physician Assistant Program classrooms, labs, or at clinical rotation sites.

Excused Absences

An excused absence is an absence that has been approved by the Program and has a status of “excused” in the student attendance portal maintained by the University (See SAP Policy). During these absences, a student is allowed to make up any missed work including quizzes and exams through collaboration of the faculty and Course Coordinators. **It should be noted that no excused absences will be granted during final examination week and comprehensive and/or summative exams without the approval of the Program Director.**

Excused Absences - Unplanned

For emergent situations under specified circumstances, an excused absence will be granted. The Sullivan University Physician Assistant Program has determined the following to be excused emergent absences:

- Student illness or illness in a student's immediate family
- An emergency in a student's family or death of a family member
 - In these instances, the student must follow the process outlined below to qualify as excused. Failure to meet these criteria will result in an unexcused absence.
- Student **must call the Program office at (502) 413-8659.**
- Student must notify the Course Coordinator(s) for all classes to be missed.
- Notifications must occur prior to the scheduled class periods, unless extenuating circumstance exist which prevent the student from making such notifications.
- An Excused Absence Form must be completed by the student and submitted to the PA Office **within 24 hours of the student's return to classes.**
- Note: Absences of three (3) days in a row or more will require a note from a healthcare provider.
- An absence on the day of a scheduled event such as an exam, presentation, or program activity will require a note from a healthcare provider.

Excused Absences – Planned

Excused absences are considered for reasons other than emergent situations in certain circumstances. These include:

- Doctor appointments. (Healthcare appointments require a note verifying the student was seen as a patient.)
- Attendance at professional meetings. (Travel to and attendance at professional meetings must be granted by the Program Director in order to be excused.)
- Legal appearances
- Military leave (**For military absences, please see the section entitled “Active Duty/Reserve Military Accommodations” for specific details, as these are different from other excused absences.**)
- 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.

These requests will be considered on a case-by-case basis. The student must follow the procedure outlined below in order to obtain a status of “excused” for requested leave. Failure to follow these procedures will result in an unexcused absence.

- Student must complete and submit an Excused Absence Form to the PA office as early as possible prior to the requested absence date.
- Requests will be reviewed and either approved or denied by the Director of Didactic Education or Director of Clinical Education or Program Director.
- Once approved by the above-mentioned parties, the absence is considered excused.
- If the request is denied, the student is expected to attend all classes, clinical experiences, and program activities as scheduled.

Tardiness and Early Departure

Students are expected to be in class during the entire duration of the lecture. For early departure, the Course Coordinator must be notified prior to the start of class with a completed Excused Absence Form (see appendix EAF). Failure to do so may result in an unexcused absence and/or disciplinary actions (unexcused absence defined below). Frequently leaving class while in session will also result in disciplinary action.

* **Tardiness** is defined as greater than 10 minutes past the normal start time for class. More than 3 occurrences of tardiness are considered excessive and may result in lowering of the final evaluation grade or failure of the course.

* **Early departure** is defined as leaving 10 minutes prior to the end of the class. More than 3 occurrences of early departure are considered excessive and may result in lowering of the final evaluation grade or failure of the course.

Students who are parents should plan schedules and childcare arrangements well in advance of classes and clinical rotations. Students' children are not permitted to be present in Physician Assistant Program classrooms, labs, or at clinical rotation sites.

Unexcused Absences

An unexcused absence is an absence that is not approved; it has a status of "unexcused" in the attendance portal. During unexcused absences, students will receive a score of "0" on any assignments, quizzes, exams, presentations, or other graded work. Unexcused absences may also be for discretionary personal use of unforeseen scenarios that are not deemed "excusable" by the program. Examples of these include attendance at family functions or other unplanned personal responsibilities that may arise. It should be noted that an absence can also be considered unexcused due to student failure to follow the outlined procedures for obtaining an excused absence. The didactic year provides students with a conservative amount of time that can be used for these discretionary matters. The Program highly recommends students avoid using this time unless absolutely necessary. Note: Vacations should be taken during scheduled breaks and not interfere with class activities, exams, etc. Vacation requests made during scheduled activities will be considered unexcused absences.

Excessive Absences

Excessive absences (excused or unexcused) from any class, clinical experience, or practice session may be reflected in the student's grade, evaluation, and may possibly lead to disciplinary measures. Excessive absences are considered after three (3) or more absences are acquired in one quarter. Students with excessive absences will be referred to the Progressions Committee.

Attendance Policies Specific to the Clinical Year

*Please refer to the Clinical Year Handbook for any changes/updates to this policy

1. Attendance is mandatory for dates students are assigned to a clinical rotation site. In general, if the clinic is open and the preceptor/and or team is working the student should be working as well.
2. Attendance at End of Rotation (EOR) meetings is mandatory.
3. Students are required to work a minimum of 36 hours per week and a maximum of 60 hours per week. If the preceptor or site cannot provide 36 hours per week, it is the student's responsibility to notify his/her Clinical Coordinator for additional clinical hours as soon as possible.
4. Students must notify the preceptor and call the PA program at 502-413-8944 regarding time missed for any reason immediately. Absences of a half-day or shift require completion of the Clinical Excused Absence Form, which will be signed by the preceptor and the Director of Clinical Education. **All absences (emergent and discretionary) are to be approved by the Program and not the preceptor.**
5. Excused absence forms may be faxed, scanned/emailed or presented in person to the Director of Clinical Education for approval. The form is to be submitted to the program within 24 hours of absence. It is the student's responsibility to follow up with the program to ensure the form has been received and approved by the program.
6. Students may miss one day/shift from a rotation for an excused absence (illness or family emergency, including funerals) without the need to make up the clinical hours. Any absence(s) greater than one day/shift due to these circumstances will require arrangements to make up the clinical hours, which will be coordinated with the preceptor and clinical year advisor. **Students must still work an average of 36 hours per week minimum. If the minimum average hours are not acquired, due to absence, those hours must be made up.**

7. Excused emergent absences do NOT require pre-approval from the program and can include:

- Student illness or illness in a student's immediate family
- An emergency in a student's family or death of a family member
- Documented failure of normal and alternative modes of transportation
- Inclement weather in which the preceptor's office is closed: If the clinical site is delayed or closed due to inclement weather or other emergency, the minimum average of 36 hour per week requirement will not be held against the student. However, the PA program reserves the right to require a makeup of site time to ensure appropriate instructional time.
- The program will allow one day for travel from a clinical site that is > 4 hours away to return to campus for end of rotation exams.

Note: Emergent absences will be excused only if students follow the clinical procedures outlined in #4 and #5 above.

8. Requested absences that will require pre-approval (excused) from the program:

- Military leave of absence
- Legal obligations (Jury Duty)
- Doctor appointments
- Travel to and attendance at professional meetings as granted by the PA Program Director
- Travel to and participation in an employment interview as approved by the PA Program Director in an out of state location. Interviews within the state may be arranged around the rotation schedule.

Note: The student should submit the Excused Absence Form 4 weeks in advance for approval for time away from the site.

Note: Requested absences will be excused only if students submit their request as outlined above.

9. Unapproved absences and/or insufficient rotation hours may result in failure of the rotation. This will delay graduation and will result in additional tuition, as the rotation will be repeated after the end of the scheduled clinical year.

- Vacations in the clinical year are NOT permitted during scheduled rotation time.
- Students are not excused from a site for student employment. **Working during the clinical year is strongly discouraged.**

10. Officially approved PA Program holidays are noted in the Clinical Year Manual. On some rotations, students may be asked to work on the specified holiday. If this is the case, the student should be given a day off during the week of the holiday to compensate for time worked on that day.
11. Students are expected to be on time for clinic, conferences, rounds, and other learning events throughout the course of the rotation. Preceptors are asked to notify the PA Program concerning tardiness or absences. Further, the Program reserves the right to perform random attendance audits at your clinical site. If the Program finds evidence of unexcused and/or unreported absences independent of the preceptor reports, students may be subject to failure of the rotation. Poor attendance, tardiness, and excessive early departures will result in a lowering of your final evaluation grade or may result in failure of the rotation.

***Tardiness** is defined as greater than 10 minutes past the normal start time for the site. More than 3 occurrences of tardiness are considered excessive and may result in lowering of the final evaluation grade or failure of the rotation.

***Early departure** is defined as leaving 10 minutes prior to the end of the day as designated by the preceptor. More than 3 occurrences of early departure are considered excessive and may result in lowering of the final evaluation grade or failure of the rotation.

12. Unexcused Absences

An unexcused absence is an absence not approved by the Program and has a status of “unexcused”. Causes for absence can be illness or other valid reasons but are deemed “unexcused” due to student failure to follow the outlined procedures. Unexcused absences may also be for discretionary personal use of unforeseen scenarios that are not deemed “excusable” by the program. However, the discretionary day protocol must be followed, or an unexcused absence will be reported which will result in failure of the rotation. (See below) The Program highly recommends students avoid using this time unless absolutely necessary.

Note: An unexcused absence will be reported to the program if a site visit is made and a student is not at the site as scheduled. This will result in failure of the rotation.

13. Discretionary Day Policy

- 1) Each student has three “discretionary” days of absence, which may be used during the clinical year. Discretionary days are absences that are not deemed “excusable” by the program. Examples may include, but are not limited to, interviews or family related matters. However, use of these days is discouraged as the student will miss valuable clinical time. The minimum average of 36 hours per week must be maintained. **If the average 36-hour**

minimum requirement is not met, the student will be expected to make up the missed time.

- 2) No more than one discretionary day may be taken in a single rotation or clinical year course, and a discretionary day may not be taken on an End of Rotation Day, exam day, or a call back day by the program.
- 3) All Discretionary days must be approved by the Director of Clinical Education at least seven days in advance by completing the Excused Absence/Discretionary Day form. The Clinical Coordinator must be advised to prevent an unexcused absence should a site visit be performed on the discretionary day.

14. Maternity Leave

Students may take up to 12 weeks leave for maternity leave during the clinical year. However, this may result in increased tuition costs. If the student begins a rotation and does not complete the full rotation, the student will have to repeat the rotation at the end of the rotation sequence. Upon return to rotations, the student will begin at the next scheduled rotation. The student must complete the Excused Absence/Discretionary Day Form with the expected/planned dates for the maternity leave.

Pharmacy Technician Program

See Sullivan University Catalog – “Attendance Policy”.

Standards for Professional Appearance

Students in the College of Pharmacy and Health Sciences (COPHS) programs 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 COPHS 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 COPHS building, on campus, and at their practice 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 aftershave 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 Doctor of Pharmacy and Physician Assistant student will receive a short white coat. Students will be required to wear their white coat in the laboratory and at practice sites. **Coats must be clean and neat at all times.**

Caps, hats, or hoods (unless customary and recognized religious headdress) are **never** permitted to be worn in classrooms, laboratories or at practice sites. Closed toed shoes are required for laboratories and at 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
- Scrubs may be allowable in accordance with your specific program of study

Jeans of any type are unacceptable except for designated “dress down” days.

The College of Pharmacy and Health Sciences does not 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).

Exceptions to the Dress Code will be announced by the Office of Student Affairs or the Office of the Dean. 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 found to be in violation of the dress code may be referred to the Progression Committee for possible disciplinary action.

Students are to follow the “Standards for Professional Appearance” at practice 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.

Assisting Students with English as a Second Language

Sullivan University College of Pharmacy and Health Sciences has developed a plan to work with students who have English as their second language (ESL students). 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.

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://tinyurl.com/SUCOPHSStudentContactChange>

The Office of Student Affairs will handle all changes with the University Records Office and CampusNexus. The College of Pharmacy and Health Sciences 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 and Health Science'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

Hardware

NOTE: A laptop computer (Windows or Mac operating system) is required for all students entering COPHS professional programs as of July 1, 2020.

Windows	OS	iOS
Processor: Dual Core i5 or greater (2Ghz or greater)	Processor: Dual Core i5 or greater (2Ghz or greater)	NOTE: A laptop is required. iPad devices may be utilized for some learning activities; however, they are NOT recommended. Latest generation of iPad
Screen resolution of 1024 by 768+	Screen resolution of 1024 by 768+	
4 GB RAM	4 GB RAM	
Storage 250GB	Storage 250 GB	16GB Storage
1GB or higher of available space	1GB or higher of available space	1GB or higher of available space
		External keyboard

Operating Systems

Windows	OS	iOS
32-bit and 64-bit versions of Windows 10 or later (only genuine, U.S.-English versions of Windows Operating Systems)	OS X 10.14 or later	iOS 12 or later
Administrator account permissions	Administrator account permissions	Administrator account permissions

Internet Browsers

Google Chrome (current version) – preferred internet browser
 Mozilla Firefox (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

Please note: COPHS students will have access to Office 365, which includes Microsoft Word, Excel, PowerPoint, etc.

Power

Continuous power source or extra batteries

Preferred Devices

MacBook Air, MacBook Pro, PC Laptops that meet or exceed technology requirement above.

Non-compatible Devices

Android-based tablets, Chromebooks, and Jailbroken devices

Policy on Copier Use and Printing

Copier Use

There are three copiers / printers available for student use. (One (1) 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

Doctor of Pharmacy Program

The Doctor of Pharmacy program encourages 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 the form below requesting authorization from the Office of Student Affairs and Office of Academic Affairs and Assessment prior to accepting employment.**

<https://tinyurl.com/SUCOPHSSStudentEmployment>

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 and Health Sciences 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. **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.

Master of Science Physician Assistant Program

Experience has shown that students are not capable of achieving the expected level of knowledge and dedicating the necessary commitment of time needed to complete the PA Program if they engage in outside employment. Students should refrain from outside employment during the full 24 months of the PA Program.

Registration as a Pharmacist Intern – Doctor of Pharmacy Program

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 and maintain an active Kentucky **and** Indiana Pharmacy Internship License during their time in the Doctor of Pharmacy curriculum. 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 Doctor of Pharmacy program and any action mandated by the respective State Board of Pharmacy. Record of Intern licenses will be maintained by the student in the program's experiential education software platform and will be audited annually for compliance.

Internship registration is limited to those persons who are actively engaged in the academic or practical experience requirements 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 in the Doctor of Pharmacy program at Sullivan University College of Pharmacy and Health Sciences 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 Doctor of Pharmacy program, 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 (CBCs) 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 and Health Sciences (COPHS) conducts routine CBCs 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 COPHS 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 and Health Sciences (COPHS) will only accept and retain students who meet the COPHS's Expectations of its students.

All applicants to the College of Pharmacy and Health Sciences' programs will be notified that they will be required to undergo a CBC. 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 Doctor of Pharmacy program are submitted through the PharmCAS system. PharmCAS will initiate the CBC 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 COPHS permission to complete a CBC upon completion of the Supplemental Application. When it is necessary to update a student's CBC, the COPHS will contract with an appropriate agency to perform this activity.

All applicants for any other program in the COPHS, requiring a CBC, will initiate their CBC when the Office of Student Affairs notifies them prior to matriculation and at least annually. When it is necessary to update a student's CBC, the COPHS will contract with an appropriate agency to perform this activity.

The College of Pharmacy and Health Sciences requires and will contract for the performance of CBCs of all students enrolled in the COPHS. This policy is adopted in response to requirements in the healthcare practice environment.

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

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 CBC 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 CBC will be provided to the Office of Experiential Education (OEE) or Office of Clinical Education (OCE). The OEE or OCE will provide this information, upon request, to the requesting 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 COPHS. Upon request, the OSA will provide a copy of the results of a CBC to an inquiring Board of Pharmacy. All background data will be maintained by the OSA.

If a site requires a more detailed CBC than available through the COPHS's contracted service provider, the student assumes responsibility for scheduling and payment prior to the assigned experience. Requests for CBCs 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 COPHS of changes to site requirements and the student must take responsibility to notify the OEE or OCE if a CBC is needed and to provide the requesting party's contact information.

Should the CBC disclose adverse information, the OSA will present all findings of criminal activity on a CBC to the Office of the Dean or Program Director. The student will be notified if it appears, he/she will not meet the College of Pharmacy and Health Sciences 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 or Program Director on whether to continue enrollment.

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 and Health Sciences 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 or Program Director 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 CBC to the Office of the Dean or Program Director. The student will be notified if it appears, he/she will not meet the College of Pharmacy and Health Sciences 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 or Program Director on whether to continue enrollment.

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 and Health Sciences. **Students may be required to submit to a drug screen at any time.**

Drug Screening for Experiential or Clinical Education

Students may be required to submit to a drug screen as a condition for participation in experiential or clinical education activities at practice sites that have partnered with the University. The cost of the drug screen is included in the student’s tuition/fees.

As the Office of Experiential Education (OEE) or Office of Clinical Education (OCE) assigns students to practice sites, 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. CHW will coordinate, schedule, and carry out the testing.

CHW will report the results of all drug screens directly to the OEE or OCE within one (1) business day. OEE or OCE will forward results of drug screenings to OSA as necessary. CHW will maintain documentation of all screening results as part of the student’s health record.

Policy for Off-Site Drug Screening

In cases of drug screens for off-site locations (>60 miles from SU COPHS), 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.

Substance Abuse

The College of Pharmacy and Health Sciences has a duty to protect the safety of and promote the well-being of its students. 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 COPHS community must address the problem of substance abuse and addiction as it affects students in the COPHS. 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 COPHS 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 COPHS is to refer students with abuse or addiction problems to appropriate agencies for intervention, assessment and treatment. Impaired student pharmacists, student pharmacy technicians, pharmacy technicians, or pharmacists may contact the Professional Recovery Network through the Kentucky Board of Pharmacy (502) 564-7910. Impaired physician assistant students may contact AAPA Twelve Step Recovery Group, Bernard Stuetz, 162 Harrison Avenue, Glenside, PA 19038-4009 call 215-884-6220 or 215-913-6625 or email bjspaethic@aol.com. Each case will be addressed with the utmost confidentiality and compassion by the Office of the Dean and/or Program Director. 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 and Health Sciences (COPHS) 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 COPHS 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 Center for Health and Wellness (CHW) 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 and record their immunization records to their OCE or OEE database profile as directed. CHW is responsible for verifying and maintaining all student immunization records as well as reporting this information to OSA, OEE, OCE, 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
- Hepatitis A
 - 2 doses or a positive titer
- Varicella
 - 2 doses or a positive titer
- The hepatitis B series and positive titer
- Tuberculosis Screening – Negative two-step results OR negative two-step equivalent IGRA blood test within the past 3 months prior to entrance to SU COPHS
 - Students with a history/presumed exposure to BCG vaccination or positive PPD must follow appropriate procedures as outlined by the CHW

The following immunizations/medical tests are required ANNUALLY:

1. Influenza vaccine
 - a. Must be immunized by October 1st of each year as determined by OEE or OCE and CHW.
2. Tuberculosis Screening

PLEASE NOTE: *Practice sites may require additional tests and immunizations*

Annual immunizations and screenings (influenza and tuberculosis) are covered each year under the student's tuition/fees. Students that are not up to date with these immunizations and tests will **NOT** be permitted to participate in any clinical or practice experiences. Students going on international experiences will be required to do an additional tuberculosis screening within 8 to 10 weeks of their return to the US. CHW and the OEE or OCE are responsible for enforcing adherence to this policy. CHW will maintain copies of all records pertaining to immunizations and medical tests.

Students will be required to submit proof of all immunizations, health compliance documentation, and proof of personal health insurance to CHW, which will maintain all student health records. Students must maintain personal health insurance throughout the time in their specific program, however, this does not require that a student submit to any health services at CHW. Students may still choose to obtain services elsewhere and provide appropriate and required documentation to the CHW.

The CHW will provide the following **annually required** vaccines/screenings with no out-of-pocket costs to students:

- Annual influenza vaccination

- Annual tuberculosis screening
- Urine Drug Screens as required by practice sites or by the College of Pharmacy and Health Sciences.

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.

******* REFER TO TABLE FOR PROGRAM SPECIFIC CONTACT INFORMATION *******

**Sullivan College of
Pharmacy and
Health Sciences**

	Title	Number	E-Mail
Abigail Gardner, MSPAS, PA-C	Director, Office of Clinical Education (Physician Assistant Program)	(502) 413-8943	agardner@sullivan.edu
Vinh Nguyen, PharmD	Director, Office of Experiential Education (Doctor of Pharmacy Program)	(502) 413-8637	vnguyen@sullivan.edu

Student Professional Liability Insurance

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

Students with Disabilities

See Sullivan University Catalog – “Requests for Accommodation”

In addition, the procedure and documentation that must be completed can be found in the learning management system (i.e. Blackboard) under “Organizations” > “PharmD Students” > “Student Forms” > “Disability-related Accommodations Procedure”. Any questions about this procedure should be discussed directly with the Associate Dean of Student Affairs.

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:** College of Pharmacy and Health Sciences parking permits are provided annually to campus based (didactic years) P.A. and Pharm.D. students through the Office of Student Affairs.
- **Parking Permit:** All students who utilize the University / College of Pharmacy and Health Sciences 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 SU COPHS – West Campus:** There are two parking areas for College of Pharmacy and Health Sciences students. The southwest parking area adjacent to the Nolan Building and the assigned parking area in front of the College of Pharmacy and Health Sciences 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 download the Sullivan University Mobile App to receive current information on delays, closings or emergencies. To do so, visit <https://sullivan.edu/mobileapp> and follow the instructions to receive notifications. Students will need their student ID to complete registration. We highly encourage you to download the Sullivan University Mobile App to receive all university level notifications on delays, closings or emergencies.

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 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 or Office of Clinical Education.

Emergency Evacuation Plan

In the event of a fire or other emergency that requires an immediate evacuation of the College of Pharmacy and Health Sciences (COPHS), 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 COPHS's main office will:

1. Immediately call 911 and extension 8888 to notify Sullivan University's Department of Public Safety.
2. Contact the COPHS 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 COPHS 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 COPHS 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 himself/herself at the front entrance of the College of Pharmacy and Health Sciences 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 and Health Sciences

instructions during the evacuation and give him/her a full report after the situation has been cleared.

No one will be permitted to re-enter the College of Pharmacy and Health Sciences 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 his/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 and Health Sciences (SU COPHS) is an academic-based drug information center, a unit operated under the College of Pharmacy and Health Sciences within The Sullivan University. The DIC responds to questions from faculty, preceptors, other healthcare professionals, and students.

<https://sullivan.edu/college-of-pharmacy-and-health-sciences/drug-information-center/>

For questions regarding the health sciences resource portal and resource access please email druginfo@sullivan.edu. Drug information questions may be submitted via the following link: <https://secure.sullivan.edu/admissions/DrugInfoRequest>.

The DIC is staffed by a drug information specialist pharmacist and may also be staffed by residents and students.

ACPE Policies Related to Complaints – Doctor of Pharmacy Program

The following are procedures regarding student complaints in general and those relating to the standards of the Accreditation Council for Pharmacy Education (ACPE).

1. General Concerns/Complaints

Students who have concerns or complaints about any aspect of their education in the Doctor of Pharmacy program 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 representatives. 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 Doctor of Pharmacy program 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 ever 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 and Doctor of Pharmacy program 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.

ASHP Policies Related to Complaints – Pharmacy Technician Program

The following are procedures regarding student complaints in general and those relating to the standards of the Accreditation Council for Pharmacy Education (ACPE).

The American Society of Health-System Pharmacists (ASHP) will investigate formal complaints related to noncompliance with accreditation standards if the formal complaint

procedures are followed and substantial evidence determines the program/organization is not meeting the accreditation standards.

The process may begin with an anonymous inquiry to the Vice President of Accreditation Services. The name of the complainant remains confidential until the point that a formal complaint has been filed.

ASHP will not intervene on behalf of an individual complainant regarding matters that are not related to ASHP accreditation standards and regulations (e.g. dismissal of a resident or pharmacy technician education and training student from a program, or to resolve individual disputes between individuals and accredited training program personnel). ASHP will not intervene on behalf of individuals for preceptors, program directors, faculty members, students or residents regarding human resource issues (e.g., retention, appointment, promotion or dismissal).

ASHP accredited residency or pharmacy education and technician training program staff (or programs in the process of being accredited) must comply with ASHP accreditation standards and regulations. Program staff must provide an environment in which individuals (e.g., residents, students, and preceptors) may discuss matters in a manner that encourages cooperative resolution of issue(s). Note: anyone having evidence of non-compliance with ASHP accreditation standards may submit a formal complaint to ASHP, provided attempts to resolve the issue have occurred prior to contacting ASHP. Any complaint must be submitted in writing and relate directly to issues of non-compliance with accreditation standards or regulation. Anonymous complaints or complaints solely by email will not be considered as a formal complaint.

1. Submitting a Formal Complaint

If the complainant is a resident, student, preceptor, teacher, or other person affiliated with the program or organization in question, the following steps should be taken before submitting a complaint to ASHP:

Steps on Submitting a Formal Complaint

- a. Start by addressing your concern with your program director. Make sure you are aware of the organization's official policies and procedures and process for filing a complaint or grievance. Follow their processes.
- b. If the efforts above do not resolve the issue, follow the organization's formal grievance or complaint process to raise the complaint to the next level at the organization. (e.g. the director of the pharmacy, school administrator, or human resources department).
- c. If the efforts in a and b above do not resolve the issue, you may contact the Vice President of Accreditation Services Office at ASHP to discuss submitting a formal complaint. **The complaint must directly relate to a specific accreditation requirement (please be prepared to explain which part of the accreditation standard or regulation that is relevant to the complaint).**

- d. **The name of the complainant shall remain confidential, until the point that a formal complaint has been received by ASHP.**
- e. **If the complainant has threatened or filed legal action against the program involved, ASHP will not investigate complaints until resolution of the legal action has occurred, after that time the complainant can file the formal complaint with ASHP.**
- f. If a decision is made to file a formal complaint, review the information for content of the formal complaint letter below.

If the complainant is someone outside of an ASHP-accredited program, they may contact the Vice President of Accreditation Services at ASHP as the first step in the process.

2. Content of the Formal Complaint

When submitting a complaint that alleges non-compliance with ASHP accreditation standards or regulations, the complaint must be in the form of a written letter complete with signature and date (i.e., not an email) and include the following:

Content of the Formal Complaint

- a. A description of the alleged specific non-compliance with the accreditation requirements (e.g. what part of the ASHP- accreditation standard or regulation is in non-compliance)
- b. Related circumstances that are the reason for the unresolved complaint that relate directly to the violation of the ASHP-accreditation standard or regulation.
- c. Include related dates and timelines, names of individuals, and programs involved.
- d. Specify steps that were taken to try to resolve the issues within the program or organization.
- e. Copies of any documents that support your complaint.
- f. A statement of the action you are looking for from ASHP.
- g. The name of the program, organization, and address with alleged violation.
- h. Your name, relationship to the program in question, and contact information (phone, email, and address)
- i. Signature and Date of your letter.

Complaints should be addressed to:

Janet Silvester, Pharm.D., MBA, FASHP
Vice President, Accreditation Services Office
American Society of Health-System Pharmacists
4500 East West Highway, Suite 900
Bethesda, MD 20814

3. ASHP Procedures for Processing a Formal Complaint

Upon receipt of a formal complaint:

ASHP Procedures for Processing a Formal Complaint

- a. The individual sending a formal complaint will receive notification of receipt of the complaint from ASHP Accreditation Services Office within 15 business days of receiving the complaint at ASHP.
- b. The Vice President of Accreditation Services Office shall determine if additional information from the complainant is required.
- c. When sufficient information has been provided, the Vice President of Accreditation Services Office or designee shall review the information to determine if the complaint is related to a specific accreditation standard or regulation.
- d. If the complaint is determined to not be related to specific ASHP-accreditation standard or regulation requirements and therefore outside the authority of the ASHP Commission on Credentialing, the complainant will receive written notification of that decision.
- e. If the complaint is related to a specific ASHP standard(s) or regulation(s), ASHP will contact the program director and the organization's administrator of the accredited or accreditation-pending training program in question, requesting a written response to the allegation(s) within 30 days. The response must be signed by the program director and the organization's administrator.
- f. Failure of the program director to respond within the established timelines will be considered an indication that the complaint has merit, unless the program director has requested an extension on the deadline.
- g. Information from the complainant and the program's response will be provided to the Commission on Credentialing or Pharmacy Technician Accreditation Commission Complaint Review Committee for further action.

Individuals filing official complaints must understand that once the complaint has become formal the information will be shared with the site. Training program staff will then need to respond with any documentation they have related to the situation.

4. Complaint Review Committee Action

A complaint review committee of the ASHP Commission on Credentialing* or Pharmacy Technician Accreditation Commission* will review both the complaint and the program's response to the complaint, and may determine that:

Complaint Review Committee Action

- a. The response satisfactorily addressed the allegations and no further action is required;
- b. There is validity to the complaint and a subsequent report on correction beyond what the program has provided, is still needed;

- c. There is validity to the complaint and the onsite-surveyors shall be directed to investigate the matter at the time of the next (regularly scheduled) site-visit;
- d. The matter is sufficiently serious to warrant a site-visit before the next scheduled visit and will be at the program's expense;
- e. The matter is sufficiently serious to take action at the next ASHP Commission on Credentialing (COC) or Pharmacy Technician Accreditation Commission (PTAC) meeting that can change the program's accreditation status.
- f. The matter is sufficiently serious to take action to revoke and reject the application for accreditation any program in pre-candidate and candidate phase of accreditation. Reapplication for accreditation will be determined by the COC or PTAC.

Following consideration by a complaint review committee, the program director and complainant shall be informed in writing of the COC or PTAC complaint review committee's decision on the complaint. The COC or PTAC complaint review committee's decision on the complaint is final and may not be appealed by either the complainant or the program director.

5. Confidentiality

The name of the complainant will remain confidential, until a formal written report is received in the ASHP office. At this time the information may be provided to the site to gather more information regarding the situation. A copy of the site's response will be provided to the complainant unless the site provides compelling reasons for maintaining the confidentiality of its response. In such case, the site shall provide two versions of the response to ASHP. The second version shall be the response with any confidential information redacted. The site shall additionally indicate the reasons for any proposed redaction. The final decision as to whether and to what extent the proposed redacted version is provided to the complainant shall be solely that of ASHP.

6. Complaint File

During the period when the complaint is being processed, the Vice President of Accreditation Services shall maintain the relevant correspondence in a case file that is separate from the official program file. When the case has been closed, the file shall be referred to the on-site surveyors for review at the next scheduled accreditation survey.

*The complaint review committee of the ASHP Commission on Credentialing or Pharmacy Technician Accreditation Committee will consist of a minimum of (but not limited to) three individuals, the Chair of the COC or PTAC, the Past Chair, or Vice Chair: the respective accreditation services director (or designee); and a lead surveyor. Reviews may occur through conference calls to expedite decisions.

INVOLVEMENT / CO-CURRICULAR

Student Professional Organizations and Activities

The Administration and Faculty of the College of Pharmacy and Health Sciences (COPHS) encourage student participation in professional organizations within the COPHS 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 and Health Sciences has student chapters of the following organizations:

- PILLARS of Healthcare (PHc)
 - 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)
 - Pharmacy Technician Student Organization
 - Student Academy of American Academy of Physician Assistants (SAAAPA)
- 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

Pharm.D. students are reminded that officers of student organizations must maintain a minimum cumulative grade point average of 2.50. If a student holds 2 or more offices in student organizations, he/she must maintain a minimum cumulative grade point average of 2.80. PA students are reminded that officers of student organizations must maintain a minimum cumulative grade point average of 3.0. All students must not have any professionalism issues.

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.

Class Representatives – Doctor of Pharmacy Program

Each class will have a set of class representatives that will plan/oversee activities and help to resolve issues within the class. The Class Representatives will also oversee the student Committee Representatives. If students are having an issue, they would like their Class Representatives to address, they may speak to them directly or with the Associate Dean of Student Affairs.

Student Committee Representatives – Doctor of Pharmacy Program

At SU COPHS 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 Office of Student Affairs in conjunction with the Class Representatives will conduct the solicitation for all those wishing to be a committee representative. The Class Representatives in conjunction with the Associate Dean of Student Affairs, will assist in the election or Dean's appointment to each of the committees outlined above according to the College bylaws.

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

Student Professional Honors and Awards

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

Professional Development Plan – Doctor of Pharmacy

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 Doctor of Pharmacy 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 and Health Sciences' learning management system (e.g. Blackboard). Any questions about the PDP should be directed to the Office of Student Affairs.

EXPERIENTIAL EDUCATION – DOCTOR OF PHARMACY PROGRAM

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 Doctor of Pharmacy program located at 2100 Gardiner Lane, Louisville, KY 40205. 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 in both the Louisville/Southern Indiana area, as well as other areas throughout the Commonwealth of Kentucky and bordering states. 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 six (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.¹ 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.
2. Elective experiences may be taken at any level of patient care provided that no more than two of the rotations are involved in non-patient care activities.
3. Students with a cumulative GPA of less than 3.25 must complete two APPE's with a full time SU COPHS faculty.
4. Student eligibility for site placement is subject to site specific criteria.
5. Students may complete no more than 2 APPE's with the same clinical preceptor.
6. Students may not be placed at any facility where ownership or direct supervision is performed by a family member or relative.
7. Student family members will not be placed together simultaneously at the same practice site for the same experience type.
8. Students may not be paid for any experiential course for which academic credit is given.
9. Students may complete **two** elective APPE's outside of the Commonwealth of Kentucky or a 180-mile radius of the College provided completion of all didactic work results in a minimum GPA of 3.25 and the experience is not available within the designated area.

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 for the students to review once schedules from preceptors have been finalized. All selections will be made through the

¹ ACPE Standards 2016, Appendix 3

optimization system administered by OEE. 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, the student is unable to complete the experience due to medical reasons, or other academic concerns arise. In the event that a preceptor may find it necessary to cancel an experience after student(s) is(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.

Experiential / Clinical Rotation Placement – Out of Area

Students may be placed in rotations outside of the Louisville-Metro area. In some cases, these placements may be greater than 60 miles or one hour of driving time away from the College’s address of 2100 Gardiner Lane, Louisville, Kentucky 40205. The clinical/experiential program of the College takes into account many variables when placing students. Considerations include, but are not limited:

- Housing availability for students
- Quality and types of rotation offered
- Student rotation schedule (required rotation versus elective)

Anytime during the year, a site where a student has been assigned may become unavailable. In these cases, the student will be placed in an available alternate site.

In all placements, students are responsible for transportation to and from the site. The College does not reimburse students for mileage, housing, or living expenses due to placement outside of the Metro area. Students should consult with financial aid for assistance, if needed.

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 criminal background checks (CBCs) and drug screens for which scheduling, and funding are the student's responsibility. Failure to comply with these requirements may result in course failure.

Transportation

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

Remuneration Policy

Students cannot be paid for any time spent on experiential experiences 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 SU COPHS 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 and Health Sciences, 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 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 the experiential education software platform within five (5) business days of the end of the experiential block.
- Preceptors will have access to their evaluations completed by students within five (5) 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 the Doctor of Pharmacy program.

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 Doctor of Pharmacy program.

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 to 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 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 (OEE), 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 and Health Sciences. Grades will be entered into Campus Nexus by the OEE.

Concern and Praise Cards

These evaluations can be found in the experiential education software platform. 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 Student of the Year and Preceptor of the Year, respectively.

Course Syllabus

The course syllabi can be found within the experiential software platform and Blackboard organization. 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 within the experiential software platform and Blackboard organization. **You and your preceptor should discuss your progress at a minimum at the midpoint and end of the experience.**

NAPLEX Review Program

Sullivan University's Doctor of Pharmacy program 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 as part of the professional transitions course (PHR 7602). 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 Review Workbook

A calculations workbook will be provided to all students at the beginning of block 5. This workbook will need to be completed 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 completed their assignments. A calculations refresher will be scheduled during Block 7 to go over any questions that students struggled with.

**SU COPHS ACADEMIC CALENDAR (PHARMACY TECHNICIAN PROGRAM
FOLLOWS SULLIVAN UNIVERSITY ACADEMIC CALENDAR)**

<i>Summer Q</i>	2019-2020	2020-2021	2021-2022
P1s, P2s, & PA1s	Jul 1-Sep 15 Holiday: Jul 4 (4 th of July), Sep 2 (Labor Day) Break: Sep 16-Sept 29 (2 wks)	Jul 6-Sep 20 Holiday: Jul 4 (4 th of July), Sep 7 (Labor Day) Break: Sep 21-Oct 4 (2 wks)	Jul 6-Sep 19 Holiday: Jul 5 (4 th of July), Sep 6 (Labor Day) Break: Sep 20-Oct 3 (2 wks)
P3s (APPEs) & PA2s (Clinical): No Holidays	Jul 1-Sep 22 Break: Sep 23-Sep 29 (1 wk) (6 wk APPE)	Jul 6-Sep 27 Break: Sep 28-Oct 4 (1 wk) (6 wk APPE)	Jul 6-Sep 26 Break: Sep 27-Oct 3 (1 wk) (6 wk APPE)
<i>Fall Q</i>			
P1s, P2s, & PA1s	Sep 30-Dec 15 Holiday: Nov 28-29 (Tday) Break: Dec 16-Jan 5 (3 wks)	Oct 5-Dec 20 Holiday: Nov 28-29 (Tday) Break: Dec 21-Jan 3 (2 wks)	Oct 4-Dec 19 Holiday: Nov 25-26 (Tday) Break: Dec 20-Jan 3 (2 wks)
P3s (APPEs) & PA2s (Clinical): No Holidays	Sept 30-Dec 22 Break: Dec 23-Jan 5 (2 wks) (6 wk APPE)	Oct 5-Dec 27 Break: Dec 28-Jan 3 (1 wks) (6 wk APPE)	Oct 4-Dec 26 Break: Dec 27-Jan 3 (1 wks) (6 wk APPE)
<i>Winter Q</i>			
P1s, P2s, & PA1s	Jan 6-Mar 22 Holiday: Jan 20 (MLK Day) Break: Mar 23-Apr 5 (2 wks)	Jan 4-Mar 21 Holiday: Jan 18 (MLK Day) Break: Mar 22-Apr 4 (2 wks)	Jan 3-Mar 20 Holiday: Jan 17 (MLK Day) Break: Mar 21-Apr 3 (2 wks)
P3s (APPEs) & PA2s (Clinical): No Holidays	Jan 6-Mar 29 Break: Mar 30-Apr 5 (1 wk) (6 wk APPE)	Jan 4-Mar 28 Break: Mar 29-Apr 4 (1 wk) (6 wk APPE)	Jan 3-Mar 27 Break: Mar 28-Apr 3 (1 wk) (6 wk APPE)
<i>Spring Q</i>			
P1s, P2s, & PA1s	Apr 6-Jun 21 Holiday: May 25 (Memorial Day) Break: Jun 22-Jul 5 (2 wks)	Apr 5-Jun 20 Holiday: May 31 (Memorial Day) Break: Jun 21-Jul 5 (2 wks)	Apr 4-Jun 19 Holiday: May 30 (Memorial Day) Break: Jun 20-Jul 4 (2 wks)
P3s (APPEs) & PA2s (Clinical): No Holidays	Apr 6-Jun 28 Break: Jun 29-Jul 5 (1 wk) (6 wk APPE)	Apr 5-Jun 27 Break: Jun 28-Jul 5 (1 wk) (6 wk APPE)	Apr 5-Jun 26 Break: Jun 27-Jul 4 (1 wk) (6 wk APPE)

STUDENT COMPLIANCE STATEMENT

I acknowledge receipt of the Sullivan University College of Pharmacy and Health Sciences (SU COPHS) Student Handbook and fully understand that it is my personal responsibility to abide by and maintain compliance with the policies, procedures, and guidelines. I further acknowledge and understand that I have the personal responsibility to speak directly to college administration (e.g. Dean, Associate Deans, Assistant Deans, Department Chairs, Program Directors, Directors, etc.) about any questions or concerns I have regarding information within the Sullivan University Academic Catalog or SU COPHS Student Handbook.

In addition, I acknowledge and understand that it is my personal responsibility to read and ensure my understanding of each course syllabus. If I have any questions or concerns regarding a course syllabus, these questions should be directed to the individual course coordinator(s) at the beginning of the academic term in which I am enrolled in said course.

Please click on or copy and paste the following link in your web browser to verify your understanding of the “Student Compliance Statement” and expectations of the Sullivan University College of Pharmacy and Health Sciences.

<https://tinyurl.com/sucophsstudentcomplianceaffirm>

Once you have reviewed this handbook, please use the hyperlink above to verify your understanding of the requirements and expectations of the Sullivan University College of Pharmacy and Health Sciences.