

University of Saint Joseph School of Pharmacy



Student Handbook 2017-2018

**University of Saint Joseph School of Pharmacy
229 Trumbull Street
Hartford, Connecticut 06103**

August 7, 2017

Disclaimer

Every attempt has been made to ensure that the information contained within this handbook is accurate and current at the time of publication.

This Student Handbook is intended for information purposes only. It is not a statement of official policy of the University of Saint Joseph School of Pharmacy. The provisions of this Student Handbook do not constitute a contract, expressed or implied, between any applicant, student, or faculty member and the University of Saint Joseph School of Pharmacy. Although every effort has been made to verify the accuracy of information in this publication, the University of Saint Joseph and the School of Pharmacy reserve the right to change course offerings, fees, tuition, academic calendars, curricula, degree requirements, graduation procedures, and any other requirements affecting students. Changes will become effective whenever the proper authorities so determine and will apply to both prospective students and those already enrolled. The University, at all times, retains the right to dismiss a student who does not attain and maintain adequate academic or clinical performance or who does not exhibit the personal and professional qualifications required for the practice of pharmacy.

Updates and changes are made annually to the Handbook. Anyone with suggestions for amending or changing any of the information in this Handbook should make those suggestions in writing to the Office of Admissions and Student Affairs. The University of Saint Joseph and the School of Pharmacy reserve the right to make changes to policies and procedures without notice as necessitated by governing authorities or administrative needs.

Detailed instructions on processes related to the Offices of the Registrar, Financial Aid, and Finance can be obtained by contacting the respective office or visiting their websites.

Any pictures or statements found in this Student Handbook containing or referring to any outside agency, company, or organization is not intended to advertise or promote any product sold or ideology purported by said entity. In addition, the University of Saint Joseph and its School of Pharmacy are nonprofit organizations and do not sell the rights to photographic images taken at special events for the purposes of promoting the University or its student organizations. Appearance in such photographs implies agreement to be photographed; no remuneration, financial or otherwise, will be provided.

Failure to read this manual does not excuse students from the rules and procedures described herein. Personal factors, illness, or contradictory advice from any source are not acceptable grounds for seeking exemption from these rules and procedures.

Preface

The University of Saint Joseph School of Pharmacy *Student Handbook* is a compilation of information on student services and resources, University-wide and School-wide academic and professional policies, student support services, grading policies and procedures, the current curriculum, experiential course policies, and other useful material. You should use this document as your primary resource for help and reference as you progress through the Pharm.D. Program.

We have attempted to make the material in this Handbook as up-to-date and useful as possible, but to improve it even more, we need your feedback. Please contact the Office of the Associate Dean for Academic Affairs or the Office of the Assistant Dean for Student Affairs with your questions and comments concerning any of the material contained herein.

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UNIVERSITY OF SAINT JOSEPH

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Greetings from the Founding Dean

August 7, 2017

Welcome,

On behalf of the Faculty, Staff, and current students, I welcome you to The University of Saint Joseph School of Pharmacy. We are delighted that you have chosen Saint Joseph to pursue your professional pharmacy education.

The profession of Pharmacy is a complex, exciting, and an integral part of the interdisciplinary healthcare environment. The responsibilities and scope of practice of the pharmacist continue to evolve. This requires a serious commitment to life-long learning in order to serve best the public interest. We urge you to begin this adventure with enthusiasm, focus, a sense of purpose, and dedication to achieve academic excellence and high ethical and professional standards.

Our innovative modified-block Doctor of Pharmacy curriculum and the University of Saint Joseph experience will prepare you to attain your professional goals. We have assembled a world-class faculty and administration team whose main focus and dedication is to your academic success. It is essential that you read carefully this *Student Handbook* to obtain a clear understanding of its contents, especially the section pertaining to academic policies and procedures. Please feel free to contact Dr. James Henkel - Associate Dean for Academic Affairs, Dr. Sanjaykumar Gayakwad - your Class Advisor, or myself, for any question(s) you may have.

I am proud of our accreditations by the State of Connecticut, New England Association of Schools and Colleges (NEASC), Accreditation Council for Pharmacy Education (ACPE); Program Indicators; and caring culture.

And I encourage you to mix with and learn from all the members of your class (who represent 11 states and Puerto Rico) and the entire student body.

We know that you will excel. Congratulations for being a part of the seventh cohort - Class of 2020!

Again, welcome to the 2017-2018 academic year at the School of Pharmacy - where innovation, determination, and hard work intersect.

Joseph R. Ofosu, Pharm.D., R.Ph.
Founding Dean and Professor

SCHOOL OF PHARMACY

229 Trumbull Street, Hartford, Connecticut 06103
860.231.5868 / FAX 860.231.5876 / WWW.USJ.EDU/PHARMACY

Founded by the Sisters of Mercy

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Chapter 1 – Introduction to the School of Pharmacy

You are part of a very select and special professional academic community, which is committed to meeting the highest standards of education demanded by the health professions. As an integral part of this community, much will be demanded of you, academically, professionally, and personally, but in the end the rewards are worth the effort.

Mission of the University and the School of Pharmacy

The University of Saint Joseph, founded by the Sisters of Mercy in the Roman Catholic tradition, provides a rigorous liberal arts and professional education for a diverse student population while maintaining a strong commitment to developing the potential of women.

The University is a community which promotes the development of the whole person in a caring environment that encourages strong ethical values, personal integrity and a sense of responsibility to the needs of society.

In the context of the mission of the University of Saint Joseph, the mission of the School of Pharmacy is to provide exemplary pharmacy education to a diverse and qualified student population possessing high leadership potential. The school fosters creation of new knowledge and strong ethical values in the development of competent, compassionate pharmacists dedicated to superior patient care and service to their communities.

Core Values

The University of Saint Joseph, a Catholic institution founded and sponsored by the Sisters of Mercy, fosters a climate that enhances global awareness and interdisciplinary approaches to learning. This creates a sense of community within the University that reaches to the broader environment in which we live. In consonance with the University's mission, the School of Pharmacy has developed a culture that will:

- provide a value-centered education that prepares students as global citizens, lifelong learners, and informed decision makers (Academic Excellence)
- promote, support, and facilitate caring service as an integral part of all teaching and learning experiences (Compassionate Service)
- encourage, inspire, and challenge each student to develop every aspect of her personhood-intellectual, spiritual, social, emotional, and physical (Commitment to Students)
- foster the growth of an inclusive community that welcomes differences among community members and benefits from them (Multiculturalism/Diversity)
- demonstrate respect and reverence for all people and fidelity in personal witness (Respect/Integrity)
- welcome community where its relationships are based on openness, inclusivity, and mutual respect (Hospitality)

- express the Catholic tradition in an ecumenical and critical manner (Catholic Identity)

Goals of the School of Pharmacy

During your tenure here, your development as pharmacists will be guided by four mission-driven areas of focus. These include

Education, leading to a solid understanding of the basis of disease states and the professional practice of Pharmacy. To accomplish this goal we will

- provide meaningful educational experiences designed to impart the requisite skills, knowledge, and values needed for successful pursuit of careers in the pharmacy profession;
- foster the development of critical thinking;
- Instill in you a desire for lifelong learning and a commitment to provide solutions in a constantly changing healthcare environment.

Scholarship, leading to the ability to create and share new knowledge. To accomplish this goal we will

- attract competent faculty and staff who are dedicated to innovative teaching methods, who will mentor you throughout your time here and beyond, and who will involve you in professional practice and community service;
- create a scholarly community that rewards academic and professional excellence;
- foster collegiality;
- promote scholarly activities and other creative endeavors to support the academic enterprise.

Patient Care, leading to the provision of pharmacist-delivered patient care and medication therapy management services based on the application of your education and scholarship abilities. To accomplish this we will

- attract faculty with strong commitment to patient care to serve as your preceptors and mentors;
- expand practice opportunities through creative application of new knowledge;
- prepare you to deliver patient-centered care upon graduation;
- promote your involvement in public health through patient care and advocacy activities.

Community Service, leading to your active engagement in the world around you. To accomplish this we will

- require community service as part of the professional curriculum;
- foster the growth and development of student organizations within the School to fulfill their service mission;
- collaborate with existing University programs and their endeavors;
- develop novel service activities relevant to the School's mission;
- explore the development of international service sites.

In this program you will develop a solid foundation in the biomedical, pharmaceutical, socio-behavioral, and clinical sciences, in addition to life-long learning skills. This will result in you becoming a pharmacy practitioner committed to providing quality pharmacist-delivered patient care and the advancement of the pharmacy profession. The integrated curriculum you will experience will foster strong ethical values, intellectual curiosity, personal integrity, and sense of responsibility to the health and well-being of society. Upon completion of the program you will emerge as a competent and compassionate pharmacist who will be able to advance whatever practice model you enter, engage in community service, and promote the advancement of research and scholarship.

Getting from Here to There

You will reach the goal of becoming a fully competent pharmacist by meeting a series of behavioral competencies or ability-based outcomes that have been established by three professional organizations. These are (1) the Accreditation Council for Pharmacy Education (ACPE), our accrediting body, (2) the National Association of Boards of Pharmacy (NABP), our licensing body, and (3) the American Association of Colleges of Pharmacy (AACP), our professional educational association. We have carefully mapped each of these competencies and their associated topics and objectives to the courses in our curriculum to be sure all of them are covered thoroughly. Of course, this is an ongoing endeavor and the map is continually being adjusted and modified as new relationships are identified by the faculty and students. The complete map and set of outcomes is found on Blackboard. You will recognize the outcomes, topics and objectives embedded throughout your courses.

Accreditation

The University of Saint Joseph School of Pharmacy's Doctor of Pharmacy program is accredited by the Accreditation Council for Pharmacy Education, 135 LaSalle Street, Suite 4100, Chicago, IL 60503, 312/664-3375; FAX 312/664-4652, web site www.acpe-accredit.org.

The University of Saint Joseph is fully accredited by the New England Association of Schools and Colleges (NEASC) and the School of Pharmacy was included in that accreditation in 2013.

The School of Pharmacy is fully accredited by the State of Connecticut

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Chapter 2 –Institutional Policies and Information

Contained herein is a compilation of the University and School Policies pertaining to students within the School of Pharmacy. This chapter also contains a set of procedural and informational entries that will help you to function within the School of Pharmacy environment. Some policies have been adjusted to be applicable to our situation as an off-campus professional program. Academic and professional policies and requirements specific to the School of Pharmacy are covered separately in Chapter 3. Grading and student progression policies are in Chapter 4. Please refer all questions and comments to the Office of the Associate Dean for Academic Affairs.

Policy on Acts of Hatred and Violence

All members of the University of Saint Joseph community welcome, affirm, and encourage the right to full participation of all its members and condemn behavior that makes any individual feel inferior to others because of their race, class, ethnicity, gender, age, religion, sexual orientation and/or physical or mental disabilities. The University of Saint Joseph community does not tolerate threats of violence or acts of hatred.

Behavior that denigrates others on the basis of difference is unacceptable in a learning environment dedicated to Judeo-Christian values. Such behavior may result in penalties up to and including termination for employees and expulsion for students.

Policy Regarding Students with Disabilities

In accordance with Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability, and the Americans with Disabilities Act of 1990, the University of Saint Joseph is committed to the goal of achieving equal educational opportunities and full participation in higher education for persons with disabilities.

In accordance with this policy, students in need of accommodations due to a disability should contact the Office of Disability Services for verification and determination of reasonable accommodations as soon as possible after admission to the School, and at the beginning of each semester. The Coordinator of Disability Services can be reached at 860.231.5428.

Policy on a Drug-free Workplace

The University of Saint Joseph maintains all federal and state requirements for a drug-free campus and workplace.

Policy on Family Educational Rights and Privacy

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, The University of Saint Joseph guarantees to its students access to all educational records. No one outside the institution shall have access to information from a student's academic records without the written consent of the student except those permitted by law. Please contact the Registrar's Office for further information or with suggestions you may have.

The Family Educational Rights and Privacy Act affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy under FERPA.

The student may ask the University to amend a record that he/she believes is inaccurate. She/he should write to the University official responsible for the record, clearly identify the part of the record she/he wants changed, and specify why it is inaccurate.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the University discloses personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The University discloses education records without a student's prior consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the board of

Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by State Universities to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

FERPA Directory Information Opt-Out. If you do not want the university to disclose directory information from your education records without your prior written consent, you must complete a form and return it to the Registrar's Office. Your information will not be released from the time we receive your form until the request is rescinded. If directory information is released prior to receiving your opt-out request, the university may not be able to stop the use of your information. Therefore, it is recommended that you file the opt-out form at registration.

Please complete the FERPA Directory Information Opt-Out form (available in the Registrar's Office) if you do not wish to have your directory information disclosed to third parties. Upon receipt, your request will remain in effect until such time as you tell the Registrar's Office that you no longer wish to keep your information private. Prior to filing your request, please consider all the consequences of opting out. For example, if you tell the Registrar's Office not to disclose your directory information to third parties, they will not share your information with anyone (except persons who have a right to see your information under the law), including persons or agencies offering jobs and educational benefits such as scholarships and discounts; media sources, etc. Also note that if you have requested that the Registrar's Office not disclose your directory information but you would like to have your name appear in the University commencement program, you must provide signed written consent prior to that time.

For more information, go to the Family Policy Compliance Office web site at <http://www.ed.gov/policy/gen/guid/fpc/index.html>.

Policy on Handling of Sensitive Personal Data

As required by CT Public Act 08-167, An Act Concerning the Confidentiality of Social Security Numbers, this policy serves as the University's official notice to faculty and staff.

Employees, students and volunteers are required to hold in strict confidence and not disclose information obtained in the course of employment and/or work study to any person or entity that

does not require this information in his/her official capacity. Confidential and other sensitive information includes but is not limited to: social security number, driver's license number, state identification card number, account numbers, credit or debit card number, passport number, alien registration number, health insurance identification number, current or former student or employment records, financial records, business planning documents, alumni records, donor lists, and contribution records and other confidential or sensitive information relating to the affairs of the University.

Employees, students and volunteers will not disclose or permit non-authorized persons or casual onlookers to view or access confidential or sensitive information. System IDs and passwords are intended for the exclusive use of the authorized individual. Passwords are not to be shared with anyone, including family and friends. Records may be printed and/or copied only when necessary for purposes related to the institution. All printed or copied records must be kept in files that are locked when not in use. Employees and students will use the University's administrative systems and University records only for the purposes for which they are intended and only to the extent authorized to do so.

Any personal information that is printed or stored electronically shall be destroyed, erased or made unreadable prior to disposal.

Upon leaving the University, employees, students and volunteers shall not take with them any materials belonging to, or relating to the affairs of, the University. Prior to leaving the University and notwithstanding the circumstance surrounding their departure, employees, students and volunteers will inform the University of the location of data and materials in their possession, or under their control, belonging to or relating to the affairs of the University and ensure that such data and materials are accessible to the University.

Employees who disclose confidential information or otherwise engage in activities that conflict with, or impair their obligations of confidentiality may be subject to disciplinary action, including termination from their employment and/or legal actions.

Students who disclose confidential information or otherwise engage in activities that conflict with, or impair their obligations of confidentiality may be subject to disciplinary action, including expulsion from the university and/or legal action.

Policy on Copyright Compliance

The University of Saint Joseph acknowledges that compliance with the copyright law is not only a legal requirement; it is also the ethically correct stance for any academic institution. University of Saint Joseph Community members are expected to adhere to the copyright law.

Policy on Public Disclosure of Information

Press and Other Media. The Office of Marketing and Communications handles all matters concerning the press and other media. It is the policy of the University of Saint Joseph that any employee or student at the University who is contacted by the press or other media refers the inquiry to the Office of Marketing and Communications. Any student or employee appearing in the press or other media as a representative of the University of Saint Joseph must receive the prior approval of the Dean or the Director of Marketing, Media, and Communications.

Releasing Data. It is the policy of the University of Saint Joseph that data concerning the University cannot be released to any person or agency outside of the University without the prior approval of the President.

Policy on Student Rights and Freedoms

Preamble. Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students and the general well being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedom of students outlined below are essential to any community of scholars.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus and in the larger community. Students should exercise their freedom with responsibility.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. Each college and university has a duty to develop policies and procedures that provide and safeguard this freedom. Such policies and procedures should be developed at each institution within the framework of general standards and with the broadest possible participation of the members of the academic community. The purpose of this statement is to enumerate the essential provisions for student freedom to learn at the University of Saint Joseph.

Freedom of Access to Higher Education. The University of Saint Joseph is open to all students who are qualified according to its admissions standards within the limits of its facilities. Under no circumstance is a student barred on the basis of race, religion or disability. Under normal circumstances, most facilities and services of the University are open to all enrolled students.

In the Classroom. The professor in the classroom and in conference encourages free discussion, inquiry and expression. Student performance is evaluated on an academic basis, not on opinions or conduct matters unrelated to academic standards.

Protection of Freedom of Expression. Students are free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

Protection Against Improper Academic Evaluation. Students have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

Protection Against Improper Disclosure. Information about student views, beliefs and political associations which professors acquire in the course of their work as instructors, advisors and counselors shall be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

Off Campus Exercise of Rights of Citizenship. University students are both members of the academic community and citizens. As citizens, students enjoy the same freedom of speech, peaceful assembly and right of petition that other citizens enjoy; as members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership. The faculty and administrative officials of the University of Saint Joseph ensure that institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by the exercise of their rights of citizenship both on and off campus.

Institutional Authority and Civil Penalties. In cases where activities of students result in violation of the law, the President of the University, the Provost, Vice-Presidents or Deans will apprise the student of sources of legal counsel and offer other appropriate assistance. Students who violate the law may expect to receive the same penalties as any other citizen. The student may also be subject to penalties imposed by the University when a student's actions has a direct and distinct adverse impact on the University community, its members and/or the pursuit of its objectives regardless of where such conduct may occur. The student who violates University regulations in the course of an off-campus activity will be subject only to the normal penalty.

Disciplinary Standards and Procedures. The philosophy of student involvement at the University of Saint Joseph places emphasis upon responsible student conduct. Disciplinary proceedings, therefore, play a role substantially secondary to interactive exploration of alternatives, counseling, guidance, example and admonition. At the same time, the University of Saint Joseph has a duty and the corollary disciplinary powers to protect its educational purpose through the setting of standards of scholarship, of conduct for students who attend and through the regulation of the use of institutional facilities. In exceptional circumstances where the preferred means listed above fail to resolve problems of student conduct, proper procedural safeguards will be observed to protect the students from unfair imposition of serious penalties.

Standards of Conduct Expected of Students. The general behavioral expectations of the student at the University of Saint Joseph are those stated in this Student Handbook. These regulations will be interpreted in a manner consistent with principles of relevancy and reasonableness. Violations will be prosecuted according to the procedures stated in this Student Handbook.

Investigation of Student Conduct. Students detected or arrested in the course of serious violations of institutional regulations, or infractions of ordinary law, shall be informed of their rights. No form of harassment shall be used by institutional representatives to coerce admissions of guilt or information about conduct of other suspected persons.

Status of Student Pending Final Action. Pending action on the charges, the status of a student will not be altered, the student's rights to be present on the campus and to attend classes suspended, except for reasons relating to the student's physical, mental or emotional safety and well-being, or for reasons relating to the safety and well-being of students, faculty, staff or University property.

Policy on Provision and Consumption of Alcohol

All students are expected to be aware of and observe the Connecticut State Law that prohibits the purchase or consumption of alcoholic beverages by a minor (persons under the age of 21). In addition, Connecticut State Law prohibits the sale of alcoholic beverages without a license.

- A. A student must be of legal drinking age to consume alcohol on campus. The consumption of alcohol is permitted only in the residence hall rooms of individuals of legal drinking age: 21 years old.
- B. Any person who serves or otherwise supplies alcohol to someone underage is as responsible as the underage individual who is drinking; both are accountable.
- C. The University does not permit the use or sale of illicit drugs. Students should be aware that the penalties for violation of the law can be severe and that neither this campus nor any campus can be considered a sanctuary from the law.
- D. Alcohol will not be permitted at University student activities. The consumption of alcoholic beverages for events on campus must be approved by the Vice President/Dean of Students.
- E. The University does not permit transportation of alcoholic beverages in open or primary or secondary containers outside the designated areas. Therefore, the legal use of alcohol on campus is restricted to residence hall rooms (not hallways) and/or any other area designated by the Vice President/Dean of Students. Beer balls, kegs, and common containers such as punch bowls and trash barrels are not permitted on campus.
- F. The promotion of alcohol in University publications or at University functions is prohibited.
- G. Departments and offices may provide alcohol only under conditions that conform to the University regulations and the law, and are cleared through the Office of Student Affairs.
- H. Students drinking illegally or illegally dispensing alcohol to others are subject to disciplinary procedures.

Policy on Use and Possession of Controlled Drugs

The student is expected to be aware of and to observe the Connecticut and federal statutes concerning the illegal possession, distribution, sale, manufacture, prescription and/or administration

of those drugs which contain “any quantity of a substance which has been designated as a depressant or stimulant drug pursuant to Federal Food and Drug laws, or which has been designated by the Public Health Council and Commissioner of Consumer Protection pursuant to Section 19-451 as having a stimulant, depressant, or hallucinogenic effect upon the higher functions of the central nervous system and as having a tendency to promote abuse of psychological or physiological dependence or both.”

Controlled drugs are classifiable as amphetamine-type, hallucinogenic-type, morphine-type, and other stimulant and depressant drugs. Specifically excluded from controlled drugs are alcohol, nicotine and caffeine.

In situations involving drugs, the School may find it necessary to take action independent from or in cooperation with other appropriate authorities. A student involved in, charged with and/or convicted of possession, use or sale of drugs will be subject to the University’s policy on felonies.

Policy on Chemical Dependency Among Pharmacy Students

The School of Pharmacy recognizes chemical dependency (i.e., defined as physical or psychological dependency to alcohol, prescription drugs, or illicit drugs) as a disease that can affect anyone, including pharmacy students. The School also recognizes that students suffering from a chemical dependency are reluctant to seek treatment due to fear of losing their professional standing in the program. To address these concerns, this policy is being implemented to protect students and the public by providing a confidential means for chemically dependent pharmacy students to obtain treatment while continuing their education.

When evidence is found that a chemical dependency may exist, students may seek assistance themselves or be confidentially referred for a chemical dependency evaluation by a peer, administrator, or law enforcement officer/agency. The referral will be confidentially reviewed by the Assistant Dean for Student Affairs in the School of Pharmacy or, if deemed appropriate, a designee of the Dean. These individuals will meet with the student and determine whether an evaluation by a chemical dependency healthcare provider is necessary. Denial and refusal of the evaluation or treatment when chemical dependency has been determined may result in expulsion from the School of Pharmacy. A chemically dependent student who agrees to comply fully with recommended treatment will be referred to the University of Saint Joseph Health Services Office. This policy is intended to provide chemically dependent School of Pharmacy students the opportunity to complete the professional pharmacy program without penalty, provided the student satisfies the requirements stated herein.

Policy on Dating of Students by Faculty or Staff

The faculty of the University of Saint Joseph endorses the American Association of University Professors’ “Statement on Professional Ethics” which states:

As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

Accordingly, romantic or consensual sexual relationships between a student and any member of the faculty who teaches, supervises, evaluates or otherwise is in a position to exercise power or authority over the student constitutes unprofessional and unethical conduct on the part of the faculty member. Furthermore, a consensual sexual relationship between a student and any member of the faculty is strongly discouraged because of the perception of power or influence. In general, "Consensual sexual relationships between a faculty member and a student may in some cases be harmful to the interests of the student involved, unfair to other students, and bad for the academic process." (Columbia Journal of Law and Soc. Prob., Vol. 21, 1988, pp. 138-139).

Moreover, a romantic or consensual sexual relationship, even if welcome, between a member of the staff and a student is inappropriate. A romantic or consensual sexual relationship, even if welcome, between a staff member who may be in a position to exercise power or authority over the student or may be perceived as having such power or influence constitutes unprofessional and unethical conduct on the part of the staff member.

Furthermore, a consensual sexual relationship, even if welcome, between any member of the staff and a student is strongly discouraged because such a relationship may be harmful to the interests of the student involved, unfair to other students and detrimental to the academic process.

The University of Saint Joseph condemns any type of sexual (or other) harassment and encourages employees or students who believe they may have been subjected to sexual (or other) harassment within the University community to report it. Specific procedures to report any such harassment are defined in the harassment policies in the employee, faculty and student handbooks.

Policy on Sexual Assault and Harassment

The University of Saint Joseph Sexual Assault Policy was created to provide appropriate services and support to victims of sexual assault. This policy works together with educational programs designed to increase student awareness about sexual assault on college campuses. Programs are planned by student affairs, residential life and student groups throughout the year.

The University of Saint Joseph is dedicated to the position that all human beings possess an inherent dignity. All members of the community should be treated with respect and be free from all forms of harassment and abuse.

It is important that all members of the Saint Joseph Community take precautions and act responsibly towards the goal of reducing vulnerability for crime. Should you become the victim of a crime, call Campus Safety at 231-5222.

Sexual Misconduct is a violation of the University of Saint Joseph policy and encompasses harassment, coercion, intimidation and /or sexual assault. Sexual Misconduct includes any sexual activity for which consent is not given.

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
- submission to or rejection of such conduct by an individual is used as the basis for academic or employment decision affecting that;
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment, educational or living environment.

It is the policy of the University of Saint Joseph that no member of the University community may sexually harass another. Any faculty member, employee or student will be subject to disciplinary action for violation of this policy.

The University of Saint Joseph has established the following procedures to protect your rights and to provide an environment that is free of sexual harassment.

Additional information on sexual harassment can be obtained from the Personal Counseling Office, Office of Student Affairs, Human Resources Office or Health Services.

Consent must be given by participants in sexual activity. Mutually understandable and communicated words must be used. Verbal agreement must be present throughout the activity and can be revoked at any time; silence or a prior relationship is not sufficient to indicate consent. Consent may not be given by a minor, someone who is asleep, drugged, intoxicated, unconscious, or by anyone whose capacity or ability to provide informed consent is otherwise physically or mentally impaired. If a participant is under the influence of alcohol or other drugs she or he may be *unable* to give consent as it is defined by state law. An individual accused of sexual misconduct does not avoid responsibility because he or she was under the influence of alcohol or drugs. Consent as a result of coercion, intimidation, force or threat is not an effective consent. Past consent of sexual activity does not imply ongoing future consent.

Reporting an Assault. The University of Saint Joseph encourages a student to report a situation in which she or he believes a sexual assault has occurred in order to ensure that appropriate support and resources are provided. It is very important for the sexual assault survivor to consider contacting Campus Safety or the police immediately (before showering, washing etc.) to pre-

serve any and all evidence that may be present for potential use in criminal proceedings, if desired. Any information regarding sexual assault on or off campus can be reported to any of the following resources:

Campus Resources – Not Confidential

- The University of Saint Joseph Campus Safety 860.231.5222
- VP/Dean of Student Affairs 860.231.5267

On and Off Campus Resources – Confidential

- USJ Health and Counseling Services 860.231.5530
- Saint Francis Hospital 860.714.4001
- Hartford Hospital 860.545.2780
- Hartford Police Department 860-757-4000
- CONNSACS (CT Sexual Assault Crisis Services) 1.888.999.5545 (English)

Sexual Harassment Policy - Formal Procedures. If you feel that you have been a victim of sexual harassment, contact one of the following people:

- Assistant Dean for Admissions and Student Affairs, 860.231.5858
- Associate Dean for Academic Affairs, 860.231.5873
- Dean, School of Pharmacy, 860.231.5451
- Vice President/Dean of Students, 860.231.5737
- Director of Counseling, 860.231.5366 (**Confidential**)
- Director of Health Services, 860.231.5272 (**Confidential**)
- Provost, 860.231.5229
- Director of Human Resources, 860.231.5390

Sexual Harassment Policy - Formal Procedure. Requests for formal procedure may be filed with the Associate Dean for Academic Affairs, the Provost or the Director of Human Resources for students, faculty or employees respectively. The person receiving the formal complaint will begin investigating the complaint and convene the committee. This committee will be chaired by either the Associate Dean for Academic Affairs, the Provost, or the Director of Human Resources, depending on the status of the person accused (student, faculty member or employee).

The committee that will hold the hearing consists of the following: Provost, Associate Dean for Academic Affairs, or Director of Human Resources (depending on the status of the person accused), one full-time faculty member appointed by the Dean or designee, one full-time staff member appointed by the Dean or designee, one full-time student appointed by the Pharmacy Student Government Association officers from three (3) nominees selected by the Assistant Dean for Student Affairs.

In the event that one of the permanent members is not available, the Dean or designee shall appoint a person to replace that individual.

The formal request shall be presented in writing to either the Associate Dean for Academic Affairs, the Provost or Director of Human Resources. It must be filed within 180 days from the date of the last alleged incident. Upon the filing of a formal written complaint, a hearing will be scheduled within five working days of its receipt.

The committee will hear the complaints and both parties will have an opportunity to respond. Each party is allowed to bring a friend or an advisor to the hearing. Although such persons may not be allowed to speak directly on the person's behalf, they may provide support and advice.

All discussions, meetings and hearings of the committee are kept in confidence by committee members. Within two working days, the committee shall forward its decision, based on the hearing, to the Dean or her/his designee. Within five working days, the Dean or her/his designee shall decide what disciplinary action shall be taken when someone has been found to have committed an act(s) of sexual harassment.

Policy on Non-sexual Forms of Harassment

Behavior or activities which may endanger the physical or mental well-being of others including idle or real threats, the possession and/or use of firearms and other arms, fireworks, hazardous chemicals and other real or potential weapons, are strictly prohibited. Students who engage in such behavior may be subject to penalties up to and including expulsion. If you believe you are a victim of harassment, contact either the Assistant Dean for Student Affairs, the Associate Dean for Academic Affairs, the Provost, the Counseling and Psychological Services Center Office or the Office of Diversity Initiatives.

Policy on a Smoke-Free Environment

The University recognizes the need to create and maintain an environmental quality that sustains and enhances the general health and well-being of its faculty, staff, students and visitors. As part of our continuing effort to meet our commitment in this area, the Administrative Council, at its 3/6/98 meeting, adopted a policy which established standards for the creation of a smoke-free environment. Consistent with the spirit and intent of this policy, should irreconcilable conflicts arise between individuals who choose to smoke and those who do not, the rights of the nonsmokers shall prevail.

Policy guidelines:

1. Smoking will not be permitted in any indoor area.
2. There is no smoking allowed within 20 feet of the entrance to our building.
3. The sale of cigarettes or other tobacco products in campus buildings/facilities shall be prohibited.
4. The University shall continue to provide assistance with smoking cessation to all faculty, staff and students. Student Affairs will continue to serve as a resource for inquiries concerning smoking cessation.

Policy on the Use of Information Technology Resources

The following University of Saint Joseph Technology Policies are intended to provide a framework for all members of our University community regarding the use of technology resources in ways that are consistent with the mission and educational goals of the University, as well as in conformity with all local, state and federal laws.

Responsible Use. Technology and telecommunications equipment is provided for members of the University of Saint Joseph community for the sole purpose of enhancing and promoting the academic and administrative needs of the University. Any actions that deliberately undermine or interfere with the normal operations of technology systems or files will be subject to disciplinary actions by University administration and local, state and federal authorities. Such violations include but are not limited to:

- Accessing or attempting to access files or systems that one is not authorized to access;
- Using an ID and password other than the one assigned to an individual by the university;
- Sending or creating files such that the normal operations of the University network are affected;
- Creating or installing a virus or program that is intentionally designed to damage or harm a system or network (internal or external to the University of Saint Joseph);
- Deliberately damaging University property (e.g. computers, printers, scanners, telephones, etc.);
- Using the University network as a means to commit a criminal act which violates a local, state or federal law.

ID and Passwords. IDs and passwords are issued to all users of the University of Saint Joseph computer network, allowing access to various resources such as e-mail and software licensed for the University of Saint Joseph use. IDs and passwords are intended for the exclusive use of the authorized individual. Passwords are not to be shared with anyone including family and friends.

Remember, on the network you are your ID and password. If someone signs on to the network using your ID and password they become you. This allows the unauthorized individual to hide his or her true identity, gain access to information only you may have access to and pose as you in chat rooms or other electronic conversations.

Confidentiality and Privacy of Electronic Communication. As computers and the use of computer technologies continue to enhance the teaching and learning experience at the University of Saint Joseph, the need to communicate electronically also increases. As laws are enacted to protect the interception and content of e-mail it is best to think of e-mail as a “postcard.” That is to say, electronic communication is considered confidential and will not be monitored in the normal course of business. However, the content may be inadvertently seen and read during times of routine network maintenance or while investigating a potential violation.

E-commerce. E-commerce refers to the buying and selling of goods and services conducted as an ongoing and sustained business activity for the purpose of making a profit. E-commerce involves advertising, promoting, and soliciting business associated with, but not limited to, professional and personal services and consulting, and the buying and selling of goods and services. The University of Saint Joseph technology resources include campus computers, installed application software, peripheral devices connected to computers, and connection to the campus Intranet and the Internet. These resources are intended solely to enhance and promote the academic, administrative, and extracurricular student-life interests of the University community. Students, faculty, and administrators are prohibited from using University technology resources for E-commerce.

Censorship. The University of Saint Joseph strives to create an environment that facilitates teaching and learning where academic freedom is encouraged, valued and supported. Censorship in any form would be contrary to these beliefs. Therefore, access to information through the Internet will not be censored.

Harassment. All communications through the campus-wide network will abide by the existing University policies relating to Harassment and Sexual Harassment and apply to all persons utilizing University of Saint Joseph technologies.

Faculty, Staff and Student Home Pages. The service of hosting personal home pages on the University-owned Web server is a benefit provided to the University of Saint Joseph community. While the University will provide disk space, the content of the page reflects the view and opinions of the Web page creator not of the University or School of Pharmacy.

The University of Saint Joseph acts as a distributor, not as a publisher. The University will not exercise editorial control over the content of these pages. It is important to note that local, state and federal laws govern the contents of the page and will be the responsibility of its creator. For instance the possession, distribution, and/or sale of materials relating to “Child Pornography” is illegal and punishable by law.

In accordance with the Digital Millennium Copyright Act of 1998 (DMCA) it is illegal to post copyrighted material without the owner's authorization. Upon receiving proper notification of copyright infringement The University of Saint Joseph will expeditiously take down or block access to the material in question.

It is the responsibility of the Web page creator to be familiar with the Digital Millennium Copyright Act of 1998 (DMCA). Detailed information regarding DMCA is located at www.loc.gov/copyright.

University Technology Equipment. Technology equipment including computers, printers, scanners, telephones, etc. are made available for use to faculty, staff and students during their tenure at the University of Saint Joseph. This equipment may be assigned to an individual(s) or may be made available in various common spaces and classrooms. All members of the University of Saint Joseph community are expected to use the equipment in a manner that does not deliberately undermine or interfere with the normal operations of the equipment. Any deliberate

undermining or interfering actions would be a violation and may be subject to disciplinary actions.

Campus Safety at the University of Saint Joseph

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f) as a part of the Higher Education Act of 1965, is federal legislation requiring colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private institutions of post-secondary education participating in federal student aid programs are subject to it. The Director of Campus Safety compiles the information in this report. The statistics are obtained from incident reports, information supplied by the Hartford and West Hartford Police Departments and from the Division of Student Affairs. All enrolled students and current employees are notified by e-mail of the report's availability and paper copies are available from the Department of Campus Safety.

Safety for all is a major concern for everyone on campus, and the University strives to provide an ideal environment for learning, working and living. The University has instituted numerous policies and procedures to enhance security. Members of the University community have a responsibility to use the security procedures and services available and must be accountable for their own well-being and also for the welfare of others. The University urges all members of the community to participate in maintaining campus safety by promptly reporting any suspicious circumstances, accidents or criminal activity to the Department of Campus Safety at 860.231.5222.

The Department of Campus Safety is located in McGovern Hall and reports to the Director of Facilities. A Campus Safety Officer is posted at the security desk in the lobby of the School of Pharmacy and can be reached at 860-231-6766. Campus Safety Officers and a Supervisor patrol the campus on a 24-hour basis. The officers are trained in areas applicable to their position in a university setting and their orientation is towards service, prevention and detection. Officers are trained to solve problems and will assist in any way possible.

Campus Safety Officers cannot make criminal arrests but do enforce University rules and regulations on campus, including parking. Every effort is made to enforce these rules and regulations equitably and professionally. Campus Safety Officers wear uniforms that make them easily identifiable, carry a University identification card, and patrol on foot and in a marked vehicle.

The Department also works closely with the City of Hartford Police and Fire Departments on incidents occurring on or adjacent to campus. Campus Safety's close, professional relationship with the Hartford and West Hartford Police and Fire Departments is based on prompt communication, frequent interaction and a high level of mutual respect. The Hartford Police regularly request Campus Safety's presence at most routine calls and all serious occurrences on campus.

The University of Saint Joseph campus is an open campus, meaning there are no outer protective boundaries and the campus is easily accessible to individuals not affiliated with the University. Academic and administrative buildings on campus are secured with lockable entrances and, in many cases, intrusion-detection systems. These buildings are accessible during regular working

hours and after hours by authorized personnel only. Campus Safety Officers may admit faculty, staff and students after normal business hours if an appropriate University official has contacted Campus Safety and authorized such access. The Campus Safety Officer will ask to see a University identification card for verification. Buildings that are open during the evening for classes and computer use are secured by Campus Safety when the classes have concluded. Faculty, staff, and students working in their offices, classrooms and laboratories are encouraged to follow these personal safety recommendations:

- Report any suspicious individuals to Campus Safety immediately.
- Lock valuables in a file cabinet or desk when at work.
- Lock your office door even if you are leaving for a brief period of time.
- Notify Campus Safety when you are working late, on weekends or holidays.
- Lock windows and doors when you leave for the day.

Campus Safety offers an escort service to all members of the University community. Contact the Campus Safety Officer on duty in the School of Pharmacy at extension 6766 and the officer will be glad to escort you to the parking lot.

Maintenance staff, including maintenance mechanics, housekeepers, custodians and groundskeepers, continually wear their university identification cards. Vendors and contractors are issued identification cards that identify them as well. If you observe an unauthorized person in your area, please contact Campus Safety immediately.

Crime Reporting Procedures. The Department of Campus Safety is the central reporting center for criminal offenses that occur at the University of Saint Joseph. Community members are encouraged to report all crimes and public safety related incidents in a timely manner. Reporting incidents will aid in providing timely advisories to the community, when appropriate, and will ensure inclusion of the incident in the annual disclosure of crime statistics for the institution. The University does not have a policy that allows victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

To report an incident on campus, please contact Campus Safety. In an emergency situation when police or fire personnel are required, contact them immediately and then contact Campus Safety so that the emergency personnel can be directed to the proper location. Contact information is listed below.

Department of Campus Safety

- Emergency: 860.231.5222 (24 hrs, 7 days a week)
- Non-Emergency 860.231.5742 (Mon.-Fri., 8:00a.m.-4:30 p.m.)
- Director: 860.231.5396 (Mon.-Fri., 8:00a.m.-4:30 p.m.)

Hartford Police Department

- Emergency 911
- Non-Emergency: 860.757-4000

Hartford Fire Department

- Emergency: 911
- Non-Emergency: 860.757-4500

A daily log of campus incidents, including reported crimes, is maintained by the Department of Campus Safety and available for public review Monday through Friday, 8:00 a.m. - 4:30 p.m. in the Campus Safety Manager's Office.

Uniform Campus Crime Report (UCCR). In accordance with the Federal Student Right-to-Know and Crime Awareness and Campus Security Act of 1990, the Uniform Campus Crime Report for the University of Saint Joseph is available from the University's Department of Campus Safety and will be provided upon request. Incident Logs and Campus Safety Alerts are also available for viewing upon request. Information may also be found at: <http://www.USJ.edu/uccr>.

Emergency Notification. The University of Saint Joseph is committed to providing a safe and quality environment for our students. Part of our overall commitment to you is to assure that in times of emergency we can give you accurate and timely information. When you enroll at the University of Saint Joseph, your emergency contact information is collected and with your permission, your emergency cell phone information will be placed into our notification system, USJAlert. When urgent or timely information needs to be sent to students, your emergency point of contact will receive a text message giving you vital updates. The University will send emergency notices to student e-mail accounts and post information on the University website, www.USJ.edu. If you do not want to be included in the emergency contact system, you must opt out by writing to the Vice President/Dean of Students stating you do not want your cell phone number to be included in the USJAlert database.

Policy on Eating in Classroom

No food or drinks in open containers will be allowed in any classroom in the School of Pharmacy. Drink containers with a secure lid to prevent accidental spilling are allowed.

Policy on Solicitation/Fundraising

No student or student organization may serve as the agent or representative of any off-campus agency for the purpose of selling or promoting the sale of goods or services on the USJ campus unless approval is given by the Vice President/Dean of Students or designee. All fund-raising must be approved by the Vice President/Dean of Students or designee.

Individuals and organizations that are not part of the University are not permitted to sell, solicit or promote the sale of goods and/or services unless sponsored by a student organization or agency of the University.

Policy on Weapons on Campus

Possession, storage, or control of firearms and weapons on University property is prohibited, including storing of weapons in vehicles on campus as well as in the residence halls, except by authorized law-enforcement officials. Fire arms are defined as any gun, rifle, pistol, or handgun designed to fire bullets, BBs, pellets, or shots (including paint balls), regardless of the propellant used. Other weapons are defined as any instrument of combat or any object not designed as an instrument of combat but carried for the purpose of inflicting or threatening bodily injury. Examples include but are not limited to knives with fixed blades or pocket knives, razors, metal knuckles, blackjacks, hatchets, bows and arrows, nun chukkas, swords, mace, pepper spray, tasers, fireworks, or any explosive or incendiary device. Possession of realistic replicas of weapons on campus is prohibited. Students who store weapons in residence halls rooms, who brandish weapons, or who use weapons in a reckless manner may face disciplinary action, which may include suspension or dismissal from the university.

All students, faculty, and staff who have knowledge of weapons on campus must report that knowledge immediately to the Director of Campus Safety or to an on-duty Campus Safety Officer.

Policy on Pets in the Pharmacy Building

There are significant health and safety hazards and nuisances created by pets in the academic environment. Accordingly:

1. Pets are not permitted in the Pharmacy building, except for guide dogs serving their owners.
2. Dogs may not be brought onto the campus except when they are secured to a leash, cord, chain, or similar direct physical control device of a maximum length of six (6) feet, the other end of which is retained by a person; or securely confined in a vehicle, cage or similar restrictive conveyance.
3. Dogs may not be tethered on campus.
4. Dogs must have a valid license and tags as evidence of current rabies vaccinations.

Policy on Posting of Public Notices

All University of Saint Joseph clubs and organizations wishing to post a flyer in the Pharmacy Building must gain prior approval from the Office of the Assistant Dean for Student Affairs. To receive approval, postings must include dates, times, locations, and cost as relevant to the activity/event, and must be free of grammatical errors. Postings containing any false information, inappropriate language, or material that is otherwise inconsistent with the mission and community standards of the University of Saint Joseph will not be approved. The Dean reserves the right to deny approval of any publicity material deemed inappropriate.

Posting Requirements. All postings must:

- Pertain to, and/or be sponsored by, a recognized University of Saint Joseph student club, organization, or department
- Be no larger than 11"x17" (unless special permission is granted)
- Include a School of Pharmacy contact name, phone number, and e-mail address or Website.

*In special circumstances, including elections, additional requirements may apply.

Posting Approval Procedures:

1. The original copy of the flyer must be presented to the Office of Student Affairs in Room 334 for approval before making copies.
2. Postings may be placed only on approved bulletin boards. No posters may be taped or otherwise placed on walls, doors, windows, etc of the School of Pharmacy.
3. Sponsoring organizations are responsible for removing all postings 24 hours after the stamped removal date.
4. Approved postings can also be placed on the TV monitors by submitting them to the Administrative Assistant in the Office of Admissions and Student Affairs.

Postings for off-campus groups or individuals:

- Internship-related postings are handled through the Office of Admissions and Student Affairs.
- Off-campus organizations advertising lectures or workshops must receive prior approval through the Office of Admissions and Student Affairs.

Please note that there are specific locations in the building for postings. See the Student Affairs Office for a current listing.

Violations of the Posting Policy include:

- Posting unauthorized advertisements
- Posting advertisements in unauthorized locations
- Posting in elevators or on the glass of any door
- Use of unauthorized adhesive

Any advertisements found to be in violation of the posting policy will be removed and the sponsoring organizations notified. Student organizations are strongly encouraged to review their proposed flyer with their advisor prior to requesting approval from the Office of the Assistant Dean for Student Affairs. Student organization-sponsored events require prior approval from the advisor and the Office of the Assistant Dean for Student Affairs. Locations for events must be booked through the Office of Admissions & Student Affairs if located in the School of Pharmacy or the Office of Campus Events if on the main campus prior to advertising. If proper event planning procedures have not been followed, flyers for such events will not be approved.

Pharmacy Student Dress Code

As a student in the University of Saint Joseph School of Pharmacy, the expectations regarding your behavior and dress require a high professional standard. **When in the School of Pharmacy building, whether or not attending a class, you are expected to use good judgment in selecting attire which is tasteful, enhances your appearance, and projects a professional image.** The dress code guidelines are outlined in the sections below.

In general, business casual dress is preferred for men and women.

Inappropriate and unacceptable dress includes:

- Scrubs
- Spandex
- Low cut/backless shirts/blouses/halters/tank tops
- Inappropriate language or symbols on clothing of any type
- Exposed midriff
- Body piercings other than earrings worn in the ear lobe
- Flip flops

Additional Dress Code Clarifications and Requirements:

- Your USJ Identification Badge provided to you during orientation must be visibly worn at all times when you are in the School of Pharmacy or any other USJ building.
- White Coats, when worn, must be clean and neatly pressed.
- Footwear should be clean and appropriate for the setting (no open-toed shoes in lab).
- Although non-overwhelming perfumes or light colognes may be worn in class, while on rotations keep in mind that many people are offended by, or allergic to chemical scents or odors and that you may not be able or allowed to wear them.
- Jewelry should be conservative in style and kept to a minimum to prevent loss or injury to self or patients. Dangling earrings and bracelets/bangles should not be worn in the practice setting.
- Hair maintenance: hair should be neat and clean, and styled off the face and out of the eyes. Beards and mustaches should be clean and well groomed.
- Nails should be clean, well groomed, manicured and of short to medium length to facilitate patient care activities.
- Activities in specific laboratories and patient areas in which instructors or institutional policy requires a specific dress or a standard above this dress code supersedes this policy.
- Students are required to adhere to this dress code while on rotations unless a specific dress or a standard above this dress code specifically supersedes this policy. Please consult the Advanced Pharmacy Practice Experience Handbook for further information.
- The University Dress Code falls under the Code of Professional Standards and Progression in the School of Pharmacy.

- Any medical condition or religious belief that inhibits adherence to the school Dress Code should be discussed with the Assistant Dean for Student Affairs.
- Students inappropriately dressed or groomed may be dismissed from classes and/or asked to leave the building and requested to comply with the standards outlined in this document.

Policy on Student Computers

The School of Pharmacy requires each incoming Pharm.D. student to have a notebook computer for convenient, portable, and flexible access to the variety of learning resources that are used for instruction and the professional practice of Pharmacy. Pharmacy practice in the 21st century is critically dependent on having mastery of information technology and the program includes this expectation throughout the curriculum.

The notebook computer is for presentations, laboratory experiences, viewing streaming academic material, accessing course materials via Blackboard, completing assessments, and for clerkships. It will also provide reliable access to e-mail, web-enhanced courses, and other instructional resources essential to complement and enhance learning. You will use your notebook computer for case-based learning, developing presentations, taking notes, and completing other class assignments.

If you already own a notebook computer you should review the specifications to verify it meets the minimum configuration standards. These include the following:

For Windows – based Computers:

- Processor: 1.8/2.0 GHz or higher dual core or better
- RAM: 4 GB or more is highly recommended
- Hard Drive: 256 GB minimum
- Network: Wireless networking (B/G/AC or N) and 10/100 wired Ethernet
- OS: Windows 7 or later
- Screen resolution must be 1024x768 or higher

For Mac: Apple Macbook, Macbook Air or Macbook Pro

- CPU: Intel processor
- RAM: 4 GB or more is highly recommended
- 250 GB Hard Drive minimum
- Operating System = MAC OS X 10.10 (Yosemite) or later

The University of Saint Joseph will provide copies of Microsoft Office 2016 and Adobe Reader upon your arrival.

Because the notebook computer is a school requirement, you will be able to include it for consideration in determining your financial aid award. However, you should contact the Office of Financial Aid for information before doing so.

Technical Requirements for a Pharmacist

Applicants for admission to the School of Pharmacy and current students must demonstrate the ability to complete, with or without reasonable accommodations, the entire curriculum and achieve the Pharm.D. Degree. To achieve the mission of the University of Saint Joseph School of Pharmacy, technical standards describe the essential functions students must demonstrate in order to fulfill the requirements of pharmacy education and thus, are requisites for entrance, continuation, and graduation from the School of Pharmacy. These technical standards encompass functions related to communication; sensory and motor coordination and function; intellectual, conceptual and quantitative abilities; behavioral, social and emotional attributes; and ethical values.

Communication. Students must be able to speak, hear, and observe patients in order to elicit information, accurately describe changes in mood, activity, and posture, and perceive verbal and nonverbal communications. They must be able to record information accurately and clearly, and speak fluent English. Students must be able to communicate effectively and efficiently in oral and written English with all members of the healthcare team as well as with patients and their caregivers.

Sensory and Motor Coordination and Function. Students must have sufficient sensory and motor function to allow them to perform basic tasks in the training and practice of pharmacy such as preparation or dispensing of medications, response to emergencies and provision of basic cardiac life support, administration of drugs, observation of patients accurately at a distance and close at hand, and execution of a basic physical examination of a patient. Such tasks require fine and gross muscular coordination, equilibrium, and functional use of the senses.

Intellectual, Conceptual and Quantitative Abilities. Students must be able to learn through a variety of modalities and must be able to use learning techniques and habits that lead to proficiency in all areas of the curriculum. They must be able to measure, calculate, reason, analyze, synthesize, and integrate information in order to develop problem solving and critical thinking skills. Students must have the mental capacity to assimilate and learn large volumes of complex information.

Behavioral, Social, and Emotional Attributes. Students must possess sufficient emotional and mental health required for full use of their intellectual abilities, the exercise of good judgment and ethical standards, the prompt completion of all patient care responsibilities, and the development of mature, effective, and sensitive relationships with patients and caregivers. Students should have the ability to maintain both a high standard of courtesy and cooperation in dealing with colleagues, patients, and other health care professionals. Students must be able to adapt to situations requiring the precise attainment of set limits, tolerances, or standards as well as to perform a variety of duties, often changing from one task to another of a different nature without

loss of efficiency or composure. Students must be able to modify behavior in response to constructive criticism. Personal qualities of empathy, integrity, honesty, concern for others, good interpersonal skills, and motivation are required.

Ethical Values. Students must demonstrate professional demeanor and behavior and must deal in an ethical manner with peers, faculty, staff, and patients. Students must also meet the expected ethical standards set forth by the profession. To participate in key components of the curriculum, you must be able to obtain and maintain a valid Pharmacy Intern License from the Connecticut State Commission on Pharmacy (and a similar license in any other state where you have an experiential rotation). You must also pass requisite criminal background checks and random illegal drug screens required by our affiliated clinical institutions. Pharmacist licensure in the State of Connecticut requires that you have no past, current, or pending charges involving a felony or any of the laws related to controlled substances, intoxicating liquors, or the unlawful sales of dangerous drugs. In addition, as an applicant for pharmacist licensure in the State of Connecticut you should be of good character and should not be addicted to the use of alcohol or narcotic drugs as to render you unfit to practice pharmacy.

Policy on Communication Devices/Beepers/Cell Phones

It is inappropriate and unprofessional for a beeper or other communication device to ring (be activated) during a class or other official School of Pharmacy event. Students must turn off all such communication devices while participating in these activities. During an emergency, a student can have someone call the Office of the Dean and leave a message that will be promptly delivered to the student.

Students must turn off all electronic devices prior to entering classrooms for scheduled classes. No phones, PDAs, calculators, notebook computers or other items may be used in the classroom/lab unless specifically a part of that activity and approved by the respective faculty member/instructor.

Policy on Student Complaints and Procedure for Complaint Resolution

The Accreditation Council for Pharmacy Education (ACPE) has an obligation to ensure any institution which 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 preaccreditation or accreditation status.

A complaint against a college or a school of pharmacy must be related to the standards or the policies and procedures of ACPE and must be submitted in writing to the Executive Director. Under existing practices, when a complaint is received, it is submitted to the college or school affected for response. If, thereafter, based upon the complaint and the response, the Executive Director determines that a complaint is not related to the standards or policies, the complainant is so advised in writing with a copy to the school or college, and the matter is treated as resolved. Anonymous complaints pertaining to accreditation matters are retained and, depending on circumstances, may or may not be forwarded to the school or college involved, depending somewhat on the severity of the complaint. This decision is made by the Executive Director. Where a complainant has threatened or filed legal action against the institution involved, ACPE will hold complaints in abeyance pending resolution of the legal issues and the complainant is so advised.

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

ACPE has an obligation to respond to any complaints which may be lodged against it by any institution, student, faculty or third party in respect to the application of ACPE's standards, policies and procedures where the complaining party is directly affected thereby. Any such complaint shall be submitted in writing. The Executive Director shall promptly determine the facts surrounding the issues and shall attempt to resolve the matter in consultation with the Public Interest Panel established pursuant to Article V of the ACPE By-Laws. Complaints that 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 to the ACPE, you may e-mail:

csinfo@acpe-accredit.org (regarding a professional degree program)

Student complaints for other academic or administrative matters that cannot be resolved within the School of Pharmacy may be taken to the Connecticut Office of Higher Education, 61 Woodland Street, Hartford, CT 06105. The phone number is 800.842.0229. The procedure for filing such complaints is contained in the web page at www.ctdhe.org/studentcomplaints.shtml.

Mandated Medical Leave of Absence

Students may be placed on a mandatory medical leave of absence from the Saint Joseph community for physical or emotional reasons.

In the case of a physical problem, the Director of Health Services, or a designee, determines the appropriateness of a mandatory medical leave of absence. Parents, spouse, or legal guardians of the student are notified and arrangements are made to transfer the student to a treatment facility or home. The student may return to campus when medical clearance is provided by a private physician. This will be accepted by the director of Health Services.

In the case of a psychological problem, the University of Saint Joseph reserves the right to require an immediate mandatory medical leave of absence when the student is perceived to be a threat to self or others, or when the student seems to be unable to withstand the rigors of the professional experience. The Vice President/Dean of Students, the Provost, and the Director of Campus Safety and/or their designee, makes this decision on a temporary basis pending the results of an independent psychological evaluation conducted by a mental health professional chosen and paid for by the Institution. This evaluation will be reviewed by the Vice President/Dean of Students and the Provost and/or their designee, in consultation with the Dean of the School of Pharmacy, to determine whether the student may return to the University or whether continuation of a long-term mandatory medical leave of absence is warranted.

Before returning to the University of Saint Joseph from a long-term leave of absence, the student must undergo a psychological evaluation at his or her own expense with a mental health professional chosen by the University. The student is required to release all relevant medical information to the evaluating physician. The results of this evaluation are submitted to the Vice President/Dean of Students and the Provost and/or their designee, in consultation with the Dean of the School of Pharmacy, who make the final decision on the student's return to the Pharmacy program.

Faculty, staff or students who are concerned about a student and his/her actions should notify the Vice President/Dean of Students, the Provost, the Director of Campus Safety or the Dean of the School of Pharmacy regarding their concerns so that appropriate steps can be taken to ensure the safety of the student and the campus community.

Indebtedness to the University

Financial responsibilities must be met before grades and/or official transcripts are released or before the student registers for additional classes or graduates. These include any fines or fees.

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Chapter 3 – School of Pharmacy Academic and Professional Policies

Student Pharmacist Pledge of Professionalism

- As a pharmacy student of The University of Saint Joseph School 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 will pursue all academic and professional endeavors with honesty and commitment to service.

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

- **DEVELOP** a sense of loyalty and duty to the profession by contributing to the well-being of others and by enthusiastically accepting responsibility and accountability for membership in the profession.
- **FOSTER** professional competency through lifelong learning. I will 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 a Pharmacist and the Code of Ethics for Pharmacists as set forth by the profession.
- **DEDICATE** my life and practice 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 caregiver.

The profession of pharmacy is one that demands adherence to a set of ethical principles. 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 will strive to uphold this pledge as I advance toward full membership in the profession.

I VOLUNTARILY AND SOLEMNLY MAKE THIS PLEDGE OF PROFESSIONALISM:

Student Name Printed

Peer Witness Name Printed

Student Signature

Date

Peer Witness Signature

Date

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.

Oath of a Pharmacist

I promise to devote myself to a lifetime of service to others through the profession of pharmacy. In fulfilling this vow:

- I will consider the welfare of humanity and relief of suffering my primary concerns.
- I will apply my knowledge, experience, and skills to the best of my ability to assure optimal outcomes for my patients.
- I will respect and protect all personal and health information entrusted to me.
- I accept the lifelong obligation to improve my professional knowledge and competence.
- I will hold myself and my colleagues to the highest principles of our profession's moral, ethical and legal conduct.
- I will embrace and advocate changes that improve patient care.
- I will utilize my knowledge, skills, experiences, and values to prepare the next generation of pharmacists.

I take these vows voluntarily with the full realization of the responsibility with which I am entrusted by the public.”

American Association of Colleges of Pharmacy (AACP) - July 2007

The University of Saint Joseph Code of Personal Conduct

The students, faculty and staff of the University of Saint Joseph are all members of an educational community founded in the Mercy tradition, which promotes strong ethical values, personal integrity and a sense of responsibility to the needs of society. Respect for individual difference is central to the University of Saint Joseph mission. To ensure the fulfillment of its mission, it is necessary that all members of the University community adopt standards that are consistent with the values of the University and that preserve a caring environment which encourages student development.

The following standards provide the basis for the University's Code of Personal Conduct:

- A. To uphold a high level of honesty and integrity;
- B. To have concern for the physical and emotional health and safety of members of the University community; and
- C. To respect the property and authority of community members.

This Code makes it possible for members of a diverse community to live, interact and learn together in a manner which will remain consistent with the ideals of the University and protect individual freedom.

The maintenance of a harmonious community requires that behavior which interferes with the personal conduct standards be prevented. It is expected that students abide by these standards of behavior. Any student who fails to uphold these standards will be subject to review, which may

result in sanctions being issued against the individual. In cases where local, state or federal law may apply, individuals may be subject to civil or criminal liability. Students must accept responsibility for the behavior of their guests as well.

To list all the acts which might constitute unacceptable conduct is impossible. Following, please find examples of violations of the standards of behavior. Violations are not limited to this list. The University of Saint Joseph reserves the right to list other standards as part of the Code of Personal Conduct. Please refer to specific policies for further elaboration.

- A. **Honesty and Integrity.** Examples of violations of this standard include, but are not limited to:
 - 1. Academic dishonesty, abuse of library materials and other unethical conduct as defined in the USJ Code of Academic Integrity;
 - 2. Intentional misrepresentation, forgery or falsification of University documents, records or ID cards. Knowingly furnishing false information to University officials;
 - 3. Misuse of computer resources; and
 - 4. Tampering with the election of any University organization.

- B. **Concern for the Physical and Emotional Health and Safety of the Members of the University Community.** Examples of violations of this standard include, but are not limited to:
 - 1. Actual intended attempts to inflict physical harm or unwanted sexual attention on any member of the University community or on any person on University premises. This includes, but is not limited to, any behavior that victimizes individuals on the basis of race, ethnicity, religion, gender, sexual orientation, creed, national origin, ancestry, age or disability.
 - 2. Possession, distribution, manufacture or use of alcoholic beverages except as expressly permitted by the law and University regulations.
 - 3. Possession, distribution, manufacture or use of illegal drugs as prescribed by University policy, state and federal law.
 - 4. Setting fires or tampering with or misusing campus fire alarms, firefighting or safety equipment.
 - 5. Illegal or unauthorized possession or use of explosives, firearms, incendiary devices, dangerous chemicals or other weapons.
 - 6. Threats, spoken or written, with intention to commit physical or emotional harm, directed toward any member of the University of Saint Joseph community or any other person on University premises or at University-sponsored events. This includes, but is not limited to, verbal slurs, invectives or epithets referring to an individual's race, ethnicity, religion, gender, sexual orientation, creed, national origin, ancestry, age or disability, made with the purpose of injuring or attacking the person to whom the words or actions are directed and not made as part of a discussion or exchange of an idea, ideology or philosophy.
 - 7. Intentional obstruction or disruption of teaching, research, administration, judicial proceedings or other University activities.
 - 8. Conduct that is disorderly, lewd or indecent; breach of peace.

9. Stalking- defined as any behaviors or activities occurring on one or more occasion that collectively instill fear in the victim and/or threaten her /his safety, mental health, and/or physical health. Such behaviors or activities may include, but are not limited to non-consensual communications (face to face, telephone, e-mail) threatening or obscene gestures, surveillance, or showing up outside the victim's classroom or workplace.

C. Respect for the Property and Authority of Others. Examples of violations of this standard include, but are not limited to:

1. Unauthorized possession of University property, or the unauthorized possession of the property of a member or guest of the community;
2. Attempted or actual destruction, reckless damage, misuse or defacement of University property or the property of a member or guest of the community;
3. Unauthorized entry into or use of University facilities as well as unauthorized possession, duplication, use or distribution of keys and access codes;
4. Failure to comply with the directions of duly authorized University personnel (including support staff, resident assistants and Campus Safety) acting in performance of their duties;
5. Failure to comply with the other University policies in the Student Handbook and other University publications including, but not limited to, the party policy and residence hall contract; and
6. Violation of federal, state or local law on University premises or at University-sponsored events.

Procedures for Violation of the USJ Code of Personal Conduct

1. The Dean or designee will notify the student of the allegation(s) in person. This usually follows a period of investigation and fact finding. An allegation may be made by any member of the USJ SOP community, including preceptors and adjunct faculty members.
2. Following the meeting, the Dean or designee provides the students with a letter stating the violation(s). The letter will include an opportunity for the student to take responsibility for the violation or to request a hearing with an ad-hoc Student Code of Conduct Committee. The student must respond in writing to the Dean within three days. In cases where multiple students are involved, the Dean will determine if a single hearing or multiple hearings will be held.
 - a. If the student accepts responsibility for the behavior, he/she will meet with the Dean or designee who will determine the appropriate sanction (see examples of types of sanctions under SANCTIONS). Generally, the meeting will take place within five days of the initial meeting with the Dean.
 - b. If the student denies the allegations or fails to respond in writing within three days, the case will be forwarded to the ad-hoc Student Code of Conduct Committee and a date for a hearing will be set. In general, the hearing will occur 7-14 days after the initial meeting with the Dean.

3. An ad-hoc Student Code of Conduct Committee will be formed, as needed. The Committee will consist of two current pharmacy students and two pharmacy faculty members. The Dean will appoint an additional faculty member to serve as chair. Any student or faculty member who has been involved in the case may not serve on the Committee.
4. The accused student(s) will have an opportunity to review all evidence prior to the hearing.
5. The hearing is not open and attorneys are not allowed to attend the hearing. However, a student may elect to have a peer advisor who shall serve in an advisory or supportive role only. Peer advisors are not permitted to address the hearing committee. A peer advisor must be current students in good academic and financial standing with University of Saint Joseph and has no disciplinary history/record.
6. A hearing may be conducted in the absence of an accused student if he/she does not appear before the Committee.
7. The hearing shall be recorded and the recording will be retained in the Office of the Dean for a period of at least seven years.
8. The complainant carries the proof of burden to establish the guilt of the accused student. The accused student should be prepared to respond to the charge(s) against her/him with witnesses and/or documents, as appropriate.
9. The accused student may cross-examine any witnesses that come before the committee.
10. A decision on innocence or guilt and a recommendation on the sanction is made by a simple majority vote of the Committee. The chair will vote only in the case of a tie.
11. The committee will make a recommendation to the Dean, which is communicated within two days. After reviewing the committee's decision and sanction recommendation the Dean will make the final decision on the sanction and may consider a pattern of behavior and impose a more severe penalty.
12. Sanctions may be imposed under this code without regard to student classification, prospective graduation date, the time in the semester/term when the violation(s) occur(s), scholarship status, or any other factor.
13. The Dean will inform the student/s in writing of the decision and the associated sanction within three days.
14. In cases that involve suspension or expulsion, the student may appeal, in writing, to the Provost within five days. The appeal may only be based upon a procedural error or because the sanction is too severe. The provost will review the appeal letter and respond to the student within five days. The decision of the provost is final.

SANCTIONS

The following sanctions may be applied singly or in combination for individuals found in violation of the Student Code of Conduct/Code of Ethics for Pharmacists. The list is not to be considered inclusive or complete and other sanctions may be imposed at the discretion of the Dean or designee.

A. Sanctions

1. Written Warning - a formal written statement reprimanding the student for any inappropriate behavior and indicating that similar future behavior will result in more serious disciplinary action as well as additional sanctions.

2. Probation - a formal written notice of disciplinary censure warning the student that further inappropriate behavior will most likely result in suspension from the University. Probationary periods are for a stated length of time.
3. Suspension – a separation for disciplinary reasons from continued attendance at the University for a stated or an indefinite period of time. Re-admittance is contingent upon satisfactory completion of any requirements and a meeting with the Dean or designee.
4. Expulsion from University - permanent dismissal for disciplinary reasons from the University. Expulsion is generally associated with additional restrictions such as being barred from university-sponsored events and university premises.

B. Additional Sanctions

Any or all of the conditions listed below may be coupled with the sanctions listed above.

1. Restitution, which requires individuals to restore or replace within a specified time, property that has been damaged, defaced, lost or stolen.
2. Service assignment, which requires an individual to perform services for the community or the University.
3. Referral to appropriate psychological or psychiatric service for counseling or other services.
4. Revocation or restriction of privileges for the use of designated University facilities.
5. Any other sanction which is deemed appropriate and is keeping with the University's mission.

Note: All periods of time stated above reflect business days and do not include holidays or weekends, but do include breaks between semesters/terms and includes spring break. If agreed upon by all parties, deviations to the stated dates may occur and in extraordinary circumstances. Written communication referred to in this policy may be sent via electronic means including email.

Code of Ethics for Pharmacists

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 on October 27, 1994.

School of Pharmacy Code of Academic Integrity

Article I – Preamble

Absolute integrity is expected of every student in all academic undertakings. An atmosphere of academic integrity is inherent in the philosophy of the University of Saint Joseph and the School of Pharmacy and shall be upheld by all members of this community.

Article II – Definition

Academic integrity is the responsibility a student assumes for honestly representing all academic work. This responsibility implies that the student will neither misrepresent his/her work nor unfairly advance her/his academic status and will neither encourage nor assist another student in doing so. Violations of academic integrity include plagiarism, cheating, fabrication, and facilitating academic dishonesty. Definitions of these terms are cited below as a guide and are to be applied within reason by School of Pharmacy faculty. Students are responsible for determining each professor's expectations for particular assignments (e.g., Do ideas need to be cited in a written examination? What constitutes cooperation or cheating on a take-home assignment?).

- Plagiarism: The presentation of someone else's ideas or words as your own,¹ as in the following examples:
 - ✓ Copying a phrase, a sentence, or a longer passage from a source and passing it off as your own.
 - ✓ Summarizing or paraphrasing someone else's ideas without acknowledging your debt.
 - ✓ Handing in as your own work a paper you have bought, had a friend write, or copied from another student.¹
- Cheating: Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise;²
- Fabrication: Intentional and unauthorized falsification or invention of any information or citation in an academic exercise;²
- Facilitating academic dishonesty: Intentionally or knowingly helping or attempting to help another to violate any provision of this code.²

Article III – Scope

Academic work includes quizzes, tests, mid-term examinations, final examinations, research projects, take-home assignments, laboratory work and all other forms of oral or written academic endeavor.

Article IV – Referrals

An individual with questions concerning the Code of Academic Integrity should consult the Office of the Associate Dean for Academic Affairs. It is the responsibility of each member of the School community to refer any perceived threat to this Code to the Office of the Dean.

Article V – Ad hoc Committee on Academic Integrity

A. Role

The Ad Hoc Committee on Academic Integrity shall:

1. Promote expectations for academic integrity.
2. Ensure fairness and consistency in the procedures and outcomes.
3. Review all uncontested cases and, if necessary, take further disciplinary action.
4. Review and settle all contested cases in which academic sanctions are applied.
5. Record all cases of academic dishonesty within the School. This file shall be maintained in the office of the Associate Dean for Academic Affairs.

¹ Fowler, H. R. and Aaron, J. E., *The Little, Brown Handbook*. (New York: Longman, 2001) page 686.

² Kibler, W.L., Nuss, E.M., Paterson, B.G, and Pavela, G. *Academic Integrity and Student Development* (Asheville, NC: College Administration Publications, Inc., 1988) pages 69-70.

B. Composition

The committee shall consist of:

- Three students, one from each class, selected by the School of Pharmacy Student Government Association (SOPSGA) as members of the standing committee.
- Two faculty members, elected by the faculty of the School of Pharmacy as members of the committee.
- One additional faculty member appointed to the committee for a particular case by the Provost. If possible, this faculty member should be the Department Chairperson of the faculty member alleging a violation of academic integrity.
- The Associate Dean for Academic Affairs, who votes only in the case of a tie.
- The faculty member who is permitted but not required to be present.

Article VI – Academic Integrity Procedure

A. When academic dishonesty is suspected:

1. The faculty member informs the student of the allegations while taking into account the need to respect each student's privacy and the goal of maintaining an environment that supports teaching and learning. The faculty member shall inform the student of the opportunity to respond within three days.
2. After presenting a student with the allegation that she or he violated the School's Code of Academic Integrity, the faculty member waits for three days to allow both parties to consider the allegations and responses.
3. After three days the faculty member and the student discuss the consequences and the student will sign the School's academic integrity form. The faculty member has one working day in which to turn the form into the Associate Dean's Office.
4. The faculty member may also opt to pursue a disciplinary action (academic sanction) in conjunction with the School Committee on Academic Integrity. Normally, it is preferable to settle issues privately, which means relying on the awarding of grades and course-related activities to support the learning process, rather than requesting additional disciplinary sanctions.
5. Throughout the academic integrity process, grading authority remains the responsibility of the instructor.

B. If the student accepts responsibility for the violation and the proposed academic sanction:

1. If the sanction involves course work or a course grade and the student accepts the sanction, the faculty member has the student sign the School's academic integrity form. This form is forwarded through the Associate Dean for Academic Affairs to the Committee on Academic Integrity. If this committee believes that no further sanction is required, this form is forwarded to the Associate Dean for Academic Affairs to be filed, and the matter is closed.
2. In either of the following conditions the committee will be convened to define additional sanctions in response to the student's behavior: A) On the third offense; or B) At the faculty member's request.

- C. If the student does not admit responsibility for an academic integrity violation:
1. The Instructor forwards the case to the Committee on Academic Integrity, via the Associate Dean, who convenes the Committee.
 2. The Committee issues a written statement of the specific charges against the student. The student is allowed ten days to write a response/defense to these charges and has the right to examine, prior to a hearing, any written evidence or exhibits the Committee will consider. The student will be informed of the hearing date, time, and location, and should be given 20 days (including the initial 10 days in which to write a response) to prepare a defense. More than one charge against a student may be considered at a hearing.
 3. A hearing may be conducted in the absence of a student who fails to appear after the Committee has made a reasonable effort to provide adequate advance notice of the hearing time, date, and location.
 4. The hearing is not open.
 5. The student may bring an advisor of her or his choice from within the University community, who is not representing the student as an attorney, to the hearing. A reasonable effort should be made to accommodate the schedule of an advisor who will assist the accused student. The Committee has broad discretion in granting continuances.
 6. Any Committee member who has been involved in investigating or prosecuting the case should not serve on the Committee while it is reviewing the particular case and a replacement must be appointed (by the Pharmacy Student Government Association, the faculty, or the administration) for this investigation.
 7. The student's guilt shall be established by clear and convincing evidence. Circumstantial evidence may be used, as may "hearsay" evidence.
 8. The student may confront and cross-examine witnesses.
 9. The hearings shall be recorded by use of suitable recorder and/or a qualified court reporter may be allowed to attend the hearing to record the proceedings. The original record of the hearing shall be retained in a confidential file in the Office of the Provost for a period of seven years after the event. Only the Provost shall have access to these records. The proceedings of the appeals hearing as well as all written documents arising out of it are to be held in the strictest confidence. Expenses of any court reporter shall be paid by the party requesting the reporter and a copy of the transcript shall be made available to the other party.
 10. A decision is made by majority vote of the Committee.
 11. A student who is found guilty shall be given a written statement of reasons for the determination. A hearing panel may consider a pattern of lying and fabrication by the student at a hearing and may impose a more severe penalty as a result.
 12. After the formal hearing or review, the Committee may determine what disciplinary sanctions should be imposed. The student will be informed of these within 15 days of the hearing by registered mail, return receipt requested.
 13. In cases where the most severe penalties are imposed the student may appeal to the president within 15 days of receiving of the formal letter informing her/him of the sanctions.

Article VII – Sanctions

A. Decision of the Ad Hoc Committee on Academic Integrity

1. The Committee on Academic Integrity may determine to dismiss a case or may decide on an appropriate sanction.
2. Each potential breach of academic integrity should be considered individually and decisions concerning sanctions shall be made on a case-by-case basis. This means that there is not specific sanction associated automatically with a particular violation.
3. The decision of the Committee is final. It cannot be appealed to the Student Appeals Board.

B. Examples of Sanctions

Academic sanctions range from a warning to failure of the course to expulsion. Sanctions include, but are not limited to:

- Written warning
- A grade of zero for the assignment
- Failure of the course
- An “XF” grade for the course. (An XF grade is an indication that the student has failed a course because of a violation of academic integrity. When the grade is assigned, the transcript shall indicate the meaning of this notation. The XF grade is awarded only with the concurrence of the instructor and the School Committee on Academic Integrity. The awarding of an XF grade should be a rare occurrence and reserved for the most serious breaches of academic integrity.)
- Probation, suspension, or expulsion from the School of Pharmacy.

Student appeals not within the purview of this policy will follow the student appeals policy as outlined in section “Students Appeals Board.”

Academic Fraud. Students are expected to conduct themselves at all times in such a way as to reflect credit on themselves and the University.

Students found to have misrepresented themselves or other persons by altering a University of Saint Joseph academic record or producing a fraudulent document will be subject to disciplinary sanctions at the University of Saint Joseph, as well as criminal action.

Policy on Mandatory Immunizations

Pharmacy students, staff, and faculty who have patient contact must show documentation of immunization against a number of vaccine-preventable diseases before participating in the academic programs of the School of Pharmacy.

Prior to the start of classes, you should provide proof of vaccination or prior history of disease to the USJ Office of Health Services. Documentation may be in the form of written immunization records, copies of medical records containing such data, lab reports of titer results, or authentication by a health care provider. In case of the latter, an original signature accompanied by the provider’s printed name, credentials, address, and telephone number is required. First-year students’

current vaccination record must be on file before beginning the PHCY 761 Experiential course beginning in week 7 of the P1 year.

You are required to have the following immunizations.

One of the following two series:

Persons born before 1/1/57 must have proof of these vaccine doses or a positive antibody titer for:

Measles (Rubeola): *All* students entering the School of Pharmacy must provide proof of immunity to measles prior to matriculation. This proof can be either documentation of administration of two vaccine doses or a positive antibody titer. The doses must have been received after 12 months of age and at least one month apart. They must have been given after 1/1/68 and not given with immune globulin.

Mumps: Proof of immunity in the form of two immunizations (regardless of birth year), a positive antibody titer, or documented physician-diagnosed history of the disease will meet the requirement.

Rubella (German Measles): Proof of two immunizations or a positive antibody titer is necessary. History of the disease does not constitute proof of immunization.

If a non-immune titer is recorded, booster vaccine doses or doses are required according to the results returned on testing.

Or:

MMR (Measles, Mumps and Rubella): Two doses must have been received; the first must have been after your first birthday. At least one of your two MMR vaccines must have been given after 1980.

In addition, the following four immunizations or tests are required:

Hepatitis B: Immunization is required for all School of Pharmacy students, faculty, and staff who have contact with patients or with human blood, tissue, and/or body fluids. This immunization requires 3 injections over a 6 month period. The second dose is administered one month after the first and the final dose is administered 6 months after the first. An antibody titer to prove immunity done two months following the third injection is recommended for students currently proceeding through the vaccine series. A titer should also be used when original records are unavailable, unclear or deviate from the normal administration schedule and when required by the clinical site. Please note that this is now a “universal vaccine” recommended for everyone.

Tetanus-Diphtheria-Pertussis: A basic childhood series and a booster within the last ten years are required. The required booster is Tdap (tetanus-diphtheria-acellular pertussis) vaccine. The Advisory Committee on Immunization Practices of the CDC approved the use of

Tdap regardless of the interval since the last tetanus or diphtheria-toxoid containing vaccine. Documentation of Td can also be accepted, but will not meet the requirements for all clinical placement sites. No guarantee of placement at sites without this requirement can be guaranteed.

Varicella (Chicken Pox): To meet the requirements of clinical sites, an antibody titer showing immunity must be submitted.

Tuberculosis Screening: A 2-step PPD must be done at the time of enrollment in the program. History of BCG is not a contraindication to PPD testing. If you have had a documented positive TB skin test in the past, bring your records specifying the test, your chest X-ray report, and details of any prescribed medication(s). Annual PPD skin testing is required. Also, the IGRA, blood test, is now available in commercial laboratories that can be helpful in evaluating BCG vaccinated individuals.

Annual Seasonal Influenza Vaccine: Hospitals and other health care facilities require students doing rotations to obtain an annual seasonal influenza vaccine. To be prepared to begin rotations, this vaccine should be obtained as soon as it becomes available. Students who qualify for a medical exemption for the influenza vaccine are subject to facility procedures

Your immunization profile must be current at all times. If, during the year your profile lapses, you must update it before continuing your Experiential courses. As stated above, the PPD skin test must be performed annually.

Policy on Mandatory Physical Examination

Each student admitted to the Doctor of Pharmacy program is required to have a physical examination at his/her own expense. The results of the physical examination must be signed by a licensed physician and placed on file in the University of Saint Joseph Health Services Center. A physical examination form is available for this purpose and is provided to each student as needed. The Health Services Center will inform the School of Pharmacy that the physical examination form and immunization record is on file. Students may not participate in an experiential activity until this verification is received.

Policy on Criminal Background Checks

In addition to the mandatory criminal background check upon matriculation, a student may also be required to complete an additional criminal background check prior to certain experiential education rotations. If a student's criminal background check shows a conviction for a misdemeanor or felony, or reveals any other adverse information, it may preclude him/her from participating in experiential rotations. The Experiential Training Site may refuse to allow the student to complete his/her experiential training at their facility/facilities.

Policy on Drug Screening

In addition to the mandatory drug screen to be completed prior to matriculation, a student may be required to complete an additional drug screen prior to certain experiential education rotations. The outcome of the drug screening must be satisfactory. If a student does not achieve a satisfactory outcome for the drug screening test, it may preclude him/her from participating in experiential rotations.

Policy on Mandatory HIPAA Privacy and Security Training

All Pharm.D. students must complete a workshop on the Health Insurance Portability and Accountability Act (HIPAA) Privacy and Security training. This workshop is part of the new student orientation program held prior to the start of the P1 year. The workshop will take the form of a set of learning objectives and small group learning, followed by an assessment of mastery of the subject. Those students who do not show mastery must participate in a remediation and reassessment.

Please note: all students must have successfully completed a HIPAA assessment prior to participating in any experiential activity.

Policy on Blackboard as Primary Means of Communication

School administration, faculty and staff rely on Blackboard to share information with students about policies, procedures, appropriate deadlines, class materials and activities. You must check your Blackboard account at least once a day (excluding holidays) to make sure that you are aware of current notices and information. If you experience a problem accessing your account, you should contact the Information Technology Help Desk to resolve the issue. You are not exempt from complying with appropriate School of Pharmacy rules, regulations and deadlines as a result of either difficulty accessing your Blackboard account or not reading notices sent via Blackboard in a timely manner.

Policy on Student Financial Responsibilities and Continued Enrollment

You must fulfill your financial responsibilities to the University to remain enrolled in the Pharm.D. Program. If you have an overdue fee bill account and have not received an extension from the Office of the Bursar, you will not be allowed to continue to progress through the curriculum. If your tuition and fees are delinquent you will receive written notice stating that payment is past due and you must fulfill your financial responsibilities to the University to continue your enrollment.

If you are delinquent in payment and you have not received an extension, you are not eligible to sit for program assessments. If you are financially ineligible and you complete an assessment in

part or in full, no academic credit will be awarded. You will be given a “No Grade” for that assessment and will be required to attend end-of-term remediation.

If you are enrolled in experiential courses (IPPE or APPE) you will be removed from the class or the site the day after payment is past due.

Policy on Eligibility to Hold a Connecticut Pharmacy Intern License

To be in good standing in the School of Pharmacy, you must be eligible to obtain a Pharmacy Intern License from the Connecticut Commission of Pharmacy. You should check with the Commission of Pharmacy to determine eligibility for licensure if any of the following situations apply:

- been diagnosed or treated for an illness or condition that could impair your ability to perform any of the essential functions of your license;
- held a license under any name other than on the application;
- been charged, arrested or convicted of a felony or misdemeanor;
- been denied the right to sit for licensure examination;
- been named as a defendant in a malpractice suit;
- been terminated from a position for drug use or abuse;
- have recently used any prescription drugs without a valid prescription;
- been a subject of an administrative action whether completed or pending; or
- had a license suspended, revoked, surrendered or otherwise disciplined, including any action against your license that was not made public.

You must maintain an active pharmacy intern license issued by the State of Connecticut while enrolled in the program. If you participate in professional practice experiences in other states, you must hold a pharmacy intern license from that state as well. A copy of these documents must be on file with the Office of the Associate Dean, who is responsible for tracking student adherence to this policy. Revocation or expiration of the Intern license precludes your ability to participate in experiential activities and may preclude your successful matriculation throughout the program.

Policy on Mandatory Community Service

Today’s health care providers are practicing in complex patient- and relationship-centered professions. Future pharmacists must practice cooperatively and be proficient as clinical professionals and experienced in providing compassionate service to our profession and communities.

Members of the University of Saint Joseph School of Pharmacy community are expected to serve the community at large in a professional capacity that enhances learning and provides benefit to the community and profession. A maximum amount of annual community service hours has not been established, however, it is required that each Doctor of Pharmacy student establish community service relationships and document a minimum of twenty (20) hours of service by the end of

the P1 year, a minimum of forty (40) hours of service by the end of the P2 year, and a minimum of 60 hours prior to graduation. Students will gain proficiency in establishing professional working relationships with a variety of local volunteer organization(s) under the guidance of the Student Affairs Office. To facilitate these relationships, students are expected to dedicate a minimum of 10 hours of this service per year to a single charity. Students may find the details for completing this service in their E-portfolio guidelines. Signed documentation must be submitted to the Office of the Assistant Dean for Student Affairs within 30 days of completion of the community service activity. A selection of sample community service activities follows below in Table 1. Please note: No student is permitted to sign the Community Service Documentation form for another student. (Effective Academic Year 2016-2017. Approved by the faculty July 7, 2016.)

Table 1: Sample Community Service Activities
Volunteering in a local soup kitchen or homeless shelters Participating in or organizing a team to walk/run in a charity event Participating in a Habitat for Humanity event Participating in Earth Day events Participating in or organizing School of Pharmacy authorized health screening events Participating in St. Patrick/St. Anthony's Franciscan Center for Urban Ministry events Participating in medical mission trips Participating in public/private school "Career Days" with a faculty member Participating in a migrant farm worker clinic Volunteering as a Big Brother/Big Sister Promoting the profession to the community during Pharmacy Week events Visiting day care centers or schools during Poison Prevention Week events Assisting with faculty-led public health advocacy activities Participation in school or town-sponsored medication take-back events

Chapter 4 – Academic Policies, Grading Policies and Academic Progression

Approved by the School of Pharmacy Faculty, October 28, 2010; Revised April 9, 2015

The School of Pharmacy has established policies that will determine the academic progression of its students. With the goal of continuously improving the progression of our students, the School of Pharmacy monitors student academic performance throughout the program..

The curriculum of the University of Saint Joseph School of Pharmacy is three calendar years in length. Instruction is in a modified block format whereby students study one content area intensively. Academic credit hours are accumulated through completion of didactic coursework (based on regularly scheduled assessments and other gradable exercises contained in the courses) and pharmacy practice experiences. The three calendar years of the program are designated P1 for the first professional year, P2 for the second professional year, and P3 for the third professional year.

Classification of Student Progress

Students may be advanced to the following classifications upon meeting the stated requirements.

All required P1 courses (a total of 65 credits) must be completed successfully and 20 hours of community service documented to achieve P2 year standing.

All required and elective P1 and P2 courses (at least 122 credits) must be completed successfully and 40 hours of community service documented to achieve P3 year standing.

All required and elective P1, P2, and P3 courses (at least 160 credits) must be completed successfully and 60 hours of community service documented to achieve eligibility for graduation.

Policy on Course Grades

Courses are graded as Pass/Fail, or Honors/Satisfactory/Unsatisfactory. In courses in the Doctor of Pharmacy curriculum that are graded Honors, Satisfactory or Unsatisfactory, the grade is based on the accumulation of a percentage of the total points available:

H (Honors), 94% or greater (4.0 quality points). To earn an Honors grade (designated as “H” on the transcript) for didactic coursework, a student must achieve a score of at least 94% of the total points for the course after completion of all associated assignments, assessments, and reassessments, and meet all other published requirements for the course.

S (Satisfactory), 84% – 93% (3.0 quality points). To earn a Satisfactory grade (designated as “S” on the transcript) for didactic coursework, a student must achieve a score of between 84% and 93%, inclusive, of the total points for the course after completion of all assignments, assessments, and reassessments, and meet all other published requirements for the

course. A minimum score of 84% must be achieved on *each* gradable component of the course (scores may not be averaged to reach 84%).

U (Unsatisfactory), <84% (zero quality points). To earn an Unsatisfactory grade (designated as “U” on the transcript) for didactic coursework, a student must have failed to achieve a score of at least 84% on *each* of the components of the course after completion of all assignments, assessments, and reassessments associated with that course.

Courses in the Doctor of Pharmacy curriculum that are graded on a Pass/Fail basis do not contribute to a student’s cumulative grade point average. Possible grades for these courses are:

P (Pass), issued when all requirements have been met. To earn a Pass grade (designated as “P” on the transcript) for an experiential course, a student must successfully achieve all of the outcomes of each pharmacy practice experience as designated on the associated student assessment form.

F (Fail), issued when all requirements have not been met. To earn a Fail grade (designated as “F” on the transcript), a student must have failed to achieve all of the outcomes as designated on the associated student assessment form and must have failed to achieve all of those outcomes upon reassessment (primary and final). If a student does not successfully achieve all outcomes the course must be retaken, be reassessed, and the student must successfully achieve all outcomes. This is true for any Pass/Fail course in any year of the 3-year Doctor of Pharmacy curriculum.

Other possible administrative grades include

I (Incomplete), issued when coursework material is missing. An Incomplete (I) grade indicates that a student has not completed the requirements necessary to issue a grade. A grade of Incomplete will only be assigned to a student whose work is otherwise satisfactory but due to illness or unusual and extenuating circumstances is prevented from completing the work during the term of the course. The student has the primary responsibility for requesting an incomplete grade from the course director prior to the end of the course. The student must provide documentation of any illness with the request for the incomplete. Forms to request an incomplete grade are available in the Office of the Registrar on the main campus and in the Office of the Associate Dean for Academic Affairs at the School of Pharmacy.

If the course director agrees to the request for an incomplete grade, it is the student’s responsibility to arrange with the course instructor(s) to complete the coursework within six weeks. Under special circumstances, students may petition the Office of the Associate Dean for Academic Affairs to extend the time limit by which coursework may be completed. Once the student completes the activity and meets the standard for passing, the Incomplete will be replaced with the appropriate passing grade (i.e., H, S, or P). If the student does not meet the standard for passing, the I will be replaced with the appropriate failing grade (i.e., U or F). Replacement of an Incomplete grade is under the direction of the course director and the Associate Dean for Academic Affairs.

A student who does not arrange with the course instructor to complete the coursework, or does not satisfactorily complete the coursework as arranged, will receive a grade of U or F for the course.

W (withdrawn), issued when a student withdraws before completing the final reassessment for a course. This grade is issued with the permission of the Associate Dean for Academic Affairs. It ordinarily is used when a student is placed on academic probation and has a high probability of receiving another U or F grade in one or more remaining courses. Any course in which a W grade is issued must be repeated from the beginning at a future time.

The Dean's Honor Roll

Students who have demonstrated outstanding academic achievement are recognized in the fall semester of each year by being placed on the Dean's Honor Roll. To be eligible for selection to the Dean's Honor Roll, a student must satisfy all the following:

- a. Must be a full-time student for the fall, spring, summer semesters (terms) of the preceding Professional Year.
- b. Must be enrolled in, completed, and passed all courses offered in these semesters (terms) as listed in the Doctor of Pharmacy curriculum.
- c. Must have earned a minimum GPA of 3.50 (on a 4.00 scale) for all courses in that Professional Year.
- d. Must not have earned a "U" or "F" grade in any course/module in the same specified period.

Academic Standing

Good Academic Standing. To be in good academic standing in the professional program a student must have no unresolved grades of Unsatisfactory (U) or Fail (F) on the academic record.

Academic Probation. A student who has one (1), but not more than one, unresolved course grade of U or F on the academic record at the end of a term, will be placed on academic probation.

Academic Dismissal. A student who meets any of the following conditions will be dismissed from the Doctor of Pharmacy program:

- earns two (2) or more unresolved grades of U or F on the academic record
- earns one (1) grade of U or F and, while retaking the course to remove the U or F grade, earns a second U or F grade in the same course
- fails to complete all requirements for graduation within five (5) calendar years of matriculation.

Academic dismissal is a permanent discontinuation of enrollment from the Doctor of Pharmacy program.

Evaluation of Student Progress

In didactic courses the student's grade is based on the accumulation of points based on summative assessments, projects, presentations, laboratory performance, and other measures as determined by the faculty for the class. The total number of points available for each course and the activities under which they may be earned is disclosed in the course syllabus.

The student's progression toward achievement of programmatic outcomes is frequently monitored by the faculty using various methods of assessment. However, formal summative assessments for the purposes of communicating whether or not a student has met a particular set of outcomes are scheduled regularly throughout the academic year. Students who are placed on academic probation will receive frequent notification of their academic progression through the curriculum.

Summative Assessment Policies

Summative assessments for the purposes of evaluating whether or not a student has met a particular set of outcomes are scheduled regularly (ordinarily biweekly on Fridays) throughout the year. Depending on the schedule, multiple assessments may be given on a single assessment day and contain material from more than one course. The material to be covered on summative assessments is clearly stated in the syllabus for each course. A collaborative assessment generally will follow each summative assessment, where teams of students will retake the same summative assessment as a group. If a student does not pass or does not take the assessment, the student will be expected to take the primary reassessment described below. If the student does not pass or take the primary reassessment, one final opportunity is provided in the final reassessment, generally administered during the end-of-term remediation week. Grading for each of the three "assessments" follows the Grading Policy described previously.

Any deviation from the Summative Assessment Policy and/or the remediation and reassessment process (see below) must be approved, in writing, by the Associate Dean for Academic Affairs and clearly articulated to students prior to the assessment.

Question Distribution. Regardless of the assessment structure for a course, faculty must ensure that points on the assessment or reassessments derived from any one day of classroom time are proportional to the total number of classroom days. For example, if an assessment covers five days of class time, the number of points derived from each day of class should be approximately 20% of the total number of points on the assessment.

Credit for Collaborative Assessment. Upon completion of the assessment as individuals, students will break into the pre-assigned groups to take the same assessment as a collaborative as-

essment. Each student on the team will receive additional percentage points added to their individual assessment score in the amount of 5% of the total (rounded to the nearest whole percent), provided that the team's collaborative assessment score is at least 94% (rounded to the nearest whole percent). If the team score is <94%, no additional points will be credited to the students on that team. The participating students must sign a copy of the collaborative assessment to be eligible for the additional points. Any dispute regarding a student's entitlement to additional points as a result of the team assessment will be settled by the faculty assessment leader, whose decision shall be final.

Group Activity Attendance Policy. To be eligible to receive the 5% collaborative points, a student must have attended and participated in at least 80% of the group activity sessions covered on the assessment. There are sign-in sheets used to document each student's attendance.

Extra Credit. Extra credit points on an assessment, primary reassessment or final reassessment are not allowed.

Faculty Assessment Leader. One faculty member will be designated as assessment leader when assessments are written by more than one faculty member. The leader may be a course director or someone chosen from among the participating faculty.

Time Allotted. The length and complexity of the assessment, primary reassessment, or final reassessment should generally be such that students can successfully complete it within a two-hour time period. Both the allotted time and scheduled end time will be clearly communicated to the students prior to the start of the assessment. The end-time represents the point at which all assessment material must be submitted. Failure to adhere to this policy will result in the student being assigned a zero (0) as a score in that assessment.

Faculty will also clearly communicate to students the following times:

- The start time for the collaborative assessment;
- The amount of time allotted for the collaborative assessment;
- The start time for the assessment review and remediation (see below);
- The time at which scores will be posted and a copy of the assessment will be available;
- The time at which a review session, optional, will begin on the reassessment day (the option to hold such a review session is at the discretion of the course faculty); and
- The time at which the primary reassessment will begin on the reassessment day.

Tardiness. The doors to the assessment room will close promptly at the time the assessment, primary reassessment, or final reassessment is scheduled to begin. Students who arrive late, but not later than 30 minutes into the scheduled start, will be allowed to take the assessment, primary reassessment or final reassessment, but will not be given additional time. Students are not permitted to enter the room any later than 30 minutes after the doors have been closed; those who arrive >30 minutes late will be assigned a zero (0) score in that assessment. For the collaborative assessment, failure to be present and participate in its entirety will result in the student forfeiting his/her additional points, if awarded.

Seating Arrangements. Faculty reserve the right to designate a pre-arranged seating order. Faculty also reserve the right to move students during the assessment if they believe it is necessary.

Students may ask to be moved at any time prior to, or during the assessment. Granting of this request is at the discretion of the proctor.

Student-Initiated Clarifications during Assessments and Reassessments. In the interest of fairness faculty will not entertain interpretive questions from students during an assessment. Technical corrections, e.g., typographical errors may be clarified and corrected. If faculty choose to deviate from this policy it must be made clear to students prior to the start of the assessment.

Faculty-Initiated Clarifications during Assessments and Reassessments. In the event that a clarification is necessary as determined by the question author or his/her designee, a faculty member may issue a clarification during the assessment. Such clarifications must take place prior to the submission of the first completed assessment.

Personal Property Permitted on or about Students during an Assessment or Reassessment Period. Only the items clearly designated by the instructor are permitted at the student's seat during an assessment. All other personal items including class-related materials, cell phones, notebook computers (if not required for the assessment) or any other electronic or communication device must be kept in a place designated by the instructor(s), and may not be retrieved until all teams have completed the collaborative assessment.

A student in possession of class-related materials, cell phone, non-required computer or any other electronic or communication device between the start of the assessment and the completion of the collaborative assessment (by all teams) will forfeit his/her right to participate and receive a score in the assessment and collaborative assessment and will receive no credit for either assessment. In addition, when a student is in the possession of class-related materials, cell phone, computer or any other prohibited electronic or communication device during the collaborative assessment, all team members will forfeit collaborative assessment credit.

Students should inform outside parties (e.g., spouses, children, etc.) before an assessment that, if there is an emergency during the assessment and they need to contact the student, they should call the Dean's Office at 860.231.5868 and request that a staff or faculty member contact the student.

Communications during Assessments and Breaks. Students may not communicate with anyone (with the exception of the proctors) within the assessment room or anyone outside the assessment room during the assessment. Students may not communicate with anyone from another team during the collaborative assessment. Any communication between teams during the collaborative assessment will result in all team members from both teams receiving no credit for the collaborative assessment.

Anyone needing to leave the assessment room for any reason prior to completion of his/her assessment must receive permission from the faculty or proctor on duty, or may forfeit the ability to continue work on the assessment. Once the collaborative assessment has begun, students must stay with their team until their team assessment is submitted.

Any student who is found to be in violation of these policies may be asked to leave the assessment and may be awarded a zero for the assessment. This may be in addition to any other disciplinary action of the School.

Assessment Review. The assessment review will take place at a pre-designated time shortly after the grading of the assessment. During the assessment review, students will have the opportunity to discuss questions, possible alternative answers to questions, and errors in the scoring of their assessment. Requests by the students pertaining to alternative answers and grading errors can be raised only during the assessment review period. If a faculty member who has written assessment items is not present, the assessment leader will serve as the substitute if no other faculty member has been designated to assume this role. The faculty have the right to omit questions or to accept multiple or alternative answers during or after the review based on student input and their own analysis. Final decisions on requests for alternative answers will be communicated to the students by the faculty.

Remediation and Primary Reassessment. Following each summative assessment, a three-hour remediation is scheduled for those students who have not successfully achieved a score of 84% or higher on that assessment. These students are expected to attend the remediation and are required to take a primary reassessment as scheduled, ordinarily on the next academic day following the assessment. Although there is no formal faculty-led review of the reassessment, students are allowed 24 hours after scores are posted to review their reassessment, available in the office of Academic Affairs, and request of the course faculty acceptance of alternative answers. If a student does not successfully achieve a passing score on the primary reassessment, he/she is required to take a final reassessment.

End-of-Term Remediation and Final Reassessment. During the end-of-term remediation week, students will be assessed a third time on the same course objectives of any course that they have not successfully mastered in the assessment or primary reassessment. Each final reassessment will be preceded by a faculty-lead remediation. The duration, scheduling, and any other requirements for end-of-term remediation sessions and final reassessments will be determined by the Associate Dean for Academic Affairs in conjunction with the faculty. The same review policy noted for the primary reassessment is also true for the final reassessment.

The purpose of the primary and final reassessments are to ascertain that the student has sufficient knowledge of the academic material to meet the established standard of proficiency. The reassessments are not to provide the opportunity to increase a passing score to a higher level. Accordingly, the score recorded for any given reassessment will not exceed 84%, regardless of the actual score obtained by the student.

Disposition of Completed Assessments.

Assessments:

- the score report will be made available to the student and the score placed in the electronic grade book
- the original assessment instrument will be available to the student to download

Primary and Final reassessments:

- the score report will be made available to the student and the score will be placed in the electronic grade book
- the original reassessment instrument will not be made available to the student
- a student may obtain temporary access to the reassessment instrument from the Office of Academic Affairs for the purpose of review

Academic Progress Standards

Maximum time to degree. Once matriculated, a student must complete all requirements for the awarding of the degree within five (5) calendar years. Failure to do so will result in the student's dismissal from the Doctor of Pharmacy program.

Unsatisfactory Progress Following Remediation and Reassessment. Students who receive an Unsatisfactory grade in two (2) courses after completing an end-of-term remediation session and final reassessment will be dismissed from the program. Students who receive an Unsatisfactory grade after one (1) end-of-term remediation session and final reassessment will be placed on academic probation and may not advance to the next academic level until the class is satisfactorily completed. S/he is required to retake the course the next time it is offered. Each student's progression through the curriculum will be determined by the Associate Dean for Academic Affairs as part of the terms of academic probation. In the event that a course a student needs to remediate has been modified and/or is covered by more than one place in a revised curriculum, the student may be required to complete and pass more than one course or assessment to ensure coverage of all material in the original course.

A student who earns up to five (5) unsatisfactory scores on primary reassessments during any academic term will be given corresponding final reassessment by the end of the term. A student who earns unsatisfactory scores on six (6) or more primary reassessments during any academic term will be administratively withdrawn from the Doctor of Pharmacy program. Such Student may be given a one time readmission opportunity to repeat those courses and complete that academic year.

Students are only allowed to repeat a course once after receiving an Unsatisfactory or Failing grade. Students who receive a U or F grade for a course that covers the material for which they previously received a U or F will be dismissed from the program.

Unsatisfactory Progress during Introductory Pharmacy Practice Experiences (IPPE). Students must successfully complete all IPPE 1, IPPE 2, and IPPE 3 requirements during the first year of the curriculum to advance to P2 status. Likewise, students must successfully complete all IPPE 4 and IPPE 5 requirements during the second academic year of the curriculum to advance to P3 status. Consequently, a student may not be enrolled in the P2 didactic curriculum until s/he achieves all first year IPPE objectives, nor will s/he be assigned to P3 advanced pharmacy practice experiences until successful completion of all P2 IPPE objectives.

Unsatisfactory Progress during Advanced Pharmacy Practice Experiences (APPE). Students must successfully complete all APPE courses in which they are enrolled with a passing grade (P). Any APPE (required or elective) in which a student receives a Failing grade must be repeated.

Appeals of Pharmacy Practice Experience Outcomes

If a student believes that a pharmacy practice experience has been evaluated unfairly or in error, the student should submit a written account of the reason(s) to the Director of Experiential Education. The Director reserves the right to ask the site for a copy of site specific policies or procedures as appropriate to determine if student is in violation of such. The student may continue to progress through the experiential curriculum until the appeal is resolved.

The Director of Experiential Education shall determine if the situation merits convening the Student Grievance Committee. The Student Grievance Committee is convened on an as-needed basis, and is composed of three faculty members appointed by the Dean and one student appointed by the Dean.

After considering the points-of-view of both the student and preceptor(s), the Student Grievance Committee shall make a recommendation to the Dean who shall render his/her decision. The Dean shall communicate this decision in writing to the student, the preceptor(s) involved the Associate Dean, and the Director of the Department of Experiential Education. The decision of the Dean is final.

Resolution Procedure if an Unsatisfactory Grade in a Pharmacy Practice Experience is Received. If a student believes that a pharmacy practice experience has been evaluated unfairly or in error, the student should submit a written account of their reasons for this belief to the Director of Experiential Education. The Director reserves the right to ask the site for a copy of site specific policies or procedures as appropriate to determine if the student is in violation of such. The student may continue to progress through the experiential curriculum until the appeal is resolved. The Director of Experiential Education shall determine if the situation merits convening the USJ SOP Student Grievance Committee. If the decision is yes, the following procedure will be followed:

1. Student grievances consigned to the Student Grievance Committee must be specified in writing and given to the Associate Dean for Academic Affairs.
2. A student's written statement, along with supporting evidence, constitutes a case document which will be submitted to each member of the committee.
3. The second party to the dispute is also requested to provide the Office of the Associate Dean for Academic Affairs with his or her account of the matter in dispute, which becomes part of the case document that is forwarded to the Student Grievance committee.
4. The Student Grievance Committee is then required to set a date for convening a meeting to hear the case(s) as expeditiously as possible.
5. After the date has been set, each party to the dispute is sent a certified letter, or to expedite the process the parties may retrieve the letter of notification directly from the Office of the Associate Dean for Academic Affairs. The letter informs the parties of the charges, date of the meeting, as well as statement requesting the presence of the parties involved.

6. During the hearing, the student presents his/her case; after which the accused party is allowed to present the other side. Each side is permitted to have witnesses to testify on their behalf, but neither side is permitted to be represented or advised by legal counsel.
7. Following the hearing, members of the committee deliberate on the case and reach a judgment.
8. The committee's decision is then sent to the Dean of the School in the form of a recommendation.
9. The Dean then informs the student in writing of his/her decision, which may be based upon the committee's recommendation or upon a modification of it. The decision of the Dean is final.

Policy on Public Posting of Grades

The School of Pharmacy prohibits the posting of grades or any other kind of course-related information that can be linked to a specific student in any public location. Therefore, grades and other information (examinations, reports etc.) must be distributed directly from the faculty member to the student, either through Blackboard or in person.

Requirements for Graduation

To be eligible to receive the degree of Doctor of Pharmacy, the candidate shall meet the following requirements:

1. Must have successfully completed the entire required curriculum of 160 credit hours in good academic standing.
2. Must be recommended for the degree by a vote of the faculty of the School.
3. Must have completed and documented a minimum of 60 hours of community service.
4. Must meet such other requirements as the faculty of the School may determine.
5. Must meet other University of Saint Joseph requirements.

Policy on Class Attendance and Absenteeism

Student attendance in classes is considered a cornerstone of professional behavior and is expected in all classes. Instructors may require attendance in class as a condition of passing a course or as part of the grade a student earns. Experiential education and other off-site activities do have a mandatory attendance requirement. No student is permitted to attend any class section unless he or she is an enrolled, admitted student and is officially registered for that class section. A student is considered registered only if his or her name appears on the official course roster.

In general, absences will be allowed for the following reasons:

1. Personal illness documented by a licensed medical provider
2. Legal proceedings
3. Death or critical illness of an immediate family member
4. Participation in local and national meetings with the approval of the Associate Dean for Academic Affairs or the Dean

Tardiness. Class tardiness is disruptive and distracting and is also not consistent with professional behavior. Students who arrive after a class begins may not be permitted to attend the class. Students must show respect for their fellow classmates and instructors by arriving on time and remaining in class throughout the entire class meeting time. Students should not come and go during a class – they should take care of any personal business or needs before a class begins, during breaks, or after the class ends.

Attendance at Instructional Periods, Assessments, and Remediation. Attendance is required at all scheduled assessments, primary reassessments, and final reassessments. Absence from instructional periods for any reason does not relieve the student from responsibility for the material covered during the periods. If a student is ill or experiences a personal or family emergency that would prevent him/her from taking a scheduled assessment or scheduled primary and/or final reassessment, the student **must** request an excused absence from the Associate Dean for Academic Affairs. The decision to grant an excused absence is at the discretion of the Associate Dean. Should a student be unable to provide the requested documentation or should a student fail to inform the Associate Dean within the timeframe specified, an excused absence may be denied.

Falsification of documentation is considered a violation of the School's Standards of Professional Conduct and will result in disciplinary action up to and including dismissal.

Student Illness. Should a student be unable to take a scheduled assessment or reassessment due to illness, the student must notify the Associate Dean for Academic Affairs no later than 8 a.m. on the day of the scheduled assessment or reassessment. Notification can be made by telephone, e-mail, or facsimile. For an excused absence to be considered, a written note, signed and dated by a licensed medical provider, must be received no later than one business day following the missed assessment/reassessment. The provider may not be an immediate family member of the student in question and must have been involved in the provision of care for the illness. Faxed and electronic copies of the provider's note may be accepted, provided that the original copy is received within five (5) business days.

Personal or Family Emergency. Should a student experience an emergency personally or in his/her immediate family (defined as parent, spouse, child, or sibling) that would preclude him/her from attending a scheduled assessment or required primary and/or final reassessment, the student should notify the Associate Dean for Academic Affairs as soon as possible following the event, but no later than 8 a.m. on the day of the scheduled assessment/reassessment. "Emergency" situations include, but may not be limited to hospitalization, death, or other unforeseen, debilitating events. Notification can be made by telephone, e-mail, or facsimile. Whether or not a request for an excused absence due to personal or family emergency is granted is solely the purview of the Associate Dean, who may request that the student provide documentation of the emergency in order to determine if granting an excused absence is warranted.

Attendance at Pharmacy Professional Meetings. The School of Pharmacy encourages students to attend pharmacy professional meetings. To receive an excused absence for an assessment or reassessment scheduled during a pharmacy professional meeting, **each student** attending the meeting must submit **individually** a request in writing to the Associate Dean at least two weeks

prior to the assessment or reassessment. The request must be accompanied by a copy of the student's accepted official registration for the meeting.

Excused Absences. Requests for excused absences are only granted for scheduled assessments and/or primary reassessments. Makeup assessments and primary reassessments must be completed by the specified deadlines or students will not receive credit for that activity and will be required to attend the end-of-term remediation session and final reassessment. **Excused absences will not be issued for makeup assessments or makeup primary reassessments.** Students with prolonged illnesses or other personal issues that result in multiple absences should consult with the Associate Dean regarding taking a leave of absence (see Leave of Absence Policy).

If an absence from a scheduled assessment is excused, the student will be assessed during the scheduled primary reassessment or other time as set by the Associate Dean for Academic Affairs. Since the student could not participate in the associated collaborative assessment, the student will not be entitled to receive team points for that activity. Students who have an excused absence for the assessment and do not pass will have the opportunity for a makeup primary reassessment. The makeup primary reassessment will ordinarily be completed within two business days. Otherwise, the student will receive no credit, and s/he will be required to attend the end-of-term remediation session and final reassessment for that portion of the course.

If an absence from a scheduled primary reassessment is excused, the student will have the opportunity for a makeup primary reassessment. The makeup primary reassessment will ordinarily be completed within two business days. Otherwise, the student will receive no credit, and s/he will be required to attend the end-of-term remediation session and final reassessment for that portion of the course.

If a student has an excused absence for *both* the scheduled assessment and the scheduled reassessment, the student will have the opportunity for a makeup assessment and a makeup primary reassessment. Ordinarily, the makeup assessment and, if necessary, the makeup primary reassessment, must be completed within five business days of the originally scheduled assessment. Otherwise, the student will receive no credit, and s/he will be required to attend the end-of-term remediation session and final reassessment for that portion of the course.

Faculty who write assessment items need not be present during any makeup assessment or makeup reassessment. The date and time of the makeup assessment or reassessment will be communicated to the Associate Dean for Academic Affairs and the course coordinator and may or may not be scheduled for regular school hours.

Unexcused Absences. If an absence from a scheduled assessment is unexcused, the student will receive a score of zero on that assessment and will be required to take the scheduled primary reassessment. If an absence from a scheduled primary reassessment is unexcused, the student will receive a score of zero on that primary reassessment and will be required to attend the scheduled end-of-term remediation session and final reassessment.

More than one unexcused absence is not permitted. Following an unexcused absence, the student will be notified in writing that any additional unexcused absences at assessments and reassessments will result in the student receiving a score of zero for that instructional block, which may result in academic probation.

Attendance at Experiential Activities. Attendance is required at all scheduled IPPE and APPE events. Students are required to abide by the attendance policies outlined in the appropriate experiential learning manual.

Consequences of Unsatisfactory Achievement of Academic and/or Professional Standards

Probation. Any student who exhibits unsatisfactory, deficient, or inappropriate performance in either academic or experiential venues, or personal misconduct will be placed on probation. Students on probation are required to satisfy and comply with the terms and/or conditions of their probation. **The Associate Dean for Academic Affairs may recommend to the Dean to dismiss students who have not fulfilled the terms and conditions of their probation.**

Probation Due to Academic Deficiency (Academic Probation). If a student's performance is unsatisfactory on any final reassessment during an academic year, the student will be placed on academic probation. The Associate Dean for Academic Affairs will acknowledge the student's placement on academic probation and will specify the terms of probation in a written document. Included in this document is: (1) a statement informing the student that unsatisfactory progress in a course has placed the student on academic probation, and (2) a statement reiterating the School's Dismissal Policy. This document will either be hand-delivered to the student or be sent by certified mail. A copy of the letter will be placed in the student's academic file. Ordinarily, a student will be removed from academic probation once s/he has completed end-of-term remediation and successfully passed the final reassessment associated with the course.

A student who receives a Failing grade for any pharmacy practice experience will be placed on academic probation. The Associate Dean for Academic Affairs will acknowledge the student's placement on academic probation and will specify the terms of probation in a written document. This document will either be hand-delivered to the student or be sent by certified mail. A copy of the letter will be placed in the student's academic file.

Probation for Professional or Personal Misconduct. Students who exhibit inappropriate professional or personal behavior may be placed on Probation for Professional or Personal Misconduct. Inappropriate professional or personal behavior includes, but may not be limited to the following: excessive absences from required activities, disruptive behavior in class; inappropriate or disrespectful behavior toward fellow students, faculty, staff, preceptors, or staff/employees at pharmacy practice sites; inappropriate or disrespectful interaction with patients; and unprofessional dress, language, or conduct at either the School or the respective pharmacy practice sites.

Matters involving a student's inappropriate professional or personal behavior on campus will be brought to the attention of the Associate Dean for Academic Affairs. Matters involving a student's inappropriate professional or personal behavior while on pharmacy practice rotations will be brought to the attention of the Director of Experiential Education, who will consult with the

Associate Dean for Academic Affairs on the matter. The Associate Dean for Academic Affairs will acknowledge the student's placement on Probation for Professional or Personal Misconduct, and will specify the terms of probation in a written document, including further disciplinary action to be taken should the terms of probation not be met within the specified time. This document will either be hand-delivered to the student or be sent by certified mail. A copy of the letter will be placed in the student's academic file.

During the probationary period, the Associate Dean for Academic Affairs shall be responsible for monitoring the student's progress toward meeting the terms of probation. Once the student has satisfied the terms of probation, the Associate Dean for Academic Affairs shall reinstate the student to good standing and communicate that fact to the student and other School officials, as appropriate.

Probation due to Community Service Deficiency. Students who fail to properly document a minimum of 20 hours of community service by the end of the P1 year or 40 hours of community service by the end of the P2 year will be placed on probation until the deficiency is resolved. The Assistant Dean for Student Affairs will acknowledge the student's placement on probation and will specify the terms of probation in a written document. Included in this document is: (1) a statement informing the student that unsatisfactory progress in community service has placed the student on probation, and (2) a statement reiterating the School's Dismissal Policy. This document will either be hand-delivered to the student or be sent by certified mail. A copy of the letter will be placed in the student's academic file.

During the probationary period, the Assistant Dean for Student Affairs shall be responsible for monitoring the student's progress toward meeting the terms of probation. Once the student has satisfied the terms of probation, the Assistant Dean for Student Affairs shall reinstate the student to good standing and communicate that fact to the student and other School officials, as appropriate.

Dismissal. Enrollment in the School of Pharmacy is a privilege granted in consideration of specified levels of performance and of maintaining the established standards of scholarship and personal and professional conduct. The School reserves the right to dismiss a student at any time it deems necessary to safeguard its standards of scholarship, professionalism and personal conduct, and orderly operation. Actions which threaten or endanger, in any way, the personal safety and/or well-being of self or other, or which disrupt or interfere with the orderly operation of the School, are cause for immediate dismissal of the student. A student who is dismissed under these circumstances will not be reinstated. The student concedes this right by act of matriculation.

Dismissal of a student from the program is a serious action and is only considered in situations of consistent or persistent academic difficulties, or for professional or personal misconduct. The Associate Dean for Academic Affairs, after appropriate review, may recommend that the Dean dismiss a student from the program. Except under extraordinary circumstances, a recommendation for dismissal of a student will follow a period of probation, during which the terms of probation will not have been met.

A student may be dismissed in the following situations:

- earns two (2) or more unresolved grades of U or F on the academic record;
- earns one (1) grade of U or F and, while retaking the course to remove the U or F grade, earns a second U or F grade in the same course;leaves the Doctor of Pharmacy program without completing the established withdrawal procedure within 30 days. A student who is dismissed in this manner will not be considered for readmission at a later date.
- exhibits inappropriate or unprofessional behavior and does not respond to counseling to correct such behavior;
- fails to satisfy all requirements for graduation within five (5) calendar years of matriculation.

Voluntary Withdrawal and Leave of Absence Policy

Voluntary Withdrawal. Application for voluntary withdrawal from the School must be made in writing to the Associate Dean for Academic Affairs or the Dean. Except in rare and special circumstances, the application will be accompanied by a personal interview with the Associate Dean for Academic Affairs or the Dean. Every effort should be made by the student to assure that no misunderstandings or errors occur in the withdrawal process. Following notification by the student and the personal interview, the Associate Dean for Academic Affairs will notify the Dean and will provide the student with the forms necessary to process the official withdrawal. Students who leave the program without notifying the Office of the Associate Dean and without completing the established withdrawal procedures within 30 days, will automatically be terminated from the program. Students who are terminated in this manner will not be considered for re-admission at a later date. Withdrawal is not complete until the required forms are signed by the student, the Director of Financial Aid (regardless of whether the student has received financial aid), the Associate Dean for Academic Affairs, and the Dean.

The procedure for Voluntary Withdrawal is as follows:

1. The student makes a written request to the Associate Dean for Academic Affairs to voluntarily withdraw from the program.
2. The Associate Dean for Academic Affairs notifies the Dean, prepares the necessary forms for withdrawal, and schedules a withdrawal interview.
3. The withdrawal interview is held, attended by the student and the Associate Dean for Academic Affairs. The terms of withdrawal are agreed upon and put in writing. The student must also meet with a representative from the Office of Student Financial Aid, regardless of whether the student received Financial Aid.
4. The completed withdrawal form and terms of withdrawal are signed by the student and returned for signature to the Associate Dean for Academic Affairs, who then forwards them to the Dean for signature.
5. Once all forms are signed and dated, the withdrawal process is complete.

Conditions for readmission for students withdrawing “in good academic standing.” Students who withdraw “in good academic standing” (i.e., not on academic probation) are not assured of readmission unless it is a part of the final written decision and/or agreement made between the Associate Dean for Academic Affairs and the student, and it is acknowledged through signature by the Dean. Unless circumstances determined by the Dean warrant, students who are

granted readmission following withdrawal in good academic standing re-enter at the beginning of the next academic year and register for the entire academic year, including all blocks previously completed and passed.

Once students are registered, they are responsible for the total tuition and fees assessed, regardless of any payment option. Policies concerning refund percentages are established by the Office of the Bursar and apply to students within the School of Pharmacy.

Leaves of Absence. Application for a leave of absence from the Doctor of Pharmacy program must be made through the Office of the Associate Dean for Academic Affairs. Before completing this application the student should consult with his/her faculty advisor and the Associate Dean for Academic Affairs to be sure it is in his/her best interest to apply for a leave of absence. Following this consultation, if the student still wishes to take a leave, s/he must write a letter (signed and dated) to the Associate Dean for Academic Affairs stating his/her intent to do so. The Associate Dean will consult with the Assistant Dean for Student Affairs and the faculty advisor (and others as appropriate) before granting the leave of absence. If the Associate Dean for Academic Affairs decides to deny the application for a leave of absence, the student may appeal the decision to the Dean, whose decision is final.

Ordinarily, leaves of absence are not granted for more than one calendar year and are not granted to students who are subject to dismissal. If a leave is granted at the end of an academic year to a student in good academic standing, s/he will return to begin the year to which s/he was promoted. That is, someone taking a leave at the end of the P1 year will return one year later into the P2 class.

A student who takes a leave of absence before the end of an academic year will be expected to return the following year and begin at the point of departure unless it is deemed advisable to repeat one or more of the courses the student has already completed.

The procedure for completing a Leave of Absence is as follows:

1. Following a consultation with his/her faculty advisor and the Associate Dean for Academic Affairs, the student makes a written request to the Associate Dean for Academic Affairs to take a leave of absence from the program.
2. If the Associate Dean agrees to grant the leave, s/he notifies the Dean and prepares the necessary forms for granting the leave.
3. A meeting is held, attended by the student and the Associate Dean for Academic Affairs. The terms of the leave are agreed upon and put in writing. The student must also meet with a representative from the Office of Student Financial Aid, regardless of whether the student received Financial Aid.
4. The completed leave form containing the terms of the arrangement are signed by the student and the Associate Dean, who then forwards them to the Dean for signature.
5. Once all forms are signed and dated, the leave of absence process is complete.

Student Petition for Readmission

Students planning to return to the Doctor of Pharmacy program following any period of absence equal to or greater than one term are required to submit a “Petition for Readmission” to the Associate Dean for Academic Affairs at least 30 days prior to the desired return date. He/she will then forward the document to the Office of Admissions and Student Affairs for consideration and action. Petitioners will receive a letter from the Dean informing them of the outcome of the petition. Copies of the petition form may be obtained from the office of the Associate Dean for Academic Affairs.

Student Academic Appeal and Grievance Process

The Student Academic Appeal and Grievance Process is a two-step process involving first an informal appeal and, if no resolution can be reached, then a formal grievance process. The same pathway is followed whether the issue involves an assessment or an experiential dispute.

The Informal Appeal Process

1. A student who believes that he/she has been aggrieved must first attempt to seek an informal resolution with the other party involved in the dispute, e.g. a grade dispute with the instructor.
2. If the student is unable to resolve the dispute with the primary party of the dispute, then the student is advised to seek the intervention of his/her department chairperson or unit leader/clerkship director.
3. All disputes which are not resolved at the departmental level are then brought to the Associate Dean for Academic Affairs’ Office, where upon the Associate Dean will seek to reach an informal resolution through mediation between the parties.
4. If the mediation at the Associate Dean’s level fails, then the student’s grievance is consigned to the Student Grievance Committee, the committee designated by the School to address student grievances.

The Formal Grievance Process

1. Student grievances consigned to the Student Grievance Committee must be specified in writing and given to the Associate Dean for Academic Affairs.
2. A student’s written statement (Student Grievance Form – copy available from the Office of the Associate Dean), along with supporting evidence, constitutes a case document which will be submitted to each member of the committee.
3. The second party to the dispute is also requested to provide the Office of the Associate Dean for Academic Affairs with his or her account of the matter in dispute, which becomes part of the case document that is forwarded to the Student Grievance committee.
4. The Student Grievance Committee is then required to set a date for convening a meeting to hear the case(s) as expeditiously as possible.
5. After the date has been set, each party to the dispute is sent a certified letter, or to expedite the process the parties may retrieve the letter of notification directly from the Office of the Associate Dean for Academic Affairs. The letter informs the parties of the charges, date of the meeting, as well as statement requesting the presence of the parties involved.

6. During the hearing, the student presents his/her case; after which the accused party is allowed to present the other side. Each side is permitted to have witnesses to testify on their behalf, but neither side is permitted to be represented or advised by legal counsel.
7. Following the hearing, members of the committee deliberate on their case and reach a judgment on case should be resolved.
8. The committee's decision is sent to the Dean of the School/College in the form of a recommendation.
9. The Dean then informs the student in writing of the decision, which may be based upon the committee's recommendation or upon a modification of it. The decision of the Dean is final.

Appeals of Probation Actions. If a student feels s/he has been treated unfairly in a matter involving probation, s/he may appeal that decision in writing to the Dean within five (5) business days of notification of the action. The Dean shall consider the appeal and render his/her decision, ordinarily within five (5) business days. The Dean shall communicate this decision in writing to the student and the administrative officers. The decision of the Dean is final.

Appeals of Dismissal Actions. If a student feels s/he has been treated unfairly in a matter involving dismissal, s/he may appeal that decision in writing to the Provost. The decision of the Provost shall be on the question of due process only, not on the academic merits of the case. Should the Provost find that due process has not been followed, s/he may require that the process be redone to assure that due process for the student is assured. The decision of the Provost is final.

Chapter 5 – School of Pharmacy Curriculum

The curriculum has been designed to cover effectively all of the four major areas considered to be essential elements in the proper development of a competent pharmacist. These four areas, referred to as the **curricular core**, will provide the thorough scientific foundation necessary for your achievement of the professional competencies and outcomes that are characteristic of the profession of Pharmacy.

The four essential areas are:

Area 1, Basic Biomedical Sciences. This area covers the subjects of Anatomy and Physiology, Pathophysiology, Microbiology, Immunology, Biochemistry/Biotechnology, Molecular Biology/Genetics, and Biostatistics.

Area 2, Pharmaceutical Sciences. This area covers the subjects of Medicinal Chemistry, Pharmacology, Pharmacognosy and Alternative Complementary Treatments, Aspects of Toxicology, Bioanalysis/Clinical Chemistry, Pharmaceutics/Biopharmaceutics, Pharmacokinetics, Pharmacogenomics, and Extemporaneous/Parenteral/Enteral Compounding.

Area 3, Social/Behavioral/Administrative Pharmacy Sciences. This area covers the subjects for Health Care Delivery Systems, Economics/Pharmacoeconomics, Practice Management, Pharmacoepidemiology, Pharmacy Law and Regulatory Affairs, History of Pharmacy, Ethics, Professional Communication, and Social and Behavioral Aspects of Practice.

Area 4, Clinical Sciences. This area covers the subjects of Pharmacy Practice and Pharmacist-Provided Care, Medication Dispensing and Distribution Systems, Pharmacotherapy, Aspects of Toxicology, Pharmacist-Provided Care for Special Populations, Drug Information, Medication Therapy Management, Literature Evaluation and Research Design, and Patient Assessment Laboratory.

While these four areas represent distinct dimensions of the professional curriculum, there are transitions and interface points among them. For example, for any given organ system, the curricular content of the Pharmacochemistry (73x) sequence and the content of the Pharmacotherapeutics (83x) sequence are interrelated. Whenever these interface points are encountered, faculty members responsible for these areas collaborate to reinforce the quality of the associated instruction.

Curriculum Mapping

To assure that the curriculum is sequenced properly and logically, and that content and skills are assessed effectively, we use a series of curriculum maps linking each course and its topics to the outcomes measures associated with the accreditation process. The maps also help to reduce or eliminate redundancies and omissions in the curriculum. The curriculum maps are available to all students by contacting the Office of the Associate Dean.

Curricular Overview and Structure

The 3-calendar year doctoral program is designed with two major components: the didactic component and the experiential component. These components are not independent; rather, they are interwoven to complement each other.

The didactic component primarily consists of classroom experience in the first two professional years, designated P1 and P2, respectively with the content delivered in modified blocks largely to allow you to concentrate on one subject area at a time. The content blocks vary in duration, with each allotted the appropriate amount of time necessary to provide thorough coverage of the material. Ordinarily, assessments occur every other week, typically on a Friday, with same-day reporting of the results of those assessments. For those who do not achieve a minimum competency level (84%), reassessment is scheduled for the following Monday. This format allows a focused, student-centered learning environment that maximizes learning opportunities and minimizes use of short-term memory. To support active learning methodology, faculty devote time to immerse you in activities that include role-playing, group debates, small group activities, case presentations, expository writing, large and small group discussions, laboratory assignments, critical literature reviews, and other forms of active learning.

Each credit of didactic coursework is based on approximately 15 contact hours of instruction, while each credit of experiential coursework is based on 40 hours of experience. Each professional year is characterized by frequent formative assessments, biweekly summative assessments of student learning outcomes, and a further integrative experience upon completion of the year. For a detailed view of the entire curriculum, please refer to academic catalog on our website

<http://www.usj.edu/academics/schools/school-of-pharmacy/curriculum.html>

E-portfolio

You are required to develop and maintain an electronic portfolio (e-portfolio), which serves to document your progress toward your professional and personal goals. This process begins at student orientation with a self-analysis of personal and professional strengths and weaknesses. This provides the starting point for personal development, growth, and a personal mission statement. Final submission will reflect all three years of learning.

Chapter 6 – Experiential Policies and Procedures

The professional pharmacy experiences component (Experiential Education) of the Doctor of Pharmacy program at the University of Saint Joseph is divided into two main phases: Introductory and Advanced. The Introductory Phase (Introductory Pharmacy Practice Experience) consists of five experiences, IPPE 1, IPPE 2, and IPPE 3 in the P1 year and IPPE 4 and IPPE 5 in the P2 year. The Advanced Phase is made up of six experiences throughout the P3 year, four of which are required subjects and two of which are electives. A seventh experience is optional. These experiences are interrelated and the performance expectations rise as you gain experience. The competencies and/or outcomes are more advanced as you progress through the program. Another significant feature of the program is that the introductory practice experiences are structured to run concurrent with the classroom experiences during the first two years of the program. This experiential component both reinforces and considerably expands your educational experiences.

Transportation to and from the experiential sites is your responsibility. While the School will attempt to accommodate special needs, such accommodation cannot be guaranteed because of the complexities of the task.

Introductory Pharmacy Practice Experience (IPPE)

The School of Pharmacy has developed a unique way of approaching the Introductory Pharmacy Practice Experience (IPPE). The primary goal of the IPPE is to allow students to apply classroom knowledge in a practice environment. The IPPE reviews the basic technical and distributive functions of pharmacist-delivered patient care, while providing you the opportunity to expand your knowledge base, practice your skills, and develop professional attitudes in an actual pharmacy setting. You will progress through five IPPE rotations throughout the P1 and P2 years, which prepares you for smooth transition into the APPEs. The integration of classroom knowledge and practice experience serves as the cornerstone of your education, instilling professionalism and ensuring competency in the provision of pharmacist-delivered patient care.

You will participate in five (5) IPPE sessions per semester each fall and spring of the first two years of the curriculum. Each IPPE session is eight (8) hours in duration, which equates to 80 contact hours each academic year for a total of 160 hours. In the summer of the P1 year you will complete another 160-hour IPPE.

While at the practice site, you are expected to complete required assignments related to materials recently discussed in class. The assignment is to be written up in a professional manner and submitted by the due date. Successful completion of all assignments is required to complete the IPPE. As time permits, preceptors may assign additional tasks, including but not limited to: learning the computer system, entering prescription and patient data, performing distributive functions, and/or counseling patients. Pharmacist-preceptors are required to direct and/or supervise all activities you undertake.

The IPPE schedule has been designed so that all students can successfully achieve all educational outcomes designated for the specified academic level. The knowledge gained during the IPPE complements the classroom foundation and prepares you for the Advanced Pharmacy Practice Experiences (APPE). These introductory pharmacy practice experiences provide 320 hours (9% of the total program length) of early experience.

Advanced Pharmacy Practice Experiences (APPE)

The primary goal of the experiential curriculum is to ensure that every student obtains the necessary knowledge, skills and abilities to enable him or her to begin practice in a variety of practice settings. The progression of pharmacy practice experiences is designed to help you to make the successful transition from the didactic academic setting to the practice environment through practical application of classroom knowledge. This integration of classroom knowledge and professional performance serves as the cornerstone of your education and will further develop professionalism and ensure competency in the provision of pharmacist-delivered patient care.

The APPEs provide you with exposure to a variety of advanced clinical pharmacy practice settings. You are required to complete six, 6-week experiences in Institutional/Hospital Practice, Ambulatory Care, Advanced Community Practice, Adult Acute Care and two specialty electives. A seventh APPE is optional.

Each APPE has three sets of learning outcomes: General, Professionalism, and Rotation-Specific. General Outcomes include such items as written and verbal communication skills, patient assessment, drug information, etc., where repetition and mastery are essential. The Professionalism Outcomes reflect the key professional behaviors the faculty believes all pharmacists should exhibit. Rotation-specific outcomes identified by pharmacist-preceptors are site-specific activities that are reflective of normal daily practice (e.g. journal club, case presentation, etc.).

The electives in APPE include a variety of opportunities that may or may not involve direct patient care or contact.

The advanced pharmacy practice experiences amount to 1440 hours (41% of the total length of the curriculum), which brings the total number of experiential hours for the Doctor of Pharmacy Program to 1760 or 50% of the total curricular clock hours.

Chapter 7 – Licensure Requirements

Licensure as a Pharmacy Intern

The issuance of a license to practice Pharmacy is a function that is not treated lightly by regulatory agencies. Each state is charged with the regulation of the profession and each state devotes considerable financial and human resources to the effort. The first encounter you will have with Connecticut's regulatory apparatus (assuming you are not already a registered pharmacy technician) is when you enroll in your P1 classes and then register as a pharmacy intern.

The governing legislation for pharmacy interns is contained in Connecticut General Statutes, Title 20, Section 598:

Sec. 20-598. Registration of pharmacy interns. (a) Each individual who is employed by or is serving under the supervision of a pharmacist in a pharmacy or institutional pharmacy for the purpose of obtaining the professional experience required under the provisions of section 20-590 shall register as a pharmacy intern with the commission at the time of commencing employment or service under such supervision. The applicant may not be registered as a pharmacy intern unless the applicant has successfully completed two years of college and is enrolled in a professional program at a school or college of pharmacy, accredited by the American Council for Pharmacy Education and approved by the Commission, or has completed the requirements for graduation from such a school or college, or, if the applicant is a graduate from a foreign pharmacy school not approved by the commission, has passed a proficiency test for written and spoken English and a foreign pharmacy graduate equivalency examination. The application for registration shall be certified to, under oath, by the applicant.

(b) The fee required in section 20-601 [currently \$60] shall accompany an application for registration and an identification number and card shall be issued by the commissioner to the applicant. The identification number and card shall be returned to the commission if the pharmacy intern does not complete the requirements for graduation from, or terminates enrollment at, an accredited and approved school or college of pharmacy.

The Connecticut Pharmacy Intern Registration forms are available in the Office of the Associate Dean or online at http://www.ct.gov/dcp/lib/dcp/pdf/applications_october_2009/pci-09oct.pdf and http://www.ct.gov/dcp/lib/dcp/pdf/drug_control_pdf/application_-_preceptor_statement.pdf. You must complete these forms before beginning your first Introductory Professional Practice Experience, as early as week seven of the P1 year.

Licensure as a Pharmacist

Once you complete your Doctor of Pharmacy (Pharm.D.) program here at the University of Saint Joseph, the next step for you is to pass the NAPLEX and the MPJE (Multistate Pharmacy Jurisprudence Exam). When you have taken and passed both of these exams, you will be a licensed

pharmacist. In the State of Connecticut, the governing legislation for this is the same Connecticut General Statutes, Title 20, Section 590. The excerpt is:

Sec. 20-590. Issuance of license to practice pharmacy; requirements.

(a) The department shall, upon authorization of the commission, issue a license to practice pharmacy as a pharmacist to any individual provided the individual:

- (1) Has submitted a written application on a form approved by the department;
- (2) Has graduated from a college or school of pharmacy approved by the commission with a degree that was, at the time of graduation, an entry level professional pharmacy degree;
- (3) Has the professional experience as a pharmacy intern required by regulations adopted by the commissioner, with the advice and assistance of the commission, in accordance with chapter 54;
- (4) Has successfully passed the examination described under subsection (b) of this section;
- (5) Is eighteen years of age or older at the time of the examination; and
- (6) Has paid the examination fee specified in section 20-601.

(b) The examination for licensure required under subsection (a) of this section shall be given by the commission at least two times each year. The commission shall, with the approval of the commissioner, determine the content and subject matter of each examination, and the place, time and date of administration of the examination.

(c) The Department of Consumer Protection shall, upon authorization of the commission, issue a temporary permit to practice pharmacy to an individual who: (1) Practices under the direct supervision of a licensed pharmacist; (2) has an application for reciprocity on file with the commission; (3) is a licensed pharmacist in good standing in a state or jurisdiction from which such state's pharmacy board or commission of pharmacy grants similar reciprocal privileges to pharmacists licensed in this state; and (4) has no actions pending against such individual's license with any state's pharmacy board or commission of pharmacy.

(d) A temporary permit to practice pharmacy shall expire at the time the individual with the temporary permit is licensed as a pharmacist in this state, or not later than three months from the date of issuance of such temporary permit, whichever occurs first. The Department of Consumer Protection shall not issue more than one temporary permit to practice pharmacy to an individual, but the commission, at its discretion, may authorize one three-month extension of the temporary permit.

The forms to complete are also found in the Office of the Associate Dean or at the Commission Website at http://www.ct.gov/dcp/lib/dcp/pdf/applications_october_2009/pct-09oct.pdf. The School of Pharmacy will make sure all of your hours are properly accounted for and your paper-work is in order.

Chapter 8 – Student Financial Aid Information

Student Financial Services, located in Mercy Hall, assists School of Pharmacy students with identifying sources of financial assistance to help meet the cost of the Pharm.D. education. The regular office hours are Monday through Friday 8:30 a.m. to 4:30 p.m. and special arrangements can be made for appointments outside of the regular hours.

Applying for Federal Direct Loans

University of Saint Joseph School of Pharmacy students who have been accepted and matriculated into the Pharm.D. program may apply for Federal Direct Loans by completing the following steps:

Step 1: Complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov.
(University of Saint Joseph school code: 001409)

Step 2: Follow the instructions for completing the Master Promissory Note (MPN) and Entrance Counseling under the Loan Options section of our website.

- You must be enrolled in at least 6 credit hours in each of the semesters for which you wish to receive financial assistance.
- You will need to be accepted and matriculated into the Pharm. D. program prior to receiving Federal Direct Loans.
- Acceptance or matriculation into your program and your application for financial aid must be complete and in place by:
 - August 15th for the fall semester
 - December 15th for the spring semester

Please refer to our website for current loan information:

http://www.usj.edu/admissions/tuition_finaid/pharm_fin_aid/

Borrow Wisely: Your graduate debt limit includes loans for undergraduate study.

If you reach your Federal (subsidized and/or unsubsidized) aggregate loan limit, you cannot receive any more of that type of loan. If you exceed your limit, aid already disbursed will be billed back. You will have to find alternative ways to finance your education. Therefore, it is to your advantage to borrow only what you need for educational expenses, and to keep track of your cumulative debt. The Student Financial Services Staff is happy to work with you to find ways to minimize your borrowing.

Lifetime limits – Graduate/Professional \$224,000 (maximum \$65,500 subsidized)

Additional Loan Options: Students interested in additional funding may apply for an Alternative Education Loan. See our loan options page: <http://www.usj.edu/admissions-financial-aid/tuition-and-financial-aid/studentparent-loans/alternative/> for a list of available Alternative Loan Lenders.

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Chapter 9 – School of Pharmacy Organization and Offices

The organization of the School of Pharmacy is intended to promote your academic success as well as to contribute to the forward progress of the School. As a member of the student body you can serve yourself best, as well as the other members of the Pharmacy community, by understanding this organization and using it to your advantage. The following brief commentaries on a variety of the components that make up the school structure are for your use and for reference.

Administrative Offices. The School of Pharmacy administrative offices are located on the third floor of the pharmacy building, and serve as the primary site for the administrative affairs for the School. This suite includes the offices of:

- Dr. Joseph R. Ofosu, Dean
- Dr. James G. Henkel, Associate Dean for Academic Affairs
- Dr. Jennifer Luciano, Director of Experiential Education
(Vacant), Coordinator of Experiential Education
- Ms. Lissette Chambers, Executive Assistant to the Dean
- Ms. Maryann Spencer, Executive Assistant to the Associate Dean
- Ms. Kristin Rogers, Administrative Assistant
- Ms. Laurie Pencz, Administrative Assistant to the Office of Experiential Education

In addition to the full range of university-level functions that are carried out in this office, it also serves as the center for filing all of your academic records, notes, and university-related correspondence. The administrative office is generally open from 8:00 AM until 5:00 PM Monday through Friday.

Offices of Admissions and Student Affairs. The Offices of Admissions and the Assistant Dean for Student Affairs and the staff are located on the third floor of the pharmacy building in office suite 339. Found here are the offices of:

- Dr. Angela Skyers, Assistant Dean for Student Affairs
- Ms. Hannah Smith, Admissions Counselor
- Ms. Kathleen Borho, Admissions Counselor
(Vacant), Administrative Assistant
- Ms. Tracy Funke, Counselor, Counseling and Wellness Center

These resources are available to you at all times and will be an important part of your life as a pharmacy student. In general terms, any non-academic personal student service that you may need during your time as a member of the pharmacy student body will be available through these offices. For a description of these services please see Chapter 10, Student Services and Resources. Generally, these offices are open from 8:00 AM until 5:00 PM, Monday through Friday.

Departmental/Faculty Offices: The faculty of the School of Pharmacy is organized into the Department of Pharmaceutical Sciences and the Department of Pharmacy Practice and Administration for the purposes of administration and development. These offices will be important to you as you seek information or assistance from the faculty members and/or the courses that they teach.

Office of Student Services: Representatives from the Office of Financial Aid, the Center for Counseling and Wellness, and other student services, provide their services to pharmacy students in Room 339A

School of Pharmacy Committees. In general, all of the policies and procedures that govern academic affairs, faculty affairs, and student affairs will originate within the regular operational committees of the school. These committees meet and consider items such as academic standards, admissions, quality assurance, student services, awards, appeals, and many other issues. Students hold full voting memberships on several School of Pharmacy Standing Committees, including Admissions Committee, Curriculum Committee, Assessment and Outcomes Committee, and others as may be appropriate. Please feel free to contact the Offices of Admissions and Student Affairs for additional information.

Student Council: The pharmacy student body is organized through the structure of the Student Council. The elected body of students represents the student body to the Dean, the Faculty, and to the other important cohorts of the University. Each level of classes has appropriate representatives in the Council.

School of Pharmacy Faculty: The following table lists all faculty, staff, and administration in the School of Pharmacy, along with their locations and contact information.

Administration

Joseph R. Ofosu, Pharm.D., R.Ph. Dean and Professor	301E	860.231.5538	jofosu@usj.edu
James G. Henkel, Ph.D. Assoc. Dean, Academic Affairs and Professor	301D	860.231.5873	jhenkel@usj.edu
Angela Skyers, M.B.A, Ed.D. Assistant Dean for Student Affairs	339C	860.231.5869	askyers@usj.edu
Jennifer Luciano, Pharm.D. Director of Experiential Education	305	860.231.5874	jluciano@usj.edu
Maria Summa, Pharm.D., BCPS Chair, Dept. of Pharmacy Practice and Administration and Associate Professor	313	860.231.5885	msumma@usj.edu
Ivan Edafiogho, Pharm.D., Ph.D. Chair, Dept. of Pharmaceutical Sciences and Professor	311	860.231.5870	iedafiogho@usj.edu

Faculty

Dr. Aaron Burton	334	860.231.2016	Asst. Professor, Department of Pharmacy Practice and Administration	aburton@usj.edu
Dr. Morgan Comee	337	860.231.5861	Asst. Professor, Department of Pharmacy Practice and Administration	mcomee@usj.edu
Dr. Corinne L. Consolini	312	860.231.6890	Asst. Professor, Department of Pharmacy Practice and Administration	cconsolini@usj.edu
Dr. Lisa P. DeGennaro	318	860.231.5799	Asst. Professor, Department of Pharmacy Practice and Administration	ldegennaro@usj.edu
Mr. Gerald DeStefano			Asst. Professor, Department of Pharmacy Practice and Administration	Gerald.DeStefano@ct.gov
Dr. Ivan O. Edafiogho	311	860.231.5870	Chair and Professor, Department of Pharmaceutical Sciences	iedafiogho@usj.edu
Dr. Sanjay G. Gayakwad	314	860.231.5887	Asst. Professor, Department of Pharmaceutical Sciences	sgayakwad@usj.edu
Dr. Ola A. Ghoneim	327	860.231.6894	Assoc. Professor, Department of Pharmaceutical Sciences	oghoneim@usj.edu
Dr. James G. Henkel	301D	860.231.5873	Associate Dean for Academic Affairs and Professor of Pharmaceutical Sciences	jhenkel@usj.edu
Dr. Dayne Laskey	315	860.231.5798	Asst. Professor, Department of Pharmacy Practice and Administration	dlaskey@usj.edu
Dr. Steven Lemieux	330	860.231.5778	Asst. Professor, Department of Pharmacy Practice and Administration	slemieux@usj.edu
Dr. Andrea L. Leschak	322	860.231.6884	Asst. Professor, Department of Pharmacy Practice and Administration	aleschak@usj.edu
Dr. Alexander Levine	328	860.231.6896	Asst. Professor, Department of Pharmacy Practice and Administration	alexanderlevine@usj.edu
Dr. Jennifer L. Luciano	305	860.231.2017	Director of Experiential Education	jluciano@usj.edu
Dr. Tamara Malm	333	860.231.2019	Asst. Professor, Department of Pharmacy Practice and Administration	tmalm@usj.edu
Dr. Prashant Mandela	332	860.231.2018	Asst. Professor, Department of Pharmaceutical Sciences	pmandela@usj.edu

Dr. Mohamed Nounou	316	860.231.5877	Asst. Professor, Department of Pharmaceutical Sciences	mnounou@usj.edu
Dr. Joseph R. Ofosu	301E	860.231.5451	Dean and Professor	jofosu@usj.edu
Dr. Jennifer Podoloff	325	860.231.6898	Asst. Professor, Department of Pharmacy Practice and Administration	jenniferpodoloff@usj.edu
Dr. Michele Riccardi	323	860.231.6899	Asst. Professor, Department of Pharmacy Practice and Administration	mriccardi@usj.edu
Dr. Alaina Rotelli	331	860.231.2017	Asst. Professor, Department of Pharmacy Practice and Administration	arotelli@usj.edu
Dr. Swetha Rudraiah	319	860.231.5855	Asst. Professor, Department of Pharmaceutical Sciences	srudraiah@usj.edu
Dr. Stephen Slauson	324	860.231.5760	Asst. Professor, Department of Pharmaceutical Sciences	sslauson@usj.edu
Dr. Maria A. Summa	313	860.231.5885	Assoc. Professor, Department of Pharmacy Practice and Administration	msumma@usj.edu
Dr. Mark A. Sweezy	338	860.231.5878	Assoc. Professor, Department of Pharmaceutical Sciences	msweezy@usj.edu
Dr. Doreen E. Szollosi	336	860.231.5866	Assoc. Professor, Department of Pharmaceutical Sciences	dszollosi@usj.edu
Faculty	326	860.231.6892		

Staff

Ms. Kathleen Borho	339	860.231.5858	kborho@usj.edu
Ms. Lissette Chambers	301B	860.231.5538	lchambers@usj.edu
Ms. Laurie Pencz	301	860.231.5542	lpencz@usj.edu
Ms. Kristin Rogers	301	860.231.5763	krogers@usj.edu
Ms. Hannah Smith	339	860.231.5872	hsmith@usj.edu
Ms. Maryann Spencer	301	860.231.5765	mspencer@usj.edu
Administrative Assistant	339	860.231.5596	
(Vacant) Coordinator, Experiential Education	301A	860.231.6794	

Class Advisors

Dr. Stephen Slauson	Class of 2018
Dr. Dayne Laskey	Class of 2019
Dr. Sanjay G. Gayakwad	Class of 2020

Chapter 10 – Student Services and Resources

The School of Pharmacy has established a comprehensive group of student services that are readily available to all members of the School of Pharmacy. In many cases these services are provided through the auspices of the University, while in other cases they are sponsored by the School of Pharmacy itself. In all cases, you can access these services through the Office of Student Affairs (Room 339) or the Office of Student Services (Room 339A).

You are welcome to utilize these services at your convenience during regular office hours, Monday through Friday. You are free to stop in at any time for counseling, advising, or any other matter of concern, although it may serve you better to arrange for an appointment.

The main objective of the Office of Student Affairs is to assist you with the many “non-classroom” opportunities and challenges that occur within the program. Many of these situations are self-evident and are easily managed, however there are others that are complex and may cause enough concern that they keep you from performing at your best academically.

The following services are located on the West Hartford Campus, but are available to you as a member of the University of Saint Joseph student community.

Academic Advisement Center

Location: McDonough Hall, 1st floor
Telephone: (860) 231-5219
Hours: Monday - Friday 8:30 a.m.-4:30 p.m. and later by appointment
Saturday 10:00 a.m.-1:00 p.m. on the first two Saturdays of each month

Academic Advisement at the University of Saint Joseph is based on a student-centered, developmental process that focuses on exploring educational goals, programs and options. With the student’s interests, abilities and values considered, the advisement process encourages maximum development of academic potential as well as formulation of career goals and alternatives. The role of the Academic Advisor is to encourage University of Saint Joseph students to recognize how their interests and abilities relate to academic majors, to clarify their values and to plan educational programs that will enable them to explore options for continued intellectual and professional development. While advisors are available for guidance and support, it is the student who is ultimately responsible for the student’s academic program.

Academic Technology Facilities

The **Network Center**, located in the lower level of McDonough Hall, is a complex of computer labs, classrooms, and consultation and support areas with approximately 100 Dell computers available for use. Designated areas include:

NC1 Computer Classroom

One of two large instructional spaces in the network center, NC1 features 24 front-facing PCs with flat panel monitors and a teaching station with integrated media equipment.

NC2 Collaboration Lab

The Collaboration Lab typically contains 8 PC workstations and features a large conference table for collaborations and group projects

NC3 Training Lab

The Training Lab contains 13 PC workstations and a powered projection screen. Although available for student use, the training lab is most typically used for faculty and staff training.

NC4 Instructional Lab

Another large instructional space, NC4 features a more open floor plan, 24 PC workstations with flat panel monitors, and a teaching station with integral multimedia equipment.

NC5 Quiet Study Lab

A small room with 5 PC workstations, NC5 provides a quiet study space for students and faculty.

Main Lab

Central to the Network Center Complex, the Main Lab contains 25 PC workstations, an HP 6300C Scanner, and a GoPrint station driving both an HP 4600 LaserJet color printer and a 4250 LaserJet printer. Other designated areas in the Main Lab include:

- ❖ **Instructional Innovation Center** - a faculty development lab and consultation area featuring 2 PC and 1 MAC workstations with flat panel monitors and webcams, an HP scanner and direct access printing to both the HP 4600 LaserJet color printer and a 2300N LaserJet printer. Located in the rear of the main lab, this area and its equipment are designated for faculty use only.
- ❖ **Laptop Lounge** – An area of overstuffed couches and chairs in the corner of the main lab provides comfortable, wireless access to the university's network.

The computers in the Network Center feature the Windows XP operating system, high speed connections to the Internet and campus network, Microsoft Office 2003, and additional course-specific academic software (i.e. MedsSoftware, Nutritionist 5.0, Minitab, etc.)

Central Services Center

Also located in the Main Lab, the *Central Services Center* (CSC) serves as a one-stop 'store front' and call center to provide technical and media support services for faculty, staff, and students. The CSC is comprised of a Help Desk staffed by Student Technical Consultants (STCs), as well as the work areas for the Network Center Coordinator, Academic Technologist, Network Center Technologist, and the Academic Technology Manager.

The students and staff who staff the CSC provide 'first level' technical and media support for walk-in, phone, and email customers. The CSC Help Desk is staffed whenever the lab is

open, and a professional staff member is available during the school year from 7:30 a.m. to 8:00 p.m. weekdays, 8:00 a.m. to 4:00 p.m. Saturday, or by appointment.

- ❖ The **Help Desk** provides information and problem resolution on a wide range of hardware, software, and connectivity issues, as well as delivery and first-tier support for media technology equipment.
- ❖ **Media Services** includes delivery and maintenance of the media equipment, duplication of non-commercial CDs DVDs VHS, and audio cassettes, production of digital audio and video, nonlinear video editing, DVD authoring, and creation of transparencies and laminations.
- ❖ Faculty consultation and hands-on training services are provided by the Academic Technology Manager in the **Instructional Innovation Center**.

Central Service Center Hours of Operation

Weekdays 7:30 a.m. – 8:00 p.m. or as scheduled

Network Center Hours

Fall and Spring Semester:

Monday-Thursday	8:00 a.m. - 10:00 p.m.
Friday	8:00 a.m. - 6:30 p.m.
Saturday	8:00 a.m. - 4:30 p.m.
Sunday	Closed

Summer:

Monday-Friday	8:00 a.m. - 10:00 p.m.
Saturday	8:00 a.m. - 4:00 p.m.
Sunday	Closed

Winter Intersession:

Monday-Thursday	TBD
Friday	TBD
Saturday	TBD
Sunday	TBD

Note: Extended lab hours may be implemented for exam week, reduced lab hours are implemented for breaks. Alternate hours will be posted throughout the labs.

Student Technical Consultants are on duty in the main lab at all times to provide Help Desk Support and answer general technology questions. STCs can be reached from outside the lab by phone at 860.231.5310, or via email: helpdesk@usj.edu.

Archives

Location: The Bruyette Athenaeum, Room 209
Telephone: (860) 231-5740
Hours: M-F, 8:00 a.m.-12:00 p.m., 1:00 p.m.-4:00 p.m.

The staff of the Archives collects and makes accessible materials that document the history of the University of Saint Joseph. The Archives include but are not limited to catalogs, yearbooks, student publications, photographs and artifacts. Use or a tour of the Archives is available by appointment.

Art Gallery (The University of Saint Joseph Art Gallery)

Location: The Bruyette Athenaeum, Room 209
Hours: Tuesday, Wednesday, Friday, and Saturday 11:00 a.m. - 4:00p.m.
Thursday 11:00 a.m. - 7:00 p.m.
Sunday 1:00 p.m. - 4:00 p.m.
Closed Monday

The University of Saint Joseph Art Gallery was opened in 2001 to house the University's distinguished collection of fine art. The nucleus of this collection was donated to the University on the occasion of its fifth anniversary, in 1937, by the Reverend Andrew J. Kelly, and was augmented by a major bequest from the Reverend John J. Kelley in 1966. Since then, the collection has grown to over 1,700 objects with particular strength in American paintings of the early 20th century, including works by Thomas Hart Benton, Georgia O'Keeffe, and Milton Avery, and European and American prints from the 15th century to the present, including works by Albrecht Dürer, Rembrandt, George Bellows, and Childe Hassam.

The Art Gallery presents regular exhibitions drawn from its permanent collection as well as loan exhibitions of historical, modern, or contemporary works by artists of national and international stature. The Art Gallery provides internships and work study opportunities for students to assist in organizing exhibitions and managing the permanent collection. In addition, the Art Gallery offers the SAGE program (Student Art Gallery Educators), which trains students to give tours of the Art Gallery's permanent collection and special exhibitions to adults and children. Students are also invited to join *Friends of the University of Saint Joseph Art Gallery*, a membership organization that offers special access to the Gallery's exhibitions and programs. See www.USJ.edu/artgallery. E-mail: artgallery@usj.edu.

Included in the Art Gallery is **The Dr. Vincent J. and Gloria Marcello Turco '45 Print Study Room**

Location: The Bruyette Athenaeum, Second Floor
Hours: By appointment, Monday through Friday 9:00 a.m. – 4:00 p.m.
Contact: Rochelle L. R. Oakley, 860.231.5743 or e-mail artgallery@usj.edu.

The Turco Print Study Room houses the Art Gallery's collection of works of art on paper: drawings, engravings, etchings, woodcuts, lithographs, and works in other media. Only a small portion of this collection may be on exhibition at any given time, but visitors are welcome to view works on paper by request.

Arts Center (The Carol Autorino Center for the Arts and Humanities)

The Carol Autorino Center is home to the University's arts and humanities divisions. As the University's most public space, more than 30,000 people visit The Carol Autorino Center each year for music, dance, and theatre performances, films, exhibitions, literary readings, conferences and lectures. The Bruyette Athenaeum features the 365-seat Hoffman Auditorium, the University of Saint Joseph Art Gallery, the University archives, numerous music practice rooms and classrooms. Lynch Hall features seminar rooms, classrooms, faculty offices, a lounge/study area, and an indoor atrium garden. The Center serves both the academic needs of the University and the cultural needs of the greater community through its annual performing arts series and performances by many distinguished artists and groups from the Greater Hartford region. In addition, The Carol Autorino Center is home to student performance groups, including Queenes Compagnie (Theatre), the University of Saint Joseph Dance Ensemble, and Voices of Praise (Gospel Choir).

Bookstore

Location: McGovern Hall, first floor
Telephone: (860) 233-2349 or (860) 231-5290
Hours: Monday - Friday 9:00 a.m. - 6:00 p.m.
Saturday 10:00 a.m. - 1:00 p.m.

The bookstore has a knowledgeable staff that look forward to assisting you. In addition to textbooks, the Bookstore carries a full line of reference books, supplies, clothing, gift items, greeting cards, snacks, and health and beauty aids, and postage stamps. Students may also purchase their textbooks through the bookstore Website: **www.usj.bkstr.com**. Students may sell back their textbooks at any time, the price to be determined by supply and demand. American Express, Discover, MasterCard and VISA are accepted, as well as personal checks.

We welcome special orders, and we can order any U.S. book in print.

Check Cashing. Students may cash up to \$50 per personal check (made out to the Bookstore).

To learn more about the bookstore, please visit our website at **www.usj.bksr.com**.

Bursar

Location: McDonough Hall, first floor
Telephone: (860) 231-5266
Hours: Monday-Friday 8:00 a.m.-4:30 p.m.
Extended office hours on Thursdays during fall and Spring Semesters.

The Bursar's Office handles student accounts including tuition and fee payments.

Business Office

Location: Mercy Hall, first floor
Telephone: (860) 231- 5407 (Payroll)
(860) 231-5263 (Accounts Payable)
Hours: Monday-Friday 8:30 a.m. - 5:00 p.m.

The Business Office handles all of the University's financial transactions including payroll, student billing and invoice payments.

Campus Safety

Location: McGovern Hall, First Floor
Telephone: Routine Calls, 860.965.2340
Anonymous Tip Line, 860.231.5742
Emergency Line (24 hours), 860.231.5222
Director, Paul Lombardo, 860.231.5396

Campus Safety provides 24-hour security for the University every day of the year. Our security officers are trained to render quick response to emergency situations and to recognize situations that require additional support from city agencies.

Services Campus Safety provides include:

Parking Permits and Identifications Cards;
Parking enforcement;
Campus Escorts;
Lost and Found;
Incident and Emergency Response;
Incident Reporting;
Victim Assistance;
Lock outs;
Safety Inspections;
Safety Programs;
Transportation Services (Van Shuttle and consortium classes)

Officers patrol campus on foot and by vehicle and carry hand-held radios for communication purposes. These hand-held radios are equipped with a telephone feature providing direct contact with an Officer. It is important that students familiarize themselves with emergency procedures on campus so that they may respond quickly in the event of difficulty. Please refer to the University's emergency policies in the Policies and Regulations section of this handbook.

Class Cancellations. In case of inclement weather or other problems necessitating the cancellation of scheduled classes or programs, the announcement will be reported on the following radio stations:

WTIC-AM 1080
WTIC-FM 96.5
WDRC-AM 1360
WKSS-FM 95.7
WRCH-FM 100.5
WDRC-FM 102.9
WHCN-FM 105.9
WZMX 93.7

The announcement will also be reported on the following television stations:

WVIT Channel 30 NBC
WFSB Channel 3 CBS

You may call the University switchboard main phone number (860) 232-4571 after 6:30 a.m. for a detailed message regarding the status of classes and University operations.

Center for Academic Excellence

Location: Mercy Hall, second floor
Telephone: (860) 231-5514
Hours: Monday-Thursday - 9:00 a.m.-8:00 p.m.
Friday 9:00 a.m.-6:00 p.m.
Saturday 10:00 a.m.-3:00 p.m.
E-mail Tutorials: tutoring@USJ.edu

The Center for Academic Excellence (formerly known as the Academic Resource Center – ARC) provides students with a variety of academic services. Tutoring and professional assistance are available to students for writing papers and studying for courses. Professional writing tutors help with revising and editing papers and provide one-on-one tutoring. A professional math consultant works with students to review math concepts that are prerequisites to specific courses and to review material in required courses. Content tutors provide one-on-one or small group assistance to help students review course content and prepare for tests. The Center administers the University's writing portfolio program.

Chapel (Connor Chapel of Our Lady)

Mass: Sundays 6:00 p.m. during academic year
Wednesdays 4:30 p.m. - Community Mass

During the academic year, the Chapel is open daily from 8:00 a.m.-5:00 p.m. to provide a quiet space for prayer and reflection. Liturgy is also celebrated in Lourdes Hall Chapel; contact the Sisters of Mercy in Lourdes Hall for the Mass schedule. On selected dates during the year, the recently deceased members of the University community are remembered by name at the Chapel

Bells Mass. Call the Office of Campus Ministry at (860) 231-5269 for further details. The Connor Chapel of Our Lady is the location for most celebrations of the Liturgy of the Eucharist and other liturgical ceremonies.

Dining Hall

Whether on a meal plan, using cash or Dining Dollars, all students, staff and faculty are welcome to eat in the Dining Hall of McGovern Hall. Hours while school is in session are as follows:

Monday - Thursday Breakfast 7:30 a.m. to 9:30 a.m.
 Continental 9:30 a.m. to 11:00 a.m.
 Lunch 11:00 a.m. to 1:00 p.m.
 Salad/Deli 1:00 p.m. to 5:00 p.m.
 Dinner 5:00 p.m. to 7:00 p.m.
 Late Night 7:30 p.m. to 9:30 p.m.

Friday Breakfast 7:30 a.m. to 9:30 a.m.
 Continental 9:30 a.m. to 11:00 a.m.
 Lunch 11:00 a.m. to 1:00 p.m.
 Salad/Deli 1:00 p.m. to 5:00 p.m.
 Dinner 5:00 p.m. to 6:30 p.m.

Saturday and Sunday Brunch 11:00 a.m. to 1:00 p.m.
 Dinner 5:00 p.m. to 6:00 p.m.

Jay's Nest

Location: McGovern Hall, first floor
Telephone: (860) 231-5359
Hours: 10:00 a.m.-8:00 p.m. Monday-Thursday
 10:00 a.m. -3:00 p.m. Friday
 Closed Saturday and Sunday

The Jay's Nest is located just off McGovern lounge. A variety of freshly prepared sandwiches, baked goods, snacks and coffees are available.

International Programs and Students

The office of the Director of International Programs and Students is located in Lynch Hall, Room 210. The phone number is 860-231-5296

Identification Cards

The Department of Campus Safety operates the Photo ID system for the University. Photo IDs assist in the identification of University community members and may be required for entry into campus buildings, rooms, or other areas, use of campus facilities or participation in campus activities. An ID can be encoded for Meal Plan information and to allow access to some campus buildings and the Residence Halls. ID cards are not transferable and any misuse of the card will result in disciplinary action to all parties. Since the assigned cardholder is responsible for any use of the card, a lost or stolen ID should be reported immediately to the Department of Campus Safety at Ext. 5222. To reactivate your ID when it is found or to replace it if it cannot be located, you must go to the Department of Campus Safety. There is a \$20.00 charge for replacement of a University of Saint Joseph Photo ID.

An ID card may be obtained at the Department of Campus Safety located in McGovern Hall first floor between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday, or by calling Ext. 5222 after hours and on weekends.

Institutional Advancement

Location: Mercy Hall, second floor
Telephone: (860) 231-5364, (860) 231-5365
E-mail: alumnae@USJ.edu
Hours: Monday-Friday 8:30 a.m.-4:30 p.m.

The Offices of Institutional Advancement include the following: Alumnae Relations, Annual Fund, Capital Campaign and Corporate, Foundation Support and University Relations. Institutional Advancement is responsible for raising restricted and unrestricted funds for the University from alumnae, parents of students and alumnae, faculty and staff, friends, trustees, corporations, foundations and government agencies. These funds help support annual operating expenses, capital projects, endowments, special programs and research.

The Office of Alumnae Relations and Annual Giving is a division within the Office of Institutional Advancement. The Office manages and maintains nearly 12,000 alumnae records including contact information and professional and personal data. The office staff works closely with the Alumnae Association (all alumnae/i of the University) to maintain strong ties with the University. This is done through on-campus and regional programs and services which are managed through the Office. Annual Giving programs support the University's annual fund. Annual fund dollars support student scholarships, faculty excellence, physical plant needs and other budget relieving expenses.

Corporate and Foundation support helps raise funds for the University from area businesses and foundations. The Office of University Relations handles the University's marketing, communications, publication and public relations.

The Institutional Advancement staff routinely hires students to assist in administrative functions and as student callers, connecting with alumnae and friends of the University to invite them to attend events and to request their financial support for the University.

Insurance (Student)

The University provides a Student Accident Insurance Plan for all full-time students. Full-time students are expected to purchase the Sickness Plan, unless they provide proof of coverage. Part-time students may voluntarily purchase both the Accident and Sickness plans. Information explaining benefits is available from Health Services/Student Affairs. Any University-related accidents must be reported immediately to Health Services personnel. If the accident occurs during the summer or when the Health Services Office is closed, please report the accident as soon as possible. Accidents that occur during the summertime are covered by the Student Accident Policy.

Library, Main Campus

Telephone: (860) 231-5209

Hours: Call Library Voice Mail or refer to the Library webpage.

The Pope Pius XII Library offers students a comprehensive, curriculum-oriented collection of books, periodicals, audiovisuals, and on-line computer subscription database services. A staff of professionally trained librarians assists students with informational needs. Students are encouraged to call the library with any questions that may arise concerning policies and procedures at the library. Documents are available at the library or on the library web page.

Registrar

Location: McDonough Hall, first floor

Telephone: (860) 231-5225

Hours: Specific extended registration service hours will be announced prior to early registration and Drop/Add periods for each semester. Information about extended registration hours will be posted outside the Registrar's Office.

The Registrar conducts registration and processes course changes and maintains confidential student records and transcripts. Semester grades are available online through MyUSJ. Student transcript requests must be submitted in writing.

Student Financial Services Center

Location: Mercy Hall, second floor

Telephone: (860) 231-5223

Fax: (860) 233-5695
E-mail: financialaid@USJ.edu
Hours: 8:30 a.m.-4:30 p.m. Monday through Friday
Special hours by appointment.

The Student Financial Services Center assists undergraduate and graduate students with the process of financing their educations. Assistance and guidance is provided with applying for federal, state, institutional financial aid and alternative loan programs to all enrolled students. The Center also coordinates on-campus undergraduate student employment.

University Division of Student Affairs

Location: McGovern Hall, second floor
Telephone: 860.231.5445
E-mail: studentaffairs@USJ.edu
Hours: Monday-Friday
8:30 a.m.-4:30 p.m.

The Student Affairs Division is guided by the following philosophy:

The University of Saint Joseph Student Affairs Staff is committed to developing the potential of women through a variety of co-curricular and extra-curricular experiences. Believing that intellectual growth and educational development are achieved through community involvement, service, leadership and experiential learning, the Student Affairs Staff works to provide these opportunities for women. By challenging and supporting each student, individual growth is facilitated as well as the creation of a cohesive campus community which embraces diversity among its members. Through efforts in the areas of social, cultural, vocational, intellectual, spiritual, physical and emotional wellness, each student is educated as a total person. Individuals are empowered to clarify their values and establish their identity as a responsible adult. The Office of Student Affairs serves as a resource center for co-curricular matters. The following departments are coordinated through this area by the Vice President of Student Affairs/ Dean of Students:

Athletics;
Campus Ministry;
Career Development;
Community Outreach and Partnerships;
Counseling & Psychological Services;
Disability Services;
Food Service;
Health Services;
Residential Life and Housing; and
Student Activities and Orientation Programs.

The Student Handbook is published through this office. Students are invited to take advantage of the services offered as well as obtain information on campus events, policies or referrals.

Vice President of Student Affairs/Dean of Students

Location: McGovern Hall, second floor
Telephone: (860) 231-5737
Hours: Monday-Friday
8:30 a.m.-4:30 p.m.
Appointments are recommended.

The Vice President of Student Affairs/Dean of Students works to create an environment that emphasizes the rights of students, promotes unity and respect for all individuals, encourages students to enrich personal qualities and clarify values, and establishes a caring community of scholars. The VP/Dean coordinates all departments within the Student Affairs Division. The VP/Dean of Students is the administrator responsible for the co-curricular atmosphere, which combined with the academic experience, is conducive to the total development of each student. The VP/Dean serves as advisor to the Student Government Association. The VP/Dean oversees the leadership development opportunities available to all students. The Dean also oversees the food service program.

Throughout the University experience, the VP/Dean of Students assists students to learn life management skills and the art of responsible personal choice. The VP/Dean has responsibility for maintaining the Code of Personal Conduct. All students are expected to comply with University policies and procedures, as well as to exemplify behavior which is consistent with the mission and values of the University. In certain circumstances when behavioral standards have been violated, the VP/Dean of Students may require that the student be evaluated by a mental health professional.

Athletics, Recreation and Physical Education

Location: The O'Connell Athletic Center
Telephone: (860) 231-5410
Hours: **Pool:**
M-T-W-TH-F, 6:30 a.m. – 8:45 a.m.
M-T-W-TH-F, 10:00 a.m. -3:30 p.m., 5:30 p.m. - 6:30 p.m.
M-TH, Additional evening hours 8:30 p.m.-9:55 p.m.
SA, 10:00 a.m.-6:45 p.m.
SU, Noon-8:45 p.m.

Fitness Center:
M-T-W-TH, 6:30 a.m. – 10:00 p.m.
F, 6:30 a.m. – 9:00 p.m.
SA, 10:00 a.m. – 8:00 p.m.
SU, Noon – 9:00 p.m.

Indoor Track:

Same Hours as Fitness Center

Please note: The Gym will be closed during ALL home basketball and volleyball contests.

Gym:

Same hours as Fitness Center

Reserved Monday-Friday, noon-1:30 p.m. for adult basketball for students, faculty and staff; adult members only.

Please note: The Gym will be closed during physical education classes and athletic practices and games. These times will be posted on a weekly and/or monthly calendar at the lobby desk.

Note: Hours during school breaks and the summer differ and will be posted. The O'Connell Center is open to students year round. The O'Connell Athletic Center is not available during University-sponsored events. The O'Connell Athletic Center, home of the University of Saint Joseph Athletics and Recreation, offers many extracurricular activities for students. Whether you are an athlete or you want to stay physically fit, The O'Connell Athletic Center has everything you need. The Center includes a pool, gymnasium, suspended jogging track, fitness center, dance studio and locker room. Our outdoor athletics complex includes fields for softball and lacrosse, tennis courts and a track.

The University of Saint Joseph offers the following varsity sports that compete in the NCAA Division III and ECAC: basketball, track and field, cross country, soccer, lacrosse, softball, swimming, tennis and volleyball. The University of Saint Joseph is also a member of the Great Northeast Athletic Conference (GNAC). For a well-rounded athletic experience, students may participate in a variety of intramural sports and recreational programs. These include: aerobics, basketball, jogging, soccer, swimming, tennis, water aerobics, and weight lifting, along with special activities like flag football, ooze ball (volleyball in the mud), ultimate Frisbee, badminton, taekwondo, yoga and more. To learn more about the intramural activities and recreational programs offered at USJ, call 860.231.5423.

Campus Ministry

Location: McGovern Hall, second floor
Telephone: (860) 231-5269
E-mail: campusministry@USJ.edu
Web: www.USJ.edu/campusministry
Hours: Monday-Friday 8:30 a.m. - 4:30 p.m.
Also available by appointment

In keeping with the integrity and values of a Catholic institution, the Office of Campus Ministry promotes the spiritual growth of students, faculty and staff of all faith traditions by providing an atmosphere where all members of the community can celebrate, explore and act on their faith.

The community's celebration of faith is encouraged by the liturgies and special celebrations sponsored by Campus Ministry. Retreats, opportunities for prayer, scripture studies, guest speakers and spiritual direction foster the exploration of faith. Campus Ministry invites action as a response to faith by providing opportunities for student leadership and by working with the Office of Community Service to offer volunteer and service opportunities.

Career Development Center

Location: McDonough Hall, Room 111

Telephone: (860) 231-5219

Web: www.USJ.edu/careers

Hours: 8:30 a.m. – 4:30 p.m.

Please call ahead to schedule an appointment or inquire about drop-in hours.

The Career Development Center provides students and alumnae with career development and management needs offering the opportunity to create and achieve professional and personal goals. The Center offers counseling and coaching to encourage individuals to make more informed career decisions, overcome potential employment barriers and improve job performance leading to career satisfaction. Experienced career professionals provide guidance with resume writing techniques, effective job search strategies and successful interviewing methods. Additional services include:

Vocational and academic interest assessment;

Career workshops;

Career change;

On-campus recruitment;

Career fairs;

Internships; and

Graduate school application.

Community Outreach and Partnerships

Location: McGovern Hall, second floor

Telephone: (860) 231-5449

E-mail: communityservice@USJ.edu

Hours: Monday – Friday 8:30 a.m. – 4:30 p.m.

The Office of Community Outreach and Partnerships supports and facilitates service as an integral part of the teaching and learning experiences of students, faculty, and staff. The staff promotes community service involvement throughout the campus and provides information and resources regarding short-term, long-term and alternative spring break volunteer experiences. The Coordinator serves as a liaison between the University of Saint Joseph and community agencies and is a resource to faculty and student organizations.

Counseling and Psychological Services Center

Location: Health and Counseling Center (a.k.a. The Little Red House)
Phone: (860) 231-5530
Hours: 8:30 a.m.-4:30 p.m. M-F during the academic year while classes are in session

The Counseling and Psychological Services (CAPS) Center's professional counselors provide personal counseling and psychological services which are open to all students throughout the academic year while classes are in session. Psychological services include, but are not limited to, assessment and testing, mental health programs in classrooms as well as in general assemblies, brochures on myriad issues and concerns of students, and on-line anonymous screening for issues such as depression, anxiety, substance use, and eating disorders. Students can access the on-line screening from any computer by going to the CAPS web page at www.USJ.edu/counseling. If the screening suggests a possible problem, the student will be advised on how to contact the counseling services at CAPS. This and all on-campus services are free of charge.

Except for emergencies, all sessions with counselors are by appointment. Appointments with a counselor can be scheduled by calling the Secretary/Receptionist at extension 5530 or 860-231-5530 if calling from off-campus, or by checking in personally at the office located in The Little Red House.

Students seek counseling for a variety of issues and concerns. These include adjustment issues, stress resulting from academics, family and other relationship issues, and particular clinical mental health problems such as depression, anxiety and disordered eating, etc. CAPS works on a general short-term counseling model, but the number of sessions is determined by the counselor and student, and is guided by the individual student's needs and therapeutic goals.

Counseling sessions are privileged and confidential as provided by ethical and professional guidelines and the law. Therefore, it is our policy not to release confidential information regarding a student's use of our services, or personal matters discussed with a counselor, except with the written permission of the student. An exception to this is based on a counselor's legal responsibility to protect and inform, such as in cases of imminent harm to a student or others, or situations of child or elder abuse, which must be disclosed. Whenever possible these exceptions would be made with the knowledge of the student.

Upon the recommendation of the Counseling and Psychological Services Center Staff, a student may be referred off-campus to other mental health professionals, such as to a consulting psychiatrist for medication or treatment review, extended care, or possible hospitalization. Referrals are also made to professionals who can provide services not available on campus or when CAPS is not open over the summer break. The fees for off-campus referrals are the responsibility of the student and are often covered by the student's insurance.

Students with serious physical or mental health problems may be required by the Vice President/Dean of Students to provide documentation from their health care providers confirming the

students' safety to be in, or return to, academic or residential life on campus. After review, all such decisions are at the administrative discretion of the University of Saint Joseph.

Disability Services

Location: Health and Counseling Center
Telephone: (860) 231-5428
Fax: (860) 231-6794
Email: adacoordinator@USJ.edu

The Coordinator of Disability Services coordinates reasonable accommodations for students with disabilities. As required by law, eligibility for accommodations must be supported by appropriate educational, medical and/or psychological documentation. The Coordinator of Disability Service assists students with disabilities in their growth as self-advocates and in arranging for their individualized accommodations.

Health Services

Location: Health & Counseling Center (The Little Red House)
Telephone: (860) 231-5530 (main)
(860) 231-5272 (director/nurse practitioner)
(860) 231-5251 (registered nurse)
(860) 231-6794 (fax)
Hours: 8:30 a.m.-4:30 p.m. M-T-W-F
10:00 a.m.-6:00 p.m. TH during the academic year
Contact the office for summer hours.

Services. The Health Services staff consists of a full-time nurse practitioner, a registered nurse, a physician and a nutrition consultant. No appointments are required for illness visits. Visits for physicals, routine gynecologic exams or consultations with the physician or dietician are scheduled by appointment. All full-time students are eligible to receive care from any of the Health Services staff free of charge. The student's insurance carrier will be billed for any services provided off campus.

The Health Services staff firmly believes that students are the primary advocates of their own health. With that in mind, many educational programs are planned throughout the year. Information about managing current health problems or methods of increasing personal wellness is available in the office. The Health Services staff also recognizes the important, continued role of the primary care provider in a student's overall health maintenance. Consultation with a student's primary care physician will occur on an as-needed basis. Students with ongoing health problems may wish to provide additional documentation so that the staff can better assist with the management of the illness while on campus. All care provided at the University of Saint Joseph Health Services is confidential and rendered with respect for individual privacy.

Campus Emergencies. When an emergency occurs during operating hours, Health Services and Campus Safety will respond. After hours or on weekends, Campus Safety should be called for and will arrange for transportation to an area hospital. The Residence Coordinator (RC) on duty should be notified when injuries or emergencies occur in a residence hall. Any non-residence hall accidents or injuries should be reported to Health Services and/or Campus Safety.

Health Insurance. All full-time undergraduate (including Prime Time), all residential (including Graduate) and all International (including part-time and all Graduate) students are required to provide proof of adequate health insurance coverage.

Students who are covered by another insurance plan must decline participation in the university affiliated plan using publicized procedures and prior to identified deadline. Students waiving coverage must also provide the Health Services office with a copy (both sides) of the applicable health insurance card at enrollment, annually and when changes in coverage occur. Information about the Student Sickness and Accident Insurance plan is available in the Health Services office and web page at www.usj.edu/healthservices.

Medical Transport. In the event of a medical emergency an ambulance will be called to transport the student to a local emergency room. Any student requiring emergency medical transport for a potentially lethal condition should be transported by ambulance. Use of other means of transportation is not appropriate in these circumstances. Students seeking transportation to or from a medical appointment or pharmacy are encouraged to use their own transportation, seek assistance from a roommate or friend, or utilize the local bus or taxi service.

Special Situations. Students requiring medication by injection are responsible for disposing of needles and syringes in standard medical sharps containers that will be provided by the Health Services office. Students who are diagnosed with a serious, communicable illness are asked to notify Health Services so that appropriate public health measures can be instituted. Students who miss class due to illness or hospitalization lasting five or more days should contact the Academic Dean's office. For absences of fewer than five days, a written excuse note will be provided upon request if the student has been seen in Health Services on the day of absence. For absences of any duration, it is recommended that the student contact faculty directly in the manner requested by the course instructor.

Student Activities and Orientation Programs

Location: McGovern Hall, first floor
Telephone: (860) 231-5447
E-mail: sald@USJ.edu
Hours: The Office of Student Activities and Orientation Programs have weekly office hours that are posted on the door of the office. Hours change weekly according to the programming schedule.

The Office of Student Activities and Orientation Programs regards education as a process concerned with the total development of students. Existing to foster and support student opportunities for learning, leadership, community building, and creative expression beyond the classroom, the Staff works with all student organizations and campus groups in program development and implementation of co-curricular activities. The Director of Student Activities and Orientation Programs advises the Student Programming and Events Council.

Emergency Procedures and Information

All students need to be aware of what to do in emergency situations. Any situation in which life, physical well-being or property is in jeopardy constitutes an emergency. The obvious answer is first to render assistance where practical and the second step is to get help. Emergencies might require the response of medical, law enforcement or firefighting professionals. In calling for help, students should always exercise judgment on the side of caution. If there is a question about the need for help, it is advisable to call.

The best source for help is either through Campus Safety or by using the emergency 911 telephones on campus. When calling the Campus Safety emergency line at (860) 231-5222, an officer will respond directly, securing any necessary assistance such as the Police Department, Fire Department or ambulance service. Whenever possible, it is best to allow the Campus Safety Officer to coordinate the response to emergencies. Should the Campus Safety Officer not be available by phone, you should call the police or an ambulance directly, then notify Campus Safety. In case of a fire, call the Fire Department directly and then notify the Campus Safety Officers. Please remember that you must first dial 9 from a campus phone, so 9+911 would need to be dialed for local emergency assistance.

When calling the Campus Safety Emergency Line, the hand-held radiophone has a two-minute talking capacity. Therefore, please speak clearly, concisely and provide a telephone number where you can be reached. Also, since you are speaking on a two-way radio, only one person can speak at a time.

Health Services. The Health Services Office is open from 8:30 a.m.-4:30 p.m., M-T-W-F, and from 10:00 a.m.-6:00 p.m. on Thursday. Trained medical personnel will respond to the medical emergencies of students. In the event of a personal crisis, there are professional counselors available on campus.

Fire and Other Evacuation Procedures:

Do:

- Activate nearest fire alarm.
- Walk quickly to the nearest accessible exit. Leave the building. Do not use the elevators.
- Move away from the building.

- Remember R.A.C.E... Remove yourself. Activate the Alarm. Confine the fire (close the doors where the fire is located). Extinguish only small fires; when in doubt just leave the area.

Do Not:

- Try to fight a fire.
- Use any electrically-related equipment including elevators.
- Return to the building until instructed to do so.

For a false alarm/call you will be fined \$500. Please notify Campus Safety if you notice anyone tampering with fire alarms or extinguishers.

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Chapter 11 – Student Professional Organizations and Activities

The profession of Pharmacy, like all other learned professions, has both an academic dimension and a social dimension, where social is taken to mean to coalesce around a common purpose and mission, not always in the party sense. If the profession is to move ahead and become more respected and influential, the members of the profession need to give their effort to promote the profession. Each member of the profession can contribute to the growth of the profession in unique ways. Your challenge is to identify a personal vision of how you, with your unique talents, can contribute effectively to these important aspects of the profession.

As a developing pharmacy professional, beginning right now in this initial serious academic stage, you will continually encounter opportunities to join the membership of select groups of professionals and to participate in their stated missions. Some of these organizations require a higher degree of commitment and attention to achievement than others, such as the national pharmacy honor society, Rho Chi, Epsilon Alpha 121st Chapter. Others, such as the American Pharmacists Association are so basic to the mission of the profession that all members of the profession are expected to participate.

Rho Chi is the national pharmacy honor society. Rho Chi's fundamental objective is the stimulation and recognition of academic excellence. The society serves as an instrument for the advancement of the profession of pharmacy. To be eligible for invitation into this society you will need to be in the upper 20% of your class, with at least a “B” average, and have completed at least 70% of the scholastic work applicable toward your degree.

Kappa Psi. Kappa Psi Pharmaceutical Fraternity is the oldest and largest pharmaceutical fraternity in the U.S. Many of the past and present leaders in pharmacy are members of Kappa Psi. The fraternity seeks and offers membership to men and women who desire to:

- Participate in activities that promote and advance the profession of pharmacy;
- Develop and maintain pride in the fraternity and the profession of pharmacy; and
- Develop and participate in school and community programs.

American Pharmacists Association (APhA). The American Pharmacists Association (APhA) is the national professional organization for all pharmacists. The pharmacy student is represented in APhA through the Academy of Student Pharmacists (ASP); hence the more common designation at USJ is to refer to this membership as being in ASP. In addition, membership in APhA while a student at USJ will also be membership in the Connecticut Pharmacists Association. Membership is open to all students enrolled in the School of Pharmacy. The organization sponsors speakers and health professional programs such as blood pressure screening and poison prevention awareness. The APhA publishes a monthly journal under the title of *American Pharmacy*.

Student Society of Health-System Pharmacists (SSHP). The SSHP is the student affiliate organization of the American Society of Health-System Pharmacists (ASHP), which is the national professional association that represents pharmacists who are associated with the practice of pharmacy in the institutional setting, i.e., hospitals, nursing centers, Health Maintenance Organiza-

tions, etc. ASHP is an extremely active organization with not only annual meetings, but also regional and mid-year clinical conferences. The Mid-Year Clinical meeting of ASHP probably attracts the largest number of pharmacists to any meeting of its kind. ASHP publishes a number of journals, including *The American Journal of Hospital Pharmacy*. The Connecticut Society of Health Systems Pharmacists (CSHP) is the statewide chapter of the ASHP.

Connecticut Pharmacists Association. The Connecticut Pharmacists Association (CPA) is the statewide professional association for all pharmacists in the state. At USJ there is a joint membership program in APhA-CPA. All membership functions of CPA are open and available for the student member, including Annual Meetings, Mid-Year Meetings, House of Delegate meetings, Continuing Professional Education events, and a host of others. CPA publishes a journal under the title *Pharmacy Journal of New England*.

National Community Pharmacists Association (NCPA). The USJ National Community Pharmacists Association (NCPA) Student Chapter offers pharmacy students a wide array of opportunities to broaden and enrich their education experience, gain valuable, real world skills, and have some fun in the process. Contributions that an NCPA Student Chapter makes to USJ and our community include

- Providing a forum for students to learn about the vast number of career opportunities that exist in independent pharmacy practice.
- Raising student awareness about the clinical, pharmacist care, and entrepreneurial opportunities available in independent pharmacy.
- Providing students with more opportunities for leadership roles and experiences by becoming a chapter officer or committee chair.
- Offering the opportunity to attend the NCPA Annual Convention as well as the NCPA Legislative Conference.

Academy of Managed Care Pharmacy (AMCP). The Academy of Managed Care Pharmacy (AMCP) is a national professional association of pharmacists who practice in managed care settings. AMCP members are committed to using managed care pharmacy to provide the best healthcare for all patients. Membership is open to all students enrolled in the School of Pharmacy. Students can apply clinical skills to benefit patient outcomes and optimize medication therapy costs for the patient and the healthcare organization. The USJ chapter of AMCP is supported by two Diplomats with many connections in the field of managed care pharmacy. AMCP sponsors speakers and professional seminars to promote opportunities in and awareness of managed care pharmacy.

Pharmacy Student Government Association

The Pharmacy Student Government Association (PSGA) of the University of Saint Joseph empowers students to develop leadership skills, become involved in campus decision-making and policy change, explore and address campus issues, and impact the quality of campus life. As the representative body of the pharmacy students, the PSGA works actively to promote effective communication among members of the Pharmacy community. It channels opinions, ideas and concerns from the students to the appropriate person or place for consideration and action. The

Pharmacy Student Government Association will encourage students to take leadership roles in a variety of professional and social organizations and will sponsor a number of programs and workshops for leaders on campus. In addition, the Executive Board appoints representatives to serve as voting members on appropriate committees.

All matriculated pharmacy students are members of the PSGA and they will annually elect officers to the Pharmacy Student Government Association Executive Board. The Executive Board includes the President, who presides over meetings of the PSGA and Executive Board and disseminates needed information to the student body. The Vice-President provides assistance to and assumes the responsibilities of the President, when necessary. The Treasurer maintains the finances of the Association. The Secretary distributes all information to the School community, records minutes for all meetings and maintains Association files.

The Pharmacy Student Government Association (PSGA) also works closely with faculty and staff to promote school unity. The Assistant Dean for Admissions and Student Affairs advises the PSGA.

The Student Leaders Council (SLC) is made up of the PSGA leadership and the President or designee of each Class as well as the president or designee of all the recognized student organizations in the School of Pharmacy. The SLC also serves as an interface between the School Administration and the entire student body to maintain effective communication.