

Doctor of Pharmacy Program

STUDENT HANDBOOK

CLASS OF 2017

Southern Illinois University Edwardsville
School of Pharmacy
200 University Park Drive
Edwardsville, IL 62026-2000

(618) 650-5150
Fax (618) 650-5152
www.siu.edu/pharmacy

The Doctor of Pharmacy program at SIUE is fully accredited by the
Accreditation Council for Pharmacy Education (ACPE)

Academic Year 2015-2016

STUDENT HANDBOOK

Class of 2017

Table of Contents

Introduction from the Dean	2
Pledge of Professionalism	3
SIUE School of Pharmacy Mission, Vision, Goals, Values, Accreditation Statement	4
Departmental Information	5
Academic Calendar	8
Admission Process	9
Technical Standards for Admission & Continued Enrollment	10
Statement of Nondiscrimination	12
Annual Security Report	12
SIUE Institutional Information	12
Pharm.D. Curriculum	13
Experiential Education Overview	17
Course Descriptions	19
Approved Internal Electives	26
Approved External Electives	30
Graduation Requirements	34
Pharm.D./MBA Concurrent Degree Program	34
Student Policies and Procedures	37
A. Student Complaints Policy	37
B. Student Academic Policies	40
C. Professional Classroom and Laboratory Etiquette Guidelines	44
D. Dress Code Recommendations	47
E. Alcoholic Beverages and Substance Abuse Policies	47
F. Sexual Harassment Policy	50
G. Professional Meetings Policy	50
H. Student Organization Funds Policy	50
I. Student Organization Fundraising and Special Event Guidelines	51
J. Examination and Assignment Make-up Policy	52
K. Absence Policy for Religious Observances	53
L. Experiential Education Policies	53
M. Academic Standards and Progression Policies	70
N. Policy on Release of Student Information and Access to Student Records	76
O. Student Governance Policy (Student Representative Council Documents)	76
P. Student Newsletter Policy	79
Q. Room Reservation Policy	80
R. Student Policy for Electives	80
S. Drop-Add Policy	81
Course Registration	81
Resources	84
Student Organizations	88
School of Pharmacy Ceremonial Events	92
Inclement Weather and Other Special Conditions	92

Southern Illinois University Edwardsville School of Pharmacy

Introduction from the Dean

Dear SIUE Student Pharmacists,

At the SIUE School of Pharmacy we strive to transform health care through exceptional teaching, scholarship and service. It is with these ideals in mind that our students, faculty and staff have distinguished themselves at the state, national and international 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.

This student handbook will provide valuable information to help you carry on our tradition of excellence. It will assist you to navigate the process of being a successful student pharmacist at the SIUE School of Pharmacy. If you have any questions about the materials within this handbook please contact the School of Pharmacy Office of Professional and Student Affairs at 618-650-5150 or at pharmacy@siue.edu.

I wish you the very best as you strive to become an excellent pharmacist!

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

Vision Statement

Southern Illinois University Edwardsville School of Pharmacy will be a national model for exceptional pharmacy education, patient-centered care and innovative research.

Mission Statement

Southern Illinois University Edwardsville School of Pharmacy is an interdisciplinary educational community dedicated to the preparation of pharmacy professionals, scholars and leaders to improve the health and well-being of the region and beyond.

Goals

The goals of the SIUE School of Pharmacy are to:

- Advance innovative education, service and scholarship programs
- Promote faculty and staff development and support
- Foster prospective pharmacy students
- Expand and support professional growth of students and alumni
- Cultivate diversity and inclusiveness
- Identify, develop and sustain external relations and financial support

Values

The SIUE School of Pharmacy has embraced the values of **SIUE**:

- Citizenship
- Excellence
- Inclusion
- Integrity
- Wisdom

Accreditation Statement

The SIUE School of Pharmacy has fulfilled the accreditation requirements set forth by the Accreditation Council for Pharmacy Education (ACPE) for the Professional Degree Program in Pharmacy and has been granted full accreditation status through June 30, 2023.

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.

Departmental Information

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.

<http://www.siue.edu/pharmacy/about/deansoffice/index.shtml>

Office of Academic Affairs

The Office of Academic Affairs in the School of Pharmacy coordinates development, implementation, and assessment of policies and procedures for academic initiatives in cooperation with faculty committees. Under the direction of the assistant dean for academic affairs, this office facilitates existing and new education endeavors in the School of Pharmacy including global education and interdisciplinary experiences. The office works with the curriculum committee for curriculum implementation, facilitates faculty development activities, and coordinates data collection and reports for the faculty and the Office of the Dean. Innovative instructional strategies and technologies that enhance student learning are also evaluated.

Please contact the Office of Academic Affairs if you have any questions about the SIUE School of Pharmacy curriculum, assessment, interdisciplinary education and global education experiences.

<http://www.siue.edu/pharmacy/about/academic/index.shtml>

Office of Professional and Student Affairs

The SIUE School of Pharmacy Office of Professional and Student Affairs (OPSA) 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 OPSA works with the SIUE Registrar's Office and the Office of Admissions to facilitate the student admissions process. The OPSA 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 OPSA.

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, pinning ceremony, and the hooding ceremony are organized by the OPSA. 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.

<http://www.siue.edu/pharmacy/about/studentaffairs/index.shtml>

Department of 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 an extensive array of instrumentation capable of performing high quality research in the pharmaceutical sciences. Core facilities in the Department include the NMR and the molecular modeling and computational chemistry laboratories.

The Department occupies office and laboratory space in the ~~new~~ University Park 220 building and office space in the University Park 200 facility. The Department also has space in the Biotechnology Laboratory Building. University A total of 4500 square feet of research space suitable is available for performing research in molecular and cellular biology, drug design and development, and drug delivery and dosage form design.

<http://www.siue.edu/pharmacy/about/pharmaceutical/index.shtml>

Department of Pharmacy Practice

The Mission of the SIUE Department of Pharmacy Practice is to foster the development of pharmacy graduates capable of meeting the diverse patient care needs of Central and Southern Illinois, and the nation. The Department furthers the mission of the SIUE School of Pharmacy by striving for excellence in teaching/learning, scholarship, patient care and community engagement.

Through educational programming and professional services, the SIUE Department of Pharmacy Practice provides students, faculty and pharmacy practitioners with 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's dedicated and enthusiastic faculty embrace a student-centered approach and a patient-centered care philosophy to facilitate optimal student learning.

<http://www.siue.edu/pharmacy/about/practice/index.shtml>

Academic Calendar

Summer 2015

May 11 – August 7	(specific time periods to be determined) Didactic Session
May 18 – June 19	APPE I
May 25	Memorial Day Holiday
June 22 – July 24	APPE II
July 3	Independence Day Holiday

Fall 2015

July 27 – August 28	APPE III
August 10	Classes begin (P2, P3)
August 10 - 12	New Student Orientation (P1)
August 13	Classes begin (P1)
September 7	Labor Day Holiday
September 8 – October 9	APPE IV
September 28 – October 16	IPPE III (P2 Class)
September 28 – October 9	PHPR 748 MTM (P3 Class)
October 12 – October 16	PHPR 749 Immunization Training (P3 Class)
October 12 – November 13	APPE V (P4 Class)
October 19 – October 30	IPPE I (P1 Class)
November 23 – 27	Thanksgiving Break
December 14 – 18	Exam Week (P1, P2, P3)

Spring 2016

January 4	Classes begin (P1, P2, P3)
January 11 – February 12	APPE VI (P4 Class)
January 18	M. L. King Jr. Holiday
February 15 – March 18	APPE VII (P4 Class)
February 22 – March 4	PHEP 752 PBA (P3 Class)
February 22 – March 11	IPPE IV (P2 Class) & IPPE II (P1 Class)
March 21 – 25	No APPE Rotations
March 28 – April 29	APPE VIII (P4 Class)
April 29	Capstone Presentation (P4 Class)
May 2 – May 6	Pre-Commencement Activities and Board Review (P4 Class)
May 2 – May 6	Exam Week
May 7	Commencement

Updated 8-06-14

Admission Process

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 82 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 pre-pharmacy 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" by the end of the spring semester 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 and Continued Enrollment

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 students 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 students 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 students 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 students 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 students 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

SIUE prohibits discrimination against employees, applicants for employment and students on the basis of age, color, disability, marital status, national origin, race, religion, sex, sexual orientation, or veteran's status. Discrimination in any form will not be tolerated; management and supervisory personnel, at all levels, are responsible for taking reasonable and necessary action to prevent discrimination. Inquiries can be directed to the Office of Institutional Compliance, Rendleman Hall, Room 3310, Box 1025, Edwardsville, IL 62026-1025, (618) 650-2333.

Annual Security & Fire Safety Report

The SIUE Annual Security and Fire Safety is available online at <http://www.siue.edu/securityreport>. The report contains campus safety and security information and crime statistics for the past three calendar years. This report is published in compliance with the Federal Student Right to Know and Campus Security Act of 1990, now known as the *"Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act."*

The report is also available for review at the Lovejoy Library Circulation Desk on the Edwardsville Campus; the Biomedical Library Circulation Desk on the Alton Campus; the SIUE Satellite Police Station at the East St. Louis Higher Education Campus; and in Springfield at the SIU Medical Library. For those without computer access, a paper copy may be obtained upon request (24-hour notice) to: Office of the Vice Chancellor for Administration, Rendleman Hall, Room 2228, Campus Box 1158, Edwardsville, IL 62026-1158 (Phone: 618-650-2536).

SIUE Institutional Information

SIUE institutional information, financial assistance information, completion and graduation rates, and athletic information are available online at www.siue.edu. 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.

Doctor of Pharmacy (Pharm.D.) Curriculum^(a,b)

Class of 2017

First Professional Year (P1)

FALL SEMESTER FIRST PROFESSIONAL YEAR – FALL 2013

Course No.	Course Name	Credit Hours
PHPS 700	Principles of Drug Action I	4.0
PHPS 702	Biochemical Principles for Pharmacy	3.0
PHPS 704	Biopharmaceutics and Drug Delivery I	2.0
PHPR 706	Introduction to Pharmacy Practice	2.0
PHAS 708	Health Care Systems	3.0
PHPR 711	Drug Information	2.0
PHEP 714	Introductory Pharmacy Practice Experience I: Professional Role Observations	1.0
PHAS 716	Ethical Issues in Health Care	1.0
Total Credits		18.0

SPRING SEMESTER FIRST PROFESSIONAL YEAR^(c) – SPRING 2014

Course No.	Course Name	Credit Hours
PHPS 701	Principles of Drug Action II	2.0
PHPS 703	Molecular Biology and Pharmacogenomic Principles	2.0
PHPS 705	Biopharmaceutics and Drug Delivery II	2.0
PHPS 707	Pharmacy Skills and Techniques	2.0
PHAS 709	Health Care and Financial Management	2.0
PHPR 710	Biomedical Literature Evaluation	3.0
PHPR 713	Self Care & Alternative Medicines	4.0
PHEP 715	Introductory Pharmacy Practice Experience II: Service Learning	1.0
Total Credits		18.0

Second Professional Year (P2)

FALL SEMESTER SECOND PROFESSIONAL YEAR – FALL 2014

Course No.	Course Name	Credit Hours
PHPS 720	Biopharmaceutics & Drug Delivery III	3.0
PHPS 722	Microbiology & Immunology	3.0
PHPT 724	Integrated Pharmacotherapeutics: Cardiovascular	5.0
PHPT 726	Integrated Pharmacotherapeutics: Endocrine/Metabolic/Renal	4.0
PHAS 728	Human Resources Management	2.0
PHEP 730	Introductory Pharmacy Practice Experience III	2.0
PHEP 732	Pharmacy Rounds I (taken either fall or spring)	1.0 ^(d)
Total Credits		19.0 - 20.0 ^(d)

SPRING SEMESTER SECOND PROFESSIONAL YEAR – SPRING 2015

Course No.	Course Name	Credit Hours
PHPR 721	Clinical Pharmacokinetics	2.0
PHPT 725	Integrated Pharmacotherapeutics: Infectious Diseases	5.0
PHPT 727	Integrated Pharmacotherapeutics: GI/Rheumatology/Pulmonary	4.0
PHEP 731	Introductory Pharmacy Practice Experience IV	2.0
PHEP 732	Pharmacy Rounds I (taken either fall or spring)	1.0 ^(d)
PHPR 735	Physical Assessment & Patient Care Skills	3.0
PHPR 744	Health Promotion & Literacy	2.0
Total Credits		18.0 - 19.0 ^(d)

Third Professional Year (P3)

FALL SEMESTER THIRD PROFESSIONAL YEAR – FALL 2015

Course No.	Course Name	Credit Hours
PHPT 740	Integrated Pharmacotherapeutics: Psychiatry & Neurology	5.0
PHPT 742	Integrated Pharmacotherapeutics: Women & Men's Health	2.0
PHPS 745	Pharmaceutical Biotechnology	2.0
PHEP 746	Pharmacy Rounds II	1.0
PHPR 748	Medication Therapy Management Services	2.0
PHPR 749	Infectious Disease Prevention and Immunization Training	1.0
	Electives	5.0 - 6.0 ^(e)
Total Credits		18.0-19.0 ^(e)

SPRING SEMESTER THIRD PROFESSIONAL YEAR – SPRING 2016

Course No.	Course Name	Credit Hours
PHAS 733	Pharmacy Law	3.0
PHPT 741	Integrated Pharmacotherapeutics: Oncology/Hematology	4.0
PHPT 743	Integrated Pharmacotherapeutics: Other Topics	2.0
PHEP 747	Pharmacy Rounds III	1.0
PHEP 751	Advanced Pharmacy Practice Experience Preparation	1.0
PHEP 752	Performance-Based Assessment – III	0.0
PHAS 753 or PHAS 755	Management Selective ^(f)	2.0
	Electives	5.0 – 6.0 ^(e)
Total Credits		18.0-19.0 ^(e)

Fourth Professional Year (P4)

FOURTH PROFESSIONAL YEAR – SUMMER 2016, FALL 2016, SPRING 2017

Advanced Pharmacy Practice Experience (APPE)

Course No.	Course Name	Credit Hours
PHEP 780	Advanced Pharmacy Practice Experience - Community Pharmacy	6.0
PHEP 781	Advanced Pharmacy Practice Experience - Hospital Pharmacy	6.0
PHEP 782	Advanced Pharmacy Practice Experience - Ambulatory Care	6.0
PHEP 783	Advanced Pharmacy Practice Experience - Acute Care/General Medicine	6.0
PHEP 784	Advanced Pharmacy Practice Experience - Specialized Practice	6.0
PHEP 785	Advanced Pharmacy Practice Experience - Specialized Practice	6.0
PHEP 786	Advanced Pharmacy Practice Experience - Specialized Practice	6.0
PHEP 789	Advanced Pharmacy Practice Experience - Capstone	3.0
Total Credits		45.0

Doctor of Pharmacy Curriculum:

Grand Total Credits 156.00

Curriculum Footnotes:

- Subject to change per recommendations by Curriculum Committee.
- The normal academic load is indicated for each semester. Students may be permitted to take more than these credits with approval of the Office of Academic Affairs, and the Pharmacy Adviser.
- Basic Life Support (BLS) certification is required in order to progress from P1 to P2.
- Pharmacy Rounds I is either taken during the fall or spring term for a total of one credit.
- Total credits vary depending on number of elective credits taken. Students are required to accumulate a total of “11” elective credits for graduation. Students enrolled in the concurrent PharmD/MBA program should contact their advisor prior to enrolling in electives.
- Students select from one of the following: *PHAS 753 - Management Selective: Community* or *PHAS 755 – Management Selective: Institutional*

Experiential Education Overview

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 340 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 two weeks at either a community or hospital pharmacy. The purpose of this experience is to enhance student awareness of the role of pharmacists in 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 mentor 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. **Not for graduate credit.** Prerequisite: Open to Pharmacy students only or by consent of department chair.

PHPS 702 Biochemical Principles of 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. Prerequisite: Open to Pharmacy students only or by consent of department chair.

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. **Not for graduate credit.** Prerequisite: Open to Pharmacy students only or by consent of department chair.

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. **Not for graduate credit.** Prerequisite: Open to pharmacy students only or by consent of department chair.

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. Prerequisite: open to pharmacy students only or by consent of department chair.

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. Prerequisite: Open to pharmacy students only or by consent of department chair.

PHEP 714 Introductory Pharmacy Practice Experience I: Professional Role Observations

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. **Not for graduate credit.** Prerequisite: Open to pharmacy students only or by consent of department chair.

PHAS 716 Ethical Issues in Healthcare

This course is structured as an interprofessional course where pharmacy students will collaborate with dental students to discuss ethical issues encountered in health care. Codes of professionalism and ethics will be introduced. Ethical principles and the ethical decision making process will be addressed.

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.

Not for graduate credit. Prerequisite: Open to pharmacy students only or by consent of department chair.

PHPS 703 Principles of Pharmacogenomics

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. Prerequisite: Open to pharmacy students only or by consent of department chair.

PHPS 705 Biopharmaceutics and Drug Delivery II

Addresses drug product pre-formulation, 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 710 Biomedical Literature Evaluation

Addresses process of critically reviewing biomedical and pharmaceutical literature by analyzing statistics and research design. Principles of outcomes research covered. Prerequisite: Open to pharmacy students only or by consent of department chair.

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 are emphasized. Prerequisite: Open to pharmacy students only or by consent of department chair.

PHEP 715 Introductory Practice Experience II: Service Learning

Students provide a health-related service in a community setting and gain social and civic responsibility awareness. **Not for graduate credit.** Prerequisite: Open to pharmacy students only or by consent of department chair.

YEAR TWO, FALL SEMESTER

PHPS 720 Biopharmaceutics and Drug Delivery III

Addresses the physicochemical & manufacturing factors affecting drug absorption, distribution, metabolism and elimination. The mathematical modeling for determining a patient's drug dosage regimen is covered. **Not for graduate credit.**

PHPS 722 Microbiology & Immunology

A study of the microbiology of infectious diseases and principles of immunology. The pharmacology and therapeutics of immunologic disorders are also covered. **Not for graduate credit.**

PHPT 724 Integrated Pharmacotherapeutics: Cardiovascular

Addresses pathophysiology, pharmacology, medicinal chemistry, and therapeutics of the cardiovascular system. Designing, implementing, monitoring, evaluating and adjusting care plans emphasized. **Not for graduate credit.**

PHPT 726 Integrated Pharmacotherapeutics: Endocrine/Metabolic/Renal

Addresses pathophysiology, pharmacology, medicinal chemistry, and therapeutics of the endocrine, metabolic, and renal systems. Designing, implementing, monitoring, evaluating and adjusting care plans emphasized. **Not for graduate credit.**

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. **Not for graduate credit.**

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. **Not for graduate credit.**

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. **Not for graduate credit.** Prerequisite: Open to pharmacy students only or by consent of department chair.

PHPT 725 Integrated Pharmacotherapeutics III: Infectious Diseases

Addresses pathophysiology, pharmacology, medicinal chemistry, and therapeutics of infectious diseases. Designing, implementing, monitoring, evaluating and adjusting care plans emphasized. **Not for graduate credit.**

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. **Not for graduate credit.**

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. **Not for graduate credit.**

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. **Not for graduate credit.**

PHPR 735 Physical Assessment & Patient Care Skills

Develops physical assessment, laboratory tests interpretation and patient care skills for drug therapy and disease state management. **Not for graduate credit.** Prerequisite: Open to pharmacy students only or by consent of department chair.

PHPR 744 Health Promotion and Literacy

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

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 and Men's Health

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

PHPS 745 Pharmaceutical Biotechnology

Survey of biotechnology therapeutics developed using modern biological approaches and review of basic science including mechanism of action at the biochemical level. Prerequisite: Open to Pharmacy students only.

PHEP 746 Pharmacy Rounds II

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

PHPR 748 Medication Therapy Management Services

An introduction to the core elements of Medication Therapy Services (MTMS) and application of MTMS principles to patient care plans. Prerequisite: open to pharmacy students.

PHPR 749 Infectious Disease Prevention and Immunization Training

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

Electives (5-6 credit hours)

YEAR THREE, SPRING SEMESTER

PHAS 733 Pharmacy Law

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

PHPT 741 Integrated Pharmacotherapeutics: Oncology and Hematology

Addresses pathophysiology, pharmacology, medicinal chemistry and therapeutics of oncologic and hematologic disorder. Designing, implementing, monitoring, evaluating and adjusting care plans emphasized. Prerequisites: Open to School of Pharmacy Students only.

PHPT 743 Integrated Pharmacotherapeutics: Other Topics

Addresses pathophysiology, pharmacology, and therapeutics of various disorders not covered in previous therapeutics courses. Designing, implementing, monitoring, evaluating and adjusting care plans emphasized. Prerequisite: Open to Pharmacy students only.

PHEP 747 Pharmacy Rounds III

Students participate in the practical applications of pharmacy practice, with an emphasis on evidence-based medicine and integration of disease state management.

PHEP 751 Advanced Pharmacy Practice Experience Preparation

Prepares students for advanced pharmacy practice experiences in general, and the capstone experience in particular.

PHEP 752 Performance-Based Assessment III

The performance-based assessment is intended to be an evaluation of skills and abilities for a student at their current level of education.

PHAS 753 Management Selective: Community

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

Designed to provide a foundational knowledge base and develop management and leadership skills relevant to institutional pharmacy practice.

Electives (5-6 credit hours)

YEAR FOUR, SUMMER, FALL, AND SPRING SEMESTERS

PHEP 780 Advanced Pharmacy Practice: Community Pharmacy

Places students in a community pharmacy practice environment where they can apply their didactic knowledge, develop core competencies, and gain patient care experience.

PHEP 781 Advanced Pharmacy Practical Experience: Hospital

Places students in a hospital practice environment where they can apply their didactic knowledge, develop core competencies, and gain patient care experience.

PHEP 782 Advanced Pharmacy Practical Experience: Ambulatory

Places students in an ambulatory care practice environment where they can apply their didactic knowledge, develop core competencies, and gain patient care experience.

PHEP 783 Advanced Pharmacy Practical Experience: Acute Care

Places students in an acute care setting where they can apply their didactic knowledge, develop core competencies, and gain patient care experience.

PHEP 784 Advanced Pharmacy Practical Experience: Specialized

Places students in a specialized practice environment where they can apply their didactic knowledge, develop core competencies, and gain patient care experience.

PHEP 785 Advanced Pharmacy Practical Experience: Specialized

Places students in a specialized practice environment where they can apply their didactic knowledge, develop core competencies, and gain patient care experience.

PHEP 786 Advanced Pharmacy Practical Experience: Specialized

Places students in a specialized practice environment where they can apply their didactic knowledge, develop core competencies, and gain patient care experience.

PHEP 789-3 Advanced Pharmacy Practical Experience: Capstone

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

Approved Internal Electives

PHEL 760: Orientation to Teaching (3 credit hours)

Explores learning and motivation theories, teaching philosophies, the culture of higher education, the scholarship of teaching and learning, and the design of learning units. Prerequisites: open to pharmacy students only or by consent of department chair.

- Maximum enrollment is 12 students.

PHEL 761: Instructional Design and Strategies (3 credit hours)

Introduces various instructional, formative and summative assessment strategies with applications to the design of a learning unit. Prerequisites: open to pharmacy students only or by consent of department chair and PHEL 760 with C or better.

- Maximum enrollment is 12 students

PHEL 763: Drug Induced Diseases (3 credit hours)

Iatrogenic events secondary to drug therapy including medication errors, adverse drug events, drug-drug, and drug-disease interactions using an organ-system approach

-Maximum enrollment is 85 students

PHEL 764: Pain & Palliative Care (2 credit hours)

In-depth overview of pain management, hospice, and palliative care practice and health system models.

-Maximum enrollment is 85 students

PHEL 765: Pediatric Pharmacotherapy (3 credit hours)

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

- Maximum enrollment is 24 students.

PHEL 766: Diabetes Care and Experiences (3 credit hours)

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

- Maximum enrollment is 30 students

PHEL 767: Histopathology (2 credit hours)

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

PHEL 768: Addiction (2 credit hours)

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 90 students

PHEL 769: Introduction to the Drug Discovery Process (2 credit hours)

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 credit hours)

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 5 students before being offered.

PHEL 771: Medical Devices and Supplies (2 credit hours)

Overview of medical devices and supplies used by patients in home and/or clinical settings

- Maximum enrollment is 20 students.

PHEL 772: Introduction to Nuclear Pharmacy (2 credit hours)

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

-Maximum enrollment is 30 students.

PHEL 773: Advanced Pharmacogenomics (2 credit hours)

Extension of the principles of pharmacogenomics from PHPS 703, conducting an in depth examination of genetic effects on drug metabolism and adverse events.

- Maximum enrollment is 15 students

PHEL 774: Advanced Infectious Diseases Pharmacotherapy (3 credit hours)

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

- Maximum enrollment is 30 students

PHEL 775: Perspectives of Mental Health (2 credit hours)

Enhances 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 25 students

PHEL 776: Critical Care Pharmacotherapy (2 credit hours)

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 credit hours)

Designed to review practice guidelines for common ambulatory care disease states and allow students to expand and apply their therapeutic knowledge. Restriction: Must be enrolled in one of the following majors: Pharmacy.

-Maximum enrollment 25 students

PHEL 778: Sterile Pharmaceutical Product Preparation (2 credit hours)

In-depth examination of the skills and knowledge needed in the preparation of sterile products.

Restrictions: Must be enrolled in one of the following majors: Pharmacy.

-Maximum enrollment is 20 students

PHEL 779: Advanced Self-Care (2 credit hours)

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)

Fundamental concepts in managed care pharmacy and the impact on the health care system.

PHEL 781: Methods in Drug Discovery (2 credit hours)

Examines how drugs are discovered and brought to the clinic. Focus on current technologies for drug research, with emphasis on computational methods.

-Maximum enrollment is 15 students

PHEL 782: Advanced Cardiovascular Pharmacotherapy (2 credit hours)

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

-Maximum enrollment is 25 students

PHEL 783: Acute Care Pharmacotherapy (2 credit hours)

This course develops patient care skills in health system clinical pharmacy using case-based patient scenarios to emphasize dynamic drug and disease state management.

-Maximum enrollment is 20 students

PHEL 784: Spanish Language and Culture for Healthcare Professionals (3 credits)

Expand knowledge of Spanish language and culture with emphasis on preparing to work in health related fields. Prerequisite: SPAN 101 and 102 with a grade of C or better, score of at least 355 on Spanish proficiency test, or approval from instructor.

PHEL 785: Compounding (3 credit hours)

Pharmaceutical topics are developed in the context of drug product formulation and pharmaceutical compounding. Lab exercises reinforce topics covered in lecture.

PHEL 786: Personalized Medicine (2 credit hours)

Detailed analysis of pharmacogenomic variation affecting molecular kinetics and dynamics, FDA genotype-driven biomarker advice, and inherited susceptibilities to adverse outcomes in pharmacotherapy.

PHEL 787: Global Health (3 credit hours)

Focuses on biological and psych-social-economic aspects of global health issues from a population perspective. Opportunity to work with other health professionals to address challenges.

PHEL 788: Advanced Clinical Oncology (2 credits)

This course provides additional education in the area of clinical oncology. Students will learn about topics that are not addressed in the Integrated Therapeutics course on this topic.

-Maximum enrollment is 24 students

PHEL 789: Medicinal Plants and Tropical Diseases (2 credits)

This course explores the medicinal plants, tropical diseases and climate changes with a travel abroad component to Costa Rica.

-Maximum enrollment is 20 students

PHEL 790: Community Pharmacy Application and Skills (2 credits)

This course will focus on the application of community pharmacy practice topics. Rapid diagnostic testing, patient counseling, verification of prescriptions and business aspects will be emphasized.

PHEP 795: Independent Study (credit hours vary; contact instructor prior to enrollment)

Provides 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.

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 Professional and 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. Additional requirements may be expected for professional pharmacy students in some electives – see individual instructor for specific information.

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.

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.

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

University of Utah

School on Alcoholism and Other Drug Dependencies (2 credits)

Contact: Lisa Lubsch, PharmD – 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

PHA 6935 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 or 402-551-6017.

<http://pharmchem.cop.ufl.edu/courses/pha-6935-veterinary-pharmacy-detail>

PHA6357 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/courses/pha-6357-herbal-dietary-supplements-detail>

PHA6557 Clinical Toxicology 1 (3 credits) – (One-time offering and reassessment after feedback from participants)

This course provides students with knowledge about the toxic effects of a number of important therapeutic drug classes. Specifically, the course will cover the cardiovascular principles and which important drug classes are commonly involved with toxic side effects that might present to healthcare professionals. A number of medications used for the treatment of neurological and psychiatric disorders is also commonly associated with a wide range of toxic effects that require immediate attention in a clinical setting. Also, inherently linked to toxicity is the use of antibiotics and chemotherapeutics which display a number of specific toxic effects. We aim to supplement this information with frequent case studies, detailed module objectives and critical thinking exercises using online journal articles and assignment for each module. The objective of this course is to familiarize students with the procedures using WWW resources for communication and educational purposes and to introduce students to the principles, concepts and terminology utilized in the field of clinical toxicology. For more information follow this link <http://pharmchem.cop.ufl.edu/courses/pha-6557-clinical-toxicology-1-detail>

University of Minnesota**Survey of Pediatric Metabolic, Genetic, and Oncologic Disease (2 credits)**

Pediatrics is a unique area of medicine that involves a different approach in care. Because of their unique biological development and make-up, children need specialized care and attention. This course is set up to be presented in two major conceptual areas, and will serve to provide you an overview and understanding of major metabolic and genetic disorders and oncologic diseases of childhood. Material covered in each conceptual area will include but will not be limited to disease state epidemiology and pertinent background, pharmacotherapy, monitoring, and practical application of the knowledge and concepts covered. In this course, you'll be exposed to various pediatric disorders to better understand the current unique pharmacotherapy options available to best care for these patients. For more information follow this link <http://elearning.pharmacy.umn.edu/phar6612/index.htm>

Work-Related Academic Credit

PHEP 799C Pharmacy Internship; Community

Students gain experience in community, chain or independent pharmacy practice. **Not for graduate credit.** Prerequisite: Enrolled in Pharmacy School.

PHEP 799H Pharmacy Internship; Health System

Students gain experience in health system institutional pharmacy practice. **Not for graduate credit.** Prerequisite: Enrolled in Pharmacy School.

PHEP 799L Pharmacy Internship; Long Term Care

Students gain experience in long-term care pharmacy practice. **Not for graduate credit.** Prerequisite: Enrolled in Pharmacy School.

PHEP 799O Pharmacy Internship; Other Practice Settings

Students gain experience in other more nontraditional practice sites. **Not for graduate credit.** Prerequisite: Enrolled in Pharmacy School.

Graduation Requirements

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

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 credit hours of electives
 - a. No more than 5 elective credit hours can be external elective hours
 - b. No more than 4 elective credit 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 credit 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 have one hooding and one graduation ceremony per academic 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 two APPE’s (i.e., have no more than 12 credit hours remaining) and who meet all other graduation requirements as stated in the SIUE School of Pharmacy progression policies, may be permitted to participate in hooding and commencement ceremonies provided that they are enrolled in and will complete the remaining APPE(s) prior to the end of the summer term following the ceremonies.

Pharm.D./MBA Concurrent Degree Program

The SIUE School of Pharmacy and the SIUE School of Business offer, to selected students, the opportunity to earn a Master’s in Business Administration while working toward completion of the Doctor of Pharmacy degree. Students who choose to pursue this option will begin to take MBA courses only after they have completed the P1 year and must have earned a minimum GPA of 3.0 during the P1 year. Additionally students must meet all admission requirements for the Graduate School, and all admission requirements for the MBA program.

Only those students who are admitted to the PharmD for fall of 2012 and after may apply to the PharmD/MBA concurrent degree program.

Students may submit an application to graduate studies for review once they have earned the equivalent of 106 semester hours and cannot be fully admitted to the MBA program until they

have completed 112 hours. Currently enrolled PharmD students may submit a recent official PCAT exam result for consideration of waiving the GMAT exam; minimum composite, verbal, and quantitative scores on the PCAT are required for a GMAT waiver to be granted. PCAT scores will be sent from the School of Pharmacy to the Graduate School upon request of the student.

Concurrently enrolled PharmD/MBA students will be allowed to use some pharmacy courses toward completion of MBA electives and some MBA courses toward completion of PharmD electives. Specific course requirement allowances are outlined on the attached curriculum guide. Only those students who are admitted to the MBA program may use MBA courses to meet PharmD elective requirements.

PharmD students who are interested in pursuing the MBA should make an appointment with the MBA Program Director in January of the P1 year.

Application Procedures: No later than March 15th of the P1 year pharmacy students must submit a Classified Graduate Admission Application to the School of Pharmacy Director of Student Services. Application forms can be obtained from the School of Pharmacy Office of Professional and Student affairs or from the Graduate Admissions website. Completed applications should be submitted to the School of Pharmacy Director of Student Services together with a check for the nonrefundable \$30 fee. The Director of Student Services will attach a copy of the applicant's PCAT scores and submit all documents and fees to the Graduate School.

In addition to submitting the application, all applicants to the PharmD/MBA program must request that official transcripts be forwarded to Graduate Admissions from all post-secondary institutions that the applicant has attended. Transcripts should be sent to:

Graduate School Office,
Rendleman Hall,
Campus Box 1046
Edwardsville, IL 62026-1047

Students who took pre-pharmacy courses at SIUE and have a complete set of transcripts on file with the University need not submit transcripts.

A copy of the Pharm.D/MBA curriculum is located on the following page.

Doctor of Pharmacy/Master of Business Administration Concurrent Degree Program

	First Professional Year	Second Professional Year	Third Professional Year	Fourth Professional Year
Fall Semester	PHPS 700- Principles of Drug Action I- PHPS 702- Biochemical Principles for Pharmacy PHPS 704- Biopharmaceutics and Drug Delivery I PHPR 706- Introduction to Pharmacy Practice PHAS 708- Health Care Systems* PHPR 711- Drug Information PHEP 714- Introductory Pharmacy Practice Experience I	PHPS 720- Biopharmaceutics & Drug Delivery III PHPS 722- Microbiology & Immunology PHPT 724- Integrated Pharmacotherapeutics: Cardiovascular PHPT 726- Integrated Pharmacotherapeutics: Endocrine/Metabolic/Renal PHAS 728- Human Resources Management* PHEP 730- Introductory Pharmacy Practice Experience III PHEP 732- Pharmacy Rounds I#	PHPT 740- Integrated Pharmacotherapeutics: Psychiatry & Neurology PHPT 742- Integrated Pharmacotherapeutics: Women's & Men's Health PHPS 745- Pharmaceutical Biotechnology PHEP 746- Pharmacy Rounds II PHPR 748- Medication Management Training I PHPR 750- Medication Management Training II PHPR 748- Medication therapy Management Services PHPR 749- Immunization Training MBA 521- Quantitative Analysis [FALL1] MBA 522- Decision Making[FALL2]	APPE III APPE IV APPE V MKTG 525- Marketing Analysis & Applications**[FALL1] ECON 528- Managerial Economics[FALL2]
Spring Semester	PHPS 701- Principles of Drug Action II PHPS 703- Molecular Biology and Pharmacogenomic Principles PHPS 705- Biopharmaceutics and Drug Delivery II PHPS 707- Pharmacy Skills and Techniques PHAS 709- Health Care and Financial Management* PHPR 710- Biomedical Literature Evaluation PHPR 713- Self Care & Alternative Medicines PHEP 715- Introductory Pharmacy Practice Experience II	PHPR 721- Clinical Pharmacokinetics PHPT 725- Integrated Pharmacotherapeutics: Infectious Diseases PHPT 727- Integrated Pharmacotherapeutics: GI/Rheumatology/Pulmonary PHEP 731- Introductory Pharmacy Practice Experience IV PHEP 732- Pharmacy Rounds I# PHPR 735- Physical Assessment & Patient Care Skills PHPR 744- Health Promotion and Literacy	PHAS 733- Pharmacy Law and Ethics* PHPT 741- Integrated Pharmacotherapeutics: Oncology/Hematology PHPT 743- Integrated Pharmacotherapeutics: Other Topics PHEP 747- Pharmacy rounds III PHEP 751- Advanced Pharmacy Practice Experience Preparation PHEP 752- Performance Based Assessment III MBA 523- Negotiation & Interpersonal Skills[SPRING1]	APPE VI APPE VII APPE VIII ## PROD 529- Operations Management[SPRING2] MBA 534- Strategic Management [SPRING2]
Summer Term	ACCT 524- Accounting for MBAs**[online] CMIS 526- Information Systems & Technology**[online]	FIN 527- Corporate Finance**[Hybrid]	APPE I APPE II	

*Will count toward MBA elective course requirements

Taken either fall or spring of the P2 year

**Will count toward PharmD elective course requirements

Students in the MBA/PharmD dual degree program must complete one APPE that is designated as a Leadership experience.

MBA 8-WEEK TERMS FALL1-AUG-OCT FALL2-OCT-DEC SPRING1-JAN-MARCH SPRING2-MARCH-MAY

Student Policies and Procedures

Student policies may be amended based on the student's admit date. Please check the school of pharmacy website 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 pre-accreditation 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 records 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 pre-accreditation 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 (regarding a professional degree program)

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 policies. Complaints regarding a course-specific evaluation or grade will not be permitted unless it can clearly be demonstrated that one or more student rights has been violated. These rights are defined by university policy and may be found at the follow link:

<http://www.siue.edu/policies/3c1.shtml>

Before filing a formal complaint, the School of Pharmacy encourages the individual to make a good faith effort to meet and confer with the party against whom he or she has a complaint in an effort to resolve the matter informally.

Procedure for Formal Complaints: To initiate a formal complaint, a written (preferably typed), signed and dated statement with the full contact information of the person submitting the complaint must be provided to the Office of Professional and Student Affairs (OPSA) in the School of Pharmacy. 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 Professional and Student Affairs or the Director of Student Services. The complaint with comments from the Office of Professional and 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 Office of Professional and Student Affairs, and/or the appropriate committee or administrative office within 45 working days. The time sensitivity of complaints will be taken into consideration and the Office of Professional and Student Affairs, the appropriate committee and/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 Office of Professional and Student Affairs in the School of Pharmacy. The outcomes of complaints may be appealed to the Office of the Dean within 10 working days. The Dean will subsequently make a decision regarding the complaint.

Formal complaints against the Associate Dean for Professional and Student Affairs in the School of Pharmacy should be submitted directly to the Office of the Dean in the School of Pharmacy. The manner in which the complaint will be processed will parallel the procedure described above except that the Dean of the School of Pharmacy will serve as the initial reviewing officer. The Dean may forward the complaint to other university officials for review, advice and/or response. A final decision on the complaint and any resultant actions will be communicated by the Office of the Dean to the individual filing the complaint within 45 working days.

III. Discrimination and Harassment Complaint Policies

The School of Pharmacy adheres to the policy of Southern Illinois University Edwardsville (SIUE) not to discriminate in the administration of its employment functions, admissions, educational programs or activities, on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation including gender identity, marital status, civil union status, age, physical or mental disability, military status, or unfavorable discharge from military service. The policy may be accessed online at: <http://www.siu.edu/policies/2c8.shtml>

The Office of Institutional Compliance (OIC) is responsible for responding to and investigating complaints of discrimination including harassment. Inquiries and complaints regarding discrimination and harassment should be directed to the OIC located in the Office of the Chancellor, Rendleman Hall, Room 3310. Procedures for filing a complaint are outlined in the link above.

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

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

Student Conduct Code

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

Class Attendance Policy

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>.

Absence for Official University Business Policy

The School of Pharmacy adheres to the University's Policies on absence from class for official university business as approved by Chancellor. This policy can be found online at: <https://www.siu.edu/policies/1i8.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 in accordance with the 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. This expectation of respect extends beyond the campus environment and includes all forms of communication including email and social media.
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 D of Student Policies and Procedures);
- e) refrain from consuming food or beverages in the classroom or laboratories; and,
- f) when patient contact is required as part of either classroom or experiential learning activities, the professional Code of Ethics for Pharmacists (see Appendix A) shall govern all interactions with patients including conduct, confidentiality, and 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 Professional and 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 for Professional and Student Affairs.

In the event of an alleged violation, the Associate Dean for Professional and Student Affairs 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 thirty (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 (10) 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

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. 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.

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.shtml>.

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 School of Pharmacy Office of Professional and 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 policies can be found at <http://bot.siu.edu/leg/policies.html#7D> and <http://www.siu.edu/policies/2c5.shtml>. Concerns regarding sexual harassment may be discussed with the School of Pharmacy Sexual Harassment Liaison: the Director of Student Services in the Office of Professional and Student Affairs.

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 (e.g., student-centered competition). 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 Professional and 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 Professional and 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 Professional and Student Affairs will subsequently follow the established Examination and Assignment Make-up Policy of the School of Pharmacy as long as it is determined that the student is a meaningful participant at the meeting.

H. Student Organization Funds Policy

I. Professional Student Organizations

The Office of Professional and Student Affairs Coordinator (“Coordinator”) will be in charge of records for student organization’s budget, travel documentation and reimbursement, and application for travel reimbursement funds. Each student organization must submit their budget for the previous fiscal year to the Coordinator by August 31 of the next fiscal year (ex. 2015-2016 fiscal year budget due August 31, 2015). 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 up to \$1500 in travel reimbursement each fiscal year. The funds must be used for student travel. Travel reimbursement requests are due to the Coordinator no less than 45 days prior to the date of travel. The SRC Financial Committee will meet as needed to review travel requests. All travel reimbursement requests will be presented to the SRC Financial Committee for final approval.

The student organization must complete the SOP Travel Reimbursement Worksheet and provide student receipts from the trip to the Coordinator no later than two (2) weeks after the end of the trip. Failure to meet the required deadlines will result in a denial of reimbursement.

The SRC Financial Committee will be made up of the four class presidents and representative for the Office of Professional and Student Affairs. Quorum will be three of the five committee members present and a simple majority will rule.

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 no less than 30 days prior to the trip. Travel arrangements should be made with the Coordinator. Students should schedule an appointment with the Coordinator 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 the completed Travel Reimbursement Worksheet and receipts from the trip to the Coordinator no later than two (2) 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 Professional and 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 Professional and 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 Professional and Student Affairs. A committee consisting of the Associate Dean for Professional and Student Affairs, the Director of 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. Student Organization Fundraising and Special Event Guidelines

SIUE School of Pharmacy (SOP) student organization events should reflect the vision, mission and goals of the school and university.

SIUE SOP student organization policies, procedures and guidelines relating to fundraising ensure that the SIUE SOP is represented to external funders by a coordinated, fully developed and well-matched approach. To that end, the following procedures have been developed.

Event Protocol:

1. All SOP organization events must be approved in advance by the Office of Professional and Student Affairs in conjunction with the SOP Director of Development. In order to be approved, the event should not conflict with the desired professional image of the school or be at odds with the vision, mission and goals of the SOP.
2. An application for holding a special event should be completed and submitted to the Office of Student Affairs at least six weeks, but ideally 12 weeks prior to the event.
3. All individual, corporate, foundation or small business fundraising efforts including solicitation of gifts-in-kind, monetary gifts, gifts of service and souvenir item sales should be approved prior to contact. A list of companies and organizations that cannot be solicited and or require notification prior to solicitation is attached.
4. All souvenir type items MUST be ordered from a licensed vendor of Southern Illinois University Edwardsville. A copy of licensed vendors is maintained in the Office of Professional & Student Affairs. If student organizations will be selling souvenir type items (clothing or other imprinted items), the initial design and wording should be forwarded to the Office of Professional and Student Affairs for approval. To accommodate schedules, please allow ten business days for an appropriate response.
5. No advertisements (including internal and external forms of advertisement) should be at odds with the professional image of the SOP.
6. When raising funds for third party entities (examples: Red Cross, Special Olympics, March of Dimes, Susan B. Koman Race for the Cure etc.), it is the student organization's responsibility to provide documentation stating that funds will benefit the specific organization and will be recognized and receipted by that organization. Any questions concerning recognition of the gift should be directed to the benefitting organization.
7. Any violations of this policy will be presented to the Student Representative Council (SRC), and this body will make recommendations to the Office of Professional and Student Affairs for any disciplinary actions. The final decision for disciplinary actions will be reached by the Associate Dean of Professional and Student Affairs. Disciplinary actions may include a suspension of an organization's fundraising or other event activities for a finite period of time. Repeated violations may result in the revocation of an organizations approval to operate as an entity of the SIUE SOP.

J. Examination and Assignment Make-up Policy

In the event that a student is unable to participate in a scheduled examination or assignment for any reason other than religious observances, the student shall submit an excuse to the School of Pharmacy Office of Professional and 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 Professional and Student Affairs will notify the course coordinator of these absences as soon as possible.

For absences due to religious observances, see section K.

K. Absence Policy for Religious Observances

In recognition of the religious beliefs of students in the SIUE School of Pharmacy, the following student absence policy is in effect for religious observances. This policy conforms to the Illinois University Religious Observances Act (110 ILCS 110/), as amended, effective January 1, 2013.

When done in accordance with the policy outlined below, any student who due to religious beliefs is unable to attend class or participate in any examination, study, or experiential assignment on any particular day shall be excused and will have an opportunity to make up the examination, study or experiential assignment that he or she may have missed because of such absence without adverse or prejudicial effects to the student and without additional fees of any kind.

For a student to be excused from a course for religious beliefs, the student must provide written notification of the anticipated absence(s) due to religious observance to both the course coordinator and the Office of Professional & Student Affairs. This written notification must be received no later than the end of the 2nd week of the semester so that appropriate scheduling and accommodations for the absence may be implemented. Within the first two weeks of the semester, the student must give at least a three day advanced written notice to both the course coordinator and the Office of Professional & Student Affairs. Exception to this policy may occur if it can be shown to produce an unreasonable burden upon the School of Pharmacy. If under this policy, a student feels that have been denied their right as per the University Religious Observations Act, they may appeal any decision or action as per the [Student Grievance Code](#).

L. Experiential Education Policies

Absence Policy

For purposes of the absence policy, experiential education refers to students on PROS rotations, Service Learning rotations, Level 2 rotations, and all APPE rotations. When an anticipated absence takes place the student should inform the preceptor immediately and record in Rx Preceptor absence tracker (see item 9 below).

1. *Illness/Personal Issues.* There are no “sick or personal days” built into Experiential Education courses and make-up hours may be required. The format and duration of any make up period may vary by course as determined by the preceptor and are dependent on both preceptor and site availability. Additionally, the preceptor and the Director or Assistant Director of Experiential Education, as appropriate to the course, must approve any make up plan. 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 short term illness (defined as missing less than 10% of a single experiential course due to illness including a single occurrence). Absence from any IPPE and APPE course due to long term illness (defined as missing

10% or more of a single experiential course due to illness) will require physician documentation. In the case of either short or long term illness documentation may include but is not limited to proof that the student was under the care of a physician and certification that the student may return to their experiential education courses and assigned practice site(s) without restriction. The feasibility of completing any experiential courses after a long term absence (defined as missing 10% or more of a single experiential course) due to personal issues or illness will be addressed on a case by case basis. Also see **Experiential Practice Hour Requirements** below.

2. *Tardiness.* Students are expected to arrive on time for experiential education on site experiences. Occurrences of unexcused tardiness may result in a grade reduction. Also see **Experiential Practice Hour Requirements** below.
3. *Unexcused Absences.* Students are required to participate in experiential education experiences at practice sites per their assigned schedules. Occurrences of unexcused absences may result in a grade reduction or removal from the course. Also see **Experiential Practice Hour Requirements** below.
4. *Pharmacy Conferences and Meetings.* There are no excused days during PROS courses to attend meetings or conferences. However, a PROS student may attend a meeting/conference with the approval of the Assistant Director of Experiential Education, the Office of Student Affairs and the rotation preceptor with the understanding that all missed hours must be made up. 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.
5. *Residency Interviews.* A student will be allowed up to 2 excused days from an APPE 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 in the Rx Preceptor Absence Tracker. 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.

6. *Graduate School and Fellowship Interviews.* The same policy as residency interviews will be followed.
7. *Inclement Weather.* There are no "inclement weather days" built into rotations and make-up hours may be required (See Absence Section 1 and Experiential Practice Hour Requirements). 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.
8. *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. Holidays should be documented in Rx Preceptor using the drop down option "holiday".
9. *Absence Tracker.* All absences for any reason (ill, conferences, residency interviews, personal matters, etc.) must be documented in the Rx Preceptor Absence Tracking Module.

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

Upon acceptance to the School of Pharmacy, during the Fall semester of the P-2 year and the Spring semester of the P-3 year just prior to Advanced Pharmacy Practice Experiences (APPE), 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. Students can expect that additional background tests may be required depending on placement at certain rotation sites. 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 Professional and Student Affairs, and the Director of Student Services will evaluate pertinent

information to determine an appropriate course of action. The SIUE Office of the Associate 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 courses.

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 or 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.

Disability Support Services

Students must notify the appropriate course coordinator (IPPE Coordinator for IPPE or Director of Experiential Education for APPE) concerning any academic accommodations being requested at least two weeks prior to the rotation match date for the course. In such cases, the student must have a documented disability and an *ID CARD* from Disability Support Services. Students needing special assistance should contact Phillip Pownall in Disability Support Services in Rendleman Hall, Room 1218. Phone number: 650-3726; e-mail: disabilitysupport@siue.edu; DSS website: <http://www.siue.edu/dss/>

If a student is seeking accommodations not indicated on the Disability Support Services *ID CARD*, such as special equipment or access at experiential practice sites, please contact the course coordinator (IPPE Coordinator for IPPE or Director of Experiential Education for APPE) at least two weeks prior to the rotation match date for the course. The course coordinator will determine if arrangements can be made for the accommodation(s) requested.

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 preferably with the SIUE School Logo. In addition, individual sites may have more restrictive dress codes which may include but are not limited to jewelry, piercings and “non-conventional hair coloring”. Students must follow the more restrictive dress code when required by individual sites.

Drug Testing

Upon acceptance to the School of Pharmacy, during the Fall semester of the P-2 year and the Spring semester of the P-3 year just prior to Advanced Practice Experiences (APPE), 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. Students can expect that future drug tests may be required depending on placement at certain rotation sites. 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 Professional and Student Affairs, and the Director of 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 courses.

Educational Resources and Equipment at Practice Sites

Students should check with their preceptor before using computer equipment or reference materials at the practice site. Educational resources 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 educational resources, a failing or no credit grade will be given if the resource is not been returned by the end of the rotation.

Experiential Practice Hour Requirements

Students are responsible for completion of all experiential education course requirements including practice hours defined as follows:

- a minimum of 40 hours for each week of PROS (minimum 80 hours total)
- a minimum of 20 hours for service learning
- a minimum of 120 hours for each Level 2 rotation (minimum 240 hours total)
- a minimum of 200 hours for each of the four Required and each of the three Elective APPE rotations (minimum 1400 hours total)
- Capstone APPE is 120 hours minimum per course policy.
- Scheduled daily hours may not exceed 10 and scheduled weekly hours may not exceed 40 unless approved by the Director of Experiential Education or IPPE Coordinator and the rotation preceptor.

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 Rx Preceptor to the Director of Experiential Education who will discuss the rationale for the grade with the preceptor. The Director of Experiential Education, as course coordinator, may decide to grant the appeal, deny the appeal or seek additional input before making a decision. When appropriate (for example expertise in a specialty practice is needed to make a decision), the Director of Experiential Education may request further review of the appeal by two additional faculty members not involved in grading the rotation under appeal to assist with the 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. The student will be notified of the decision 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.

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 Rx Preceptor to the Course Coordinator who will discuss the rationale for the grade with the preceptor. The course coordinator may decide to grant the appeal, deny the appeal or seek additional input before making a decision. When appropriate (for example expertise in a specialty practice is needed to make a decision), the course coordinator may request further review of the appeal by two additional faculty members not involved in grading the rotation under appeal to assist with the 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. The student will be notified of the decision by the course coordinator.

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 course coordinator 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 course coordinator.

Harassment of a Student at a Practice Site

Harassment of a student at a experiential practice site will not be tolerated. Students on an IPPE or APPE rotation should report harassment to their preceptor who is expected to immediately take the necessary steps to prevent a reoccurrence. The practice site will be requested to follow their harassment policies regarding the incident and to demonstrate proof that appropriate action has been taken upon request of SIUE. In addition, the student must also immediately report the issue to the IPPE Coordinator or Director of Experiential Education. If necessary, the student will be removed from the practice site. Experiential faculty will report the incident to the Associate Dean for Student and Professional Affairs who will assist with assuring that SIUE harassment policies are appropriately followed.

Hardship Consideration-Experiential Placements

SIUE SOP recognizes that some students may face a hardship if rotation placement would require relocation. Students may request hardship consideration for Experiential rotations by completing a Hardship Application and submitting the completed form to the Director of Experiential Education no later than the application deadline date which will be set and announced by the Director of Experiential Education or course coordinator. Application forms will be posted in Rx Preceptor. 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 a School of Pharmacy faculty or staff member selected “at large”. Students who are granted hardship acknowledgement will not be pre-placed and must participate in the 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 Experiential Education curricular requirements and cannot skip a requirement if the only option for completion is in a location unsatisfactory to the student.

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

Information about patients is considered privileged and confidential. Students must satisfactorily complete a HIPAA training module at the beginning of the P1 year, the beginning of the P2 year, and at the end of the P3 year. 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.

Hours Tracking

Duty hour entries are made in the Hours Tracking / Timesheet Section on the Rx Preceptor web site. Entries must be an accurate reflection of the days and hours spent by the student during the experience and are validated by the preceptor. Any intentional falsification of duty hours will be considered academic dishonesty and is subject to School of Pharmacy and University policy on this matter. Absences for any reason are entered in the Absences Module of Rx Preceptor.

Housing

All housing arrangements and 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 Rubella and Mumps in addition to the Rubella titer as a requirement to participate.)
- Varicella titer upon admission
- Rubella titer upon admission
- Tetanus-Diphtheria or a Tetanus-Diphtheria-Pertussis 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, certified pharmacy technician or pharmacy technician-student in the state of Illinois. All pharmacy students in professional years two through four must be licensed as a pharmacy technician-student in the state of Illinois. Some newly admitted SIUE School of Pharmacy students who are currently licensed as Technicians in Illinois may face a unique license renewal situation. The timing of their acceptance into the Pharmacy program may coincide with the need to comply with a state regulation requiring certification, by examination, as a pharmacy technician in order to maintain licensure. When feasible, accommodations will be made to facilitate obtaining the pharmacy student license in lieu of seeking certification. Since each situation is unique, feasibility can only be determined on a case by case basis.

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 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 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.

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 for providing 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 at the beginning of the P1 year, the beginning of the P2 year, and at the end of the P3 year. In addition to the general training requirements of the School of Pharmacy some practice sites may have individual training requirements.

Placement Considerations Elective Rotations—APPE

Elective rotations for students should complement required experiences, reflect diversity of practice types/settings, reflect diversity of patients including age and reflect a student's personal interests. Students must enroll in a minimum of one elective APPE classified as patient care. Additional limitations and/or requirements will be established annually by the Director of Experiential Education based on preceptor and site availability or academic considerations. Students may not take the same (or very similar) elective course twice.

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. Students may not be precepted by a family member.

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 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 or pharmacy professional organizations is strongly encouraged.

Alternate Preceptors

Alternate preceptors are defined as pharmacists who fill in for primary preceptors during short term absences (i.e., maternity leave or illness). Alternate preceptors must meet all preceptor criteria as defined above.

Preceptor Training

A training program will be available for all preceptors. The School of Pharmacy will utilize a web based educational programs such as those through the Collaborative Education Institute or Pharmacists Letter.

Pre-Placements—Level 2 and APPE

Level 2 Pre-Placements

Defined as placement of a P2 student at a site with a formal application process and/or a competitive placement process. The course coordinator will announce the availability of selective placement sites along with any deadlines for application. The application and selection process will be established by the preceptor in collaboration with the course coordinator. All applications will be reviewed and a decision will be made jointly by the course coordinator and the preceptor of the selective site. The student will be preplaced at the rotation site once the course coordinator and preceptor have made their decision.

APPE

Bundles—defined as groupings of most or all rotations in specific geographic areas with the exception of the Edwardsville / St. Louis metro region. The availability of Bundles is subject to change annually and specific placement details will be announced at the beginning of each fall semester. Students are required to apply, in writing, for bundles by a deadline established prior to the end of the fall semester.

Specialization Placements—defined as a placement associated with a specialization of study. The number of student slots for placement is determined by the course coordinator for the specialization in cooperation with the Director of Experiential Education. Students are selected for placement by the coordinator of the didactic specialization with names provided to the Director of Experiential Education by a mutually agreed upon deadline prior to the end of the fall semester.

Recruited Placement—defined as an APPE placement at a site recruited by a student (assumes site and preceptor meet all criteria). See policy on recruiting sites and preceptors. Deadlines are announced during the fall semester each year and are subject to change.

Select Placements—defined as a placement at a site with a formal application process and/or a competitive placement process. The selection method will be established by the preceptor or sponsoring organization. The Director of Experiential Education will announce the availability of selective placement sites annually along with any deadlines for application. All applications must be reviewed and approved by the Director of Experiential Education prior to submission. The student will be pre-placed in the rotation once the Director of Experiential Education has been notified of selection.

Capstone

Requests for Capstone assignments to be “pre-placed” will not be accepted. However, Capstone assignments will be pre-placed, in Southern Illinois and Chicago area Bundles, at the discretion of the Director of Experiential Education, to facilitate scheduling. Students will also be pre-placed in Capstone rotations to accommodate participation in school sponsored or approved activities (for example, the Jamaica Dental Mission).

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 primary components: Preceptor Assessments of Students; Student Assessments of Sites and Preceptors (post rotation); Site Visits by experiential education faculty and/or other faculty if appropriate; 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.

Preceptor Assessments of Students

Results of assessments will be reviewed in aggregate to determine if program modifications are warranted to enhance student performance. Aggregate results will be shared with the Assessment Committee and /or Experiential Education Committee for review and recommendations.

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.

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. Experiential faculty will log site visits and record observations subsequent to all site visits whether routine or supplemental.

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). Deadlines to request reassignment will be established for both IPPE and APPE course after the respective spins have been completed.

Reassignments - APPE Specific Criteria

The Director of Experiential Education must approve all reassignment requests for APPE.

Students may not request reassignment of Capstone module placements

Students may request reassignment for required and elective APPE courses other than Capstone as follows:

- Maximum of one reassignment request per student for a rotation “ranked” during the preference process.
- Maximum of one reassignment request per student for a rotation “not ranked” during the preference process.
- Students will be allowed to request trading modules for two rotations providing that availability exists and no other student placements are changed.

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 with the following exceptions. In the case of employment by a chain pharmacy, this applies only to the location at which they are employed. Students may not participate in required hospital rotations (Hospital 1 through 4) or APPE Leadership elective rotations at a site in which they are currently or were previously employed. Students may participate in patient care rotations at sites where they are currently or were previously employed 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 for both IPPE and APPE rotations:

- Site preferences will be entered in an electronic database. Also see Pre-Placement Policy.
- An electronic matching program ("Lottery") 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 and Transportation Policies.

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 should contact the Office of Experiential Education for more information on how the site can become affiliated. (Note-APPE Community 4 sites may not be recruited). 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 and / 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 utilize the site recruitment form posted in Rx Preceptor to provide the requested information of the preceptor and 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; course coordinator for IPPE rotations (if applicable); Chair, Department of Pharmacy Practice; and Associate Dean for Professional and 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--IPPE

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 course coordinator. The course coordinator 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 course coordinator in order to provide adequate notification to preceptors. Trades requested after the trade deadline will not be considered. Students are fully responsible for finding a trading partner.

P2 students enter their site preferences for the academic year into an electronic database while enrolled in PHEP 730. The results of the "lottery" indicating assigned pharmacy practice sites for the fall (PHEP 730) and spring (PHEP 731) semesters are announced to students during PHEP 730. Site trades for both spring and fall semesters must be made during the designated trade period within PHEP 730.

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).

M. Academic Standards and Progression Policies

I. Good Academic Standing and Normal Progress

Good academic standing in the School of Pharmacy is defined as:

1. a cumulative pharmacy grade point average¹ of at least 2.00, and,
2. not being on academic probation (see Section IV).

Normal progress in the School of Pharmacy is defined as:

1. continuous full-time enrollment in, and,
2. completion of the Doctor of Pharmacy program, as approved by the School of Pharmacy faculty, within six years. This time period incorporates the 4 years of coursework and professional experiences and takes into account any leave of absence approved by the School except as otherwise noted by University policy.

External transfer credits – All external transfer credits from other accredited universities or colleges must be a grade of C- or higher and be approved by the Office of the Dean for the credits to be transferred for the Doctor of Pharmacy degree requirements.

II. Progression to Next Professional Year

A student must complete all academic requirements for a given professional year and be in good academic standing prior to progression to the next professional year.²

III. Early Monitoring Program

The Early Monitoring Program (EMP) is intended to identify students “*at risk for academic probation*”. The EMP consists of two components:

¹ Cumulative pharmacy grade point average is calculated based on all grades earned while matriculated in the Doctor of Pharmacy program. When courses are repeated, only the grade earned in the second (and final) attempt is used to calculate the cumulative pharmacy grade point average.

² A professional year is defined as either P1, P2, P3 or P4 year consisting of all didactic and experiential requirements as delineated for that year in the approved curriculum.

1. Mid-term identification of academic difficulties.

- a. Course coordinators will submit the names of students earning a grade of “D” or less in a course to the Office of Professional and Student Affairs at the midterm of each course.
- b. The Office of Experiential Education will submit the names of students earning a failing grade at the midpoint of Introductory Pharmacy Practice Experiences (IPPEs) and Advanced Pharmacy Practice Experiences (APPEs) to the Office of Professional and Student Affairs.

The coordinators and preceptors are asked to document all further pertinent academic counseling recommendations given to individual students as part of the EMP.

2. End of term identification of academic difficulties.

Any student receiving a final grade below a C in a didactic pharmacy course and not placed on Academic Probation (see Section IV) will be sent a warning letter from the Office of Professional and Student Affairs stating that the student is “*at risk for academic probation*”. All students “*at risk of academic probation*” will be referred to the School of Pharmacy Office of Professional and Student Affairs for academic counseling.

IV. Academic Probation

Students are placed on academic probation if any of the following apply:

1. The student’s cumulative pharmacy grade-point average falls below 2.00
2. The student has academic deficiencies in courses to be applied to the graduation requirements for the Doctor of Pharmacy degree. Academic deficiencies are defined as any of the following:
 - a. any grade of “F” or “WF”,
 - b. any grade of “No Credit”,
 - c. a cumulative total of more than 8 credit hours of “D”.

Students are removed from academic probation when all of the following apply:

1. The student’s cumulative pharmacy grade-point average is at least 2.00
2. The student has successfully eliminated or remediated all academic deficiencies as defined above (IV2).

V. Conditions of Academic Probation

1. Students on academic probation must seek academic counseling and advisement from the School of Pharmacy Office of Professional and Student Affairs prior to the next semester of enrollment, and be registered for classes through the Office of Professional and Student Affairs. Students who have already enrolled in courses for a

future semester may have their registration altered as necessary by the Office of Professional and Student Affairs.

2. The following additional conditions shall apply to any student on academic probation.
 - a) The student may not seek election to any office or appointment to a leadership position³ in any School of Pharmacy recognized organization or any School standing committees and will not be eligible for any School of Pharmacy sponsored travel.
 - b) The student must *resign* all elected office(s) and appointed leadership positions³ held in School recognized organization(s) or any School standing committees.

VI. Remediation

Students placed on academic probation must seek academic counseling and advisement from the School of Pharmacy Office of Professional and Student Affairs prior to their next semester of enrollment. Students placed on academic probation are also referred to the School of Pharmacy's Academic Standards and Progression Committee for remediation planning. Remediation planning is designed to assist the student in identifying options available to correct any academic deficiencies. The remediation plan will be used by the School of Pharmacy Office of Professional and Student Affairs in counseling and advisement.

The Office of Professional and Student Affairs will provide summary information regarding the academic progress of all students on probation to the Dean and the Academic Standards and Progression Committee each term. Individual remediation plans may be modified as necessary based on academic progress.

VII. Conditions of Remediation

1. Required courses with a grade of "F", "WF" or "no credit" must be successfully remediated within 12 months. Successful completion of a course means that the student earns a grade of "D" or above in didactic courses⁴, a "C" or above for all IPPEs and APPEs or a passing grade as appropriate for no credit courses.
2. Elective didactic courses with a "D", "F" or "WF" grade must be remediated if necessary for completion of degree requirements.
3. Only one attempt to remediate a course is permitted. An attempt occurs when a student enrolls in a course and receives any grade other than "W", "WP" or "WR".
4. When students repeat a course previously taken at SIUE, only the grade earned in the final attempt will be used in computing grade point averages.
5. An "F" or "WF" grade earned in IPPE III or IPPE IV will be remediated with a similar rotation type based on availability.

³ Leadership positions are determined by the Associate Dean for Professional and Student Affairs after consultation with the faculty advisor of the student organization or Chair of the School standing committee.

⁴ Didactic courses are non-Advanced Pharmacy Practice Experiences (APPE) and non-Introductory Pharmacy Practice Experiences (IPPE) courses.

6. An “F” or “WF” grade earned in an APPE will be remediated with a similar category of APPE based on availability.
7. Upon recommendation of the Academic Standards and Progression Committee and approval of the Dean, a student may be enrolled in fewer than 12 credit hours per fall and spring term.

VIII. Academic Suspension

If a student is on academic probation due to a cumulative pharmacy GPA below 2.00 and fails to earn a semester GPA of 2.00 or above in the following semester, then the student shall be placed on academic suspension from the School of Pharmacy by the Dean for at least one semester. The student will only be able to re-enroll in the School of Pharmacy upon review by the Academic Standards and Progression Committee and approval of the Dean.

If the student is allowed to re-enroll in the School of Pharmacy, the student will return on academic probation. Upon re-enrollment, the student must meet regularly with the Office of Professional and Student Affairs and agree to a specific plan of action to remove the deficiencies that resulted in the suspension.

If the student is not allowed to re-enroll in the School of Pharmacy, then the student will be dismissed from the School of Pharmacy. A student may only be suspended once. If a student is suspended a second time, then the student will be dismissed from the School of Pharmacy.

IX. Academic Dismissal

When one or more of the following conditions are identified by the Office of Professional and Student Affairs, the Dean will ask the Academic Standards and Progression Committee to review the student’s academic progress for possible further actions including dismissal. Dismissal is when the student is not allowed to enroll in any future Doctor of Pharmacy courses at SIUE and also can no longer represent the School as a student pharmacist. However, the student may be eligible for matriculation into another academic program at SIUE.

1. The student receives more than six cumulative pharmacy credit hours of an “F” and/or “WF” grade in any combination of didactic courses, even if the six credit hours of “F” and/or “WF” grades were successfully remediated.
2. The student receives more than two cumulative pharmacy credit hours of a “no credit” grade in pass/no credit courses, even if the two credit hours of “no credit” grades were successfully remediated.
3. The student receives more than one grade of “F” and/or “WF” grade in IPPE III or IPPE IV, even if the initial “F” or “WF” grade was successfully remediated.
4. The student receives more than one “F” and/or “WF” grade in an Advanced Pharmacy Practice Experience course, even if the initial “F” and/or “WF” grade was successfully remediated.

5. The student fails to successfully remediate “F”, “WF”, or “no credit” courses within 12 months.
6. The student receives more than 18 credit hours consisting of “D”, “F”, and “no credit” grades even if these grades were successfully remediated. Only the grade received during the first course attempt will be used in calculating this total.
7. The student fails to complete the Doctor of Pharmacy program within six years of entering the program. A student will be dismissed when it becomes impossible to complete the program in the prescribed period of time.
8. The student receives a second suspension.

X. Appeals

Students who are sanctioned (suspended or dismissed) for failure to meet the requirements set forth in this policy shall have the right to appeal. Any appeal must be submitted in writing to the Dean of the School of Pharmacy within ten (10) working days of notification of the academic suspension or dismissal. The Dean will forward the appeal to the Academic Standards and Progression Committee for review within ten (10) working days of receipt of the appeal.

The Office of Professional and Student Affairs shall review with the student the specific deficiencies leading to the sanction, and provide the student with a copy of this policy and documentation that will be used at the hearing. The Academic Standards and Progression Committee will hear the appeal no later than 30 working days after the student submits an appeal. The student shall have the right to be present for the hearing and to address the Academic Standards and Progression Committee.

At the conclusion of the hearing, the Academic Standards and Progression Committee will deliberate and provide a written report within ten (10) working days containing findings of fact, conclusions, and recommendations to the Dean of the School of Pharmacy.

Within ten (10) working days after receipt of the report, the Dean will render a decision. The student, the Academic Standards and Progression Committee, and the Office of Professional and Student Affairs will receive a copy of the Dean’s decision. If a student is readmitted as a result of the appeals process, the student must accept fully any conditions stipulated in the readmission letter.

Within five (5) working days of receipt of the Dean’s decision, the student may appeal the Dean’s decision to the Provost (Vice Chancellor of Academic Affairs) in writing. The student shall submit in writing specific objections to the previous decision and any materials relevant to the specific objections.

Attachment: School of Pharmacy Remediation Policies

I. Educational remediation, in these policies, is the act of providing the potential to remedy a D, F, WF, or No Credit grade. According to the Accreditation Council for Pharmacy Education (ACPE) Accreditation Standards 2007, Standard 19 states that schools must have a remediation policy. (<http://www.acpe-accredit.org/pdf/FinalS2007Guidelines2.0.pdf>). ACPE also calls for a consistent approach to ensure academic success. The following policies were developed to standardize remediation within the School of Pharmacy. The policies apply to all remediation within the School of Pharmacy except for the Introductory Pharmacy Practice Experiences and the Advanced Pharmacy Practice Experiences. Remediation for experiential courses is addressed in the experiential education policies. (Student Policies and Procedures Item J)

II. Retaking a Course

Summer remediation is a formal plan of study wherein a student may be enrolled in one or more courses during the summer semester for the purpose of attempting to correct D, F, WF, or No Credit grades in their official record. Summer remediation may include self-study and/or formal instruction. The Office of Professional and Student Affairs will make recommendations on summer remediation offerings to the Academic Standards and Progression Committee. The Academic Standards and Progression Committee will recommend summer remediation offerings to the Dean as part of remediation planning.

The availability of summer courses for remediation is not guaranteed and will be considered when all of the following conditions are met:

- The Dean of the School of Pharmacy approves the resources to offer the course for the planned summer semester.
- A minimum of 3 students register for the summer remediation course by the first day of the offering of the summer course.

All eligible students would be notified of the offerings on or before the start of the first day of the summer offerings. A student for whom summer remediation is not an option would need to retake the course at a later date.

N. 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.shtml>

O. Student Governance Policy (Student Representative Council Documents)

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 Professional and 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, Delta Beta Chapter
- c) Academy of Student Pharmacists, APhA, SIUE Chapter
- d) Student Society of Health System Pharmacists, ASHP, SIUE Chapter
- e) Any other Student Senate or School of Pharmacy Office of Professional and 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 Professional and 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 Professional and 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 Professional and Student Affairs and the Chair of the SRC may request a meeting with the Associate Dean for Professional and 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 1st 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 2nd 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 3rd 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 Professional and 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

P. 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.siue.edu/policies/3e1.shtml>.

Q. 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 the Office of Professional and Student Affairs to make the reservation.

Space may also 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/toc.shtml>

R. 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 beginning on page 26 of this document.
3. Enrollment in any external elective courses must receive prior approval from the School of Pharmacy Advisor.
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.

S. 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 Advisor 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 advisor.
4. After the course begins, students must obtain permission to drop a course from the School of Pharmacy Advisor.
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 Professional and 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 (Student Policies and Procedures Item S)

Electives

Students must seek the help of the School of Pharmacy Office of Professional and Student Affairs 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.
- b. A list of internal electives will be maintained by the Office of Academic Affairs for students to view
 - i. Course names and descriptions are available beginning on page 26.

2. External Courses

- a. A list of approved external electives will be maintained by the Office of Academic Affairs.
 - i. Course names and descriptions are available beginning on page 30.
- b. Approval by the SOP Curriculum Committee is required
 - i. ACPE standards serve 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.
- 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.

- a. Students and the independent study coordinator must complete the independent study documents for approval. Once approval is granted by the Office of Academic Affairs, the Office of Professional and Student Affairs will enroll the student in the independent study course. Independent Study documentation can be obtained from the Office of Education and Academics.

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 Professional and 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. The 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: 618-650-2842 or view our webpage at: www.siue.edu/counseling/. The best way to start is by going to cougarcare.siue.edu to complete intake paperwork and schedule an appointment. You can also go to Counseling Services to complete intake paperwork. If you have any questions, call the front desk staff at 618-650-2842. 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 618-650-2842 or after business hours by calling the SIUE Police Dispatcher at 618-650-3324 and ask that the “on-call” counselor be contacted on their behalf. Students should 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.siue.edu/financialaid/>

Location: 2308 Rendleman Hall

Tuition and Fees 2015-2016 Academic Year

Fall 2015 and Spring 2016

Illinois residents

Full Time \$12,883 per semester

Out-of-State Residents

Full Time \$15,229 per semester

Summer 2016

The summer 2015 rates were not available when this handbook was created.

The out-of-state School of Pharmacy tuition rate is 1.2 times the Illinois resident rate.

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

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 Professional and 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/programs/examination/naplex/naplex-blueprint/>) and the American Association of Colleges of Pharmacy, Center for Advancement of Pharmaceutical Educational Outcomes 2013:
<http://www.aacp.org/resources/education/cape/Open%20Access%20Documents/CAPEoutcomes2013.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/programs/examination/naplex/naplex-blueprint/>) and the American Association of Colleges of Pharmacy, Center for Advancement of Pharmaceutical Educational Outcomes 2013
<http://www.aacp.org/resources/education/cape/Open%20Access%20Documents/CAPEoutcomes2013.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. The Office of Disability Support Services at SIUE and the School of Pharmacy Office of Professional and Student Affairs will work together to determine the appropriateness of the request for academic accommodation and strategies to implement the approved accommodations.

Disability Support Services Contact Information:

Phone: 618/650-3276

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 factory warranty, SIUE will provide an interim replacement laptop to me until the warranty replacement laptop arrives from the manufacturer. 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 manufacturer's warranty or SIUE, 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 factory warranty or SIUE, 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:
The Office of Professional and Student Affairs
618/650-5150
pharmacy@siue.edu

Student Organizations

Student Organization Funds Policy

See the Student Organization Funds Policy on page 48.

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 74.

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 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.

American Society of Consultant Pharmacists (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 ¹. 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.

¹American Society of Consultant Pharmacists website (www.ascp.com)

College of Psychiatric and Neurologic Pharmacists (CPNP)

The CPNP was founded on March 24, 1998 when the network of pharmacists formerly known as the Conference of Psychiatric and Neurologic Pharmacists became a professional society. The formation of CPNP was the culmination of efforts of many pharmacists practicing in the psychiatry and neurology specialties over the past 30 years. CPNP has continued to evolve and grow and has increased membership to over 1,500 individuals. CPNP's mission is as follows: As the voice of the specialty, our mission is to advance the reach and practice of neuropsychiatric pharmacists.²

²College of Psychiatric and Neurologic Pharmacists website (<https://cpnp.org/>)

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.

Pediatric Pharmacy Advocacy Group (PPAG)

The Pediatric Pharmacy Advocacy Group is a professional association dedicated to improving medication therapy use in children. Its sole purpose is to promote safe and effective medication use in children through communication, education, and research.³

³Pediatric Pharmacy Advocacy Group website (www.ppag.org/)

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.

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 (ICHP). 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.

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.

Phi Lambda Sigma

SIUE SOP is the Delta Eta Chapter of The Phi Lambda Sigma, the leadership society in pharmacy. The mission of the Society is to support pharmacy leadership commitment by recognizing leaders and fostering leadership development.² Its goals are to ensure the continuing availability of student and practitioner leaders for the profession of pharmacy; acknowledge leadership achievement and award membership to leaders recommended by the Society; enhance the talent, skill, and effectiveness of leaders for the profession of pharmacy; and, support and encourage sustained leadership commitment.⁴

⁴Phi Lambda Sigma website (<http://www.philambdasigma.org/>)

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 76.

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 a 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 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 Office of Professional and Student Affairs 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.

Inclement Weather and Other Special Conditions

The School of Pharmacy adheres to the SIUE policies for inclement weather and other special conditions. In the event of extreme weather or emergency conditions, local news outlets are informed of closures or altered schedules. Notices are also posted on the SIUE website; emails are sent to listservs; and, e-lert text messages will be sent to students who register to get them. For more details on the policies, go to <http://www.siu.edu/policies/2c1.shtml>. Also see Absence Policy in section L. Experiential Education Policies, for information specific to weather situations and the requirements for experiential education.