

**Southern Illinois University Edwardsville**  
**School of Pharmacy**  
**STUDENT HANDBOOK Class of 2012**

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**Southern Illinois University Edwardsville**  
**School of Pharmacy**  
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**Introduction from the Dean**

Welcome to the SIUE School of Pharmacy!

Since our first students matriculated in 2005 we have striven to achieve our mission which states, “The mission of the School is to prepare health care professionals capable of providing high-quality health care to meet the diverse pharmaceutical care needs of the citizens of Illinois and to serve the profession of pharmacy through a balanced program of education, research, service and patient care. The SIUE School of Pharmacy embraces the educational philosophy of the University, which is dedicated to communication, expansion and integration of knowledge through excellence in its teaching programs; through the scholarly, creative and research activity of its faculty, staff and students; and through professional and community service.” Consistent with this mission, and embracing our theme of “nurturing for life” our students, faculty and staff have distinguished themselves at the state and national level as leaders in education, patient care and research in the few years that we have been in existence. Our alumni practice and contribute to their communities all around the country.

Our fully accredited four-year Doctor of Pharmacy (PharmD) curriculum is unique in many respects. For example, our pharmacotherapeutics courses integrate the basic and clinical pharmaceutical sciences and our students begin their experiential learning in their very first semester allowing them to apply their didactic learning very early in their professional development. All our students complete a capstone project in their final year which allows the amalgamation of knowledge gained during the earlier years in the curriculum. Our PharmD curriculum provides the option of obtaining an education certificate for students who may be interested in pursuing a career in academics. Our basic science faculty support students who wish to gain experience in their state-of-the-art laboratories and we utilize contemporary technology throughout our curriculum.

The success of our school can be attributed to the efforts of our committed students, faculty and staff, the Southern Illinois University administration, our Founding Dean, and our ardent supporters in our wonderful community. I invite you to explore the opportunities available at our school, our beautiful 2660 acre university campus and the exciting communities that our school contributes to. Please feel free to contact us at 618-650-5150 or at [pharmacy@siue.edu](mailto:pharmacy@siue.edu) if we can be of assistance. We would be honored to show you our school if you would like to visit us. You will not be disappointed!

Gireesh V. Gupchup  
Dean and Professor

## **Pledge of Professionalism**

As a student of pharmacy, I believe there is a need to build and reinforce a professional identity founded on integrity, ethical behavior, and honor. This development; a vital process in my education, will help ensure that I am true to the professional relationship I establish between myself and society as I become a member of the pharmacy community. Integrity must be an essential part of my everyday life and I must practice pharmacy with honesty and commitment to service.

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

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

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

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

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

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

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

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

# **SIUE School of Pharmacy**

## **Mission Statement**

The mission of the School is to prepare health care professionals capable of providing high-quality health care to meet the diverse pharmaceutical care needs of the citizens of Illinois and to serve the profession of pharmacy through a balanced program of education, research, service and patient care. The SIUE School of Pharmacy embraces the educational philosophy of the University, which is dedicated to communication, expansion and integration of knowledge through excellence in its teaching programs; through the scholarly, creative and research activity of its faculty, staff and students; and through professional and community service.

## **Vision**

The SIUE School of Pharmacy, located in a major metropolitan university, is committed to providing excellence in pharmaceutical education and the development of pharmacy leaders as a service to the community in the improvement of the quality of health care services.

## **Goals**

The goals of the SIUE School of Pharmacy are:

1. To prepare graduates of the professional program to apply the pharmaceutical, social, administrative, and clinical sciences in order to deliver pharmaceutical care in a manner that promotes positive health outcomes and in an interdisciplinary role.
2. To foster intellectual curiosity and a commitment to lifelong learning.
3. To provide programs, services, and resources that foster an environment for the personal and professional growth of students, alumni, practitioners and faculty.
4. To contribute to the advancement of the clinical, basic medical and pharmaceutical sciences.
5. To contribute to the advancement of pharmacy practice through research and scholarship and by service to the profession.
6. To inculcate a spirit of respect for diversity and good citizenship.

## **Accreditation Statement**

The SIUE School of Pharmacy was granted full accreditation by the Accreditation Council for Pharmacy Education (ACPE) in June 2009. ACPE authorized the following statement:

The Southern Illinois University Edwardsville School of Pharmacy Doctor of Pharmacy program is accredited by the Accreditation Council for Pharmacy Education, 20 North Clark Street, Suite 2500, Chicago, IL 60602-5109, 312/664-3575; FAX 312/664-4652, web site [www.acpe-accredit.org](http://www.acpe-accredit.org).

## **Departmental Information**

Information about faculty and staff can be found on the School of Pharmacy Directory.  
[http://www.siu.edu/pharmacy/about/deansoffice/pharm\\_directory.shtml](http://www.siu.edu/pharmacy/about/deansoffice/pharm_directory.shtml)

Further information about faculty and staff can be found at  
[http://www.siu.edu/pharmacy/about/fac\\_staff.shtml](http://www.siu.edu/pharmacy/about/fac_staff.shtml)

### **Office of the Dean**

The Office of the Dean is responsible for all aspects of the School of Pharmacy including pharmacy education, faculty scholarship, and clinical and professional service; the efficient use of institutional and external resources, and the formulation of policies to create a positive academic environment.

The helpful and friendly staff in the Dean's office is here to assist you with any questions you might have about the SIUE School of Pharmacy.

### **Academic Affairs**

The Office of Academic Affairs in the School of Pharmacy is responsible for academic scheduling of the various didactic courses in the School. This scheduling includes time scheduling of classes, room scheduling and coordinating exam schedules and end-of semester course evaluations. Under the direction of the Associate Dean for Academic Affairs, this office has oversight responsibilities for the development and implementation of the Doctor of Pharmacy curriculum. The Office also shepherds the various assessment activities of the School. It also facilitates faculty development activities and coordinates various data collection and reports for the Office of the Dean. It also evaluates various innovative instructional strategies and technologies that enhances student learning.

### **Student Affairs**

The SIUE School of Pharmacy Office of Student Affairs (OSA) operates on the principle of the “Student Affairs Pyramid” which includes student recruitment, admissions, progression, enrichment, graduation and lifelong affiliation. Student recruitment activities focus on creating a presence for the college both locally and nationally as a venue for students to pursue pharmacy as a career.

The OSA works with the SIUE Registrar's Office and the Office of Admissions to facilitate the student admissions process. The OSA performs professional student advising and helps students work with the SIUE Office of Student Financial Aid. An early monitoring program to facilitate student progression through the professional pharmacy program is coordinated by the OSA.

The student enrichment activities are coordinated in collaboration with several offices at SIUE and include student professional and leadership organization endeavors, career counseling, job placement (e.g., career fairs), and community-based service learning. Other student enrichment programs include a faculty-student mentoring program and a student-student "buddy" program.

Also, professionalization activities such as the white coat ceremony and the pinning ceremony are organized by the OSA. In collaboration with the Office of External Affairs and Development, lifelong affiliation with alumni will be effected by creating a network of alumni who remain involved with the student enrichment activities of the SIUE School of Pharmacy thereby also creating role models for students in the professional pharmacy program.

## **Pharmaceutical Sciences**

Department of Pharmaceutical Sciences faculty represent the disciplines of biomedical sciences, pharmacology, medicinal chemistry, biochemistry, pharmaceuticals and pharmacy administration. Areas of instruction include physiology, pharmacology, pharmaceuticals, medicinal chemistry, biochemistry, pharmacogenomics, biotechnology, financial management, health care systems, human resource management and pharmacy law and ethics.

Pharmaceutical sciences faculty work closely with their counterparts in pharmacy practice to provide a stimulating and contemporary learning environment for our students. Members of the Department have either prior faculty experience or extensive postdoctoral training.

The Department has available technology such as: molecular modeling hardware and software, differential scanning calorimeter, inverted microscope, high pressure liquid chromatographs, ultraviolet spectrophotometer, infrared spectrometer and real-time PCR.

The Department occupies office and laboratory space in the new University Park 220 building and office space in the University Park 200 facility. The University Park 220 building contains 3400 square feet of research space suitable for performing research in molecular and cellular biology, drug design and development, and drug delivery and dosage form design.

## **Pharmacy Practice**

The Mission of the SIUE Department of Pharmacy Practice is to foster and advance the development of pharmacy graduates capable of meeting the diverse patient care needs of the region. The Department furthers the mission of the SIUE School of Pharmacy by striving for

excellence in teaching/learning, scholarship, and service-related activities including both patient care and community engagement.

Through educational programming and professional services, the SIUE Department of Pharmacy Practice provides students, faculty and pharmacy practitioners with varied and meaningful opportunities that enable them to: deliver patient-centered care, employ new technologies, remain contemporary with evolving practice roles, contribute to the profession and assume leadership roles in the professional community.

The Department embraces a patient-centered care philosophy and utilizes a dedicated and enthusiastic faculty to facilitate contemporary coursework that features a progressive experiential education program to create a nurturing environment for optimal student learning.

**Academic Calendar**

**Academic Calendar  
2011-2012**

Summer 2011

May 10 – June 17 ..... Didactic Session I  
June 20 – July 29 ..... Didactic Session II

Summer 2011 (P4 Class)

May 16 – June 17 ..... APPE I  
June 20 – July 22 ..... APPE II

Fall 2011

July 25 – August 26 ..... APPE III  
August 8 ..... Classes begin (P1, P2, P3)  
August 29 – September 5 ..... No APPE Rotations  
September 5 ..... Labor Day Holiday  
September 6 – October 7 ..... APPE IV  
September 26 – October 14 ..... IPPE III (P2 Class)  
September 26 – 30 ..... PHPR 748 (MMT Training - P3 Class)  
October 3 – 7 ..... PHPR 750 (MMT – P3 Class)  
October 10 – November 11 ..... APPE V (P4 Class)  
October 17 – October 28 ..... IPPE I (P1 Class)  
November 14 – January 8 ..... No APPE Mod Scheduled  
November 21 – 25 ..... Thanksgiving Holiday  
December 12 – 16 ..... Exam Week (P1, P2, P3)

Spring 2012

January 3 ..... Classes begin (P1, P2, P3)  
January 9 – February 10 ..... APPE VI  
January 16 ..... M. L. King Jr. Holiday  
February 13 – March 16 ..... APPE VII  
February 20 - 24 ..... Immunization Training (P3 Class)  
February 20 – March 9 ..... IPPE IV (P2 Class)  
IPPE II (P1 Class)  
March 19 – 25 ..... No APPE Rotations  
March 26 – April 27 ..... APPE VIII  
Apr 30 – May 4 ..... Pre-Commencement Week / Exam Week  
May 5 ..... Commencement

## **Admission Process**

The School of Pharmacy does not have rolling admissions. However, you are strongly urged to apply early in the application cycle. Early application will allow you the opportunity to be sure that all your materials are received by the December 1st application deadline. Each year, the SIUE School of Pharmacy adheres to the following admission cycle:

Beginning August 1 -	Application is available to students
November 1 -	Application deadline
February 1 -	Deadline for submission of Fall transcripts
Mid-January -	Students notified of interview status
Early February -	Interviews
Early March -	Notification of admission decisions

Admissions to the professional program of the SIUE School of Pharmacy are limited and competitive - it is anticipated that the instructional resources available to the School will enable 80 new students to be admitted each fall term. For this reason, achieving the minimum pre-pharmacy subject and grade criteria does not guarantee admission. Students should begin the application process one year before their anticipated enrollment in the SIUE School of Pharmacy.

In selecting students for admission, the School will consider the applicant's cumulative grade point average (GPA), pre-pharmacy curriculum GPA, and GPA in science and mathematics courses. Other criteria will include the Pharmacy College Admissions Test (PCAT), review of letters of recommendation and an on-campus interview. The interview will include a writing assessment. Students must also complete the PharmCAS online application.

All courses listed in the pre-pharmacy curriculum must be completed with a minimum grade of "C" prior to enrollment in the professional program of the SIUE School of Pharmacy. In order to be considered for admission to the professional program, applicants must have a minimum grade point average of 2.75 (on a 4.0 scale) in the cumulative GPA for all post-secondary courses attempted (excluding graduate courses), pre-pharmacy curriculum GPA and pre-pharmacy science and mathematics GPA.

## **Technical Standards for Admission**

Candidates for the Doctor of Pharmacy degree must be able to perform the essential functions in each of the following categories: Observation, Communication, Motor, Intellectual, and Behavioral/Social. However, it is recognized that degrees of ability vary among individuals.

Individuals are encouraged prior to application to discuss their disability with the Office of Student Affairs in the Southern Illinois University Edwardsville School of Pharmacy and consider technological and other mechanisms needed in order to train and perform effectively as a pharmacist.

Southern Illinois University Edwardsville School of Pharmacy is committed to enabling its students by any reasonable means or accommodations to complete the course of study leading to the Doctor of Pharmacy degree.

### **1. Observation**

All candidates must be able to:

- Observe lectures, demonstrations, experiments, and practice-based activities
- Observe physiologic and pharmacological demonstrations, evaluation of microbiological cultures, and microscopic studies of organisms and tissues in normal and pathological states
- Observe a patient accurately at a distance and close at hand
- Read information on a computer screen
- Remain fully alert and attentive at all times in clinical settings
- Evaluate visible patient signs and symptoms for the purposes of monitoring drug therapy

### **2. Communication**

All candidates must be able to:

- Communicate effectively and sensitively with patients, caregivers, instructors, peers and all members of the health care team (communication includes speech, writing, reading and computer literacy)
- Elicit information from patients, describe changes in mood, activity and posture, and perceive nonverbal communications

### **3. Psychomotor Skills**

All candidates must be able to:

- Have sufficient motor function to execute all aspects of processing multiple types of drug orders and compounding of medications
- Engage in safe and aseptic handling of sterile preparations
- Safely and effectively operate appropriate equipment (e.g., microscope, computer keyboard, glucose monitors, peak flow meters)
- Engage in basic physical assessment activities (e.g., assessing range of motion of a joint, blood pressure readings, taking a pulse)
- Execute motor movements to provide general and emergency treatment of patients (e.g., first aid treatments, cardiopulmonary resuscitation)

#### **4. Intellectual**

All candidates must be able to:

- Comprehend three-dimensional relationships and to understand the spatial relationships of structures
- Solve problems involving measurement, calculation, reasoning, analysis, synthesis, and evaluation in a multi-task setting
- Synthesize knowledge and integrate the relevant aspects of a patient's history, physical findings and monitoring studies
- Use information to develop a drug therapy and monitoring plan in a reasonable amount of time

#### **5. Behavioral/Social Attributes**

All candidates must be able to:

- Possess the emotional health required for full use of their intellectual abilities, the exercise of good judgment, and the prompt and safe completion of all responsibilities
- Adapt to change, to display flexibility and to learn to function in the face of uncertainties and physically and emotionally stressful situations
- Possess compassion, integrity, interpersonal skills, motivation, empathy, and concern for others
- Demonstrate ethical behavior
- Accept appropriate suggestions and criticism and, if necessary, respond by modification
- Exercise good judgment and prompt completion of all responsibilities involved in the pharmaceutical care of patients
- Have the capacity to develop mature, sensitive, and effective relationships with patients

## **Statement of Nondiscrimination**

Southern Illinois University Edwardsville is committed to equal educational and employment opportunity and affirmative action. SIUE administers its academic programs without regard to race, ethnicity, color, sex, creed or religion, national origin, age, handicap, veterans' status or other proscribed categories. In addition, it is the policy of SIUE to make every reasonable effort to accommodate individuals with special needs. The University complies in letter and spirit with federal and state legislation, which includes, but is not limited to , Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, Titles VII and VIII of the Public Health Service Act, and the Illinois Human Rights Act and related state laws. Inquiries regarding equal opportunity and affirmative action in admission and administration should be directed to the Office of the Provost and Vice Chancellor for Academic Affairs.

The SIUE ANNUAL SECURITY REPORT is available online at <http://admin.siu.edu/studentrightto/>. The report contains campus safety and security information and crime statistics for the past three calendar years. This report is published in compliance with federal law, entitled the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act." You may also access this report through the SIUE home page: [www.siu.edu](http://www.siu.edu) under Ready Reference, Quick Links, or Publications / Reports. For those without computer access, a paper copy of the report may be obtained from: Office of the Vice Chancellor for Administration; Rendleman Hall, Room 2228 / (618) 650-2080.

SIUE institutional information, financial assistance information, completion and graduation rates, and athletic information are available online at [www.siu.edu/consumer](http://www.siu.edu/consumer). For those without computer access, a paper copy of the report may be obtained from: Office of the Assistant Vice Chancellor for Enrollment Management; Campus Box 1081, Rendleman Hall, Room 1309 / (618) 650-2080.

# **Pharm.D. Curriculum<sup>(a,b)</sup>**

## **First Year Courses**

### Fall Semester

PHPS 700 – Principles of Drug Action I	4
PHPS 702 – Biochemical Principles for Pharmacy	3
PHPS 704 – Biopharmaceutics and Drug Delivery I	2
PHPR 706 – Introduction to Pharmacy Practice	2
PHAS 708 – Health Care Systems	3
PHPR 710 – Statistics & Literature Evaluation	3
PHEP 714 – Intro Pharmacy Practice Experience I: Professional Role Observation	1

Total Credits: 18

### Spring Semester

PHPS 701 – Principles of Drug Action II	2
PHPS 703 – Molecular Biology and Pharmacogenomic Principles	2
PHPS 705 – Biopharmaceutics and Drug Delivery II	2
PHPS 707 – Pharmacy Skills and Techniques	2
PHAS 709 – Health Care and Financial Management	2
PHPR 711 – Drug Information	3
PHPR 713 – Self Care & Alternative Medicines	4
PHEP 715 – Intro Pharmacy Practice Experience II: Service Learning	1

Total Credits: 18

## Second Year Courses

### Fall Semester

PHPS 720 – Biopharmaceutics & Drug Delivery III	3
PHPS 722 – Microbiology & Immunology	3
PHPT 724 – Integrated Pharmacotherapeutics: CV/Renal	5
PHPT 726 – Integrated Pharmacotherapeutics: Endocrine/Metabolic/Nutrition	4
PHAS 728 – Human Resources Management	2
PHEP 730 – Introductory Pharmacy Practice Experience III	2
PHEP 732 – Pharmacy Rounds I (taken either fall or spring)	1 <sup>(c)</sup>

Total Credits: 19-20<sup>(c)</sup>

### Spring Semester

PHPR 721 – Clinical Pharmacokinetics	2
PHPT 725 – Integrated Pharmacotherapeutics: Infectious Diseases	5
PHPT 727 – Integrated Pharmacotherapeutics: GI/Rheumatology/Pulmonary	4
PHEP 731 – Intro Pharmacy Practice Experience IV	2
PHEP 732 – Pharmacy Rounds I (taken either fall or spring)	1 <sup>(c)</sup>
PHAS 733 – Pharmacy Law & Ethics	3
PHPR 735 – Physical Assessment & Patient Care Skills	3

Total Credits: 19-20<sup>(c)</sup>

## Third Year Courses

### Fall Semester

PHPT 740 – Integrated Pharmacotherapeutics: Psychiatry & Neurology	4
PHPT 742 – Integrated Pharmacotherapeutics: Women & Men’s Health	2
PHPR 744 – Health Promotion & Literacy	3
Electives	5 – 6 <sup>(d)</sup>
PHEP 746 – Pharmacy Rounds II	1
PHPR 748 – Medication Management Training I	1
PHPR 750 – Medication Management Training II	1

Total Credits: 18<sup>(d)</sup> (17-18)

### Spring Semester

PHPT 741 – Integrated Pharmacotherapeutics: Oncology/Hematology	4
PHPT 743 – Integrated Pharmacotherapeutics: Dermatology & Others	2
PHPS 745 – Biotechnology	2
PHEP 747 – Pharmacy Rounds III	1
PHPR 749 – Infectious Disease Prevention and Immunization Training	1
PHEP 751 – Capstone Preparation	1
PHAS 753 – Management Selective* 755 757	2
Electives	5 – 6 <sup>(d)</sup>

Total Credits: 18<sup>(d)</sup> (18-19)

\*Students select from one of the following: PHAS 753 – Management Selective: Community; PHAS 755 – Management Selective: Institutional, OR PHAS 757 – Management Selective: Clinical

**a** Subject to change per recommendations by Curriculum Committee.

**b** The normal academic load is indicated for each semester. Students may be permitted to take more than these credits with the approval of the Office of Academic Affairs and the Pharmacy Adviser.

**c** Pharmacy Rounds I is either taken during the fall or spring term for a total of one credit.

**d** Total credits varies depending on number of elective credits taken. Students are required to accumulate a total of “11” elective credits for graduation.

## **Approved Internal Electives**

### **PHEL 760: Orientation to Teaching (2 credits)**

Explores learning and motivation theories, teaching philosophies, the culture of higher education, the scholarship of teaching and learning, and the design of learning units.

- Maximum enrollment is 12 students.

### **PHEL 761: Instructional Design and Strategies (2 credits)**

Introduces various instructional strategies with application of learning theories, teaching philosophies, and course design, including implementation of methodologies.

- Offered during first 7 weeks of semester

- Maximum enrollment is 12 students

### **PHEL 762: Assessment Strategies (2 credits)**

Introduces various formative and summative assessment strategies including test design, grading rubrics, feedback techniques, peer review, performance assessment, and learning portfolios.

- Offered during last 7 weeks of semester

- Maximum enrollment is 12 students

### **PHEL 763: Drug Induced Diseases (2 credits)**

This course will discuss iatrogenic events secondary to drug therapy including medication errors, adverse drug events, drug-drug, and drug-disease interactions using an organ-system approach.

### **PHEL 764: Pain & Palliative Care (2 credits)**

This two-credit hour course will provide the Pharm.D. candidate with an in-depth overview of pain management, hospice, and palliative care practice and health system models.

### **PHEL 765: Pediatric Pharmacotherapy (2 credits)**

Addresses the pharmacotherapy of select childhood disease states for ensuring the proper care of pediatrics and adolescents.

- Maximum enrollment is 25 students.

### **PHEL 766: Diabetes Care and Experiences (3 credits)**

Addresses medical nutrition therapy, pharmacotherapy, advanced monitoring considerations and devices for the diabetic patient.

- Maximum enrollment is 30 students

### **PHEL 767: Histopathology (2 credits)**

A look at normal and diseased tissues, with an emphasis on the pharmacological applications to the pathological states.

### **PHEL 768: Addiction (2 credits)**

Provides a review of addiction medicine as it relates to the pharmacy professional and to serve a prevention function within the profession.

- Maximum enrollment is 30 students.

**PHEL 769: Introduction to the Drug Discovery Process**

Introduce the basic framework involved in designing a drug, taking it through the approval process, and bringing it to market.

- Minimum enrollment is 6 students

**PHEL 770: Medicinal Chemistry: Theory and Practice (3 credits)**

An introductory course in medicinal chemistry addressing the relationship of chemical structure to pharmacological action. Emphasis on drug-receptor interactions and drug targets.

- Will require a minimum of 12 students before offered.

**PHEL 771: Medical Devices and Supplies (2 credits)**

This course is designed to provide an overview of medical devices and supplies used by patients in home and/or clinical settings

- Maximum enrollment is 25 students.

**PHEL 772: Introduction to Nuclear Pharmacy (2 credits)**

Introduces the student pharmacist to the specialty of nuclear pharmacy. The topics presented are radiopharmaceuticals, radioactive decay, instrumentation, production of radionuclides, radiation protection, and radiation biology.

**PHEL 773: Advanced Pharmacogenomics Human Biological Variation (2 credits)**

Studies of human evolution and the impact of human genetic variation on drug therapy.

- Maximum enrollment is 25 students

**PHEL 774: Advanced Infectious Diseases Pharmacotherapy (2 credits)**

An in-depth review of antimicrobials, infectious diseases, and treatment guidelines.

- Maximum enrollment is 10 students

**PHEL 775: Perspectives of Mental Health (2 credits)**

Enhance familiarity with the mental health system, psychopharmacology and the treatment of mental illnesses, and to define the role of pharmacists in providing mental health care.

-Maximum enrollment is 20 students

**PHEL 776: Critical Care Pharmacotherapy (2 credits)**

This course will discuss the pathophysiology and therapeutic management of commonly encountered acute intensive care medical problems.

-Maximum enrollment is 20 students

**PHEL 777: Application of Clinical Guidelines in Ambulatory Care (2 credits)**

This course is designed to review practice guidelines for common ambulatory care disease states and allow students to expand and apply their therapeutic knowledge.

-Maximum enrollment 20 students

**PHEL 778: Sterile Pharmaceutical Product (2 credits)**

This course is designed to provide students an in-depth examination of the skills and knowledge needed in the preparation of sterile products.

-Maximum enrollment is 20 students

**PHEL 779: Advanced Self-Care (2 credits)**

This course is a study of nonprescription drugs. Emphasis will be placed on selection of the appropriate nonprescription drug for a patient and patient counseling.

-Maximum enrollment is 20 students

**PHEL 780: Managed Care Pharmacy (2 credits)**

This course will address fundamental concepts in managed care pharmacy and the impact on the health care system.

-Maximum enrollment is 30 students

**PHEL 781 – Methods in Drug Discovery (2 credits)**

The drug discovery component of a Research & Development organization is presented. Focus on current technologies for drug research, with emphasis on computational methods.

-Maximum enrollment is 15 students

**PHEL 782 – Advanced Cardiovascular Pharmacotherapy (2 credits)**

This elective will allow students to become familiar with disorders of the cardiovascular system through lecture, primary literature review and pharmaceutical care plan development.

-Maximum enrollment is 25 students

## **Approved External Electives**

This list contains classes that may be of interest to Pharm.D. students to fulfill elective requirements. The inclusion of a course on this list does not imply direct application to pharmacy, but may allow the student to develop areas of personal interest or to expand their understanding of professional opportunities. If interested in one of these courses, the student must contact SOP Office of Student Affairs to inquire about enrollment procedures. The Curriculum Committee is not promoting and cannot guarantee enrollment in the following courses. The Committee will perform quality assurance measures to continually assess the inclusion of courses on this list.

### **Chemistry**

**Chem 471 – Principles of Toxicology (3 credits) – [DNSM]** (Cross-listed with ENSC 531)  
Chemical and biological effects of toxic substances in living organisms at the molecular and cellular level. Topics: routes of entry, mechanism of action, effects, and antidotes, etc.  
Prerequisites: organic chemistry, graduate standing, or consent of instructor.

### **Speech Communications**

**SPC 403 – Organizational Communication Theory and Applications (3 credits) – [DFAH]**  
Diagnosing communication problems in organizations and implementing solutions. Research methods and theoretical applications in organizational communication. Prerequisites: SPC203 or consent of instructor.

### **Philosophy**

**PHIL 321 – Ethics in the Medical Community (3 credits) – [DFAH]**  
Ethical issues arising in health care contexts and practices.

### **Advanced Psychology Courses (Prerequisite is Psychology 111)**

**PSYC 420 – Applied Behavior Analysis (3 credits) – Learning principles; evaluation methods; techniques of managing and modifying human behavior, based upon operant and respondent conditioning. Prerequisite: 111**

**PSYC 431 – Psychopathology (3 credits) – [DSS]**  
Classification, description, etiology, and treatment of disorders of personality organization and behavioral integration. Prerequisite: 111

### **English**

**ENG 491 – Technical and Business Writing (3 credits)**  
Technical communication, professional correspondence, reports, proposals, descriptions, and evaluations; word processing and graphics software. For students in English, business, engineering, nursing, the sciences, and the social sciences. No experience in computers and software necessary. Prerequisites: C or better in 102; junior standing or consent of instructor.

### **Interdisciplinary Studies**

#### **IS 343 – Contemporary Health Care Issues (3 credits) – [IS] Seminar:**

Examination of contemporary health issues of diverse cultures across the lifespan.

Discussion of global trends, cultural, lifespan, and ethical aspects of each topic. Prerequisite: admission to the University, junior standing.

### **School of Education Kinesiology & Health Education Department**

#### **HED 360 - Nutrition, Exercise, and Weight Control (3 credits)**

Relationship among nutritional needs, exercise, and weight control as preventative measures toward obesity, diabetes, heart disease, cancer, and other health problems. Teaching concerns and approaches. HED majors and minors only. Prerequisite: 201 or consent of instructor.

### **Social Work**

#### **\*SOCW 388 – Chemical Dependency (3 credits)**

Examines the bio-psycho-social perspectives of chemical dependency; focusing on drug availability, effects, assessment, interventions, and public policies. Not for graduate credit. Prerequisite: junior or senior standing.

### **University of Utah**

#### **School on Alcoholism and Other Drug Dependencies (2 credits)**

**Contact: Lisa Lubsch, PharmD – [llubsch@siue.edu](mailto:llubsch@siue.edu) or 618/650-5136**

This elective program is designed to provide a review of the broad perspective of addiction medicine as it relates to the pharmacy professional and to serve a prevention function within the profession.

Pre-registration is recommended. You cannot register online. Download and print a copy of the application form, make check payable to the University of Utah and mail the application form and a \$60.00 deposit or full payment to: School of Alcohol and Drugs, Alcohol and Drug Abuse Clinic, 30 N. 1900 E., Room 1C307, Salt Lake City, UT 84132. All applications must be received by June 1 to be pre-registered.

### **University of Florida**

#### **PHA6860 Pharmaceutical Crimes Prevention (3 credits)**

The purpose of this course is to provide an overview of the American legal system, focusing primarily on the criminal case. Basic legal principles are reviewed. Sources of law are discussed, and the ability to locate basic legal references is developed. This module reviews the basic protections that American society has chosen to afford its citizens, and the responsibilities citizens have to meet in order to warrant these protections. As you proceed through this module, consider carefully the fundamental protections that the law provides, and the limits of those protections. Ask yourself how far one individual may go in pursuing his/her own interests before the interests of the state step in to limit individual actions.

(Summer A) For more information contact Nicole Hudson, [HUDSON@COP.UFL.EDU](mailto:HUDSON@COP.UFL.EDU) or 352-273-7810

#### **Veterinary Pharmacy (2 credits)**

Students will obtain knowledge and skills that can positively impact educational, veterinary and economic outcomes by applying their drug knowledge resources to veterinary situations. This course will provide valuable instruction on the uses and indications of human and

veterinary labeled medications used in the treatment of diseases affecting animal patients. For more information contact Elaine Blythe, PharmD, [eblythe@ufl.edu](mailto:eblythe@ufl.edu) or 402-551-6017

**PHA6935 Herbal and Dietary Supplements (3 credits)**

This course provides PharmD students as well as pharmacists and other healthcare professionals with knowledge in the area of herbal and dietary supplements, specifically the most commonly sold herbal supplements, their traditional and clinical applications, potential mechanisms of action, current scientific information on the pharmacology of proposed and confirmed active compounds, standardized extracts, dosages, and adverse effects. The course will also emphasize the potential drug interactions with common prescription and OTC medications as well as food interactions. This course will introduce the DSHEA and regulatory impact. In addition, current events and new scientific data will be discussed as part of each module of the course. Upon completion of this course, students will be able to evaluate herbal and dietary supplements in the context of pharmacy practice and provide counseling to patients on therapeutic and self-care supplement options. Prerequisite: Second year PharmD, B.Sc., or practicing healthcare professional. For more information follow this link <http://pharmchem.cop.ufl.edu/herbal.html>

\*Students cannot earn credit toward the Pharm.D. for both SOCW-388-Chemical Dependency and PHEL 768-Addiction.

## **Fourth Year Courses**

### Advanced Pharmacy Practice Experience (APPE)

PHEP 780 – APPE (Community)	6
PHEP 781 – APPE (Hospital Pharmacy)	6
PHEP 782 – APPE (Ambulatory Care)	6
PHEP 783 – APPE (Acute Care/General Medicine)	6
PHEP 784 – APPE (Specialized Practice)	6
PHEP 785 – APPE (Specialized Practice)	6
PHEP 786 – APPE (Specialized Practice)	6
PHEP 789 – APPE (Capstone)	3

Total Credits: 45

Grand Total Credits: 156

## **Experiential Education**

A major component of the Pharm.D. curriculum (approximately 30%) is comprised of Experiential Education. This can best be defined as practical experience in a variety of pharmacy settings. Experiential Education, often called “rotations,” is the bridge between the classroom and the pharmacy practice environment. During their off site experiences students work with practicing pharmacists or faculty members who are commonly referred to as “preceptors.”

Contemporary pharmacy curriculums have two levels of experiential education incorporated over the course of the program: Introductory Pharmacy Practice Experiences (IPPE) and Advanced Pharmacy Practice Experiences (APPE). During the IPPE program students develop practice skills while during the APPE program they are expected to demonstrate their achievement of the skills needed to be a practicing pharmacist.

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

IPPE is scheduled during the first two years of the Pharm.D. curriculum. The “rotations” are offered during a dedicated time block when there are no concurrent classes on campus. Students participate in total of four different IPPE rotations totaling approximately 325 hours.

IPPE I, called Professional Role Observations or “PROS,” is conducted over a 2-week period during the fall semester of the first year. Students will participate in various activities for one week in a community pharmacy and one week in a hospital pharmacy. The purpose of this experience is to enhance student awareness of the role of pharmacists in different pharmacy practice settings.

IPPE II is a service learning experience conducted during the spring semester of the first year. Students engage in activities that address human and community needs together with structured opportunities designed to promote student learning and development. Students have the opportunity to practice the basic skills needed to provide pharmaceutical care such as critical thinking, communication, demonstrating responsibility, professionalism, researching public health information and ethical decision making.

IPPE III and IV, or “Level 2” rotations, are 3-week experiences that take place during the fall (IPPE III) and spring (IPPE IV) semesters of the second year. Through these experiences, students develop distribution and professional communication skills including patient counseling; applying patient care skills to the treatment of diverse patient populations; providing drug information; conducting medication usage reviews; addressing medication safety issues; participating as a member of an interdisciplinary health care team; developing sterile product preparation skills; managing a professional project and giving an oral professional presentation to a small group. Rotation experiences are different each semester and options include community pharmacy, hospital pharmacy, behavioral health, long term care, pediatrics and home infusion.

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

The entire P-4 year is comprised of APPE experiences. Students will complete seven experiences, each lasting five weeks. There are four “Core” or required experiences (Community Pharmacy, Hospital Pharmacy, Ambulatory Care Pharmacy and Acute Care General Medicine Pharmacy) and three elective rotations that take place in any of numerous pharmacy specialized practices. A computerized matching process is used to place students with preceptors and practice sites based on students ranking of preferences.

The final element of the APPE program is the “Capstone” Senior Project rotation during which students design and complete a project in cooperation with a preceptor and under the guidance of the Capstone Coordinator who is an SIUE School of Pharmacy faculty member. Through the development and completion of scholarly projects, students integrate and apply content and skills acquired over the pharmacy curriculum subsequently documenting the achievement of educational outcomes and professional competencies. Students conduct their projects in practice environments that most interest them. This project requires a minimum of 120 hours non-concurrent with other APPE rotations.

## Course Descriptions

### Year One, Fall Semester

#### **PHPS 700: Principles of Drug Action I**

Addresses the chemical and physical properties of drug action. Emphasis placed on absorption, distribution, metabolism, and elimination of drugs, receptor theory, structure-activity relationships, and toxicology.

#### **PHPS 702: Biochemical Principles for Pharmacy**

Addresses molecular biology basis for drug action and human diseases. Biochemical pathways, enzyme structure and regulation, and metabolism of nutrients and food constituents covered.

#### **PHPS 704: Biopharmaceutics and Drug Delivery I**

Addresses drug absorption process, Fickian mass transport concepts, and mathematical models. Common dosage forms and delivery systems are also presented.

#### **PHPR 706: Introduction to Pharmacy Practice**

Addresses communication and counseling skills needed for pharmacy practice, the pharmaceutical care planning process, basic drug information about top drug products, and medical terms.

#### **PHAS 708: Health Care Systems**

Covers health care providers and networks, principles for managing the medication use system and resource management, quality assessment strategies, pharmacy benefits and insurance systems.

#### **PHPR 710: Statistics and Literature Evaluation**

Addresses process of critically reviewing biomedical and pharmaceutical literature by analyzing statistics and research design. Principles of outcomes research covered.

#### **PHEP 714: Introductory Pharmacy Practice Experience I: Professional Role Observations**

Provides an introduction to the practice of pharmacy with experiences in both community and institutional pharmacy practice. The purpose is to enhance awareness of the role of pharmacists in these practice settings.

### Year One, Spring Semester

#### **PHPS 701: Principles of Drug Action II**

Addresses the chemical and physical properties of drug action. Emphasis placed on drug action for the central nervous system, hormones, metabolic syndrome, microbial diseases and cancer.

#### **PHPS 703: Molecular Biology and Pharmacogenomic Principles**

Addresses techniques of molecular biology and pharmacogenomic principles applied to human disease states. Emphasized pathological states where therapeutic drug intervention exists or might be developed.

**PHPS 705: Biopharmaceutics and Drug Delivery II**

Addresses drug product preformulation, formulation, and manufacture including influence on patient product performance. Physicochemical factors relevant to drug administration, problem solving, and patient counseling emphasized.

**PHPS 707: Pharmacy Skills and Techniques**

Addresses the mathematical and kinesthetic skills necessary for pharmacy practice. Laboratory sessions provide an environment to practice compounding skills.

**PHAS 709: Health Care and Financial Management**

Addresses principles of business, marketing, strategic planning and financial management. The economic and political environment of the American health care system addressed.

**PHPR 711: Drug Information**

Develops ability to retrieve and evaluate literature and to utilize information resources for pharmacy practice. Drug use policy for medication management is also addressed.

**PHPR 713: Self Care and Alternative Medicines**

Addresses use of nonprescription medications and herbal products used for self-care. Patient counseling and problem solving skills emphasized.

**PHEP 715: Introductory Pharmacy Experience II: Service Learning**

Students provide a health-related service in a community setting and gain social and civic responsibility awareness.

**Year Two, Fall Semester****PHPS 720: Biopharmaceutics and Drug Delivery III**

Addresses the physicochemical and manufacturing factors affecting drug absorption, distribution, metabolism, and elimination. The mathematical modeling for determining patient's drug dosage regimen is covered.

**PHPS 722: Microbiology and Immunology**

A study of the microbiology of infectious diseases and principles of immunology. The pharmacology and therapeutics of immunologic disorders are also covered.

**PHPT 724: Integrated Pharmacotherapeutics: CV/Renal**

Addresses pathophysiology, pharmacology, medicinal chemistry, and therapeutics of the cardiovascular and renal systems. Designing, implementing, monitoring, evaluating and adjusting care plans emphasized.

**PHPT 726: Integrated Pharmacotherapeutics: Endocrine/Metabolic/Nutrition**

Addresses pathophysiology, pharmacology, medicinal chemistry, and therapeutics of the endocrine and metabolic systems and nutrition. Designing, implementing, monitoring, evaluating and adjusting care plans emphasized.

**PHAS 728: Human Resources Management**

Addressing principles for recruiting, hiring, training, developing, supervising, motivating, retaining, and evaluating professional and non-professional staff. Principles of effective leadership are covered.

**PHEP 730: Introductory Pharmacy Practice Experiences III**

Students gain experiences in community or health system pharmacy. Options for other practice settings such as long-term care or home IV therapy exist. Students develop skills for pharmacy practice.

**PHEP 732: Pharmacy Rounds I**

Students participate in weekly seminar presentations over either the fall or spring semesters where taking sides on a contemporary issue in pharmacy practice is developed.

**Year Two, Spring Semester****PHPR 721: Clinical Pharmacokinetics**

Students gain experiences in using mathematical models to design drug dosage regimens desired for optimal clinical outcomes.

**PHPT 725: Integrated Pharmacotherapeutics: Infectious Diseases**

Addresses pathophysiology, pharmacology, medicinal chemistry, and therapeutics of infectious diseases. Designing, implementing, monitoring, evaluating and adjusting care plans emphasized.

**PHPT 727: Integrated Pharmacotherapeutics: GI/Rheumatology/Pulmonary**

Addresses pathophysiology, pharmacology, medicinal chemistry, and therapeutics of the gastrointestinal, pulmonary and musculoskeletal systems. Designing, implementing, monitoring, evaluating and adjusting care plans emphasized.

**PHEP 731: Introductory Pharmacy Practice Experience IV**

Students gain experiences in community or health system pharmacy. Options for other practice settings such as long-term care or home IV therapy exist. Students develop skills for pharmacy practice.

**PHEP 732: Pharmacy Rounds I**

Students participate in weekly seminar presentations over either the fall or spring semesters where taking sides on a contemporary issue in pharmacy practice is developed.

**PHAS 733: Pharmacy Law and Ethics**

Covers legal requirements for medications and pharmacy practice. Ethical principles needed for pharmacy practice are also covered.

**PHPR 735: Physical Assessment and Patient Care Skills**

Develops physical assessment, laboratory tests interpretation and patient care skills for drug therapy and disease state management.

### **Year Three, Fall Semester**

#### **PHPT 740: Integrated Pharmacotherapeutics: Psychiatry and Neurology**

Addresses pathophysiology, pharmacology, medicinal chemistry, and therapeutics of psychiatric and neurological disorders. Designing, implementing, monitoring, evaluating and adjusting care plans emphasized.

#### **PHPT 742: Integrated Pharmacotherapeutics: Women & Men's Health**

Addresses pathophysiology, pharmacology, medicinal chemistry, and therapeutics of women and men's health problems. Designing, implementing, monitoring, evaluating, and adjusting care plans emphasized.

#### **PHPR 744: Health Promotion and Literacy**

Prepare to provide care to a diversity of individuals by understanding and respecting differences including attention to health literacy concerns.

#### **PHEP 746: Pharmacy Rounds II**

Students participate in independent and professional development through variety of suggested pharmacy learning activities and processes to promote lifelong learning.

#### **PHPR 748: Medication Management Training I**

Students choose specialized training for a specific patient population. Examples include cardiovascular risk, lipid management, smoking cessation, anticoagulation management, asthma or immunizations.

#### **PHPR 750: Medication Management Training II**

Students choose specialized training for a specific patient population. Examples include cardiovascular risk, lipid management, smoking cessation, anticoagulation management, asthma or immunizations.

### **Year Three, Spring Semester**

#### **PHPT 741: Integrated Pharmacotherapeutics: Oncology / Hematology**

Addresses pathophysiology, pharmacology, medicinal chemistry, and therapeutics of oncologic and hematologic disorders. Designing, implementing, monitoring, evaluating, and adjusting care plans emphasized.

#### **PHPT 743: Integrated Pharmacotherapeutics: Eyes, Ears, Dermatology and Others**

Addresses pathophysiology, pharmacology, medicinal chemistry, and therapeutics of eyes, ears, skin and other disorders. Designing, implementing, monitoring, evaluating, and adjusting care plans emphasized.

#### **PHPS 745: Pharmaceutical Biotechnology**

Survey of biotechnology therapeutics developed using modern molecular biological approaches and review of basic science including mechanism of action at the biochemical level.

**PHEP 747: Pharmacy Rounds III**

Students participate in independent and professional development through variety of suggested pharmacy learning activities and processes to promote lifelong learning.

**PHPR 749: Infectious Disease Prevention and Immunization Training**

Students receive specialized training for prevention of infectious diseases controlled through immunization.

**PHEP 751: Capstone Preparation**

The course is designed to prepare students for advanced pharmacy practice experiences in general, and the capstone experience in particular.

**PHAS 753: Management Selective: Community**

This course is designed to provide an understanding of those topics relevant to the management and administration of a community pharmacy as a small business.

**PHAS 755: Management Selective: Institutional**

This course is designed to provide a foundational knowledge base and develop management and leadership skills relevant to institutional pharmacy practice.

**Year Four, Summer, Fall, and Spring Semesters****PHEP 780: Advanced Pharmacy Practice Experience: Community Pharmacy**

Applies didactic knowledge, develops core competencies and gains patient care experiences in a community pharmacy practice environment.

**PHEP 781: Advanced Pharmacy Practice Experience: Hospital Pharmacy**

Applies didactic knowledge, develops core competencies and gains patient care experiences in a hospital practice environment.

**PHEP 782: Advanced Pharmacy Practice Experience: Ambulatory Care**

Applies didactic knowledge, develops core competencies and gains patient care experiences in an ambulatory care practice environment.

**PHEP 783: Advanced Pharmacy Practice Experience: Acute Care/General Medicine**

Applies didactic knowledge, develops core competencies and gains patient care experiences in an acute care setting.

**PHEP 784: Advanced Pharmacy Practice Experience: Specialized Practice**

Applies didactic knowledge, develops core competencies and gains patient care experiences in a specialized practice setting.

**PHEP 785: Advanced Pharmacy Practice Experience: Specialized Practice**

Applies didactic knowledge, develops core competencies and gains patient care experiences in a specialized practice setting.

**PHEP 786: Advanced Pharmacy Practice Experience: Specialized Practice**

Applies didactic knowledge, develops core competencies and gains patient care experiences in a specialized practice setting.

**PHEP 787: Advanced Pharmacy Practice Experience: Capstone**

The capstone experience requires the student to develop and complete a scholarly, pharmacy-related project.

**PHEP 795: Independent Study**

This course is designed to provide students with the opportunity to pursue research and study in an area of interest in pharmaceutical sciences or pharmacy practice. May be repeated for a maximum of 4 hours.

**PHEP 799C: Pharmacy Internship: Community**

Students gain experience in community, chain or independent pharmacy practice.

**PHEP 799H: Pharmacy Internship: Health System**

Students gain experience in health system institutional pharmacy practice.

**PHEP 799L: Pharmacy Internship: Long-term Care**

Students gain experience in long-term care pharmacy practice.

**PHEP 799O: Pharmacy Internship: Other Pharmacy Site**

Students gain experience in other more non-traditional practice sites.

## **Graduation Requirements**

Students must complete the curriculum in accordance with progression guidelines to be eligible for graduation from the Pharm.D. program.

The SIUE School of Pharmacy will hold one hooding and one graduation ceremony per year. These ceremonies will be held in accordance with the dates that are established by SIUE for the spring commencement ceremony.

Students are eligible to graduate when all of the following criteria have been met:

1. Students must successfully complete the Pharm.D. curriculum as approved by the faculty in the School of Pharmacy.
2. Students must complete 11 hours of electives
  - a. No more than 5 elective hours can be external elective hours
  - b. No more than 4 elective hours can be independent study hours
3. Students must be in academic good standing.
  - a. Students must have a cumulative GPA of 2.0 or above.
  - b. Students cannot have more than 8 cumulative hours of “D” grades in courses applied towards the Pharm.D. degree.
  - c. Students cannot have any “F” grades in courses applied towards the Pharm.D. degree.
  - d. Students cannot have any “no credit” grades in courses applied towards the Pharm.D. degree.

### **Participation in the SIUE Hooding and Graduation Ceremonies**

The SIUE School of Pharmacy will hold one hooding and one graduation ceremony per year. These ceremonies will be held in accordance with the dates that are established by SIUE for the spring commencement ceremony.

Students who have completed all but one APPE may be permitted to participate in hooding and graduation ceremonies provided that they are enrolled in and will complete the remaining APPE prior to the end of the summer term following the ceremonies.

## **Student Policies and Procedures**

*Student policies may be amended based on the student's admit date. Please check Blackboard Student Announcements and Policies for updated policies.*

### **A. Student Complaints Policy**

#### **I. Accreditation Council of Pharmacy Education (ACPE) Complaints Policy**

ACPE has an obligation to assure itself that any institution which seeks or holds a preaccreditation or accreditation status for its professional program(s) conducts its affairs with honesty and frankness. Complaints from other institutions, students, faculty, or the public against a college or school of pharmacy, including tuition and fee policies, and as related to ACPE standards, policies or procedures, shall be placed in writing in detail by the complainant and submitted to the ACPE office. The complaint shall be submitted to the institution for response. Requests for confidentiality shall be respected to the extent any such information is not necessary for the resolution of the complaint.

The Executive Director shall, based upon the complaint, the response, and information from such further investigation deemed necessary, promptly determine the facts surrounding the issue, determine the validity of the complaint, and resolve the issue; provided, however, where the Executive Director deems it necessary or appropriate, the matter shall be considered at the next regular meeting of the Council. The time frame for resolution is generally within six months. A record of complaints regarding a specific college or school of pharmacy, including student complaints received or made available, is kept for consideration on file at the Council office. Such record of complaints are considered during scheduled evaluations, or a special evaluation, as the case may require.

The procedure shall provide for treatment of complaints in a timely manner that is fair and equitable to all parties. The complainant shall be advised of the decision or action as soon as possible. When ACPE has cause to believe that any institution with which it is concerned is acting in an unethical manner or is deliberately misrepresenting itself to students or the public, it will investigate the matter and provide the institution an opportunity to respond to the allegations. If, on the basis of such investigation, after notice to the institution and opportunity for institutional response, ACPE finds an institution has engaged in unethical conduct or that its integrity has been seriously undermined, ACPE will either:

- a.** request that the institution show cause, within a stated time period, why adverse action should not be taken, or
- b.** in extreme cases, immediately discontinue its relationship with the institution by denying or withdrawing preaccreditation or accreditation status.

A complaint against a college or a school of pharmacy must be related to the standards or the policies and procedures of ACPE and must be submitted in writing to the Executive Director. Under existing practices, when a complaint is received, it is submitted to the college or school

affected for response. If, thereafter, based upon the complaint and the response, the Executive Director determines that a complaint is not related to the standards or policies, the complainant is so advised in writing with a copy to the school or college, and the matter is treated as resolved.

Anonymous complaints pertaining to accreditation matters are retained and, depending on circumstances, may or may not be forwarded to the school or college involved, depending somewhat on the severity of the complaint. This decision is made by the Executive Director. Where a complainant has threatened or filed legal action against the institution involved, ACPE will hold complaints in abeyance pending resolution of the legal issues and the complainant is so advised.

If the Executive Director finds a complaint to be extremely serious in nature charging egregious conduct that may warrant adverse action by the Council, or involves an interpretation which the Executive Director believes should be made by the Council, the complaint will be submitted to the Council for determination at the next regular meeting. Extraordinary remedies available for complaints covering extreme cases are set forth in paragraphs (a) and (b) above.

ACPE has an obligation to respond to any complaints which may be lodged against it by any institution, student, faculty or third party in respect to the application of ACPE's standards, policies and procedures where the complaining party is directly affected thereby. Any such complaint shall be submitted in writing. The Executive Director shall promptly determine the facts surrounding the issues and shall attempt to resolve the matter in consultation with the Public Interest Panel established pursuant to Article V of the ACPE By-Laws. Complaints which cannot be resolved by the Executive Director shall be considered and resolved at the next regular meeting of the Council. The time frame for resolution is generally within six months.

**If you wish to file a complaint, please e-mail:**

[csinfo@acpe-accredit.org](mailto:csinfo@acpe-accredit.org) (regarding a professional degree program)

[ceinfo@acpe-accredit.org](mailto:ceinfo@acpe-accredit.org) (regarding a continuing education provider)

## **II. SIUE School of Pharmacy Complaints Policy**

Any person may file a formal written complaint to the Southern Illinois University Edwardsville School of Pharmacy regarding its Doctor of Pharmacy Program. Complaints may include, but are not limited to, admissions policies, grading issues, inappropriate student or faculty conduct, or failure to comply with School of Pharmacy or SIUE policy. All complaints will be processed by the School of Pharmacy - Office of Student Affairs School of Pharmacy. When complaints involve a specific course, the School of Pharmacy encourages the complainant to contact the course coordinators as the first step in the resolution process. Course coordinators will notify their Department Chairs and the Associate Dean for Student Affairs of the complaint as soon as possible.

*Procedure for Formal Complaints:* To initiate a formal complaint, a written (preferably typed), signed and dated statement with full contact information of the person submitting the complaint must be provided to the School of Pharmacy - Office of Student Affairs School of Pharmacy (University Park, Room 220-2 or 220-5). The complaint must provide adequate detail to

facilitate further processing. If the complaint is related to a course, a statement detailing previous discussions and meetings with the course coordinator must be included.

Formal complaints will be reviewed upon receipt by the Associate Dean for Student Affairs or the Assistant to the Dean for Student Services. The complaint with comments from the School of Pharmacy - Office of Student Affairs will be forwarded to the appropriate School of Pharmacy Standing Committee or administrative office for review, advice and/or response. Complaints may require meetings or hearings with the complaining party, School of Pharmacy faculty, staff, and/or other members of the SIUE community. The person submitting the complaint will receive a response or update from the School of Pharmacy - Office of Student Affairs, and/or the appropriate committee or administrative office within 45 days. The time sensitivity of complaints will be taken into consideration and the School of Pharmacy - Office of Student Affairs and/or the appropriate committee or administrative office will work as quickly as the circumstance allows. All complaints and written documentation of actions related thereof will be held securely by the School of Pharmacy - Office of Student Affairs. The outcomes of complaints may be appealed to the Office of the Dean within 10 days. The Dean will subsequently make a decision regarding the complaint.

## **B. Student Academic Policies**

The School of Pharmacy adheres to all of the academic policies of Southern Illinois University Edwardsville. However, the following policies may have special significance to current and potential School of Pharmacy students.

### **Student Academic Code School of Pharmacy**

The School of Pharmacy adheres to the University's Student Academic Code as approved by the Board of Trustees. The Code can be found online at: <http://www.siu.edu/policies/3c2.shtml>.

### **Student Conduct Code School of Pharmacy**

The School of Pharmacy adheres to the University's Student Conduct Code as approved by the Chancellor. This code can be found online at: <http://www.siu.edu/policies/3c1.shtml>.

### **Class Attendance Policy School of Pharmacy**

The School of Pharmacy adheres to the University's Policy on class attendance as approved by Chancellor. This policy can be found online at: <http://www.siu.edu/policies/1i9.shtml>.

## **Student Code of Conduct in Academic Studies Policy**

Students are expected to meet all course requirements ethically and responsibly. A student who, in any manner, engages or assists in any form of academic misconduct such as academic dishonesty, including but not limited to cheating, fabrication, plagiarism, theft or forgery, whether in an examination or other course obligation, is guilty of academic misconduct and shall be subject to discipline. Faculty may refer student academic misconduct to the School of Pharmacy Honor Council in accordance with the SIUE Student Academic Code.

In addition, the School of Pharmacy emphasizes these principles:

1. The School of Pharmacy is preparing students who are technically and professionally competent and are able to exhibit awareness and capacity to conduct themselves in an ethical and moral manner. The highest standards of ethical behavior are expected of persons who enter the profession of pharmacy.
2. The respect for the inherent dignity of persons is the foundation for morality and ethics. All students will be expected to treat each other, staff, faculty, and all persons with whom they interact with respect.
3. The School of Pharmacy Academic Probation and Suspension Policy applies to School of Pharmacy students.
4. Appropriate behavior in the classroom, laboratory and experiential sites will be expected of the students which includes the following:
  - a) arrive at class prepared with all assignments completed;
  - b) no disruptive behavior such as conversations while an instructor is lecturing or student is speaking nor use of profanity in oral, written or electronic communications is acceptable;
  - c) wear clean and pressed laboratory coats in laboratories;
  - d) dress in appropriate attire for class, which is at the discretion of the instructor, and for pharmacy school related activities (See Dress Code Recommendations – Section E in this document).
  - e) Refrain from consuming food or beverages in the classroom or laboratories.
5. When patient contact is required as part of either classroom or experiential learning activities, the Professional Code of Ethics for pharmacists (see Appendix A and <http://www.aphanet.org/pharmcare/ethics.html>) shall govern all interactions with patients including:
  - a) conduct;
  - b) confidentiality and
  - c) specific rules and regulations of the experiential learning sites. Copies of these rules and regulations will be maintained in the Office of Experiential Education.

A School of Pharmacy Honor Council will adjudicate all complaints regarding alleged violations of the Professional Code of Ethics and other related student codes specific to the School of Pharmacy. This Council will consist of the Associate Dean for Student Affairs (“Associate Dean”), a faculty member elected by the faculty, and two student representatives nominated by the Student Representative Council and approved by the Associate Dean.

In the event of an alleged violation, the Associate Dean shall notify the student of the specific violation(s) alleged against him or her and provide the student with a copy of this policy and any

supporting documentation that will be used for the hearing. The Honor Council will address the alleged violation at a hearing no sooner than ten (10) working days and no later than 30 working days after the student has been advised of the accusation. The student shall have the right to be present for the hearing and to address the Honor Council. At the conclusion of the hearing, the Honor Council shall deliberate in private without the presence of the student or other faculty or administrators and shall provide a written report containing findings of fact, conclusions and recommended actions to the Dean of the School of Pharmacy within ten (10) working days of the hearing. Within ten (30) working days after receipt of the report, the Dean shall take such actions deemed appropriate in his/her discretion. The student and other faculty and administrators involved with the alleged violation will receive a copy of the report regarding the action taken by the Dean of the School of Pharmacy.

Sanctions for the violations of the Code include but are not limited to:

1. verbal reprimand;
2. formal written reprimand placed in student file;
3. restricted course enrollment;
4. loss of experiential learning position, student worker position or graduate assistantship;
5. suspension from school; and
6. expulsion from the School of Pharmacy.

A student may appeal through the Student Grievance Code, if he or she wishes to contest the report, sanctions or procedures used by the School of Pharmacy Honor Council, and the decision made by the Dean of the School of Pharmacy.

Appendix A

## **Code of Ethics for Pharmacists**

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### **PREAMBLE**

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

#### **I. A pharmacist respects the covenantal relationship between the patient and pharmacist.**

Considering the patient-pharmacist relationship as a covenant means that a pharmacist has moral obligations in response to the gift of trust received from society. In return for this gift, a pharmacist promises to help individuals achieve optimum benefit from their medications, to be committed to their welfare, and to maintain their trust.

#### **II. A pharmacist promotes the good of every patient in a caring, compassionate, and confidential manner.**

A pharmacist places concern for the well-being of the patient at the center of professional practice. In doing so, a pharmacist considers needs stated by the patient as well as those defined by health science. A pharmacist is dedicated to protecting the dignity of the patient. With a caring attitude and a compassionate spirit, a pharmacist focuses on serving the patient in a private and confidential manner.

### **III. A pharmacist respects the autonomy and dignity of each patient.**

A pharmacist promotes the right of self-determination and recognizes individual self-worth by encouraging patients to participate in decisions about their health. A pharmacist communicates with patients in terms that are understandable. In all cases, a pharmacist respects personal and cultural differences among patients.

### **IV. A pharmacist acts with honesty and integrity in professional relationships.**

A pharmacist has a duty to tell the truth and to act with conviction of conscience. A pharmacist avoids discriminatory practices, behavior or work conditions that impair professional judgment, and actions that compromise dedication to the best interests of patients.

### **V. A pharmacist maintains professional competence.**

A pharmacist has a duty to maintain knowledge and abilities as new medications, devices, and technologies become available and as health information advances.

### **VI. A pharmacist respects the values and abilities of colleagues and other health professionals.**

When appropriate, a pharmacist asks for the consultation of colleagues or other health professionals or refers the patient. A pharmacist acknowledges that colleagues and other health professionals may differ in the beliefs and values they apply to the care of the patient.

### **VII. A pharmacist serves individual, community, and societal needs.**

The primary obligation of a pharmacist is to individual patients. However, the obligations of a pharmacist may at times extend beyond the individual to the community and society. In these situations, the pharmacist recognizes the responsibilities that accompany these obligations and acts accordingly.

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

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

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

## C. Professional Classroom and Laboratory Etiquette Guidelines

Since the Doctor of Pharmacy Program is a professional doctorate, it is expected that all students behave professionally in all situations pertaining to School of Pharmacy courses and activities. The following are some guidelines that should be followed:

Civility in the Classroom and Laboratory (Modified from Recommendations Adopted by the Vice Chancellor for Student Affairs at SIUE, February 2005)

1. Learning is an active enterprise characterized by the sharing and discussion of ideas.
2. It is your responsibility to maintain classroom and laboratory behavior that is professional, courteous and sensitive to the rights of others (e.g., it is disrespectful to talk or sleep in class).
3. Learning cannot effectively occur in a chaotic environment of disrespect and incivility toward one another.
4. Get to class or the laboratory on time. Entering late disrupts the class for the instructor and your classmates.
5. Raise your hand and ask to be recognized. Do not interrupt.
6. Leave personal stereos at home or stow them in your backpack. Do not use them during class or laboratory.
7. Please refrain from consuming foods or beverages in the classroom or laboratories.
8. Turn off the cell phone.
9. If you have a problem or a question that requires discussion, make an appointment with your instructor during his/her office hours.
9. Your instructor may have a class immediately before yours, after yours, or both. Catching them in the hall on the way to class or while leaving class is not a good idea in most cases.
10. If you disagree with something, do it in a tactful and professional way.
11. Treat everyone in the class or the laboratory, including your instructor, as you wish to be treated.
12. During examinations refrain from wearing caps or other headgear, except for religious or medical purposes. Also, turn off all electronic devices unless allowed by the instructor.
15. the instructor.

In addition to the above, each course syllabus may have recommended professional etiquette guidelines. These course-specific guidelines need to be followed. Also, experiential education course information and policies (see Experiential Education Policies) must be followed.

**All students will be required to understand and agree to the following Laboratory Safety Guidelines and Rules:**

**Laboratory Safety Guidelines and Rules  
SIUE School of Pharmacy**

**Safety Rules and Procedures Agreement**

Accidents can happen anywhere, and the laboratory is no exception. All pharmacy students are required to read and sign this document prior to being allowed to work in the laboratory. Your safety in the laboratory is our primary concern.

1. Act in a professional and responsible manner at all times.
2. Perform the work as directed in the laboratory handouts. Please follow all instructions provided by the professors.
3. Be appropriately prepared for the laboratory session. Read the handout, and any other necessary material, in advance. Failure to adequately prepare results in a waste of time, and may be a contributing factor to injury.
4. You must wear suitable protective equipment. This includes eye protection, a laboratory coat, and closed toe shoes. Caps are not to be worn in the laboratory. Clothing should not be loose or floppy. Shorts are not appropriate clothing in the laboratory. You will not be allowed to work in the laboratory without these safeguards.
5. Learn the location of the protective equipment in the laboratory. This includes the eyewash station, emergency shower, fire extinguisher, telephone, and first aid kit. Before an accident occurs, think about what you would do in various situations, like a small fire, a laceration, or a splash in the eye.
6. First aid for burns should include immediate immersion of the affected body part in cold water, if possible.
7. Know the chemistry of the materials you are working with for your safety, the safety of your colleagues, and the safety of your families. You may review all Material Safety Data Sheets (MSDS) at any time. The location of the MSDS will be identified during the first laboratory session.
8. Eating or drinking in the laboratory is never allowed.
9. Report all accidents, injuries, or other safety concerns to the laboratory supervisor.
10. Dispose of all materials appropriately. If you are not sure how to dispose of any laboratory compounds or items, contact the laboratory supervisor. Directions for appropriate disposal procedures should be in your particular laboratory handout

11. Broken glass is to be disposed of in the specific container for non-contaminated glassware.
12. Needles will be disposed of in the well-marked RED sharps container. Needles must not be disposed of in the normal trash containers. Any individual found to have disposed of needles in an inappropriate manner will be subject to School of Pharmacy disciplinary action.
13. Clean up all spills immediately, including water.
14. It is not anticipated that you will be exposed to any dangerous drugs or chemicals, however, if this were to occur, immediately wash the compounds off your skin.
15. Please clean your bench at the end of the laboratory period.
16. Wash your hands at the conclusion of the laboratory session.

Are you aware of having any allergies to any drugs, latex, or other compounds which you might come in contact with during the year?      YES              NO

If YES, please list below and contact the laboratory supervisor.

I, \_\_\_\_\_ have read, understand, and agree to follow these safety guidelines. I will take personal responsibility for appropriate, safe behavior during all laboratory sessions.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

Revised: 1/2006

## **D. Dress Code Recommendations**

The SIUE School of Pharmacy is committed to preparing students for professional careers. Understanding that companies and organizations require certain standards of dress, and that part of the educational process is learning to dress appropriately, the School of Pharmacy recommends the following standards:

1. Students shall display mature discernment as to appropriate attire for all School activities, reflecting proper taste, personal modesty, neatness, and a concern for the feelings of others.
2. Wearing revealing attire is unprofessional.

3. Shirts must be worn during all School of Pharmacy related activities. Clothes that cover ones legs may be recommended by instructors for safety reasons.
4. For health and safety reasons, appropriate footwear is to be worn at all times.
5. Clothing with inappropriate advertising, designs, and/or logos such as alcohol and cigarette ads, sexually explicit sayings or designs, as well as drug-related sayings or designs that may be offensive to others. Please use your discretion.
6. An individual faculty member may have additional dress requirements or preferences concerning appropriate student attire as related to their course. Where applicable, these will be specified in the syllabi.
7. In addition to the above recommendations, students are required to adhere to the following dress code policy during the experiential part of their curriculum: Students are to dress professionally at all times and must conform to the dress code recommendations of the School of Pharmacy and the dress code policies of experiential sites. Under no circumstance may students wear jeans or tee shirts. Caps or headgear cannot be worn other than for religious or medical purposes. Hosiery is required and shoes must be closed toed (no “flip flops”). Students should also have a clean white Lab jacket to wear at the practice site if necessary. In addition, individual sites may have more restrictive dress codes (which may include jewelry restrictions) and students must follow the more restrictive dress code when present at those individual sites.

## **E. Alcoholic Beverages and Substance Abuse Policies**

School of Pharmacy students will adhere to the SIUE Student Alcoholic Beverages Policy (*Approved by Chancellor effective 2/3/03*). This policy can be found at <http://www.siue.edu/POLICIES/6c3.html>.

### SUBSTANCE ABUSE POLICY

#### I. POLICY

It is the policy of the School of Pharmacy and the Office of the Vice Chancellor of Student Affairs that at all times during experiential rotations be both physically and mentally fit for to participate in pharmaceutical practice experiences and free of the influence of drugs or alcohol. All violations of this policy will be referred to the Office of the Vice Chancellor of Student Affairs for adjudication pursuant to the Student Conduct Code or other relevant procedure. The University and the School of Pharmacy may impose disciplinary sanctions upon any student who is found to be in violation of the law or policies relating to the unlawful possession, use, or distribution of drugs and/or alcohol.

Clinical facilities may require that students submit to and pay for substance abuse testing prior to beginning or at any time during the clinical practicum.

While at the clinical facility, if there is reasonable suspicion based on the student’s behavior, observed or reported, that the student is using or under the influence of drugs or alcohol use, abuse, or diversion, the student shall be tested for drugs and alcohol. Additionally, while the hearing process is pending, both the Dean of the School of Pharmacy and the Office of the Vice

Chancellor of Student Affairs have the authority to suspend the student from all classroom and experiential activities.

## II. PROCEDURE TO BE FOLLOWED BY THE FACULTY MEMBER WHO IS PRESENT IN THE FACILITY OR THE PRECEPTOR

This procedure is to be followed in the clinical site where a faculty member is present or where the student is under the direct or indirect supervision of a preceptor. If a suspicious behavior is observed or reported, the following steps will be taken:

1. Remove the student from patient care or direct work with all pharmaceuticals.
2. Contact the Director of Experiential Education in the School of Pharmacy who is responsible for this clinical course.
3. Inform the student of the behavior or performance issue observed (The faculty/clinical representative may ask a second person to observe the meeting with the student, e.g., another faculty member or clinical personnel.)
4. The faculty member will ask the student to disclose any alcohol or drugs (prescribed, illicit, or over-the-counter) which he/she may be taking, and to turn over any drugs in the student's possession.
5. If drug diversion is suspected, the faculty member/ clinical representative will accompany the student to a private area and will have the student give any remaining drug(s) to the pharmacist at the clinical site for evaluation.
6. Substance abuse testing will be done at the student's expense. The chain-of-custody testing process must be used, and the Drug Abuse Profile must include the following:
  - Amphetamines
  - Barbiturates
  - Benzodiazepines
  - Cannabinoids
  - Cocaine
  - Ethanol
  - Opiates (including Fentanyl and Sufentanil)
  - Phencyclidine
7. If testing is available at the clinical facility, the faculty member/clinical representative will accompany the student to the employee health or emergency room for the drug testing to be done. If testing is not available, The faculty member/clinical representative will inform the student that he/she must be tested with a urine test at an accredited health care agency, approved by the School of Pharmacy, within 5 hours of leaving the facility. A valid ID will be required at the testing site. The results of this testing should be provided to the School of Pharmacy Director of Experiential Education as soon as the results are available.

8. If the student refuses testing or refuses to release the results to the University, this shall be considered a positive test and the student is subject to immediate suspension.
9. If the student is found to be intoxicated or impaired, the student is not to drive home. Upon direction by the faculty member, the student will contact a friend (not another student) or family member to drive the student home or call a cab to drive the student home.

### III. DOCUMENTATION PROCEDURE

The faculty member or clinical representative will document, in writing, the behavior(s) or the performance issue/concerns observed. A detailed description of the observation should be provided, including dates, times and names of all parties involved. This written documentation should be collected by the faculty member or faxed to the Director of Experiential Education, with the original documentation then provided to the faculty member. All written documentation and drug testing results are to be placed in the student's file and will be provided to the Office of Student Affairs, Southern Illinois University Edwardsville, for adjudication under the Student Conduct Code. The clinical agency has the responsibility to report this situation to the Illinois Department of Professional Regulation or other appropriate Board of Pharmacy.

### IV. SANCTIONS AND READMISSION

After referral to the Office of the Vice Chancellor for Student Affairs, the student shall have all the procedural rights set forth in the Student Conduct Code. Pursuant to the Code, the student is subject to disciplinary action which may include suspension or dismissal from the University and restrictions on course enrollment. Because of the important public health and safety issues related to pharmacy, the sanctions may allow the student to continue at the University but not to enroll in the School of Pharmacy.

When such action pursuant to the Student Conduct Code is complete, the Vice Chancellor for Student Affairs or designee shall report the results, including the sanction imposed, to the Director of Experiential Education for the School of Pharmacy. In the event such sanction is for a limited time period and the student wishes to apply for readmission into the School of Pharmacy at the conclusion of the limited time period, the student may contact the Vice Chancellor of Student Affairs for readmission. A student may be readmitted into the School of Pharmacy only upon successful completion of all requirements/sanctions imposed by the Vice Chancellor of Student Affairs and upon written approval by the Dean of the School of Pharmacy.

## **F. Sexual Harassment Policy**

Sexual harassment will not be tolerated at the SIUE School of Pharmacy. Students will adhere to the SIU Policy on Sexual Harassment and the SIUE [Sexual Harassment Complaint Procedures](#) (*Approved by Chancellor effective 7/1/05*) These can be found at <http://www.siu.edu/bot/index.htm> and <http://www.siu.edu/POLICIES/2c5.html>.

## **G. Professional Meetings Policy**

The SIUE School of Pharmacy encourages student participation in professional and association activities at local, state, national and international levels. Specifically, students are strongly encouraged to attend professional organization or association meetings when they are making presentations, hold an office that requires them to attend the meeting, or are attending in an official capacity. In such cases, students must be in good academic standing prior to the scheduled professional or association meetings. In all cases students are responsible for informing the School of Pharmacy - Office of Student Affairs about their intentions to attend a professional or association meeting at least two weeks before the program commences when meeting attendance affects their class or experiential program attendance and participation (such as examinations, assignments and group exercises). In the event that a professional student organization or association will have representatives attending a professional or association meeting, the professional organization or association President will compile a list of names of students and provide it to the School of Pharmacy - Office of Student Affairs no later than two weeks prior to the professional organization or association meeting. This list of names will include the responsibilities of each student at the professional organization or association meeting. The School of Pharmacy - Office of Student Affairs will subsequently follow the established Examination and Assignment Make-up Policy of the School of Pharmacy.

## **H. Student Organization Funds Policy**

### **I. Professional Student Organizations:**

The Director of Student Services will be in charge of records for student organization's budget, travel documentation and reimbursement, and application for matching funds.

Each student organization must submit their budget for the previous fiscal year to the Director of Student Services by August 31 of the next fiscal year (ex. 2010-2011 fiscal year budget due August 31, 2011). The budget should include all credits, debits, and a final balance for the fiscal year.

Provided funds are available, each student organization is able to apply for \$1500 in matching funds each fiscal year. The matching funds must be used for student travel. Matching funds requests are due to the Director of Student Services 45 days prior to the date of travel. The student organization must then provide student receipts from the trip to the Director of Student Services no later than 2 weeks after the end of the trip. Failure to meet the required deadlines will result in a denial of matching funds.

Provided funds are available, individual students participating in a national competition in which they are representing the SIUE SOP may apply for a \$500 stipend for travel. Students will apply for the stipend 30 days prior to the trip. Travel arrangements should be made with the Director of Student Services. Students should schedule an appointment with the Director of Student Services to make the travel arrangements. Students should come prepared to the appointment with flight options, hotel information, and registration information so that the arrangements can be purchased on the P card. Students must then submit receipts from the trip to the Director of Student Services two weeks after the trip. Failure to meet the required deadlines will result in denial of the stipend.

## II. Student Class Organizations

Provided adequate funds are available, to encourage activities of class organizations (e.g., Class of 20XX) each student class organization in the School of Pharmacy approved by the SIUE Kimmel Leadership Center and the Student Senate will receive \$500.00 during its first year of existence. Additionally, from the second year of existence onwards, provided adequate funds are available, the School of Pharmacy will match every dollar raised in fundraising activities by the professional student organization in the previous fiscal year, up to a maximum of \$1,000.00. To verify the amount of money obtained through fundraising activities in the previous fiscal year a detailed account of fundraising dollars signed by the class student organization treasurer and faculty advisor will be provided to the Office of Student Affairs. Application for matching funds will be made by submission of the Student Organization Request for Funds form. This form is available through the Office of Student Affairs. Each application for matching funds will be accompanied by a proposal detailing why the funds are needed and how the funds will be used, and a report of how the previous year's allocation was spent. All applications and proposals will be submitted to the Office of Student Affairs. A committee consisting of the Associate Dean for Student Affairs, the Assistant to the Dean for Student Services, and three faculty advisors will review the forms and proposals and make a recommendation to the Dean of the School of Pharmacy.

## I. Examination and Assignment Make-up Policy

In the event that a student is unable to participate in a scheduled examination or assignment, the student shall submit an excuse to the School of Pharmacy - Office of Student Affairs as soon as possible or no later than 24 hours of return to school. An excused absence with a provision for a make-up will only be accepted when circumstances involve cases involving death of an immediate family member, sickness with verification, any circumstance beyond your control, or absence from class for official university business. The School of Pharmacy - Office of Student Affairs will notify the course coordinator of these absences as soon as possible.

## J. Experiential Education

### Absence Policy

For purposes of the absence policy, experiential education refers to students on PROS rotations, Service Learning, Level 2 rotations, and all APPE rotations.

1. *Illness/Personal Issues.* There are no “sick or personal days” built into rotations and make-up hours may be required. Students must notify the preceptor and Office of Experiential Education of an intended absence due to illness or personal issues. The Office of Student Affairs and Office of Experiential Education may require documentation from a physician in cases where a student is absent due to illness or personal issues. Long term absence due to personal issues or illness will be addressed on a case by case basis.
2. *Pharmacy Conferences and Meetings.* Students participating in Level-2 or APPE rotations will be granted a maximum of 2 excused days from rotation to attend 1 national

meeting and 1 state meeting (2 days per meeting). **Absences must be approved well in advance by the preceptor, must be reported to the Experiential Education Office, Coordinated with the Office of Student Affairs per School of Pharmacy Policy, and must be documented on the rotation Attendance Log. Absences beyond two days total for any reason (illness, weather, personal issues) must be made up.** For example, if a student attends a meeting for two days then is ill with the flu for two days, two rotation days must be made up. (Note: This policy does not apply to those students participating in a state or national association management rotation where meeting attendance during the rotation period is a requirement.) Also, see the Professional Meetings Policy in the Student Handbook.

3. *Residency Interviews.* A student will be allowed up to 2 excused days from a rotation for residency interviews. **Absences must be approved well in advance by the preceptor, must be reported to the Experiential Education Office and must be documented on the rotation Attendance Log. Absences beyond two days total for any reason (illness, weather, personal issues) must be made up.** For example, if a student schedules two interview days then is sick two days with the flu, two rotations days must be made up.

Students who have applied for residencies are required to notify their preceptor on or before the first day of a rotation that they have applied for a residency and anticipate scheduling interviews. When an interview invitation has been accepted scheduling, must be coordinated with and approved by the preceptor. If a student is scheduling an interview during a rotation that has not begun, it is the student's responsibility to contact the preceptor for that rotation to coordinate an acceptable date of absence. For example, a student is on rotation in January and receives an invitation to interview in mid or late February. The preceptor for the February rotation must be contacted for approval BEFORE the interview date is finalized.

This Residency Interview Policy DOES NOT APPLY to job interviews. Students must notify the preceptor and the Office of Experiential Education of an intended absence for a job interview. Make up time is required for job interviews.

4. *Graduate School and Fellowship Interviews.* The same policy as residency interviews will be followed.
5. *Inclement Weather.* There are no "inclement weather days" built into rotations and make-up hours may be required. Students must notify the preceptor and Office of Experiential Education of an intended absence due to inclement weather. Since the weather at any experiential site or service learning location may be very different from the weather in Edwardsville, the closing of the SIUE campus due to weather conditions does not apply to rotations, including service learning.
6. *Holidays.* The official SIUE campus holiday schedule applies to students on rotations. Holidays include: New Year's Day; Dr. Martin Luther King, Jr. Day; Memorial Day; Independence Day; Labor Day; Thanksgiving; and Christmas. If the experiential

education rotation site is closed on additional Federal or State holidays, the student is excused and not required to make-up the hours.

Students are responsible for completion of all experiential education course requirements including practice hours (a minimum of 32 hours for PROS, a minimum of 20 hours for service learning, 120 hours for each Level 2 rotation, and 200 hours for each Required and Elective APPE rotation). If make-up hours are necessary, this may entail longer days (up to 10 hours per day will be permitted) or make-up hours on weekends. Attendance logs must be an accurate reflection of days and hours spent on the rotation. Students will receive a grade of “Incomplete” until the rotation attendance requirements are met.

### **Allergies**

Students are responsible for advising their preceptor if they are allergic to medications or materials they may come in contact with during their rotation (for example, penicillin or latex) so that proper safety precautions to prevent a reaction can be taken.

### **Background Checks**

All students are required to pass a variety of background checks, including criminal background checks, state and federal disqualification lists and other checks as required by experiential sites. The type and frequency of background checks will be determined by experiential site requirements. Costs to obtain background checks will be the responsibility of students with the exception of those situations where practice sites conduct and absorb the cost of the background check. More information is available from the Experiential Education Office. In the event of an adverse background check result, a committee comprising the Director of Experiential Education, Chair of the Department of Pharmacy Practice, Associate Dean for Student Affairs, and the Assistant to the Dean for Student Services will evaluate pertinent information to determine an appropriate course of action. The SIU Office of General Counsel and the Chief of the SIUE Police will be contacted in an advisory capacity if necessary. A recommendation regarding the course of action will be made to the Dean of the School of Pharmacy no later than 30 working days after receipt of all pertinent information.

Students who are granted a leave of absence from the School of Pharmacy for one semester or more and are re-admitted must obtain a new background check prior to participating in experiential education experiences.

### **Basic Life Support (BLS) Certification**

Students are required to have a current BLS certification in order to participate in Level 2 Introductory Practice Experiences (IPPE III and IPPE IV) and all Advanced Pharmacy Practice Experiences (APPE).

### **Cell Phones and Pagers**

Cell phones and pagers should be turned off while at the practice site.

## **Contacting Preceptors**

Students are required to contact their preceptor, preferably by phone unless the preceptor specifies e-mail, no earlier than two weeks prior and no later than one week prior to the scheduled start of their rotation. (Exception: Preceptor contact in advance of 2 weeks for residency, fellowship or graduate school interview scheduling, as noted in the absence policy items 3 and 4, is acceptable). Students should determine basic information such as time to be at the site, where to park, dress code, where to meet the preceptor and any other information the preceptor may have relative to the site.

## **Dress Code**

Students are to dress professionally at all times and must conform to the dress code recommendations of the School of Pharmacy and the dress code policies of experiential sites. Under no circumstance may students wear jeans or tee shirts unless specifically directed by the preceptor. Caps or headgear cannot be worn other than for religious or medical purposes. Hosiery is required and shoes must be closed toed (e.g., no sandals or “flip flops”). Students should also have a clean white lab jacket to wear at the practice site when required. In addition, individual sites may have more restrictive dress codes (which may include jewelry restrictions) and students must follow the more restrictive dress code when required by individual sites.

## **Drug Testing**

Prior to students being assigned to an experiential rotation, students must provide a negative drug screen from an approved vendor as designated by the School of Pharmacy to the School of Pharmacy Office of Experiential Education. No student testing positive will be assigned to an experiential rotation unless the student has a legal prescription for the drug identified in the screen and has been medically cleared to participate. The type and frequency of drug testing will be determined by experiential site requirements. Costs to obtain drug testing will be the responsibility of students with the exception of those situations where practice sites conduct and absorb the cost of the drug test. (Note: The SIUE Alcoholic Beverages Policy and the SIUE School of Pharmacy Alcoholic Beverages and Substance Abuse Policies are also applicable when students are participating in experiential education rotations).

In the event of positive drug test, a committee comprising the Director of Experiential Education, Chair of the Department of Pharmacy Practice, Associate Dean for Student Affairs, and the Assistant to the Dean for Student Services will evaluate pertinent information to determine an appropriate course of action. The SIU Office of General Counsel and the Chief of the SIUE Police will be contacted in an advisory capacity if necessary. A recommendation regarding the course of action will be made to the Dean of the School of Pharmacy no later than 30 working days after receipt of all pertinent information.

Students who are granted a leave of absence from the School of Pharmacy for one semester or more and are re-admitted must obtain a new drug screen prior to participating in experiential education experiences.

## **Equipment and Books at Practice Sites**

Students should check with their preceptor before using computer equipment or reference materials at the practice site. Books and equipment may not be removed from the practice site unless a preceptor has granted express prior permission to the student. If a preceptor has granted permission for a student to borrow a book, a failing or no credit grade will be given if the book is not been returned by the end of the rotation.

## **First Day on Site**

Preceptors are requested to introduce the student to pharmacy staff members at the time of arrival. The experience plan for the rotation should be reviewed including a schedule noting when specific learning exercises will be initiated and due dates if appropriate. Please advise the student if there will be multiple preceptors involved in the learning experience. Students have been instructed that additional site specific orientation may be required.

## **Grading Appeal - APPE**

Students may appeal an APPE grade. The appeal must be made by the student, in writing, and submitted no more than 10 working days after the grade has been posted in EValue to the Director of Experiential Education who will discuss the rationale for the grade with the preceptor. When appropriate (for example expertise in a specialty practice is needed to make a decision), the Director of Experiential Education may request other faculty members not involved in the rotation associated with the grade appeal to assist with the review process. A decision will be made within 10 working days from the receipt of the appeal. Appeals must be submitted in a professional manner or they will be returned to the student with no recourse. If the preceptor and the Director of Experiential Education concur that a grade adjustment is warranted and the grades have not been submitted for the student's permanent record the change will be made and submitted accordingly. If the grades have been submitted then the approval of the Chair of the Department of Pharmacy Practice will also be required prior to making the change on the permanent record. The decision will be discussed with the student by the Director of Experiential Education.

If the grade change is denied the student may appeal the decision to the Chair of the Department of Pharmacy Practice within 10 working days of being notified of the findings. The Department Chair will then review the decision with the Director of Experiential Education and the preceptor and a decision will be made within 10 working days from the receipt of the appeal . The student will be notified of the decision by the Department Chair with a copy of the findings provided to the Director of Experiential Education.

If the grade change is denied by the Chair of the Department of Pharmacy Practice, the student may make an appeal to the Dean, School of Pharmacy within 10 working days of being notified of the findings. The Dean will review the prior decisions with the Chair of the Department of Pharmacy Practice and the Director of Experiential Education and will render a decision within 10 working days from the receipt of the appeal. The student will be notified of the decision by the Dean with a copy of the findings provided to the Chair of the Department of Pharmacy

Practice and the Director of Experiential Education. Appeals of the decision of the Dean shall be pursuant to policies of SIUE.

### **Grading Appeal – IPPE**

Students may appeal an IPPE grade. The appeal must be made by the student, in writing, and submitted no more than 10 working days after the grade has been posted in EValue to the Assistant Director of Experiential Education who will discuss the rationale for the grade with the preceptor. When appropriate (for example expertise in a specialty practice is needed to make a decision), the Assistant Director of Experiential Education may request other faculty members not involved in the rotation associated with the grade appeal to assist with the review process. A decision will be made within 10 working days from the receipt of the appeal. Appeals must be submitted in a professional manner or they will be returned to the student with no recourse. If the preceptor and the Assistant Director of Experiential Education concur that a grade adjustment is warranted and the grades have not been submitted for the student's permanent record the change will be made and submitted accordingly. If the grades have been submitted then the approval of the Chair of the Department of Pharmacy Practice will also be required prior to making the change on the permanent record. The decision will be discussed with the student by the Assistant Director of Experiential Education.

If the grade change is denied the student may appeal the decision to the Chair of the Department of Pharmacy Practice within 10 working days of being notified of the findings. The Department Chair will then review the decision with the Assistant Director of Experiential Education and the preceptor and a decision will be made within 10 working days from the receipt of the appeal. The student will be notified of the decision by the Department Chair with a copy of the findings provided to the Assistant Director of Experiential Education.

If the grade change is denied by the Chair of the Department of Pharmacy Practice, the student may make an appeal to the Dean, School of Pharmacy within 10 working days of being notified of the findings. The Dean will review the prior decisions with the Chair of the Department of Pharmacy Practice and the Assistant Director of Experiential Education and will render a decision within 10 working days from the receipt of the appeal. The student will be notified of the decision by the Dean with a copy of the findings provided to the Chair of the Department of Pharmacy Practice and the Assistant Director of Experiential Education. Appeals of the decision of the Dean shall be pursuant to policies of SIUE.

### **Hardship Consideration-APPE**

SIUE SOP recognizes that some students may face a hardship if rotation placement would require relocation. Students may request hardship consideration for APPE rotations by completing an APPE Hardship Application and submitting the completed form to the Director of Experiential no later than the application deadline date which will be set and announced by the Director of Experiential Education. Application forms will be posted on Blackboard in the APPE Information for P-3 course. Since no single policy can address every situation each request will be addressed on its own merits by a committee consisting of: the Director of Experiential Education, the Director of Student Services and the Director of Development. Students who are granted hardship acknowledgement will not be pre-placed and must participate

in the APPE rotation matching process. In those situations where matched rotation assignments would create a hardship the Office of Experiential Education will work to reassign students to equivalent experiences that will meet curricular requirements. The student may also elect to accept the rotation assignment if they so desire. No guarantee can be made that options which fully address the student's situation can be identified. All students must comply with Advanced Pharmacy Practice Experience (APPE) curricular requirements and cannot skip a requirement if the only option for completion is in a location unsatisfactory to the student.

The Hardship Consideration Policy applies to APPE rotations only.

### **Health Insurance Portability and Accountability Act of 1996 (HIPAA) Training**

Information about patients is considered privileged and confidential. Students must complete a HIPAA training module prior to beginning experiential rotations. In addition to the general training requirements of the School of Pharmacy some practice sites may have individual training requirements or require students to sign confidentiality statements. Failure to comply is a breach of the professional code of conduct. Students may be reported to the Pharmacy School Honor Council and/or may be disqualified from participating in rotations at the practice site where the violation occurred or at other practice sites. Depending on the violation the student may also be subject to legal action and fines.

### **Housing**

All housing costs associated with Experiential Education courses are the responsibility of the student.

### **Identification Badge**

Students must wear their SIUE Cougar identification badge or other identification as required by an experiential site.

### **Immunization and Health Screening Requirements**

Prior to starting experiential rotations students are required to have current immunizations for or proof of immunity to a number of communicable diseases. It is the student's responsibility to provide documentation of immunizations and proof of immunity requirements to both the Office of Experiential Education and SIUE Health Services. Failure to submit the required documentation will result in rotation forfeiture. Required immunizations and proof of immunity include, but are not limited to:

- Three doses of Hepatitis B completed within the first semester of the P1 year (Hepatitis B titers are required 30-60 days after the third dose for those students who started the series prior to admission or whose series is in progress at the time of admission)
- Initial two-step tuberculosis test upon admission, then yearly one-step tuberculosis tests (Note: some sites require the TB test to be completed 6 months or less prior to the start of an IPPE or APPE experience)

- Two doses of MMR vaccine upon admission (Note: some experiential sites may require titers of Rubeola and Mumps in addition to the Rubella titer as a requirement to participate.)
- Varicella titer upon admission
- Rubella titer upon admission
- Recent Tetanus-Diphtheria vaccination within 10 years
- Yearly influenza vaccination

Students must have completed a physical exam within 12 months of starting the pharmacy program and prior to their APPE rotations. In addition, pharmacy students are required to have and provide proof of current health insurance coverage. Screening requirements are subject to change without notice in order to address public health concerns of practice sites, the university community, students' personal well being and the health interests of the general public.

## Licensure

All pharmacy students in their first professional year must be licensed as a pharmacy technician in the state of Illinois. All pharmacy students in professional years two through four must be licensed as a pharmacy student in the state of Illinois. When a rotation is scheduled in a state other than Illinois a student must have the appropriate license for the state where the rotation is located (assuming licensure is required). In states where licensure is required (e.g. Illinois, Missouri) **it is MANDATORY that students show the preceptor proof of licensure on the first day of the rotation.** Students must also provide the School of Pharmacy Office of Experiential Education with proof of licensure in Illinois and any other state in where a rotation is scheduled and licensure is required prior to the start of the experience.

It is the obligation of students to obtain the appropriate licensing information needed to participate in experiential education rotations for states other than Illinois and Missouri. This information must be presented by the student to the Office of Experiential Education as part of the student's record. The student also must present a copy of their valid license to the Office of Experiential Education prior to the start of the rotation.

**While enrolled in the Doctor of Pharmacy Program students are responsible for renewing their Illinois Intern license annually and must have a valid Illinois license on file at all times with the Office of Experiential Education. Licensure must be kept current in the state(s) where the experience(s) is/are located for the duration of the rotation. Students with Missouri Intern Licenses who plan on participating in IPPE or APPE experience located in Missouri are also required to renew their Missouri Intern license (semi-annual in December of even numbered years).**

Students may not participate in any APPE or IPPE experience without a valid and current license. If their license lapses/expires and proof of renewal cannot be provided the student will be immediately withdrawn from the APPE/IPPE site. In this case there is no guarantee that another rotation to fulfill curricular requirements will be available during the current academic year. If a site is not available or an available site is not accepted by the student it will be necessary to defer the rotation until the first available date in the subsequent academic year.

If a student commences a rotation (APPE or IPPE) with a valid license and their license lapses/expires during the rotation period the student is immediately ineligible from further participation in the rotation and will be withdrawn from the site (course). In this case there is no guarantee that another rotation to fulfill curricular requirements will be available during the current academic year. If a site is not available or an available site is not accepted by the student it will be necessary to defer the rotation until the first available date in the subsequent academic year.

Students have sole responsibility for maintaining an active Illinois license throughout their matriculation in the School of Pharmacy and to provide a copy of their license(s) to the School of Pharmacy Office of Experiential Education.

Academic credit will not be earned and internship hours will not be validated for any experiential rotations where licensure is required and the student, for any reason, has not complied with licensure requirements.

### **Meals**

Experiential sites are not responsible to provide students with meals. Students should plan on providing their own meals.

### **Occupational Safety and Health Administration (OSHA) Training**

Students are required to complete OSHA training that is compliant with federal regulations regarding blood borne pathogens and other relevant hazards prior to beginning experiential rotations. In addition to the general training requirements of the School of Pharmacy some practice sites may have individual training requirements.

### **Policy Compliance—SIU Trustees, SIUE and School of Pharmacy**

All policies of the Board of Trustees of Southern Illinois University, SIUE and the SIUE School of Pharmacy are applicable at all times while enrolled in experiential education courses and when participating at an experiential education site.

### **Practice Site Criteria**

Learning sites for pharmacy practice experiences should provide an environment that fosters contemporary pharmacy practice along with an uncompromising commitment to quality patient care and professional behavior. Additionally, Advanced Pharmacy Practice Experience (APPE) sites for core and elective patient care rotations must have programs established that are designed to improve measurable, patient specific, care indicators. Because of the breadth of practice, experiences sites are not limited to traditional pharmacies or direct patient care and may be located in any legitimate environment in which a pharmacist practices. For example, in the case of an advanced experience with a pharmaceutical industry medical-service liaison there is no single designated site.

When appropriate, a practice site must have licenses and registrations in good standing with local, state or federal agencies. Sites must provide a safe working environment for students and meet local, state and national regulatory and accreditation standards if applicable.

Practice site affiliation agreements with SIUE will be required prior to the initiation of any practice experiences (APPE or IPPE).

### **Preceptor Criteria**

Pharmacy preceptors can best be defined as “practitioner-educators” who have a genuine interest in fostering student development in collaboration with a School of Pharmacy’s organized curriculum. When appropriate, the preceptor must have licenses and registrations in good standing with local, state and federal agencies. In addition to being a positive role model for students the preceptor shall, in general, demonstrate the following behavior, qualities and values as applicable to their area of practice:

- Practice ethically and with compassion for patients
- Accept personal responsibility for actions and patient outcomes
- Have professional training, experience and competence commensurate with their position
- Utilize clinical and scientific publications in clinical and business decisions
- Have a desire to educate pharmacy students and others (i.e. patients, other health care professionals)
- Have the desire and aptitude to facilitate learning
- Demonstrate the ability to assess and document student performance
- Have a systematic approach to life-long learning and personal professional development
- Collaborate with other health care professionals as a team member
- Have a commitment to their organizations, professional societies and their community

IPPE preceptors must be licensed pharmacists who have been practicing for no less than 12 months (as a licensed pharmacist). Additionally, practitioners new to the practice site must have been practicing at their current practice site or similar facilities operated by their organization for at least 6 months. APPE preceptors must have been licensed and in practice for no less than one year and/or have completed a pharmacy practice residency.

Many residency training programs consider mentoring of students a key element of their practice preparation. PGY-1 pharmacy practice residents may serve as a co-preceptor (not the preceptor of record) for IPPE and APPE students during the last 6 months of their residency to fulfill residency program requirements.

Residents at all levels will be expected to complete the training requirements expected of preceptors. The ultimate responsibility for the student experiences, in which a resident serves as co-preceptor, will be under the direction and guidance of a skilled residency preceptor who will serve as the preceptor of record for the IPPE/APPE. As part of the residency experience preceptors are strongly encouraged to provide feedback and guidance to residents regarding their precepting skills as well as to IPPE/APPE students on their practice skills when required.

Preceptors will be requested to complete a brief document regarding their professional training and experience along with basic demographic information (Name, Practice site, address, phone,

e-mail, etc.) and a short, general description of their practice. Other information may be provided as appropriate.

Preceptors will be requested to complete an initial orientation to the IPPE or APPE program as applicable. This will include but is not limited to a general program and curricular overview, general learning objectives, methods to facilitate student learning and a review of methods to best assess student performance and achievement of learning objectives.

Preceptors will also be requested to participate in an ongoing quality assurance program that includes a self-assessment process, assessment of the site and preceptor by students and site visits by school of pharmacy faculty. Regular participation in preceptor education programs offered by schools of pharmacy, as part of continuing professional education, is considered an important part of the quality assurance process.

### **Preceptor Training**

A training program will be available for all preceptors. The School of Pharmacy will utilize a combination of web based and live offerings to make the program as widely accessible as possible.

### **Problem Resolution - Preceptors**

In the event of problems or misunderstandings concerning the rotation the preceptor must immediately contact the Office of Experiential Education.

### **Problem Resolution – Students**

In the event of problems or misunderstandings concerning the rotation, the student must immediately contact the Office of Experiential Education. School of Pharmacy student policies and guidelines will be followed when necessary.

### **Professional Liability Insurance**

Students enrolled in experiential education courses are covered by SIU professional liability insurance while participating at an experiential education site.

### **Quality Assessment Procedure**

The quality assessment procedure will consist of four distinct components: Site Visits by experiential education faculty and/or other faculty if appropriate; Student Assessments of Sites and Preceptors (post rotation); Preceptor Self Evaluations; Preceptor Surveys. In addition, experiential education faculty will consider the merit of unsolicited preceptor comments in aggregate to determine if any trends (positive or negative) are emerging. Information gathered at various student meetings e.g. post rotation debriefings, Dean's open forums, will also be taken into consideration.

### Site Visits

Experiential education faculty will visit practice sites located in Illinois, St. Louis City and County on a regular basis or when necessary to address student or preceptor issues relevant to the quality of the experiential education curriculum or student achievement. Unless otherwise dictated by travel logistics site visits will be coordinated during periods that students are on-site as part of a practice experience. Supplemental or emergency visits will take place when required. Examples include a student failing a rotation at mid-term and student/preceptor negative interactions that warrant intervention. Practice faculty will log site visits and record observations subsequent to all site visits whether routine or supplemental.

### Student Assessments of Sites and Preceptors

Students will be required to submit an assessment of the practice site and preceptor subsequent to every experiential rotation (IPPE and APPE). Information will be logged in a data base and analyzed for trends by experiential education faculty. Problems deemed to be substantive in nature by experiential education faculty will be investigated immediately with documentation of findings and action (if any). Student observations will be shared with preceptors (at least annually) preserving student anonymity by removing identifiers or reporting aggregate data for the site or preceptor. Findings will be used for site/preceptor quality improvement purposes and to determine retention or advancement (IPPE to APPE) in the Experiential Education programs. Student assessments will also be used as one of the criteria for preceptor recognition awards.

### Preceptor Self-Evaluations

Preceptors will be requested to conduct a self-evaluation, on an annual basis at the conclusion of the academic year, as part of the quality improvement process. These evaluations are intended to foster personal reflection and development. Participants will be asked to suggest ways the School can help them grow as a preceptor based on the self-evaluation.

### Preceptor Surveys

Preceptor surveys are conducted by AACP/ACPE on behalf of schools of pharmacy. Findings will be incorporated into the quality improvement plan. Additional supplemental surveys e.g. IPPE preceptors, will be conducted periodically, generally on a semi-annual basis but more often if needed.

## **Reassignment or Withdrawal Requests – IPPE or APPE**

If a student requests reassignment or withdraws from experiential education courses (IPPE or APPE) after student placement has been finalized no guarantee can be made that a replacement site will be available. Furthermore, a student's current rotation schedule will not be reorganized to accommodate reassignments or class withdrawal. If a site is not available or an available site is not acceptable to the student it will be necessary to defer the rotation. This may be as soon as the next semester (IPPE only) or the following academic year (all APPE and IPPE if a rotation is not available in the current academic year). Reassignment requests must be submitted in writing to the Director or Assistant Director of Experiential Education as appropriate. The student must detail their reason(s) for requesting reassignment. Reassignment requests must be received no

less than six weeks before the start of an APPE rotation from which the student is seeking reassignment or four weeks for IPPE reassignment requests.

### **Site Placement Considerations**

Student placement at experiential learning sites is the responsibility of the Office of Experiential Education. The following will be taken into consideration when assigning students to learning sites:

- Student's prior pharmacy work history
- Available sites that can meet the student's learning needs
- Student preferences from the available sites that best meet their learning needs

Students may not perform any experiential rotation at a site where they are employed. In the case of employment by a chain pharmacy, this applies only to the location at which they are employed. In the case of employment by a hospital students may not participate in Hospital 1 through 4 rotations at the site or Leadership rotations. Students may participate in patient care rotations (APPE) subject to final approval by the Director of Experiential Education.

Under no circumstance may students accept monetary or other forms of compensation for their services from the experiential site or from preceptors.

### **Site Placement Methodology**

Student placement will use the following methodology:

- Students will complete a pharmacy work profile document which will be submitted to the Office of Experiential Education (on admission prior to IPPE).
- Site preferences will be entered in an electronic database. (Early Placement and Bundle requests are submitted in writing to the Office of Experiential Education—APPE only).
- An electronic matching program (“The Spin”) will be utilized for all student placements other than early placement and bundles
- The electronic matching program references a rank order of preceptor/site preferences as entered by students. However, a preference is **NOT** a guarantee the student will be placed in a site. Electronic matching systems place students on preferences and then availability of the experience. Preferred geographic placement cannot be assured.
- Due to the limited availability of some practice experience sites and/or preceptors in certain locations, students may have to be placed with preceptors and/or at sites that require extraordinary travel or temporary housing when other reasonable attempts to meet student preferences have been exhausted. Please note the Experiential Education Housing Policy.

### **Student Assessments**

Materials for student assessment will be provided by the School of Pharmacy. Preceptors shall complete all assessments and are strongly encouraged to review the documents with their students.

## **Student Recruitment of Sites**

Students who have identified a potential site that is not currently affiliated with the SIUE experiential education program must contact the Office of Experiential Education for more information on how the site can become affiliated. A site will not be added to the available list until all site affiliation criteria have been met. Recruitment of a site does not guarantee student assignment to the location unless the site meets the students learning needs. APPE and IPPE students may recruit no more than one site or preceptor per academic year. Deadlines for site recruitment will be established by the Office of Experiential Education for IPPE and APPE experiences on an annual basis. Students should consult information posted in Blackboard or provided during class meetings for details and dates. At a minimum, the student must gather the following information:

- The site name including the primary preceptor's name, address, phone number and e-mail. (Note: chain pharmacy locations require corporate approval prior to being an approved site).

## **Termination – Withdrawal of an IPPE or APPE Student from Site**

A rotation site or preceptor may require SIUE School of Pharmacy to withdraw a student due to unacceptable behavior and/or other valid reasons such as actions which are deemed detrimental to patient care. Subsequent to the student's rotation withdrawal a review committee consisting of the Director of Experiential Education; Assistant Director of Experiential Education (for IPPE rotations only); Chair, Department of Pharmacy Practice; and Associate Dean for Student Affairs will consider the impact, if any, on future course enrollment and the student's status with regard to progression. The review committee will make recommendations to the Dean regarding suitability for continuing with further IPPE or APPE experiences and remedial actions as appropriate. Furthermore, if a student is determined to be suitable to continue with IPPE or APPE rotations, there is no guarantee that another rotation to fulfill curricular requirements will be available during the current academic year. If a site is not available or a student refuses placement in a site that is available it will be necessary to defer the rotation. This may be as soon as the next semester (IPPE only) or the following academic year (all APPE and IPPE if a rotation is not available in the current academic year).

## **Trading Experiential Sites**

Students may trade learning experience sites as long as both sites provide the same basic experience and will meet the student's learning needs. Both students must agree to the trade, in writing on a site trade/reassignment form, and then have the trade approved, in writing, by the Office of Experiential Education. The Office has full discretion to approve or disapprove trades. Requests to trade sites will not be considered until both students have signed a trade form. Trades must be made by the trade deadline established by the Office of Experiential Education in order to provide adequate notification to preceptors. Students are fully responsible for finding a trading partner.

Trades requested after the trade deadline will not be considered.

P2 students enter their site preferences for the academic year into an electronic database while enrolled in PHEP 730. The results of the “spin” indicating assigned pharmacy practice sites for the fall and spring semesters are announced to students during PHEP 730. PHEP 731 is an extension of PHEP 730, during which students complete an additional 120 hours at their assigned practice site. If desiring to trade rotation sites, students can submit a site trade/reassignment form by the deadline established during PHEP 730; requests for site trade/reassignment during PHEP 731 will not be considered.

The Assistant Director of Experiential Education reserves the right to reassign IPPE students to other practice sites as a result of unforeseen circumstances. The course coordinator will notify the student via the SIUE email system of any changes that need to be made to their rotation assignment. In the event that reassignments need to be made, the curricular needs and location constraints of the student will be considered.

### **Transportation**

Transportation to and from the learning site is the responsibility of the student.

### **Withdrawal of Preceptor/Site**

If a preceptor or site withdraws or is temporarily unable to participate in experiential education programs (IPPE or APPE) after student placement has been finalized every attempt will be made to secure another comparable site for the student. However, no guarantee can be made that a replacement site will be in the same geographic location. If a site is not available or an available site is not acceptable to the student it will be necessary to defer the rotation. This may be as soon as the next semester (IPPE only) or the following academic year (all APPE and IPPE if a rotation is not available in the current academic year).

## **K. Academic Standards and Progression Policies**

### **General Policies**

1. Students must complete all didactic course work and be in good academic standing prior to enrollment in Advanced Pharmacy Practice Experiences (APPE) and to graduate.
2. Students who fail to meet any course requirements in an academic year may not register for courses in the next professional year without approval of the Academic Standards Committee.
3. When students repeat a course previously taken at SIUE, only the grade earned in the most recent attempt will be used in computing grade point averages. Grades earned in second and all subsequent attempts will be used in computing grade point averages.
4. Students may receive up to a maximum of six credit hours of an “F” grade in any combination of didactic courses and remain eligible for graduation.
5. Students may only receive up to a maximum of eight credit hours of “no credit” grades in pass/no credit courses and remain eligible for graduation.
6. Students may only receive up to a maximum of eight total credit hours of “D” grade that would *not* need to be remediated. Any additional “D” grades beyond this maximum would

- have to be repeated with a grade of “C” or above prior to graduation.
7. Unless the instructor has specified a shorter period of time, an incomplete grade which is not completed within one year will automatically be changed to an “F” (SIUE policy).
  8. Students must be continuously enrolled as a full time student and complete the Doctor of Pharmacy programs within six years of entering the program, unless otherwise recommended by the Academic Standards and Progressions Committee and approved by the Dean of the School of Pharmacy. It is the student’s responsibilities to contact the Dean of the School of Pharmacy in writing to petition an appeal to this policy.

### **Academic Good Standing**

Academic good standing is when students have a cumulative grade-point average of 2.00 or higher, and have not been placed on academic probation (see below).

### **Early Monitoring Program**

Course coordinators will submit names of students earning grades of “D” or less in any examination in didactic courses to the Office of Academic Affairs no later than midterm of each semester. The coordinator shall document all pertinent academic counseling recommendations given to individual students as part of this early monitoring program. The Office of Academic Affairs will monitor student progress.

Any student with a final grade of “D” in a pharmacy course, but who does not meet the criteria for Academic Probation, will be sent a notice from the Office of Academic Affairs

### **Academic Probation**

*Academic probation* is imposed upon a student when the student’s academic performance meets any of the following conditions:

1. The cumulative grade-point average is less than 2.00 (current SIUE policy).
2. At the end of a semester during which the student earns two or more grades of “D” or below totaling eight credit hours or more.

Students who have been placed on *academic probation* will receive academic counseling and advising by the School of Pharmacy academic advisor in the Office of Student Affairs during the next term of enrollment. Students will receive written notification of being placed on *academic probation* along with any other appropriate information.

The period of *academic probation* is in effect during the semester immediately following the semester in which the student is placed on probation. If, at the conclusion of the semester during which the period of *academic probation* is in effect, the student *fails* to remove any deficiencies in academic standing, *remediation* is imposed. If, at the conclusion of the semester during which the period of probation is in effect, the student removes the deficiency and returns to good academic standing, the *academic probation* is removed.

## Conditions and Period of Academic Probation

The following conditions apply to a term of *Academic Probation* imposed upon a student:

1. During any term of *academic probation*, a student may not seek election to any office in any School recognized organization, and will not be eligible for School sponsored travel.
2. The following additional conditions shall apply to a student on *academic probation* for two or more terms:
  - a) The student must resign any and all office(s) held in School recognized organization(s);
  - b) The student will not be permitted to represent the School in any official capacity.
3. The student must seek academic counseling.

## Remediation

A *remediation plan* will be recommended for students who need *remediation* by the Academic Standards Committee. This plan may include but is not limited to: enrollment in courses recommended by the Committee, career counseling or other measures deemed The Academic Standards Committee, at their discretion, *may* also recommend the student's withdrawal from the program.

If a *remediation plan* is imposed, the following conditions apply during the period of remediation:

1. All courses in which the student has earned an "F" or "no credit" grade must be remediated within 12 months.
2. A passing grade must be earned in any repeated courses. Only one attempt is permitted to earn a passing grade in any repeated course.

## Policies and Procedures for Remediation

*Remediation* for pharmacy courses is designed for the student who feels a self-directed study format would meet his/her needs and learning abilities. Students who receive "D", "F" or "no credit" grades for a course and have the permission of the Academic Standards Committee are eligible for the Summer Remediation Program.

Other routes of remediation may also be approved. For examples, the student may find an approved equivalent course or repeat the course when it is offered during the next academic year.

1. Courses for remediation generally will begin with the published summer term for the School of Pharmacy.
2. Grades for these students must be reported to the Office of Student Affairs no later than the first Monday in August.
3. All information regarding the repeated course must be conveyed to the students by means of a written syllabus.

- a) A minimum of two regular and a final exam (or the equivalent for the course being repeated) must be given for each repeated course.
- b) Recitation, e.g. discussion, question and answer, review, etc., hours for each course must be made available for students. Student attendance is required for these recitations.

### **Dismissal**

A student will be subject to a *dismissal recommendation* by the Academic Standards Committee when one or more of the following conditions are met:

1. The student receives more than six total credit hours of an “F” grade in any combination of didactic courses.
2. The student receives more than eight credit hours of a “no credit” grade in pass/no credit courses.
3. The student fails to complete the Doctor of Pharmacy program within six years of entering the program. The student will be dismissed at that time when it becomes impossible to complete the program in the prescribed period of time.
4. The student fails to *successfully* complete the remediation plan as prescribed by the Academic Standards Committee.

## **Appeals**

Students who are sanctioned for failure to meet the requirements set forth in this policy shall have the right to appear to the Academic Standards Committee of the School of Pharmacy. The Associate Dean for Academic Affairs will chair the Committee. The Academic Standards Committee will consist of the Associate Dean for Student Affairs and four faculty members appointed by the Dean.

The Associate Dean for Academic Affairs shall advise the student of the specific alleged deficiency and provide the student with a copy of this policy and documentation that will be used at the hearing. The Academic Standards Committee will address the alleged deficiency at a hearing no sooner than ten (10) working days and no later than 30 working days after the student has been advised of the deficiency. The student shall have the right to be present for the hearing and to address the Academic Standards Committee. At the conclusion of the hearing, the Academic Standards Committee shall deliberate in private without the presence of the student or other faculty or administrators and shall provide a written report within ten (10) working days containing findings of fact, conclusions, and recommended action to the Dean of the School of Pharmacy. Within ten (10) working days after receipt of the report, the Dean shall make a decision based upon the report. The student and other faculty and administrators involved with the alleged deficiency will receive a copy of the report.

## **L. Policy on Release of Student Information and Access to Student Records (Family Educational Rights & Privacy Act - FERPA)**

The SIUE School of Pharmacy abides by the Policy on Release of Student Information and Access to Student Records, SIUE (Approved by Chancellor effective 11/15/02. This policy was issued on November 22, 2002, replacing the November 20, 2002 version.) This policy can be found at <http://www.siu.edu/POLICIES/3g2.html>

## **M. Student Governance Policy (Student Representative Council Documents)**

PROPOSED CONSTITUTION OF THE STUDENT REPRESENTATIVE COUNCIL (SRC) FOR THE SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE SCHOOL OF PHARMACY (Adapted from the SRC Structure at the University of New Mexico College of Pharmacy)

### **I. Preamble**

The students of the Southern Illinois University Edwardsville School of Pharmacy (SIUE-SOP), through their elected representatives, will establish and maintain an autonomous student organization designed to serve the needs of student pharmacists. The Student Representative Council (SRC) will promote student pharmacist involvement by providing a forum for student input in matters such as student-faculty relations, curricular issues, course

evaluation, assessment, student recruitment, student professionalization activities, and other issues of academic, political, social and economic importance to the student pharmacist.

II. Structure (Voting Members) of the SRC (This structure may be altered by the Associate Dean for Student Affairs)

**Chair** – President of the Third Year Class (P-3)

**Vice Chair** – President of the Second Year Class (P-2)

**Secretary** – President of the First Year Class (P-1)

**Members-At-Large**

A. Presidents of:

- a) Fourth Year Class (P-4)
- b) Rho Chi
- c) Academy of Student Pharmacists – American Pharmacists Association
- d) American Society of Health System Pharmacists – The Student Forum
- e) \*Any other Student Senate or School of Pharmacy, Office of Student Affairs approved organizations that are deemed to be relevant to the profession of pharmacy by the SRC\*

B. Vice-Presidents of the P-1, P-2 and P-3 classes

C. Student Pharmacist serving on the SIUE Student Senate (If applicable)

**Additional Non-Voting Members**

Student Representatives on School of Pharmacy Standing Committees

**BYLAWS OF THE STUDENT REPRESENTATIVE COUNCIL (SRC) FOR THE SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE SCHOOL OF PHARMACY**

- A. The voting members of the SRC will be composed of those persons identified in section II above.
- B. The non-voting members will comprise student representatives on School of Pharmacy Standing Committees. These members will be required to attend the SRC meetings to keep the SRC abreast of the developments within each SOP Standing Committee.
- C. Each class (P-1, P-2, P-3 and P-4) will elect a president, vice-president/historian, secretary and treasurer to serve as representatives.
- D. The Chair of the SRC shall be the president of the third professional year class (P-3)
- E. The Vice Chair of the SRC shall be the president of the second professional year class (P-2).
- F. The Secretary of the SRC shall be the president of the first professional year class (P-1).
- G. The faculty advisor will be the Associate Dean for Student Affairs. The faculty advisor will help the SRC with decision-making but does not have a vote.
- H. New organizations will be included in the SRC and new voting members representing these organizations will be added to the SRC upon submitting a copy of their Constitution and Bylaws to the SRC. These new organizations MUST be approved by the Student

Senate or by the School of Pharmacy, Office of Student Affairs and deemed to be relevant to the profession of pharmacy by the SRC.

- I. The SRC will meet at least one time during the fall and spring semesters. Additional meetings will be called at the discretion of the SRC.
- J. No one person may represent more than one organization (including a class) at any one meeting, for voting privileges.
- K. All business of the meetings will be decided by a simple majority vote
- L. Each approved voting organization (including a class) of the SRC will be required to have at least one representative present at each meeting. In the event that the regular voting member cannot attend, another officer of the organization in question may be nominated to attend.
- M. If an organization or class is not represented for three consecutive meetings, the SRC will send a formal reminder that attendance is necessary to maintain voting privileges. If there is continued absence of representation the SRC may vote to remove voting privileges for the organization or class. The organization or class will have to petition the SRC Chair in writing to have their voting privileges reinstated. Voting privileges can be reinstated by a majority vote, in favor, by the SRC. Any conditions that need to be met will be specified in writing by the SRC.
- N. The SRC will be asked occasionally to review faculty actions concerning student body related decisions. The SRC may provide written recommendations about these actions to the Associate Dean for Student Affairs and the Chair of the SRC may request a meeting with the Associate Dean for Student Affairs and the Dean of the School of Pharmacy to discuss the issue.
- O. The SRC will recommend students to the Dean of the School of Pharmacy for appointment to the School of Pharmacy Standing Committees. Each student will be appointed to serve a one year term.
- P. Amendments to this Constitution may be proposed by a simple majority of the council and ratified by simple majority vote of the student body of the School of Pharmacy.
- Q. The SRC will actively contribute to a Student Newsletter maintained by the School of Pharmacy.

SIUE School of Pharmacy— Student Representative Council  
CLASS OFFICERS' DUTIES

**Office of Class President**

The duties of a class president shall include.

- 1. Presiding over class meetings
- 2. Calling class meetings and class officer's meetings
- 3. Represent class in SRC
- 4. Lead class in establishing activities and fund raising committees

5. Serve as liaison between the faculty and students

Duties of 1<sup>st</sup> professional year class president include serving as Secretary of the Student Representative Council. In the absence of the SRC secretary for a particular meeting, a secretary will be chosen for that meeting by the SRC voting members in attendance. The SRC Secretary is responsible for the following activities:

1. Record minutes of the SRC meetings
2. Keep records of SRC activities and membership
3. Facilitate communication between SRC members
4. Notify SRC members and student body of scheduled meetings by using flyers, e-mail, and announcements
5. Nominate students for SOP committees
6. Assist in organizing SRC sponsored events

Duties of 2<sup>nd</sup> professional year class president include serving as Vice Chair of the SRC. Duties are as follows:

1. Serve as an assistant to Chair of the SRC
2. Preside over meetings when president is absent
3. Attend any mandatory workshops
4. Nominate students for SOP committees
5. Assist in organizing SRC sponsored events
6. Periodically submit articles to SOP newsletter to keep student body informed

Duties of 3<sup>rd</sup> professional year class president include serving as Chair of the SRC. Duties are as follows:

1. Preside over the SRC and call SRC meetings
2. Act as student liaison to faculty, the School of Pharmacy - Office of Student Affairs and to the Dean's office
3. Attend any mandatory workshops
4. Nominate students for SOP committees
5. Organize SRC sponsored events
6. Periodically submit articles of SOP newsletter to keep student body informed

### **Office of Class Vice President/Historian**

The duties of a class vice president shall include:

1. Presiding over class meetings in the President's absence
2. Represent class in SRC
3. Lead class in establishing activities and fund raising committees
4. Serve as liaison between the faculty and students
5. Keep class informed of SRC and SOP business and issues
6. Nominate students for SOP committees

7. Establish and coordinate a system of documentation of activities of the class for historical purposes

### **Office of Class Secretary**

The duties of a class secretary shall include:

1. Taking notes at all class meetings and meetings of the class officers
2. Maintaining communication between the class, officers, and SRC
3. Nominate students for SOP committees
4. Make and distribute flyers for class events
5. Keep class informed of SRC and SOP business

### **Office of Class Treasurer**

The duties of a class treasurer shall include:

1. Establishing and maintaining accounting of class funds
2. Serving as or working closely with the chairperson of class fundraising committee
3. Maintaining communication between the class, officers, and SRC
4. Nominate students for SOP committees

## **N. Student Newsletter Policy**

The Student Representative Council (SRC) will maintain a newsletter. The newsletter must adhere to SIUE policies outlined in the following document:

<http://www.siu.edu/POLICIES/3e1.html>.

## **O. Room Reservation Policy**

### Student Usage of Classrooms/Lounge

Students may use space in the 200 University Park Building that is assigned to the School of Pharmacy and the 220 University Park Building for meetings, study sessions, and social gatherings, Monday through Friday. (Other SIUE units and tenants of 200 UP may use School of Pharmacy space on a reservation basis, so it is important that students/groups check on availability before occupying a room.) Please contact Dana Dain in the office of Student Affairs to make the reservation.

Space also may be reserved for use after 4:30 p.m. Monday through Friday. However, a faculty or staff member must be present to lock the room/building after hours. No rooms will be scheduled for use after the normal work day, unless the name of the faculty or staff member who has agreed to be present is provided.

Other SIUE policies not included in this document can be found at <http://www.siue.edu/POLICIES/pindex.html>

## **P. Student Policy for Electives**

1. All Pharm.D. candidates are required to complete 11 credit hours of elective courses. At least six credit hours must be obtained from elective courses offered by the School of Pharmacy, and a maximum of five credit hours may be obtained from courses external to the School of Pharmacy. Students may choose all their elective credits from the School of Pharmacy if they so desire.
  - a. Total independent study hours cannot exceed 4 credit hours of total elective hours. Refer to the independent study policy for specific details.
2. A list of approved School of Pharmacy elective courses including internal and external courses is available on Blackboard or through Academic Affairs.
3. Enrollment in any external elective courses must receive prior approval from the School of Pharmacy adviser.
4. For students to enroll in external 500 level courses, the follow eligibility requirements must be met:
  - a. Successfully completed two years of the Doctor of Pharmacy program and thus have already earned a minimum of 124 hours of credits including pre-pharmacy hours.
  - b. GPA must be at least a 2.5 or better in the Doctor of Pharmacy program.

## **Q. Drop-Add Policy**

The pharmacy curriculum is a prescribed one in terms of when students take courses. Therefore the adding or dropping of courses pertains primarily to elective courses.

1. Students wishing to add an elective course after the class has started must obtain the instructor's permission. The instructor will notify the School of Pharmacy adviser when it is appropriate to enroll in the class.
2. Generally a course may not be added after the end of the second week of class meetings.
3. Students may withdraw from elective courses before the start of the course without permission of the instructor or the adviser.
4. After the course begins, students must obtain permission to drop an elective course from the School of Pharmacy adviser.
5. Dropping a course may not provide a reduction in tuition and fees.
6. Absence from class does not constitute the dropping of a class. Students who remain on the instructor's class roster may receive a failing grade.
7. Students who are withdrawing completely from the professional program must complete the "Withdrawal from Program" form. This form is obtained from the Office of Student Affairs.

## **Course Registration**

### **Adding, Dropping, and Withdrawing Courses**

The Pharmacy curriculum is a prescribed one in terms of when students take courses. Therefore, the adding or dropping of courses pertains primarily to elective courses. Pharmacy students are expected to progress through the program so withdrawing from individual courses is not possible because students will be out of sequence.

See Drop-Add Policy on Page 56.

### **Electives**

Students must seek the help of the School of Pharmacy Academic Official before registering for any elective course. Advisors have a list of approved electives offered in a given semester and can help guide students in elective course selection.

Related statements from **ACPE Standards** (adopted Jan 2006):

1. In general, the committee should strive for availability of sufficient elective courses (within or outside the college or school) and pharmacy practice experiences to allow students to pursue special interests.
2. Multiple opportunities should be provided throughout the curriculum for students to take course work designed to develop areas of personal interest, to expand their understanding of professional opportunities, and to achieve the outcomes of the curriculum.

### **SIUE School of Pharmacy**

1. Internal Courses
  - a. Approval of professional pharmacy elective courses follow the same procedure for approval as required SOP courses (see Curriculum Policies).
  - b. A list of internal electives will be maintained by Academic Affairs for students to view
    - i. List of course names will be available on Blackboard
    - ii. Course descriptions and syllabi will be available on Blackboard
2. External Courses
  - a. Students may consult the SIUE Course Catalog for potential elective courses or a list of approved electives maintained by Academic Affairs
  - b. Approval by the SOP Curriculum Committee is required
    - i. ACPE standard serves as guidelines for approval
    - ii. Courses should enhance the professional education of the student
    - iii. The courses shall be previously approved by the SIUE Curriculum Council. Therefore, review by the SOP Curriculum Committee will consist of review of course description, and course syllabus, if necessary, to determine appropriateness for credit towards the Doctor of Pharmacy degree.
    - iv. A form must be signed indicating approval. The form will be kept in the student's academic file.

- v. Syllabi for approved courses will be kept on file by Academic Affairs
  - c. External hour limit: 5.0 (i.e. students must have a minimum of 6.0 credit hours of elective courses within the SOP)
3. Total independent study hours cannot exceed 4 credit hours of total elective hours.

Students must complete the request for external electives form to enroll in an external elective.

**Request for School of Pharmacy Students to Enroll in Courses External to School**

Course Designator \_\_\_\_\_ Number \_\_\_\_\_ Credit Hours \_\_\_\_\_

Course Title \_\_\_\_\_

Faculty Teaching Course \_\_\_\_\_

School Offering Course \_\_\_\_\_

Assigned Pharmacy Course Designator and Number \_\_\_\_\_

**Approvals:**

Department Chair: \_\_\_\_\_ Date \_\_\_\_\_

SOP Academic Official \_\_\_\_\_ Date \_\_\_\_\_

## **Resources**

### **Academic Advising**

Academic advising and counseling is available to currently enrolled pharmacy students. Academic advising and counseling staff are available to help students understand the character of pharmacy education, manage barriers to success, and access University resources.

The SIUE School of Pharmacy Office of Student Affairs maintains an “open door” policy to all currently enrolled pharmacy students.

### **Counseling Services**

Counseling Services actively promotes the personal, social, emotional, and cognitive growth of SIUE students. This service is provided through individual counseling, psycho-educational programming, consultation, and referral. Our staff works closely with students, faculty members, student affairs administrators, public safety officers, health care services providers, housing staff, and parents of SIUE students. If you or fellow students you know are experiencing distress, please contact the Counseling Services office at: 618-650-2197. If you prefer, view our webpage at: [www.siu.edu/counseling/](http://www.siu.edu/counseling/) and download the Intake Questionnaire, Informed Consent, and the Depression Screening Inventory. You may complete these forms and bring them with you to the Counseling Services office. They are necessary for the matching of a student to their counselor and are needed prior to scheduling an appointment.

The office is located in the Student Success Center, Room 0220. All communication between a student and members of the counseling staff is considered privileged and confidential within the confines of the statutes of the State of Illinois as they pertain to the professional practice of psychology and counseling. In case of a crisis, students may contact the office directly by calling 618-650-2197 or after business hours calling the SIUE Police Dispatcher at 618-650-3324 and ask that the “on-call” counselor be contacted on their behalf. Students may also call 911 in case of emergencies.

### **Financial Aid**

The SIUE Office of Student Financial Aid can help you put together a combination of grants, student loans, parent loan, student employment, or scholarships to help you fund your education. In 2004-2005, the Student Financial Aid office administered more than \$85 million in grants, loans, tuition waivers, scholarships, and student employment for SIUE students.

**Phone:** 618/650-3880

**Hours:** Vary depending on the time of year, check website for current hours

**Website:** <http://www.siu.edu/financialaid/>

**Location:** 2308 Rendleman Hall

## **Tuition and Fees 2011-2012 Academic Year**

Illinois residents

Full Time      \$11,730.95

Out-of-State Residents

Full Time      \$15,980.95

The out-of-state School of Pharmacy tuition rate is 1.4 times the Illinois resident rate.

For a breakdown of tuition and fees, visit <http://www.siue.edu/apply/tuition/>

## **Scholarships**

Donations from individuals, corporations and associations entities enable us to assist students in overcoming some of the financial obstacles encountered while pursuing a degree. Due to the generosity of these entities, there has been a steady increase in the number of scholarships available as well as the total amount of scholarship dollars awarded to students.

The School of Pharmacy seeks qualified candidates for the available scholarships. A qualified student is defined as a student in good academic standing who meets the donor's specified criteria. Award criteria may be based on qualities such as leadership, financial need, community service and future career path. The Scholarship Application provides a brief description of the selection criteria for each of the available awards. To be considered for a scholarship, a student must complete the Scholarship Application by the date specified. Typically the Scholarship Application is available in mid November and submitted back to the Office of Student Affairs in mid-to-late December. The specific application dates change each year and are announced in mid-November.

The Scholarship Committee, made up of SIUE School of Pharmacy faculty and staff, chooses recipients based on donor criteria. Some awards recipients must be nominated by an SIUE School of Pharmacy faculty member. Those awards are detailed on the Scholarship Application. Awards are typically announced in January or February.

Scholarships and awards are presented at the Scholarship Awards Dinner. Depending on sponsorship, not all awards will be available in a given year. Award amounts may be adjusted based on funding, and will be applied to the semester specified by the donor.

## Disability Support Services

Southern Illinois University Edwardsville School of Pharmacy is committed to enabling its students by any reasonable means or accommodations to complete the course of study leading to the Doctor of Pharmacy degree. Pre-admission planning and an assessment of your abilities and interests are important. Prospective students are encouraged to review the North American Pharmacy Licensing Examination Competency Statements:

(<http://www.nabp.net/ftpfiles/NABP01/updatednaplexblueprint.pdf>) and the American Association of Colleges of Pharmacy, Center for Advancement of Pharmaceutical Educational Outcomes 2004:

([http://www.aacp.org/Docs/MainNavigation/Resources/6075\\_CAPE2004.pdf](http://www.aacp.org/Docs/MainNavigation/Resources/6075_CAPE2004.pdf))

Any student admitted to the SIUE School of Pharmacy with a documented disability that requires academic accommodations to complete the PharmD degree will need to:

- 1) Read and Review the North American Pharmacy Licensing Examination Competency Statements (<http://www.nabp.net/ftpfiles/NABP01/updatednaplexblueprint.pdf>) and the American Association of Colleges of Pharmacy, Center for Advancement of Pharmaceutical Educational Outcomes 2004 ([http://www.aacp.org/Docs/MainNavigation/Resources/6075\\_CAPE2004.pdf](http://www.aacp.org/Docs/MainNavigation/Resources/6075_CAPE2004.pdf)).
- 2) Notify and start a file with the Office of Disability Support Services at SIUE.
- 3) Provide documentation of disability as required by the Office of Disability Support Services at SIUE.
- 4) Work together with the Office of Disability Support Services at SIUE and the School of Pharmacy Office of Student Affairs will work together to determine the appropriateness of the request for academic accommodation and strategies to implement the approved academic accommodations.

Disability Support Services Contact Information:

**Phone:** 618/650-3716

**Website:** <http://www.siue.edu/dss/>

**Location:** Student Success Center Room 1270

## Laptops and Technology Support

Upon Admission to the program, the School of Pharmacy requires students to take advantage of our laptop program. By providing university machines to each student, we are able to guarantee a consistent hardware and software configuration. This allows faculty to enhance their courses and improve the curriculum. A technology fee is automatically included with tuition and fees. Some of the additional benefits of this highly popular program include: university licensed software preloaded (Microsoft Office Suite, Antivirus, Pharmacy Course Software, etc.), full support through our technology office, opportunity for greater collaboration with faculty and peers through online courses and tools, it can be used as a tool for keeping coursework and projects organized, and furthers your technological competence which is important for this field.

Students are required to sign a laptop program student use agreement and waiver of liability.

### **Laptop Program Student use Agreement and Waiver of Liability**

1. I understand that this computer is intended as an educational tool, is on loan to me only for the duration of my status as a student in Southern Illinois University's School of Pharmacy Program, and remains the property of SIUE.
2. If I damage the laptop and the damage is covered by the Gateway Warranty, SIUE will provide an interim replacement laptop to me until the warranty replacement laptop arrives from Gateway. I am responsible for the interim replacement laptop while it is in my possession and if the interim replacement laptop is damaged in a way not covered by the Gateway Warranty or SIU, I am wholly responsible for the cost of replacement or repair.
3. If I lose or damage the laptop and the damage is not covered by the Gateway Warranty or SIU, I will be liable for the cost of a replacement laptop or repair.
4. I will not sell, lease, loan, or otherwise grant anyone else use of the laptop.
5. I will comply with all applicable copyright and licensing laws and regulations when gathering and/or sharing information using the laptop. This includes, but is not limited to, peer to peer sharing programs such as Kazaa, Morpheus, BitTorrent, etc.
6. I will adhere to the software license agreements for all applications installed on the laptop.
7. I understand that SIUE is not responsible for any loss of data that I may maintain on the laptop.
8. If I leave the SIUE School of Pharmacy Program, the laptop is to be immediately returned to SIUE. If I do not return the laptop, the cost of the equipment and any associated recovery fees will be placed on my account through the SIUE Bursar's Office. Failure to pay in full this account may result in the account being referred for collection, in which event I will be responsible for costs associated with collection, including attorney's fees.
9. I agree to turn in the laptop a minimum of once per semester for at least 4 days for Academic Computing to refresh it and perform upgrades and maintenance. In addition, I agree to get the laptop updated during the semester if a critical update is required (e.g. Windows updates). Also, I agree to leave the operating system and virus/spyware protection software in automatic update mode, ensuring the laptop will be reasonably protected from viruses and other threats.

Software included on SIUE-owned laptops: Microsoft Office, virus protection, anti-spyware, manufacturer loaded, pharmacy software, lockdown browser software, multimedia software (Real Player, Windows Media Player, QuickTime, Flash, Acrobat Reader), network printing client, any other curriculum-related software. Laptop bags are not provided, so students are responsible for obtaining a laptop bag with adequate padding.

For questions about the Pharmacy Laptop Program, contact:

Craig Keigher  
618/650-5227  
[ckeighe@siue.edu](mailto:ckeighe@siue.edu)

Vic Buehler  
618/650-5224  
[vbuehle@siue.edu](mailto:vbuehle@siue.edu)

## **Student Organizations**

### **Student Organization Funds Policy**

See the Student Organization Funds Policy on page 41.

### **Student Representative Council (SRC)**

The students of the Southern Illinois University Edwardsville School of Pharmacy (SIUE-SOP), through their elected representatives, establish and maintain an autonomous student organization designed to serve the needs of student pharmacists. The Student Representative Council (SRC) promotes student pharmacist involvement by providing a forum for student input in matters such as student-faculty relations, curricular issues, course evaluation, assessment, student recruitment, student professionalization activities, and other issues of academic, political, social and economic importance to the student pharmacist. The voting members of the SRC include class presidents and vice presidents, presidents of professional student organizations within the SIUE-SOP, and a student pharmacist serving on the SIUE Student Senate (if applicable). Student representative on SIUE-SOP standing committees are invited to attend meetings as non-voting members. The SRC meets at least once every semester and maintains a newsletter.

The constitution of the SRC can be found in the Student Policies and Procedures on page 55.

### **Student Newsletter Policy**

The Student Representative Council (SRC) will maintain a newsletter. The newsletter must adhere to SIUE policies outlined in the following document:  
<http://www.siu.edu/POLICIES/3e1.html>. The SRC Newsletter is updated each semester and can be found on the SOP website.

### **American Pharmacists Association – Academy of Student Pharmacists (APhA – ASP)**

APhA-ASP is the American Pharmacist Association-Academy of Student Pharmacists. Currently, more than 26,000 student pharmacists from each of the 92 schools and colleges of pharmacy nationwide are members of APhA. This professional student organization plays a key role in helping you: navigate through pharmacy school, explore careers in Pharmacy, connect with others in the profession, and make an impact on vital issues affecting the profession of pharmacy.

### **National Community Pharmacists Association (NCPA)**

The SIUE Student Chapter of the National Community Pharmacists Association (NCPA) received official university recognition on August 24, 2007. This organization serves to promote careers and issues in independent community pharmacy. Their mission statement is as follows:

1. We are dedicated to the continuing growth and prosperity of independent community pharmacy in the United States.
2. We are the national pharmacy association representing the professional and proprietary interests of independent community pharmacists and will vigorously promote and defend those interests.
3. We are committed to high-quality pharmacist care and to restoring, maintaining, and promoting the health and well-being of the public we serve.
4. We believe in the inherent virtues of the American free enterprise system and will do all we can to ensure the ability of independent community pharmacists to compete in a free and fair marketplace.
5. We value the right to petition the appropriate legislative and regulatory bodies to serve the needs of those we represent.
6. We will utilize our resources to achieve these ends in an ethical and socially responsible manner.

### **Student Society for Health-System Pharmacists (SSHP)**

The SIUE Student Society for Health-System Pharmacists (SSHP) chapter is a student organization associated with the American Society of Health-System Pharmacists (ASHP) and the Illinois Council of Health-System Pharmacists (ICHHP). The mission of both the national and state organization is to improve the use of patient's medication therapy by supporting pharmacy practice advancement. The SIUE SSHP adopts this mission as well:

1. Striving to make students aware of pharmacy practice in health systems.
2. Providing information to students about career directions in and credentials needed for pharmacy practice in health systems.
3. Encourage membership and participation in the state and national organizations as a student and upon graduation.

### **Student National Pharmaceutical Association (SNPhA)**

The Student National Pharmaceutical Association plans, organizes, coordinates, and executes programs geared towards the improvement of the health, educational, and social environment for minority communities.

SNPhA is an educational service association of pharmacy students who are concerned about pharmacy and healthcare related issues, and the poor minority representation in pharmacy and other health-related professions.

### **P1, P2, P3, P4**

The class organizations have designated officers to serve as the student government. Each year, students nominate themselves or are nominated for each position, and elections are held in a democratic manner.

The P4 class organization is for those students who are in their fourth year of Pharmacy program. The P3 class organization is for those students who are in their third year of the Pharmacy program. The P2 class organization is for those students who are in their second year of the Pharmacy program. The P1 class organization is for those students who are in their first year of the Pharmacy program. Each class organization operates to meet the needs of the individual class.

Class officers' duties are described in the Student Policies and Procedures section on page 53.

## **Rho Chi**

SIUE SOP is the Beta Delta Chapter of The Rho Chi Society, the academic honor society in pharmacy. The Society encourages and recognizes excellence in intellectual achievement and advocates critical inquiry in all aspects of pharmacy. The Society further encourages high standards of conduct and character and fosters fellowship among its members.

The Society seeks universal recognition of its members as lifelong intellectual leaders in pharmacy, and as a community of scholars, to instill the desire to pursue intellectual excellence and critical inquiry to advance the profession.

## **ASCP**

The American Society of Consultant Pharmacists (ASCP) is an organization whose vision is optimal medication management and improved health outcomes for all older persons. Their mission is to empower pharmacists to enhance quality of care for all older persons through the appropriate use of medication and the promotion of healthy aging <sup>1</sup>. Consultant Pharmacists, or Senior Care Pharmacists, have specialized knowledge in geriatrics, geriatric pharmacotherapy, and the unique medication-related needs of the senior population.

The SIUE chapter of ASCP was officially recognized by the university in the spring of 2010. This organization is determined to provide students with the opportunity to promote interaction, education, and job awareness of the growing field of Consultant Pharmacy among SIUE pharmacy students and prospective pharmacy students.

1. American Society of Consultant Pharmacists website ([www.ascp.com](http://www.ascp.com))

## **School of Pharmacy Ceremonial Events**

### **White Coat Ceremony**

The White Coat Ceremony is a meaningful tradition in which the Southern Illinois University Edwardsville School of Pharmacy welcomes first-year students as colleagues dedicated to patient care. The presentation of the white coat represents passage into the pharmacy profession, with all the associated opportunities and responsibilities. During the ceremony, students recite the Pledge of Professionalism, committing their professional careers and practices to excellence in pharmacy. This ceremony begins in the early evening and is followed by an hors d' oeuvres reception. Faculty, staff, and all first year students are invited to attend the event, as are family and friends.

### **Scholarship Awards Banquet**

The annual Scholarship Awards Banquet is an annual event where excellence is recognized and honored. The event is an evening function, where scholarships and awards are presented and dinner is served. All School of Pharmacy students, faculty and staff are invited to attend the event, as are the family and friends (up to 4 guests per person) of students who are receiving scholarships and/or awards.

### **Pinning Ceremony**

The Pinning Ceremony represents the transition from the didactic curriculum to the full-time experiential curriculum. This event is held during the common hour for P3's near the end of their third year. Faculty, staff, and all School of Pharmacy students are invited to attend the event. P3 students will receive a pin designed by the Pinning Ceremony Committee.

### **Hooding Ceremony**

Upon completion of the Pharm.D. degree, SIUE School of Pharmacy students participate in the Hooding Ceremony and University commencement ceremony. These milestone events occur in May of each year. The Hooding Ceremony for the SIUE School of Pharmacy graduates allows the Pharm.D students, their families and friends to share the accomplishment of a professional degree with the pharmacy community of faculty, staff, and University leaders. The colors that line the hood represent pharmacy (olive green), and SIUE (red and white). Pharmacy students also celebrate their accomplishments by attending the SIUE commencement ceremony to receive their University conferred diplomas.

The OSA staff disseminates information regarding application for graduation, ordering of caps and gowns, pre-commencement activities, hooding and commencement via email and meetings beginning in the spring of the P3 year.