

# **Doctor of Pharmacy Program**

# **STUDENT HANDBOOK**

**Policies Specific for the**

**Class of 2024**

**Class of 2025**

**Class of 2026**

**Class of 2027**

**Southern Illinois University Edwardsville**

**School of Pharmacy**

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

**Academic Year 2023-2024**

# STUDENT HANDBOOK

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# **Southern Illinois University Edwardsville School of Pharmacy**

## **Introduction from the Office of Professional and Student Affairs**

Dear SIUE Student Pharmacists,

As you embark on your journey to becoming a pharmacist, Southern Illinois University Edwardsville (SIUE) School of Pharmacy will present opportunities to excel while embracing challenges. The School of Pharmacy faculty and staff are here to support your path of this remarkable adventure. The culture of the School of Pharmacy is to be inclusive and celebrate our diverse backgrounds and skills sets to strengthen our intent to better serve our communities through education, patient care, and scholarship.

You will be provided opportunities to develop your own path while being supported by the engaged faculty, staff, and peers at SIUE School of Pharmacy. After graduation, you will become a SIUE School of Pharmacy alumni who will take the pledge to do no harm and remain dedicated to serving the community.

This handbook is intended to serve as a guide and companion to help you navigate your passage. Use it as a map on the road to becoming a successful student pharmacist, as you progress toward graduation. As you review the information contained herein, please contact the SIUE School of Pharmacy Office of Professional and Student Affairs at 618-650-5150 or at [pharmacy@siue.edu](mailto:pharmacy@siue.edu) if you have any questions.

We wish you much success.

Sincerely,

Dr. Jessica Kerr  
Associate Dean – Office of Professional and Student Affairs  
Professor

## **Pledge of Professionalism**

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

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

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

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

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

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

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

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

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

# **SIUE School of Pharmacy**

## **Vision Statement**

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

## **Mission Statement**

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

## **Goals**

The goals of the SIUE School of Pharmacy are to:

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

## **Values**

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

- Citizenship
- Excellence
- Inclusion
- Integrity
- Wisdom

## **Accreditation Statement**

The SIUE School of Pharmacy has fulfilled the accreditation requirements set forth by the Accreditation Council for Pharmacy Education (ACPE) for the Professional Degree Program in Pharmacy and has been granted full accreditation status through June 30, 2031.

The Southern Illinois University Edwardsville School of Pharmacy Doctor of Pharmacy program is accredited by the Accreditation Council for Pharmacy Education, 190 S. LaSalle Street, Suite 3000, Chicago, IL 60603-3446, 312/-64-3575; FAX 312-664-4652, web site [www.acpe-accredit.org](http://www.acpe-accredit.org).

## **Departmental Information**

### **Office of the Dean**

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

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

<https://www.siu.edu/pharmacy/departments-faculty-staff/deans-office.shtml>

### **Office of Academic Affairs**

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

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

<https://www.siu.edu/pharmacy/departments-faculty-staff/academic-affairs.shtml>

### **Office of Professional and Student Affairs**

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

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

The student enrichment activities are coordinated in collaboration with several offices at SIUE and include student professional and leadership organization endeavors, career counseling and fairs, and community-based service learning. Other student enrichment programs include a faculty-student mentoring program and a peer mentor “buddy” program.

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

<https://www.siu.edu/pharmacy/departments-faculty-staff/professionals-student-affairs.shtml>

## **Department of Pharmaceutical Sciences**

Department of Pharmaceutical Sciences faculty represent the disciplines of biomedical sciences, pharmacology, medicinal chemistry, biochemistry, pharmaceuticals and pharmacy administration. Areas of instruction include physiology, pharmacology, pharmaceuticals, medicinal chemistry, biochemistry, pharmacogenomics, biotechnology, financial management, health care systems, human resource management and pharmacy law and ethics. Pharmaceutical sciences faculty work closely with their counterparts in pharmacy practice to provide a stimulating and contemporary learning environment for our students. Members of the Department have either prior faculty experience or extensive postdoctoral training. The Department has an extensive array of instrumentation capable of performing high quality research in the pharmaceutical sciences. Core facilities in the Department include the NMR and the molecular modeling and computational chemistry laboratories.

The Department also has space in the Biotechnology Laboratory Building. Research space is available for performing research in molecular and cellular biology, drug design and development, and drug delivery and dosage form design.

<https://www.siu.edu/pharmacy/departments-faculty-staff/pharmaceutical-sciences.shtml>

## **Department of Pharmacy Practice**

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

Through educational programming and professional services, the SIUE Department of Pharmacy Practice provides students, faculty and pharmacy practitioners with meaningful opportunities that enable them to: deliver patient-centered care, employ new technologies, remain contemporary with evolving practice roles, contribute to the profession and assume leadership roles in the professional community. The Department's dedicated and enthusiastic faculty embrace a student-centered approach and a patient-centered care philosophy to facilitate optimal student learning.

<https://www.siu.edu/pharmacy/departments-faculty-staff/pharmacy-practice.shtml>

# School of Pharmacy

## Faculty Academic Planning Calendar

### 2023-2024

\*calendar as of 8/1/2023 – only updated once per academic year, students are responsible to stay up to date with changes if applicable.

#### Summer 2023

May 8 - 26 .....	IPPE for Some Students
May 22 – June 23 .....	APPE I
<b>May 29</b> .....	<b>Memorial Day Holiday</b>
May 30 – August 4 ( <i>specific time periods to be determined</i> ) .....	Didactic Session
<b>June 19</b> .....	<b>Juneteenth Day Holiday – No Classes</b>
June 26 – July 28 .....	APPE II
<b>July 4</b> .....	<b>Independence Day Holiday – No Classes</b>

#### Fall 2023

July 7.....	Syllabi for all Fall courses due
July 15.....	Course Reports for P-1 Fall courses due
July 31 – September 1 .....	APPE III
August 7 .....	SOP classes begin (P2 & P3 Classes)
August 7 – 9.....	New Student Orientation (P1 Class)
August 10 .....	SOP classes begin (P1 Class)
August 28 – September 1.....	Early Monitoring Program (EMP) for PHPT 730A and PHPT 750A
September 4 – September 8 .....	No APPE Module Scheduled (P4 Class)
September 1.....	Deadline for submitting Fall 2024 course changes to Office of Academic Affairs
<b>September 4</b> .....	<b>Labor Day Holiday – No Classes</b>
September 11 – October 13 .....	APPE IV
September 8.....	White Coat Ceremony
September 22.....	First 7 weeks end and last day of classes before intersession (P2 and P3 Classes)
September 25.....	Final Exams in PHPT 730A and PHPT 750A; No regularly scheduled classes for P2 and P3
September 26 – October 13 .....	Intersession/IPPE/PPD (P2 and P3 Classes)
October 2 - 6 .....	EMP for remaining courses
October 16 – November 17 .....	APPE V
October 16 .....	Resume regularly scheduled classes for P2 and P3 Classes
October 16 – 27.....	IPPE I (P1 Class)
October 30 .....	Resume regularly scheduled classes for P1 Class
November 6 - 10.....	EMP for PHPT 730B and PHPT 750B
November 20 – January 5 .....	No APPE Module Scheduled (P4 Class)
<b>November 20 – 24</b> .....	<b>Thanksgiving Holiday – No Classes</b>
November 20 – 22.....	Faculty Innovation Time (FIT) – No meetings
December 4 .....	Syllabi for all Spring courses due
December 11 – 15 .....	Exam Week
December 16.....	Commencement
December 20.....	Course Reports for P-1 Spring courses due
<b>December 24 – January 1</b> .....	<b>Administrative Closure and Holiday</b>



## Spring 2024

**January 2** ..... Classes begin  
January 8 – February 9 ..... APPE VI  
**January 15** ..... ***Martin Luther King Holiday – No Classes***  
January 22 – 26 ..... EMP for PHPT 730C and PHPT 750C  
February 1 ..... Deadline for submitting Spring 2025 course changes to Office of Academic Affairs  
February 12 – March 15 ..... APPE VII  
February 16 ..... First 7 weeks end and last day of classes before intersession  
February 19 ..... Final Exams in PHPT 730C and PHPT 750C; No regularly scheduled classes for P2 and P3  
February 19 – March 8 ..... Intersession/PPD (P1 Class)  
February 20 – March 8 ..... Intersession/IPPE/PPD (P2 and P3 Classes)  
February 26 – March 1 ..... EMP for remaining courses  
March 11 ..... Resume regularly scheduled classes  
March 18 – 22 ..... No APPE Module Scheduled (P4 Class)  
March 25 – April 26 ..... APPE VIII  
April 1 – 5 ..... EMP for PHPT 730D and PHPT 750D  
April 15 ..... Seed Grant Applications Due to Chair of Faculty Development Committee  
April 29 - May 3 ..... Pre-commencement Week / Exam Week  
May 3 ..... ImPaCT Presentation Day  
May 3 ..... Commencement for Masters Degree (Concurrent Degree Program)  
May 4 ..... Pharm D Commencement  
May 9 – 10 ..... Faculty Innovation Time (FIT) – No meetings

## **Admission Process**

Admissions to the professional program of the SIUE School of Pharmacy are limited and highly competitive – it is anticipated that the instructional resources available to the School will enable approximately 80 new students to be admitted each fall term. For this reason, achieving the minimum pre-pharmacy subject and grade criteria does not guarantee admission. In selecting students for admission, the School will consider the applicant's pre-pharmacy curriculum GPA and pre-pharmacy GPA in science and mathematics courses. Only college-level coursework is considered in these GPA calculations. Other evaluation criteria include letters of recommendation and an on-campus interview which includes a formal writing assessment.

There are three pathways to gain admission into the pharmacy program: (1) traditional student; (2) Conditional Entry Program (CEP) student; or (3) transfer student.

### **Traditional Student**

Traditional students should begin the application process one year before their anticipated enrollment in the SIUE School of Pharmacy. The SIUE School of Pharmacy uses the Pharmacy College Application Service (PharmCAS).

To be considered for admission to the PharmD Program in the School of Pharmacy, candidates must:

- Complete the Pre-Pharmacy Curriculum by the end of the spring term prior to planned enrollment in the School of Pharmacy.
  - All courses listed in the Pre-Pharmacy Curriculum must be completed with a grade of C or better.
  - Applicants must have a minimum grade point average of 2.75 (on a 4.0 scale) in each of the following: cumulative grade point average for all post-secondary courses attempted (excluding graduate courses), pre-pharmacy curriculum grade point average, and pre-pharmacy science and mathematics grade point average.
- Complete a PharmCAS application (<https://www.pharmcas.org/>) and keep the PharmCAS record updated.
- Meet the technical standards for admissions and continued enrollment. For details, please visit <https://www.siu.edu/pharmacy/admission>
- Successfully complete an on-campus professional program interview and writing assessment.

Based on the criteria above, the top candidates will be invited to matriculate in the PharmD program.

### **Conditional Entry Program Student**

Incoming freshmen who enter SIUE directly from high school may be considered for the Conditional Entry Program (CEP). The CEP is an early assurance program that allows selected students to earn direct admission to the SIUE School of Pharmacy (SOP). In order to qualify for consideration to the CEP, students must apply to the Meridian Scholars Program at SIUE and indicate either pharmacy or pre-pharmacy as an area of intended study on the Meridian Scholars Program application. On a competitive basis, candidates will be invited to interview, and the top candidates will receive a formal invitation to participate in the CEP.

To be admitted to the School of Pharmacy via CEP, students must matriculate at SIUE as a freshman and:

- Complete the Pre-Pharmacy Curriculum no later than the end of the spring term of their sophomore year.
  - All courses listed in the Pre-Pharmacy Curriculum must be completed with a minimum grade of C.
  - CEP participants must have a minimum grade point average of 3.5 (on a 4.0 scale) in each of the following: cumulative grade point average for all post-secondary courses attempted (excluding graduate courses), pre-pharmacy curriculum grade point average, and pre-pharmacy science and mathematics grade point average.
- Complete a PharmCAS application (<https://www.pharmcas.org/>) and keep the PharmCAS record updated.
- Meet the technical standards for admissions and continued enrollment. For details, please visit <https://www.siu.edu/pharmacy/admission>
- Successfully complete an on-campus professional program interview and writing assessment.

Based on the criteria above, successful candidates will be invited to matriculate in the PharmD program. For more information on the Conditional Entry Program, contact the School of Pharmacy at [pharmacy@siue.edu](mailto:pharmacy@siue.edu) or (618) 650-5150.

### **Transfer Program Student**

SIUE School of Pharmacy may accept students who are in good academic standing with advanced standing (second professional year and above) subject to available positions in each class. An Advanced Standing Admissions Committee will evaluate all applicants applying with prior credits from another ACPE accredited degree program in pharmacy. Advance standing admission can only be offered in fall semesters. To be considered for admission, students with advanced standing are required to:

- Be currently enrolled in an ACPE accredited professional PharmD curriculum
- Provide SIUE School of Pharmacy with official transcripts for all college coursework.
- Have a minimum GPA of 3.0 (on a 4.0 scale) for all completed college coursework.
- Have a minimum grade of “C” in all college courses.
- Complete the Transfer Student (Advance Standing) Application Form (upon request at [pharmacy@siue.edu](mailto:pharmacy@siue.edu)).
- Pay a \$250 application fee

Based on the criteria above, successful candidates will be invited to matriculate in the PharmD program. For more information on the Transfer Student Entry Program, contact the School of Pharmacy at [pharmacy@siue.edu](mailto:pharmacy@siue.edu) or (618) 650-5150.

## **Technical Standards for Admission and Continued Enrollment**

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

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

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

### **1. Observation**

All students must be able to:

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

### **2. Communication**

All students must be able to:

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

### **3. Psychomotor Skills**

All students must be able to:

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

#### **4. Intellectual**

All students must be able to:

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

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

All students must be able to:

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

## **Statement of Nondiscrimination**

SIUE prohibits discrimination against employees, applicants for employment and students on the basis of age, color, disability, marital status, national origin, race, religion, sex, sexual orientation, or veteran's status. Discrimination in any form will not be tolerated; management and supervisory personnel, at all levels, are responsible for taking reasonable and necessary action to prevent discrimination. Inquiries can be directed to the Office of Equal Opportunity, Access & Title IX Coordination, Rendleman Hall, Room 3316, Box 1025, Edwardsville, IL 62026-1025, (618) 650-2333. <https://www.siu.edu/ea/>

## **Annual Security & Fire Safety Report**

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

A hard copy of the report is available for viewing at: the Lovejoy Library Circulation Desk on the SIUE Campus in Edwardsville, IL; the Biomedical Library Circulation Desk on the SIUSDM Campus in Alton, IL; the SIUE Satellite Police Station at the East St. Louis Higher Education Center in E. St. Louis, IL; and the Morris Library Circulation Desk on the SIUC Campus in Carbondale, IL

For those without computer access, a paper copy of the report may be obtained upon request (24-hour notice required) to: Office of the Vice Chancellor for Administration, Rendleman Hall, Room 2228, Campus Box 1158, Edwardsville, IL 62026-1158. Phone: 618/650-2536.

## **SIUE Institutional Information**

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

## **SIUE Consumer Disclosure – Professional Licensure**

The SIUE School of Pharmacy offers a program to prepare future pharmacists by meeting educational requirements established by ACPE standards. Licensure requirements may vary among jurisdictions. SIUE School of Pharmacy will work with prospective and current students to know these requirements at the time that their place of residence/residence change is known. Student must change their address within specified university policy timelines for the school to know how to assist. The Manager of Federal, State, and Licensure Compliance in Room 1330 Rendleman Hall may assist further. The OPSA can directly assist prospective and currently enrolled students with their questions to navigate their needs. <https://www.siu.edu/consumer-disclosures/professional-licensure.shtml>

## Doctor of Pharmacy (Pharm.D.) Curriculum<sup>ab</sup>

Students are highly encouraged to utilize DegreeWorks as a tool to track their progress toward degree completion. Additional information about DegreeWorks and how to login can be found here, <https://www.siue.edu/degree-works/students.shtml>. For additional help with DegreeWorks, please also contact your advisor.

### First Professional Year – Fall Semester Total Credits: 18

<b>PHPS 700</b>	<b>Principles of Drug Action I</b> Discussion of chemical and physical properties relating to drug action. Emphasis on absorption, distribution, metabolism, and elimination of drugs, receptors theory, and mechanisms of action.	<b>4.0</b>
<b>PHPS 702</b>	<b>Biochemical Principles for Pharmacy</b> Addresses chemical and molecular biology basis for drug action and human diseases. Biochemical pathways, enzyme structure and regulation, metabolism of nutrients and food constituents covered.	<b>3.0</b>
<b>PHPS 704</b>	<b>Biopharmaceutics and Drug Delivery I</b> Addresses drug absorption process, Fickian mass transport concepts and mathematical models. Common dosage forms and delivery systems are also presented.	<b>2.0</b>
<b>PHAS 708</b>	<b>Health Care Systems</b> Examines the financing, and delivery of the U.S. healthcare system, introduces the concepts of health outcomes, population-based care, and social/economic factors that impact patient care.	<b>3.0</b>
<b>PHPR 711</b>	<b>Drug Information</b> Focuses on drug information resources and medication safety. Emphasis is on developing abilities to retrieve literature and utilize resources for pharmacy practice.	<b>1.0</b>
<b>PHAS 716</b>	<b>Ethical Issues in Health Care</b> The course is structured as an interprofessional course where pharmacy students will collaborate with dental students to discuss ethical issues encountered in health care.	<b>1.0</b>
<b>PHPR 717</b>	<b>Patient-Centered Communication</b> Focuses on the development of patient and provider communication skills within health care settings.	<b>1.0</b>
<b>PHPR 718A</b>	<b>Pharmacy Skills Lab I</b> Will focus on the development of pharmacy practice skills, utilizing the pharmacist patient care process model.	<b>1.0</b>
<b>PHEP 719A</b>	<b>Personal and Professional Development I</b> One of six-course sequence where students gain personal and professional skills and participate in experiential learning necessary in their development as well-rounded healthcare professionals.	<b>2.0</b>

<sup>a</sup> Subject to change per recommendations by Curriculum Committee

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



**First Professional Year – Spring Semester<sup>c</sup>****Total Credits: 17**

<b>PHPS 701</b>	<b>Principles of Drug Action II</b> Addresses toxicology and mechanisms of drug actions in endocrine and cardiovascular systems. Emphasis is placed on anatomy and physiology, disease states, and drug actions.	<b>2.0</b>
<b>PHPS 705N</b>	<b>Biopharmaceutics and Drug Delivery II</b> Addresses drug product preformulation, formulation, and manufacture including influence on patient product performance. Physicochemical factors relevant to drug administration, problem solving, and patient counseling emphasized.	<b>3.0</b>
<b>PHPS 707N</b>	<b>Pharmacy Calculations</b> Addresses the mathematical skills necessary for pharmacy practice.	<b>1.0</b>
<b>PHPR 710</b>	<b>Biomedical Literature Evaluation</b> Addresses process of critically reviewing biomedical and pharmaceutical literature by analyzing statistics and research design. Principles of outcomes research covered. Prerequisite: open to pharmacy students only or by consent of department chair.	<b>3.0</b>
<b>PHPS 712</b>	<b>Immunology and Immunization Training</b> A study of principles of immunology, host responses to microbial infections/tumors, allergic reactions, autoimmune diseases, transplantations and appropriate vaccination strategies to improve public health.	<b>3.0</b>
<b>PHPR 713N</b>	<b>Self Care &amp; Alternative Medicines</b> Study of nonprescription medicines and dietary supplements used for self-care. Emphasis will be placed on selection of the appropriate nonprescription medication and patient counseling.	<b>3.0</b>
<b>PHPR 718B</b>	<b>Pharmacy Skills Lab II</b> Will focus on the development of pharmacy practice skills, utilizing the pharmacist patient care process model.	<b>1.0</b>
<b>PHEP 719B</b>	<b>Personal and Professional Development II</b> One of six-course sequence where students gain personal and professional skills and participate in experiential learning necessary in their development as well-rounded healthcare professionals.	<b>1.0</b>

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<sup>c</sup> Basic Life Support certification is required in order to progress from P1 to P2.

**Second Professional Year – Fall Semester****Total Credits: 19**

<b>PHPS 720N</b>	<b>Pharmacokinetics</b> Addresses mathematical and clinical basis for understanding drug absorption, distribution, metabolism, and elimination. The mathematical modeling for determining patients' drug dosage regimen is covered.	<b>3.0</b>
<b>PHAS 728N</b>	<b>Pharmacy Management I</b> Addresses pharmacy communication theory, the management of human resources and leadership principles that are useful in maximizing pharmacy operations.	<b>2.0</b>
<b>PHPT 730A</b>	<b>Integrated Pharmacotherapeutics I</b> Integrates concepts of pathophysiology, pharmacology, medicinal chemistry and therapeutics. Students are expected to design, implement, monitor, evaluate, and adjust pharmaceutical care plans for patients.	<b>4.0</b>
<b>PHPT 730B</b>	<b>Integrated Pharmacotherapeutics II</b> Integrates concepts of pathophysiology, pharmacology, medicinal chemistry and therapeutics. Students are expected to design, implement, monitor, evaluate, and adjust pharmaceutical care plans for patients.	<b>4.0</b>
<b>PHPR 735N</b>	<b>Physical Assessment and Patient Care Skills</b> Develops physical assessment, laboratory test interpretation and patient care skills for drug therapy and disease state management.	<b>2.0</b>
<b>PHPR 738A</b>	<b>Pharmacy Skills Lab III</b> Will focus on the development of pharmacy practice skills, utilizing the pharmacist patient care process model.	<b>1.0</b>
<b>PHEP 739A</b>	<b>Personal and Professional Development III</b> One of six-course sequence where students gain personal and professional skills and participate in experiential learning necessary in their development as well-rounded healthcare professionals.	<b>3.0</b>

**Second Professional Year – Spring Semester****Total Credits: 18**

<b>PHPS 703</b>	<b>Principles of Pharmacogenomics</b> Addresses techniques of molecular biology and pharmacogenomic principles applied to human disease states. Emphasized pathological states where therapeutic drug intervention exists or might be developed.	<b>2.0</b>
<b>PHAS 709</b>	<b>Health Care and Financial Management</b> Addresses principles of business, marketing, strategic planning, and financial management. The economic and political environment of the American health care system. Prerequisite: open to pharmacy students only or by consent of department chair.	<b>2.0</b>
<b>PHPT 730C</b>	<b>Integrated Pharmacotherapeutics III</b> Integrates concepts of pathophysiology, pharmacology, medicinal chemistry and therapeutics. Students are expected to design, implement, monitor, evaluate, and adjust pharmaceutical care plans for patients.	<b>4.0</b>
<b>PHPT 730D</b>	<b>Integrated Pharmacotherapeutics IV</b> Integrates concepts of pathophysiology, pharmacology, medicinal chemistry and therapeutics. Students are expected to design, implement, monitor, evaluate, and adjust pharmaceutical care plans for patients.	<b>4.0</b>
<b>PHPR 738B</b>	<b>Pharmacy Skills Lab IV</b> Will focus on the development of pharmacy practice skills, utilizing the pharmacist patient care process model.	<b>1.0</b>
<b>PHEP 739B</b>	<b>Personal and Professional Development IV</b> One of a six-course sequence where students gain personal and professional skills and participate in experimental learning necessary in their development as well-rounded healthcare professionals.	<b>3.0</b>
<b>PHPR 744</b>	<b>Health Promotion &amp; Literacy</b> Prepare to provide care to a diversity of individuals by understanding and respecting differences including attention to health literacy concerns.	<b>2.0</b>

**Third Professional Year – Fall Semester****Total Credits: 19d**

<b>PHAS 733N</b>	<b>Pharmacy Law</b> Covers legal requirements in pharmacy practice and helps students apply laws to circumstances they may encounter in various practice settings.	<b>2.0</b>
<b>PHPT 750A</b>	<b>Integrated Pharmacotherapeutics V</b> Integrates concepts of pathophysiology, pharmacology, medicinal chemistry and therapeutics. Students are expected to design, implement, monitor, evaluate, and adjust pharmaceutical care plans for patients.	<b>4.0</b>
<b>PHPT 750B</b>	<b>Integrated Pharmacotherapeutics VI</b> Integrates concepts of pathophysiology, pharmacology, medicinal chemistry and therapeutics. Students are expected to design, implement, monitor, evaluate, and adjust pharmaceutical care plans for patients.	<b>4.0</b>
<b>PHAS 756</b>	<b>Pharmacy &amp; Population Health</b> Introduces the concepts of population health, determinants and patterns of population health problems and identifying possible ways to improve population health.	<b>2.0</b>
<b>PHPR 758A</b>	<b>Pharmacy Skills Lab V</b> Will focus on the development of pharmacy practice skills, utilizing the pharmacist patient care process model.	<b>1.0</b>
<b>PHEP 759A</b>	<b>Personal and Professional Development V</b> One of six-course sequence where students gain personal and professional skills and participate in experiential learning necessary in their development as well-rounded healthcare professionals.	<b>1.0</b>
<b>PHEL</b>	<b><u><a href="#">Elective Courses</a></u></b>	<b>5.0<sup>d</sup></b>

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<sup>d</sup> Total credits vary depending on number of elective credits taken. Students are required to accumulate a total of 10 elective credits for graduation. Students enrolled in a concurrent degree program should contact their advisor prior to enrolling in electives.

**Third Professional Year – Spring Semester****Total Credits: 18d**

<b>PHEP 751</b>	<b>Essentials of Research Application</b> Review of basic research principles (from idea creation to writing conclusion) in preparation for the Advanced Pharmacy Practice Experience (APPE) research application rotation.	<b>1.0</b>
<b>PHAS 754</b>	<b>Pharmacy Management II</b> Introduction to leadership and management activities and resource use in the community, institutional and other pharmacy practice settings. Developing problem-solving abilities will be emphasized.	<b>2.0</b>
<b>PHPT 750C</b>	<b>Integrated Pharmacotherapeutics VII</b> Integrates concepts of pathophysiology, pharmacology, medicinal chemistry and therapeutics. Students are expected to design, implement, monitor, evaluate, and adjust pharmaceutical care plans for patients.	<b>4.0</b>
<b>PHPT 750D</b>	<b>Integrated Pharmacotherapeutics VIII</b> Integrates concepts of pathophysiology, pharmacology, medicinal chemistry and therapeutics. Students are expected to design, implement, monitor, evaluate, and adjust pharmaceutical care plans for patients.	<b>4.0</b>
<b>PHPR 758B</b>	<b>Pharmacy Skills Lab VI</b> Will focus on the development of pharmacy practice skills, utilizing the pharmacist patient care process model.	<b>1.0</b>
<b>PHEP 759B</b>	<b>Personal and Professional Development VI</b> One of six-course sequence where students gain personal and professional skills and participate in experiential learning necessary in their development as well-rounded healthcare professionals.	<b>1.0</b>
<b>PHEL</b>	<b><u><a href="#">Elective Courses</a></u></b>	<b>5.0d</b>

**Fourth Professional Year****Total Credits: 45e**

<b>PHEP 780</b>	<b>Advanced Pharmacy Practice Experience - Community Pharmacy</b>	<b>6.0</b>
	To place students in a community pharmacy practice environment where they can apply their didactic knowledge, develop core competencies, and gain patient care experience.	
<b>PHEP 781</b>	<b>Advanced Pharmacy Practice Experience - Hospital Pharmacy</b>	<b>6.0</b>
	To place students in a hospital practice environment where they can apply their didactic knowledge, develop core competencies, and gain patient care experience.	
<b>PHEP 782</b>	<b>Advanced Pharmacy Practice Experience - Ambulatory Care</b>	<b>6.0</b>
	To place students in an ambulatory care practice environment where they can apply their didactic knowledge, develop core competencies, and gain patient care experience.	
<b>PHEP 783</b>	<b>Advanced Pharmacy Practice Experience - Acute Care/General Medicine</b>	<b>6.0</b>
	To place students in an acute care setting where they can apply their didactic knowledge, develop core competencies, and gain patient care experience.	
<b>PHEP 784</b>	<b>Advanced Pharmacy Practice Experience – Specialized Practice.<sup>e</sup></b>	<b>6.0<sup>e</sup></b>
	To place students in a specialized practice environment where they can apply their didactic knowledge, develop core competencies, and gain practical experience.	
<b>PHEP 789</b>	<b>Advanced Pharmacy Practice Experience: ImPaCT (Improving Patient Care for Tomorrow)</b>	<b>3.0</b>
	The ImPaCT experience requires the student to develop and complete a scholarly pharmacy related project.	

**Doctor of Pharmacy Curriculum****Total Credits: 154****Electives**

Students are required to accumulate a total of ten (10) elective credit hours for graduation. Students may choose from internal elective courses, external elective courses and independent study, in accordance with the Elective Guidelines, to fulfill this requirement.

An updated list of approved elective courses offered within the SIUE School of Pharmacy (Internal Electives) and external to the School of Pharmacy or SIUE (External Electives) can be found on the Student Announcement and Policy Blackboard learning management system site.

**Disclaimer: Occasionally, electives may not be offered due to faculty availability. Available electives for a given term in addition to max enrollment and prerequisite information, will be listed on CougarNet.**

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<sup>e</sup> Must repeat PHEP 784 to accumulate 18 credit hours.

## **Work-Related Academic Credit**

### **PHEP 799C Pharmacy Co-Curricular Experience: Community**

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

### **PHEP 799H Pharmacy Co-Curricular Experience: Health System**

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

### **PHEP 799L Pharmacy Co-Curricular Experience: Long Term Care**

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

### **PHEP 799O Pharmacy Co-Curricular Experience: Other Practice Settings**

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

***Please go to the [SIUE Graduate Catalog](#) to see the most updated course descriptions.***

## ***Graduation Requirements***

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

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

1. Students must successfully complete the PharmD curriculum as approved by the faculty in the School of Pharmacy.
2. Students must complete 10 credit hours of electives
  - a. No more than 5 elective credit hours can be external elective hours (except those enrolled in the concurrent degree programs)
  - b. No more than 4 elective credit hours can be independent study hours
3. Students must be in academic good standing.
  - a. Students must have a cumulative GPA of 2.0 or above.
  - b. Students cannot have more than 8 cumulative credit hours of “D” grades in courses applied towards the PharmD degree.
  - c. Students cannot have any “F” grades in courses applied towards the PharmD degree.
  - d. Students cannot have any “no credit” grades in courses applied towards the PharmD degree.

*New starting with the Class of 2022*

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

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

Students who have completed all but two APPE's (i.e., have no more than 12 credit hours remaining) and who meet all other graduation requirements as stated in the SIUE School of Pharmacy progression policies, may be permitted to participate in hooding and commencement ceremonies provided that they are enrolled in and will complete the remaining APPE(s) prior to the end of the summer term following the ceremonies.



## **Experiential Education Overview**

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

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

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

IPPE is scheduled during the first two years of the PharmD curriculum. The “rotations” are offered during a dedicated time block when there are no concurrent classes on campus. Students participate in total of three different IPPE rotations totaling approximately 320 hours. The IPPE rotations are aligned with the Personal and Professional Development course sequence.

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

While there is only one rotation experience during the first professional year of pharmacy school, students are expected to complete a variety of experiences through the Personal and Professional Development event requirements, which include healthcare related events, professional development opportunities, and community service. Completion of these experiences will be required beginning in the spring semester of the first year and will continue each semester for the remainder of the didactic curriculum.

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

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

The entire P4 year is comprised of APPE experiences. Students will complete seven experiences, each lasting five weeks. There are four “Core” or required experiences (Community Pharmacy, Hospital Pharmacy, Ambulatory Care Pharmacy and Acute Care General Medicine Pharmacy) and three elective rotations that take place in any of numerous pharmacy specialized practices. A computerized matching process is used to place students with preceptors and practice sites based on students ranking of preferences.

The final element of the APPE program is the Improving Patient Care for Tomorrow (ImPaCT) rotation during which students design and complete a scholarly project or business plan in cooperation with a mentor and under the guidance of the ImPaCT Coordinator who is an SIUE School of Pharmacy staff member. Through the development and completion of scholarly projects or business plans, students integrate and apply content and skills acquired over the pharmacy curriculum subsequently documenting the achievement of educational outcomes and professional competencies. Students conduct their projects in practice environments that most interest them. This project requires a minimum of 120 hours non-concurrent with other APPE rotations.

## **Interprofessional Education**

The SIUE SOP is committed to interprofessional education (IPE) and collaboration. We have partnered with several healthcare professional programs and developed various IPE endeavors that are embedded throughout the curriculum. Examples of these programs include SIUE School of Dental Medicine, SIUE School of Nursing, SIU School of Medicine, St. John’s College of Nursing, and Lincoln Land Community College Respiratory Therapy program.

## Concurrent Degree Programs

The School of Pharmacy provides students the option to complete a concurrent graduate degree. The School of Pharmacy is partnered with SIUE graduate school programs to offer the following concurrent degree programs:

### **Doctor of Pharmacy/Master's in Business Administration**

- Admission requirements- minimum GPA of 3.2 during P1 year, meet all admission requirements for the Graduate School and the MBA program
- Application deadline- March 15 of P1 year
- PharmD/MBA curriculum- <https://www.siu.edu/academics/graduate/degrees-and-programs/pharmd-mba/curriculum.shtml>

### **Doctor of Pharmacy/Master of Science in Healthcare Informatics**

- Admission requirements- minimum GPA of 3.0 during P1 year, meet all admission requirements for the Graduate School and the MSHI program
- Application deadline- March 15 of P1 year
- PharmD/MSHI curriculum- <https://www.siu.edu/academics/graduate/degrees-and-programs/pharmd-healthcare-informatics/curriculum.shtml>

### **Doctor of Pharmacy/Master of Science in Pharmaceutical Sciences**

- Admission requirements- minimum GPA of 3.5 during P1 year, meet all admission requirements for the Graduate School and the MSPS program
- Application deadline- March 15 of P1 year
- PharmD/MSPS curriculum- <https://www.siu.edu/academics/graduate/degrees-and-programs/pharmd-pharmaceutical-sciences/curriculum.shtml>

### **Doctor of Pharmacy/Master of Public Health**

- Admission requirements- minimum GPA of 3.0 during P1 year, meet all admission requirements for the Graduate School and the MPH program
- Application deadline- March 1 of P1 year
- PharmD/MPH curriculum- <https://www.siu.edu/academics/graduate/degrees-and-programs/pharmd-public-health/curriculum.shtml>

### **Doctor of Pharmacy/Master of Public Administration**

- Admission requirements- minimum GPA of 3.0 during P1 year, meet all admission requirements for the Graduate School and the MPA program
- Application deadline- March 15 of P1 year
- PharmD/MPA curriculum- <https://www.siu.edu/academics/graduate/degrees-and-programs/pharmd-public-administration/curriculum.shtml>

### **Application Procedures**

In addition to the admission requirements and deadline indicated for each particular program, students will be required to submit:

- Graduate School application (a special application link will be provided to students during Spring of P1 year)
- Personal statement

- Transcripts from all post-secondary institutions (The Office of Professional and Student Services will forward a copy of the transcripts that were submitted to PharmCAS. If other coursework was completed but not submitted to PharmCAS, the student is responsible for submitting official transcripts to the Graduate School.)
- The \$40 application fee is waived for pharmacy students applying to a concurrent degree program

Students are permitted to apply to more than one concurrent degree program, but a separate application (along with unique personal statement) will need to be submitted. Students are only permitted to complete one PharmD concurrent degree program.

### **Additional Information**

A concurrent degree provides students with greater opportunities for learning and career advancement in the health sciences while saving time and money. Many, if not all, of the 10 credit hours of pharmacy electives can be satisfied through the completion of the concurrent degree program (see curriculum guide for specific information).

Concurrent degree information will be provided during the Fall and early Spring of P1 year. It's encouraged P1 students discuss their interest with their advisor in the Office of Professional and Student Affairs. The Academic Affairs Coordinator serves as the main contact for any questions regarding the PharmD concurrent degree program in addition to providing ongoing support to students throughout their time in the program.

## **Student Policies and Procedures**

*Student policies may be amended based on the student's admit date. Please check the school of pharmacy website for updated policies.*

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

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

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

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

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

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

A complaint against a college or a school of pharmacy must be related to the standards or the policies and procedures of ACPE and must be submitted in writing to the Executive Director. Under existing practices, when a complaint is received, it is submitted to the college or school affected for response. If, thereafter, based upon the complaint and the response, the Executive Director determines that a complaint is not related to the standards or policies, the complainant is so advised in writing with a copy to the school or college, and the matter is treated as resolved.

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

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

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

**If you wish to file a complaint, please complete the ACPE Complaint Form [found here](#)**

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

Any person may file a formal written complaint to the Southern Illinois University Edwardsville School of Pharmacy regarding its Doctor of Pharmacy Program. Complaints may include, but are not limited to, admissions policies, grading issues, inappropriate student or faculty conduct, or failure to comply with School of Pharmacy or SIUE policies. Complaints regarding a course-specific evaluation or grade will not be permitted unless it can clearly be demonstrated that one or more student rights has been violated. These rights are defined by university policy and may be found at the follow link:

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

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

*Procedure for Formal Complaints:* To initiate a formal complaint, a written (preferably typed), signed and dated statement with the full contact information of the person submitting the complaint must be provided to the Office of Professional and Student Affairs (OPSA) in the School of Pharmacy. The complaint must provide adequate detail to facilitate further processing. If the complaint is related to a course, a statement detailing previous discussions and meetings with the course coordinator must be included.

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

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

### **III. Discrimination and Harassment Complaint Policies**

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

The Office of Equal Opportunity, Access and Title IX Coordination (EOA) is responsible for responding to and investigating complaints of discrimination including harassment. Inquiries and complaints regarding discrimination and harassment should be directed to the EOA located in the Office of the Chancellor, Rendleman Hall, Room 3316, Campus Box 1125, Procedures for filing a complaint are outlined in the link above. <https://www.siu.edu/ea>

## **B. Student Academic Policies**

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

### **Student Academic Code**

The School of Pharmacy adheres to the University's Student Academic Code as approved by the President. The Code can be found online at:

[Policies & Procedures - Student Rights and Conduct - Student Academic Code - 3C2 \(siue.edu\)](#)

### **Student Conduct Code**

The School of Pharmacy adheres to the University's Student Conduct Code as approved by the President. This code can be found online at:

[Policies & Procedures - Student Rights and Conduct - Student Conduct Code - 3C1 \(siue.edu\)](#)

### **Class Attendance Policy**

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

### **Absence for Official University Business Policy**

The School of Pharmacy adheres to the University's Policies on absence from class for official university business as approved by Chancellor. This policy can be found online at:

<https://www.siue.edu/policies/1i8.shtml>.

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

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

In addition, the School of Pharmacy emphasizes these principles:

1. The School of Pharmacy is preparing students who are technically and professionally competent and are able to exhibit awareness and capacity to conduct themselves in an ethical and moral manner. The highest standards of ethical behavior are expected of persons who enter the profession of pharmacy.
2. The respect for the inherent dignity of persons is the foundation for morality and ethics. All students will be expected to treat each other, staff, faculty, and all persons with whom they interact with respect. This expectation of respect extends beyond the campus environment and includes all forms of communication including email and social media.
3. The School of Pharmacy Academic Probation and Suspension Policy applies to School of Pharmacy students.
4. Appropriate behavior in the classroom, laboratory and experiential sites will be expected of the students which includes the following:
  - a) arrive at class prepared with all assignments completed;



- b) no disruptive behavior such as conversations while an instructor is lecturing or student is speaking nor use of profanity in oral, written or electronic communications is acceptable;
- c) wear clean and pressed laboratory coats in laboratories;
- d) dress in appropriate attire for class, which is at the discretion of the instructor, and for pharmacy school related activities (See Dress Code Recommendations – Section D of Student Policies and Procedures);
- e) refrain from consuming food or beverages in the classroom or laboratories; and,
- f) when patient contact is required as part of either classroom or experiential learning activities, the professional Code of Ethics for Pharmacists (see Appendix A) shall govern all interactions with patients including conduct, confidentiality, and specific rules and regulations of the experiential learning sites. Copies of these rules and regulations will be maintained in the Office of Experiential Education.

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

In the event of an alleged violation, the Associate Dean of Professional and Student Affairs shall notify the student of the specific violation(s) alleged against him or her and provide the student with a copy of this policy and any supporting documentation that will be used for the hearing. The Honor Council will address the alleged violation at a hearing no sooner than ten (10) working days and no later than thirty (30) working days after the student has been advised of the accusation. The student shall have the right to be present for the hearing and to address the Honor Council. At the conclusion of the hearing, the Honor Council shall deliberate in private without the presence of the student or other faculty or administrators and shall provide a written report containing findings of fact, conclusions and recommended actions to the Dean of the School of Pharmacy within ten (10) working days of the hearing. Within ten (10) working days after receipt of the report, the Dean shall take such actions deemed appropriate in his/her discretion. The student and other faculty and administrators involved with the alleged violation will receive a copy of the report regarding the action taken by the Dean of the School of Pharmacy. Sanctions for the violations of the Code include but are not limited to:

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

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

## Appendix A

### *Code of Ethics for Pharmacists*

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#### PREAMBLE

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **C. Professional Classroom and Laboratory Etiquette Guidelines**

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

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

1. Learning is an active enterprise characterized by the sharing and discussion of ideas. Students are expected to come prepared for class/laboratory. This included reviewing preparatory exploration/work, bringing required materials (posted ahead of time by lab instructor), and being ready for active learning at the start of class.
2. It is your responsibility to maintain classroom and laboratory behavior that is professional, courteous, and sensitive to the rights of others (e.g., it is disrespectful to talk or sleep in class). It is required for students to know each class/laboratory attendance policies and professional requirements (e.g. white laboratory coats, special dress codes)
3. Learning cannot effectively occur in a chaotic environment of disrespect and incivility toward one another, and/or instructors, assistants (resident/staff, etc.).
4. Get to class or the laboratory on time. Entering late disrupts the class for the instructor and your classmates.
5. Raise your hand and ask to be recognized. Do not interrupt.
6. Leave personal stereos at home or stow them in your backpack. Do not use them during class or laboratory.
7. Please refrain from consuming foods or beverages in the classroom or laboratories.
8. If you have a problem or a question that requires discussion, make an appointment with your instructor during his/her office hours. Your instructor may have a class immediately before yours, after yours, or both. Catching them in the hall on the way to class or while leaving class is not a good idea in most cases.
9. If you disagree with something, do it in a tactful and professional way.
10. Treat everyone in the class or the laboratory, including your instructor, as you wish to be treated.
11. During examinations refrain from wearing caps or other headgear, except for religious or medical purposes.
12. Turn off all electronic devices, including cell phones, unless allowed by the instructor.

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

Revised: 7/2022

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

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

**Safety Rules and Procedures Agreement**

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

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

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

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

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

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

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

*Revised: 1/2006, 7/2022*

## D. Dress Code Recommendations

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

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

## E. Alcoholic Beverages and Substance Abuse Policies

School of Pharmacy students will adhere to the SIUE Student Alcoholic Beverages Policy (*Approved by Chancellor effective 2/3/03*). This policy can be found at [Policies & Procedures - Alcoholic Beverages - Student Alcoholic Beverages Policy - 6C3 \(siue.edu\)](#) [Policies & Procedures - Alcoholic Beverages - Policy Governing Alcoholic Beverages at Southern Illinois University Edwardsville - 6C1 \(siue.edu\)](#)

SUBSTANCE ABUSE POLICY (*Adopted by Faculty vote July 2020*)

### I. POLICY FOR STUDENTS WHO HOLD OR ARE ELIGIBLE FOR A PHARMACY INTERN OR PHARMACY TECHNICIAN LICENSE

The SIUE School of Pharmacy and the Office of the Vice Chancellor of Student Affairs have a vested interest in the health and well-being of its students. Moreover, the SIUE School of Pharmacy has a responsibility in ensuring that students enrolled in the Doctor of Pharmacy program are eligible to secure a pharmacy intern or technician license and, subsequently, a pharmacist license upon

successful completion of the program and all state licensing requirements. Furthermore, the School of Pharmacy has a duty and obligation to protect the public health and safety.

The SIUE School of Pharmacy recognizes that a substance use disorder is a medically recognized condition as defined by the Diagnostic and Statistical Manual for Mental Disorders (DSM) that poses a risk for substantive harm to affected individuals, their contacts, and the general public. Therefore, the SIUE School of Pharmacy will refer individuals who are identified as being at risk for a substance use disorder for professional assessment and, when so indicated, follow-up treatment.

For those students enrolled in the Doctor of Pharmacy program at SIUE School of Pharmacy, who hold a pharmacy practice license in the state of Illinois, referral is through the [Illinois Professionals Health Program](#) (IPHP). The IPHP strives to facilitate and promote the health and wellbeing of Illinois Healthcare Professionals of all disciplines by effectively addressing any and all physical, mental, emotional, and/or behavioral problems that may adversely affect their private or professional lives. IPHP's recommendations are supported by SIUE School of Pharmacy.

In the event of a positive diagnostic impression by an independent drug and alcohol counselor as identified by IPHP, continuation of the student in the professional phase of the Doctor of Pharmacy program, or graduate program if licensed in Illinois, will be contingent upon compliance with any treatment recommendations endorsed by IPHP. Where so indicated, such students will also be required to engage in a monitoring contract administered by IPHP. Those individuals, who are enrolled at SIUE School of Pharmacy and who hold a pharmacy practice license in a state other than Illinois, may be referred to the appropriate pharmacist recovery network or Board of Pharmacy.

Students subject to referral for a professional assessment include, but are not limited to, any or all of the following conditions:

- A positive finding on a criminal background check that suggests a potential active substance use disorder. Please note that the withdrawal or dismissal of criminal charges, or a "not guilty" disposition, does not necessarily relieve the student from complying with referral for assessment when so warranted;
- Referral from the Office of Professional and Student Affairs (OPSA);
- Positive drug screen;
- Signs or symptoms of a substance use disorder based on behavioral cues as reported by faculty, staff, preceptors, employers, peers, and/or other stakeholders;
- Self-referral.

Please note: The SIUE School of Pharmacy reserves the right to order a drug/alcohol screen for cause, such as a student who unexpectedly has a major deterioration in academic performance or who demonstrates unusual or unprofessional behavior. Drug screens will also be required as outlined in the Experiential Education Policy.

School of Pharmacy students will adhere to the SIUE Policy Governing Alcoholic Beverages. This policy can be found at <http://www.siu.edu/policies/6c1.shtml>. Time periods in the outlined procedure are described by days. Days are considered regular working days in the workweek, Monday through Friday, exclusive of University holidays, days of administrative closure and term breaks.



## A. PROCEDURE

1. Students identified for professional assessment of a possible substance use disorder will be required to schedule an appointment to meet with the Associate Dean of Professional and Student Affairs (OPSA); and/or a designated member of the SIUE School of Pharmacy staff or administration within three (3) days of notification.
2. If it is determined that a referral for a professional assessment is indicated, the student must contact IPHP within three (3) days for an initial intake and referral to a qualified drug and alcohol counselor. The Associate Dean of Professional and Student Affairs will document and contact SIUE counseling services as indicated.
3. Professional assessments must be conducted within ten (10) days of referral.
4. When professional assessment is scheduled, the Associate Dean of Professional and Student Affairs must be notified by the student, within five (5) days of scheduling the assessment.
5. Students referred to IPHP must sign a release of information form, allowing designated individuals to send and receive confidential information regarding the student referral, treatment, and progress, as applicable. Results of this assessment and any treatment recommendations will be provided to the Associate Dean of Professional and Student Affairs.
6. Students who are recommended for treatment will be required to enter into a monitoring agreement with IPHP. Designated individuals from the SIUE School of Pharmacy, including the Associate Dean of Professional and Student Affairs, will be signatories to the agreement. Enrollment in the IPHP program will continue for the duration of the student's enrollment in the Doctor of Pharmacy program. When applicable, students progressing into the profession after graduation, who have not yet completed the contracted period in the IPHP program, will continue to be enrolled in the IPHP program under contract, until they have completed the minimum monitoring requirement.
7. Students recommended for treatment will be required to continue regular communication at least annually with the Associate Dean of Professional and Student Affairs, while enrolled in the Doctor of Pharmacy Program.
8. Refusal to contact IPHP, submit to an assessment, enter into a monitoring contract, or comply with treatment recommendations, when so indicated, may result in notification to the Illinois Department of Professional Regulation and termination from the Doctor of Pharmacy program.
9. A negative diagnostic impression or completion of previous treatment recommendations does not preclude a subsequent referral in the case of a new event, additional evidence, or continuation of a suspect behavioral pattern.
10. Costs for external assessments, treatment programs, monitoring programs and any related fees are the responsibility of the student.
11. All records related to referrals, assessments, and monitoring of substance use disorder will be kept confidential.
12. Recommendations regarding matriculation and/or continuance in the Doctor of Pharmacy program will be made by the Associate Dean of Professional and Student Affairs to the Dean of the School of Pharmacy. Final decisions for matriculation and/or continuance in the Doctor of Pharmacy program rests with the Dean of the School of Pharmacy.

## II. MEDICAL AND RECREATIONAL CANNABIS

### A. PURPOSE

The limited possession and use of cannabis recreationally or for certain medical conditions consistent with the requirements of the [Illinois Department of Public Health](#), is no longer a crime in the State of Illinois. This circumstance does not apply to SIUE School of Pharmacy students. The SIUE School of Pharmacy is subject to the Federal Controlled Substances Act. Cannabis is classified as a Schedule I drug according to the Controlled Substances Act. Therefore, the purpose of this Policy is to summarize the SIUE School of Pharmacy's response to the permissible use of medical and recreational cannabis in the State of Illinois in the context of the other legal obligations.

### B. POLICY

1. The use, possession, cultivation, or sale of cannabis violates Federal law. This prohibits the University from allowing any form of cannabis use on campus. Additionally, Federal grants are subject to University compliance with the Federal Drug Free Schools and Communities Act and the Federal Drug Free Workplace Act.
2. It is unacceptable for a SIUE School of Pharmacy student to be in possession of or use cannabis in any form (e.g. cannabidiol (CBD), tetrahydrocannabinol (THC), etc.), be under the influence of or have any detectable levels of cannabis in their system at any time or location, ever, during the student's multi-year tenure in the pharmacy program. Possession or use of cannabis in any amount and in any form is a violation of the School's student ethics and conduct code, technical standards, substance use policy, State law as it applies to the Pharmacy Practice Act including intern licensure, and Federal laws including the Controlled Substance Act and the Drug-Free Schools and Communities Act. Students must also take responsibility for actively avoiding passive or inadvertent exposure to cannabis in any form, e.g., second hand smoke. Any reported observation of cannabis possession or use, positive result associated with a drug test for cannabis, or criminal conviction associated with such, including but not limited to the result of use of cannabis in regions where it is legal or use associated with a medical cannabis card, may be considered a violation of the School's student ethics and conduct code and substance use policies, and may result in a student being subject to disciplinary action, up to and including dismissal from the program.
3. Students are expected and required to report for classes and work on time and in an appropriate physical condition, free from the influence of drugs and alcohol, to maintain compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989.

## III. VIOLATIONS

Violations of this policy will be reviewed by the Associate Dean of Professional and Student Affairs with other individuals in an advisory capacity as needed, with procedures equal to violations for all other substances. Students are subject to the non-exhaustive list of disciplinary sanctions in the Code of Student Rights, Responsibilities, and Conduct, for violations of the Code.

## IV. CONTACTING ILLINOIS PROFESSIONALS HEALTH PROGRAM (IPHP)

The IPHP provides confidential consultation, support, and monitoring/case management services to healthcare professionals facing behavioral, mental or physical health concerns that may affect the professional's health, wellbeing, or ability to practice his or her profession.

Website: <http://www.illinoisphp.com/>

Terry Lavery, LCPC, Clinical Care Advocate

E-mail: [tlavery@illinoisphp.com](mailto:tlavery@illinoisphp.com)

Phone: (847) 892-7910

Fax: (847) 892-7911

Address: 701 Lee Street, Ste. #125

Des Plaines, IL 60016

## **F. Sexual Harassment Policy**

Sexual harassment will not be tolerated at the SIUE School of Pharmacy. Students will adhere to the SIU Policy on Sexual Harassment and the SIUE Sexual Harassment Complaint Procedures (*Approved by Chancellor effective 8/4/2020*). These policies can be found at <https://policies.siu.edu/personnel-policies/chapter4/ch4-all/sexual.php> and <https://www.siu.edu/policies/2c5.shtml>. Concerns regarding sexual harassment may be discussed with the School of Pharmacy Sexual Harassment Liaison: the Director of Student Services in the Office of Professional and Student Affairs.

## **G. Professional Meetings Policy**

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

## H. Student Travel Funds Policy

### II. Professional Student Organizations

The Office of Professional and Student Affairs will be in charge of records for student organization's budget, travel documentation and reimbursement, and application for travel reimbursement funds. Each student organization must submit their budget for the previous fiscal year to the Office of Professional and Student Affairs by August 31 of the next fiscal year (ex. 2020-2021 fiscal year budget due August 31, 2021). The budget should include all credits, debits, and a final balance for the fiscal year.

***Provided funds are available***, each student organization can apply for up to \$1500 in travel reimbursement each fiscal year. The funds must be used for student travel. Travel reimbursement requests are due to the Office of Professional and Student Affairs no less than 45 days prior to the date of travel. The SRC Financial Committee will meet as needed to review travel requests. All travel reimbursement requests will be presented to the SRC Financial Committee for final approval. The student organization must complete the SOP Travel Reimbursement Worksheet and provide organization/student receipts from the trip to the Office of Professional and Student Affairs no later than two (2) weeks after the end of the trip. Failure to meet the required deadlines will result in a denial of reimbursement. All student organizations must request/exhaust Kimmel Belonging and Engagement Hub organization funds for travel prior to or at the same time when requesting funds through the Office of Professional and Student Affairs.

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

### II. Individual Students

***Provided funds are available***, individual students participating in a national competition in which they are representing the SIUE SOP may apply for a \$500 stipend for travel. Students will apply for the stipend no less than 30 days prior to the trip. Travel arrangements should be made with the Office of Professional and Student Affairs. Students should schedule an appointment with the Office of Professional and Student Affairs to make the travel arrangements. Students should come prepared to the appointment with flight options, hotel information, and registration information so that the arrangements can be purchased on the p-card. Students must then submit the completed Travel Reimbursement Worksheet and receipts from the trip to the Office of Professional and Student Affairs no later than two (2) weeks after the trip. Failure to meet the required deadlines will result in denial of the stipend.

## **I. Student Organization Fundraising and Special Event Guidelines**

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

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

### **Event Protocol:**

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

## **J. Examination and Assignment Make-up Policy**

In the event that a student is unable to participate in a scheduled examination or assignment for any reason other than religious observances, the student shall submit an excuse to the School of Pharmacy Office of Professional and Student Affairs as soon as possible or no later than 24 hours of return to school. Utilization of the [pharmacy@siue.edu](mailto:pharmacy@siue.edu) email or 618-650-5150 is the most appropriate way to document your request. An excused absence with a provision for a make-up will only be accepted when circumstances involve cases involving death of an immediate family member, sickness with verification, any circumstance beyond your control, or absence from class for official university business. The School of Pharmacy Office of Professional and Student Affairs will notify the course coordinator of these absences as soon as possible.

For absences due to religious observances, see section K.

## **K. Absence Policy for Religious Observances**

The SIUE School of Pharmacy abides by the Policy on the Accommodation of Student Religious Observances, SIUE (Approved by Chancellor effective 9/22/15. This policy was issued on September 23, 2015, replacing the October 14, 2002 version.)

“The University, in accordance with the University Religious Observances Act (110 ILCS 110/et seq.) will reasonably accommodate the religious observances of individual students in regard to admissions, class attendance and the scheduling of examinations and work requirements. Religious observance or religious practice includes all aspects of religious observance and practice, as well as belief.

A student who is unable, because of his or her religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination, study or work requirement and shall be provided with an opportunity to make up the examination, study or work requirement that he or she missed because of such absence; provided that the student notified the faculty member or work supervisor in writing, in advance of any anticipated absence or a pending conflict between a scheduled class and the religious observance and provided that the make-up examination, study or work does not create an unreasonable burden upon the University. Students shall not be subjected to any adverse or prejudicial effects because of availing himself or herself of the provisions of this policy.”

The entire policy can be found at <http://www.siue.edu/policies/3g4.shtml>. “A student who believes that he or she has not been reasonably accommodated may seek redress directly with the professor of the class or supervisor. If the matter is not resolved, the student may file a student grievance pursuant to the Student Grievance Code. Students may also file a complaint with the Office of Equal Opportunity, Access and Title IX Coordination (EOA), Room 3310, Rendleman Hall, Box 1025, SIUE, Edwardsville, IL, 62026-1025, (618) 650-2333. The EOA complaint procedure is posted on the SIUE website at <https://www.siue.edu/policies/2c8.shtml>.”

## **L. Pregnancy and Newly Parenting Policy**

This policy and procedure are established to ensure the protection and equal treatment of pregnant students, students with pregnancy-related medical conditions including as a result of the termination of pregnancy, and students who become new parents including parents adopting or fostering to adopt for the first 12 weeks a child is in the home, in accordance with Federal and State guidelines and regulations. "New Parents" refers to a parent who has recently welcomed a newborn or adopted a child or is fostering to adopt a child and needs support to mitigate the disruption in academic progress within the first 12 weeks of parenting or a parent that needs support due to medical necessity attributed to pregnancy or delivery of a child; care of newborn; or lactation within the first year of child's life or legal adoption/fostering. Visit [Policies & Procedures - Student Rights and Conduct - Newly Parenting Policy - 3C15](#) to view the full policy and learn how to request accommodations through the Office of Equal Opportunity, Access, and Title IX Coordination (EOA).

## **M. Leave of Absence Policy**

SIUE School of Pharmacy understands that students may have a need to interrupt enrollment due to personal or medical reasons. The purpose of this leave of absence (LOA) policy is to provide students' time away from academic responsibilities to address the source of the interruption that impairs their ability to function successfully as members of the SOP.

### **I. Definition**

A LOA is a temporary interruption from the Doctor of Pharmacy program without extending the time for degree completion beyond six years from entering the program. OPSA has the authority to grant a LOA and approve a return from a LOA.

### **II. Types of LOA**

1. Medical leave of absence (MLOA): A student may request a leave of absence for medical reasons. A student requesting return from a MLOA is required to have certification from a healthcare provider that the student is able to return to the program.
2. Personal leave of absence (PLOA): A student may request a leave of absence for personal reasons (e.g. financial, family, self).

### **III. Process to Request a LOA**

1. The student must complete the Request for Leave of Absence Application with all required documentation to support the justification for the leave (see the form for more details). For MLOA requests, all health care documentation must be submitted to the OPSA within 10 business days of submitting the Request for Leave of Absence Application. This documentation can be delivered to the OPSA, faxed to 618-650-5162 or emailed to [pharmacy@siue.edu](mailto:pharmacy@siue.edu). The student must inform the OPSA how the documentation will be provided.

2. The student must meet with the Associate Dean of Professional and Student Affairs. The student will be advised of requirements for returning to the Doctor of Pharmacy program.
3. It is the student's responsibility to discuss student status, financial aid, and access to campus (housing, campus resources, student organizations etc.) with campus units prior to the LOA.
4. The leave of absence is granted by the Associate Dean of Professional and Student Affairs. While on LOA, students may not enroll in classes that contribute to the completion of the Doctor of Pharmacy degree.
5. The student will work with the OPSA office to withdraw from academic courses at the start of the LOA (IV. Withdrawal From Courses).
6. The student must return all University property (laptop, etc.) at the time the Leave of Absence is approved.

#### **IV. Withdrawal From Courses**

A student approved for LOA must withdraw from all courses for that term. If registration has already occurred for the term for which the leave is requested, but the term has not started, it is the student's responsibility to comply with registration policies regarding course withdrawal from the University Registrar. All students who take LOA will be awarded a "W" or "I" grade that will not count negatively toward the School of Pharmacy progression and dismissal policies.

If a student has completed most of the course work at the time the LOA is approved, the course coordinator has the option to issue the student with a grade of Incomplete, "I". In the event a student is unable to complete the course with an "I" grade within the time period prescribed by University policy, the grade will be changed to "W" unless otherwise allowed by the course coordinator.

#### **V. Return From LOA**

1. Returning from an approved LOA requires the submission of the Request to Return from Leave of Absence Application. P1-P3 students must return at the beginning of a term and must follow course requirements for enrollment. The return of P4 students must be coordinated with the Director of Experiential Education. Students returning from a MLOA must provide the appropriate documentation/certification from the health care provider indicating that the student is able to return.
  - a. P1-P3 students requesting to return from a LOA should submit their Request to Return from Leave of Absence Application no later than:
    - i. November 15th to return from LOA in Spring term
    - ii. April 15th to return from LOA in Summer term
    - iii. June 15th to return from LOA in Fall term
  - b. P4 students requesting to return from a LOA should submit their Request to Return from Leave of Absence Application at least 30 days prior to their desired date of resumption of APPEs. The Office of Experiential Education will review APPE availability and enroll the student at the earliest feasible opportunity. Actual APPE resumption date may be affected by APPE availability and site-specific on-boarding and pre-rotation requirements.



2. The OPSA will work with the student and Information Technology Services (ITS) to obtain educational resources for the remainder of the curriculum.
3. The OPSA will review the curriculum plan with the student to ensure that all requirements of the Doctor of Pharmacy can be met.
4. The student is responsible for meeting with appropriate campus departments to address additional University resources (e.g. financial aid, housing, veteran services, ACCESS accommodations).

#### **VI. Prolonged LOA**

1. If the LOA extends beyond three terms (including summer term), the student must reapply to the University before returning from the LOA. If the student fails to reapply to the University, or if the duration of the LOA makes it impossible for the student to complete the Doctor of Pharmacy within six years of entering the program, the student will be considered to have withdrawn from the program. A formal letter of program withdrawal will be mailed to the permanent address on file.
2. A student withdrawn from SIUE School of Pharmacy as a result of LOA may appeal the withdrawal decision. The process to appeal is the same as the process for the appeal of academic dismissal (M. Academic Standards and Progression Policy >> VIII. Academic Dismissal).

#### **VII. Student Records**

All LOA and course withdrawals are part of the student's official record and count towards the six-year time limit for completion of the Doctor of Pharmacy program. These records may be considered in Academic Standards and Progression appeal hearings.

#### **VIII. Failure to Follow Policy**

A student who fails to submit the proper documentation or leaves the program without authorization will be deemed as having voluntarily withdrawn from the program. Such students may reapply through the traditional admission process and matriculate into the P1 class regardless of their prior standing in the program.

## N. Experiential Education Policies

### Absence Policy

For purposes of the absence policy, experiential education refers to students on all Introductory Pharmacy Practice Experiences (IPPE) and all Advanced Pharmacy Practice Experience (APPE) rotations.

1. *Illness/Personal Issues.* There are no “sick or personal days” built into Experiential Education courses and make-up hours may be required. The format and duration of any make up period may vary by course as determined by the preceptor and are dependent on both preceptor and site availability. Additionally, the preceptor and the Director or Assistant Director of Experiential Education, as appropriate to the course, must approve any make up plan. Students must notify the preceptor and Office of Experiential Education (OEE) of an intended absence due to illness or personal issues. The Office of Professional and Student Affairs (OPSA) and OEE may require documentation from a physician in cases where a student is absent due to short term illness (defined as missing less than 10% of a single experiential course due to illness including a single occurrence). Absence from any IPPE and APPE course due to long term illness (defined as missing 10% or more of a single experiential course due to illness) will require physician documentation. In the case of either short or long term illness documentation may include but is not limited to proof that the student was under the care of a physician and certification that the student may return to their experiential education courses and assigned practice site(s) without restriction. The feasibility of completing any experiential courses after a long-term absence (defined as missing 10% or more of a single experiential course) due to personal issues or illness will be addressed on a case by case basis. Also see [Experiential Practice Hour Requirements](#).
2. *Tardiness.* Students are expected to arrive on time for experiential education on site experiences. Occurrences of unexcused tardiness may result in a grade reduction. Also see [Experiential Practice Hour Requirements](#).
3. *Unexcused Absences.* Students are required to participate in experiential education experiences at practice sites per their assigned schedules. Occurrences of unexcused absences may result in a grade reduction or removal from the course. Also see [Experiential Practice Hour Requirements](#).
4. *Pharmacy Conferences and Meetings.* There are no excused days to attend meetings or conferences. Meeting or conference attendance that meets the objective of a rotation experience and is approved in advance by the preceptor may be counted as part of rotation attendance.
5. *Residency & Job Interviews.* A student will be allowed up to 3 excused days **total** from APPE rotations for residency or job interviews. **Absences must be approved well in advance by the preceptor, must be reported to the OEE and must be documented in CORE ELMS. This is not a per rotation allowance, absences beyond three days for the entire APPE year must be made up.** For example, if a student is granted three excused

interview days during Mod 6, no additional excused interview days can be granted in subsequent modules and additional days would need to be made up.

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

6. *Graduate School and Fellowship Interviews.* The same policy as residency interviews will be followed.
7. *Inclement Weather.* There are no "inclement weather days" built into rotations and make-up hours may be required (See Absence Section 1 and Experiential Practice Hour Requirements). Students must notify the preceptor and OEE of an intended absence due to inclement weather. Since the weather at any experiential site may be very different from the weather in Edwardsville, the closing of the SIUE campus due to weather conditions does not apply to rotations.
8. *Holidays.* The official SIUE campus holiday schedule applies to students on rotations. Holidays include: New Year's Day; Dr. Martin Luther King, Jr. Day; Memorial Day; Juneteenth; Independence Day; Labor Day; Election Day (on years when officially recognized by the State of Illinois); Thanksgiving; and Christmas. If the experiential education rotation site is closed on additional Federal or State holidays, the student is excused and not required to make-up the hours. Holidays should be documented in CORE ELMS using the drop-down option "holiday".

## Allergies

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

## Background Checks

Upon acceptance to the School of Pharmacy, during the Fall semester of the P2 year and the Spring semester of the P3 year just prior to Advanced Pharmacy Practice Experiences (APPE), students are required to pass a variety of background checks, including criminal background checks, state and federal disqualification lists and other checks as required by experiential sites. Students can expect that additional background tests may be required depending on placement at certain rotation sites. Costs to obtain background checks will be the responsibility of students with the exception of those situations where practice sites conduct and absorb the cost of the background check. More information is available from the OEE. In the event of an adverse background check result, a committee comprising the Director of Experiential Education, Chair of the Department of Pharmacy

Practice, Associate Dean of OPSA, and the Director of Student Services will evaluate pertinent information to determine an appropriate course of action. The SIUE Office of the Associate General Counsel and the Chief of the SIUE Police will be contacted in an advisory capacity if necessary. A recommendation regarding the course of action will be made to the Dean of the School of Pharmacy no later than 30 working days after receipt of all pertinent information.

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

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

Students are required to have a current BLS certification for healthcare providers in order to participate in P2 IPPE rotations and all Advanced Pharmacy Practice Experiences (APPE).

### **Cell Phones and Other Electronic Devices**

Site-specific policies related to personal technologies including phones and watches should be followed at all times. Students should not initiate personal communication during rotation hours. This includes phone calls, social networking, text messaging, etc. Students are responsible for discussing these policies with preceptor prior to using electronic devices.

### **Contacting Preceptors**

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

### **Discrimination and Harassment**

The School of Pharmacy adheres to the policy of Southern Illinois University Edwardsville (SIUE). Each member of the University community, including preceptors, shares a common responsibility to maintain an environment free from discrimination and harassment.

It is the policy of SIUE not to discriminate in the administration of its employment functions, admissions, educational programs or activities, on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation including gender identity, marital status, civil union status, age, physical or mental disability, military status, or unfavorable discharge from military service. The policy (2C8 & 3C7) may be accessed online at: <http://www.siue.edu/policies/2c8.shtml>

The Office of Equal Opportunity, Access and Title IX Coordination (EOA) is responsible for responding to and investigating complaints of discrimination including harassment. Inquiries and

complaints regarding discrimination and harassment should be directed to the EOA located in the Office of the Chancellor, Rendleman Hall, Room 3316, Campus Box 1125, Procedures for filing a complaint are outlined in the link above. <https://www.siu.edu/ea/>

### Dress Code

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

### Drug Testing

Upon acceptance to the School of Pharmacy, during the Fall semester of the P2 year and the Spring semester of the P3 year just prior to Advanced Practice Experiences (APPE), students must provide a negative drug screen from an approved vendor as designated by the School of Pharmacy to the School of Pharmacy OEE. No student testing positive will be assigned to an experiential rotation unless the student has a legal prescription for the drug identified in the screen and has been medically cleared to participate. Students can expect that future drug tests may be required depending on placement at certain rotation sites. Costs to obtain drug testing will be the responsibility of students with the exception of those situations where practice sites conduct and absorb the cost of the drug test. (Note: The SIUE Alcoholic Beverages Policy and the SIUE School of Pharmacy Alcoholic Beverages and Substance Abuse Policies are also applicable when students are participating in experiential education rotations).

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

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

### Duty Hours

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

## **Educational Resources and Equipment at Practice Sites**

Students should check with their preceptor before using computer equipment or reference materials at the practice site. Educational resources and equipment may not be removed from the practice site unless a preceptor has granted express prior permission to the student. If a preceptor has granted permission for a student to borrow educational resources, a failing grade will be given if the resource is not been returned by the end of the rotation.

## **Experiential Practice Hour Requirements**

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

- a minimum of 80 hours for P1 Rotations
- a minimum of 112 hours for each P2 rotation (minimum 224 hours total)
- a minimum of 200 hours for each of the four Required and each of the three Elective APPE rotations (minimum 1400 hours total)
- ImPaCT APPE is 120 hours minimum per course policy.

## **First Day on Site**

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

## **Grading Appeal - APPE**

Students may appeal an APPE grade. The appeal must be made by the student, in writing, and submitted no more than 10 working days after the grade has been posted in CORE ELMS to the Director of Experiential Education who will discuss the rationale for the grade with the preceptor. The Director of Experiential Education, as course coordinator, may decide to grant the appeal, deny the appeal or seek additional input before making a decision. When appropriate (for example expertise in a specialty practice is needed to make a decision), the Director of Experiential Education may request further review of the appeal by two additional faculty members not involved in grading the rotation under appeal to assist with the process. A decision will be made within 10 working days from the receipt of the appeal. Appeals must be submitted in a professional manner or they will be returned to the student with no recourse. The student will be notified of the decision by the Director of Experiential Education.

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

## **Grading Appeal – IPPE**

Students may appeal an IPPE grade. The appeal must be made by the student, in writing, and submitted no more than 10 working days after the grade has been posted in CORE ELMS to the Course Coordinator who will discuss the rationale for the grade with the preceptor. The course coordinator may decide to grant the appeal, deny the appeal or seek additional input before making a decision. When appropriate (for example expertise in a specialty practice is needed to make a decision), the course coordinator may request further review of the appeal by two additional faculty members not involved in grading the rotation under appeal to assist with the process. A decision will be made within 10 working days from the receipt of the appeal. Appeals must be submitted in a professional manner or they will be returned to the student with no recourse. The student will be notified of the decision by the course coordinator.

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

## **Hardship Consideration-Experiential Placements**

SIUE SOP recognizes that some students may face a hardship if rotation placement would require relocation. Students may request hardship consideration for Experiential rotations by completing a Hardship Application and submitting the completed form to the Director of Experiential Education for APPE rotations or the Assistant Director of Experiential Education for IPPE rotations; this should be done no later than the application deadline date which will be set and announced by the Director of Experiential Education or Coordinator. Application forms will be posted in CORE ELMS. Since no single policy can address every situation each request will be addressed on its own merits by a committee consisting of: the Director of Experiential Education, Assistant Director of Experiential Education and the Director of Student Services. Students who are granted hardship acknowledgement will not be pre-placed and must participate in the rotation matching process. In those situations where matched rotation assignments would create a hardship the OEE will work to reassign students to equivalent experiences that will meet curricular requirements. The student may also elect to accept the rotation assignment if they so desire. No guarantee can be made that options which fully address the student's situation can be identified. All students must comply with Experiential Education curricular requirements and cannot skip a requirement if the only option for completion is in a location unsatisfactory to the student.

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

Information about patients is considered privileged and confidential. Students must satisfactorily complete a HIPAA training module at the beginning of the P1 year, the beginning of the P2 year, and at the end of the P3 year. In addition to the general training requirements of the School of Pharmacy some practice sites may have individual training requirements or require students to sign

confidentiality statements. Failure to comply is a breach of the professional code of conduct. Students may be reported to the Pharmacy School Honor Council and/or may be disqualified from participating in rotations at the practice site where the violation occurred or at other practice sites. Depending on the violation the student may also be subject to legal action and fines.

## **Housing**

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

## **Identification Badge**

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

## **Immunization and Health Screening Requirements**

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

- Three doses of Hepatitis B completed within the first semester of the P1 year (Hepatitis B titers are required 30-60 days after the third dose for those students who started the series prior to admission or whose series is in progress at the time of admission)
- Initial two-step tuberculosis test upon admission, then yearly one-step tuberculosis tests (Note: some sites require the TB test to be completed 6 months or less prior to the start of an IPPE or APPE experience)
- Two doses of MMR vaccine upon admission (Note: some experiential sites may require titers of Rubella, Rubeola and Mumps as a requirement to participate.)
- Varicella titer upon admission
- Tetanus-Diphtheria (Td) or a Tetanus-Diphtheria-Pertussis (Tdap) vaccination within 10 years (Note: a Tetanus-Diphtheria-Pertussis vaccination may be required for students who have not previously received Tdap as an adult regardless of the interval since the last Td vaccination).
- Yearly influenza vaccination

Note: Immunization requirements are subject to change

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



## Licensure

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

When a rotation is scheduled in a state other than Illinois a student must have the appropriate license for the state where the rotation is located (assuming licensure is required). In states where licensure is required (e.g. Illinois, Missouri) **it is MANDATORY that students show the preceptor proof of licensure on the first day of the rotation.** Students must also provide the School of Pharmacy OEE with proof of licensure in Illinois and any other state in where a rotation is scheduled and licensure is required prior to the start of the experience.

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

**While enrolled in the Doctor of Pharmacy Program students are responsible for renewing their Illinois license annually and must have a valid Illinois license on file at all times with the OEE. Licensure must be kept current in the state(s) where the experience(s) is/are located for the duration of the rotation.**

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

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

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

## **Meals**

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

## **Occupational Safety and Health Administration (OSHA) Blood Borne Pathogen Training**

Students are required to complete blood borne pathogen training that is compliant with federal regulations regarding blood borne pathogens and other relevant hazards at the beginning of the P1 year, the beginning of the P2 year, and at the end of the P3 year. In addition to the general training requirements of the School of Pharmacy some practice sites may have individual training requirements.

## **Placement Considerations Elective Rotations—APPE**

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

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

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

## **Practice Site Criteria**

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

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

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

## Preceptor Criteria

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

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

IPPE preceptors must be licensed pharmacists who have been practicing for no less than 12 months (as a licensed pharmacist). Additionally, practitioners new to the practice site must have been practicing at their current practice site or similar facilities operated by their organization for at least 6 months. APPE preceptors must have been licensed and in practice for no less than one year and/or have completed a pharmacy practice residency. Students may not be precepted by a family member.

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

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

Preceptors will be requested to complete a brief document regarding their professional training and experience along with basic demographic information (Name, Practice site, address, phone, e-mail, etc.) and a short, general description of their practice. Other information may be provided as appropriate.

Preceptors will be requested to complete an initial orientation to the IPPE or APPE program as applicable. This will include but is not limited to a general program and curricular overview, general

learning objectives, methods to facilitate student learning and a review of methods to best assess student performance and achievement of learning objectives.

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

#### Alternate Preceptors

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

### Preceptor Training

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

### Pre-Placements—IPPE and APPE

#### IPPE Pre-Placements

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

#### APPE

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

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

*Dual Degree Placements* – defined as an APPE placement associated with a dual degree. Depending on type of rotation, placements may be limited to students actively enrolled in the dual degree program. Availability for students not enrolled in the dual degree program will be determined on a case by case basis.

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

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

### **Problem Resolution - Preceptors**

In the event of problems or misunderstandings concerning the rotation the preceptor must immediately contact the OEE.

### **Problem Resolution – Students**

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

### **Professional Liability Insurance**

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

### **Quality Assessment Procedure**

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

#### Site Visits

Experiential education faculty/staff will visit practice sites located in Illinois, St. Louis City and County on a regular basis or when necessary to address student or preceptor issues relevant to the quality of the experiential education curriculum or student achievement. Unless otherwise dictated by travel logistics, site visits will be coordinated during periods that students are on-site as part of a practice experience. Supplemental or emergency visits will take place when deemed

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

#### Student Assessments of Sites and Preceptors

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

#### Preceptor Surveys

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

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

If a student requests reassignment or withdraws from experiential education courses (IPPE or APPE) after student placement has been finalized no guarantee can be made that a replacement site will be available. Furthermore, a student's current rotation schedule will not be reorganized to accommodate reassignments or class withdrawal. If a site is not available or an available site is not acceptable to the student it will be necessary to defer the rotation. This may be as soon as the next semester (IPPE only) or the following academic year (all APPE and IPPE if a rotation is not available in the current academic year). Deadlines to request reassignment will be established for both IPPE and APPE course after the respective spins have been completed.

#### **Reassignments-APPE Specific Criteria**

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

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

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

#### **Site Placement Considerations**

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

- Student's prior pharmacy work history
- Available sites that can meet the student's learning needs

- Student preferences from the available sites that best meet their learning needs

Students may not perform any experiential rotation at a site where they are employed with the following exceptions. In the case of employment by a chain pharmacy, this applies only to the location at which they are employed. Students may not participate in required hospital rotations (IPPE 2 Hospital or APPE Hospital 4) or APPE Leadership elective rotations at a site in which they are currently or were previously employed. Students may participate in patient care rotations at sites where they are or were currently employed subject to final approval by the Director of Experiential Education.

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

### Site Placement Methodology

Student placement will use the following methodology for both IPPE and APPE rotations:

- Site preferences will be entered in an electronic database. Also see Pre-Placement Policy.
- An electronic matching program (“Lottery”) will be utilized for all student placements other than early placement and bundles.
- The electronic matching program references a rank order of preceptor/site preferences as entered by students. However, a preference is **NOT** a guarantee the student will be placed in a site. Electronic matching systems place students on preferences and then availability of the experience. Preferred geographic placement cannot be assured.
- Due to the limited availability of some practice experience sites and/or preceptors in certain locations, students may have to be placed with preceptors and/or at sites that require extraordinary travel or temporary housing when other reasonable attempts to meet student preferences have been exhausted. Please note the Experiential Education Housing and Transportation Policies.

### Student Assessments

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

### Student Recruitment of Sites

Students who have identified a potential site that is not currently affiliated with the SIUE experiential education program must contact the OEE for more information on how the site can become affiliated. (Note-APPE Community 4 sites may not be recruited). A site will not be added to the available list until all site affiliation criteria have been met. Recruitment of a site does not guarantee student assignment to the location unless the site meets the students learning needs. APPE and IPPE students may recruit no more than one site or preceptor per academic year. Deadlines for site recruitment will be established by the OEE for IPPE and APPE experiences on an annual basis. Students should utilize the site recruitment form posted in CORE ELMS to provide the requested information of the preceptor and site.

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

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

## **Trading Experiential Sites--IPPE**

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

P2 students enter their site preferences for the academic year into an electronic database while enrolled in PHEP 739A. The results of the "lottery" indicating assigned pharmacy practice sites for the fall (PHEP 739A) and spring (PHEP 739B) semesters are announced to students during PHEP 739A. Site trades for both spring and fall semesters must be made during the designated trade period within PHEP 739A.

## **Transportation**

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

## **Withdrawal of Preceptor/Site**

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



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

The School of Pharmacy uses the online system, Starfish, as an early alert and connection tool utilized to support student success and retention at SIUE. Alerts raised on students are a means to help students connect with their faculty regarding the concern and understand the expectations for success (i.e. students earning a “D” or “F” grade at midpoint, a professionalism concern, etc).

Information raised in the alerts is limited only to the faculty in the course and the School of Pharmacy Student Success Team. The Student Success Team may intervene and provide holistic support when needed. Additional information about Starfish at SIUE can be found here, <https://www.siu.edu/its/starfish/>.

### **I. Good Academic Standing and Normal Progress**

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

1. a cumulative pharmacy grade point average<sup>6</sup> of at least 2.00, and,
2. not being on academic probation (see Section V).

Normal progress in the School of Pharmacy is defined as:

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

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

### **II. Progression to Next Professional Year**

A student must complete all academic requirements for a given professional year and be in good academic standing prior to progression to the next professional year.<sup>7</sup> Students must successfully complete all didactic coursework, including the required number of elective hours, prior to entering APPE. Exceptions can be made in certain situations for students in approved concurrent degree programs or the SIUE Honors Program with the approval of the Office of Professional and Student Affairs.

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<sup>6</sup> Cumulative pharmacy grade point average is calculated based on all grades earned while matriculated in the Doctor of Pharmacy program. When courses are repeated, only the grade earned in the second (and final) attempt is used to calculate the cumulative pharmacy grade point average.

<sup>7</sup> A professional year is defined as either P1, P2, P3 or P4 year consisting of all didactic and experiential requirements as delineated for that year in the approved curriculum.

### **III. Academic Progression Monitoring**

Students' academic progression will be continuously monitored. The status of academic progression is described as one of the following:

- Student Progression Status 1 (SPS1): Students likely to progress to the next professional year without delay. This includes students who earn no more than 4 credit hours of "D" grade in courses to be applied to the graduation requirements for the Doctor of Pharmacy degree.
- Student Progression Status 2 (SPS2): Students at risk for delayed progression to the next professional year. This includes students who earn at least 5 credit hours, and no more than 8 credit hours of "D" grade in courses to be applied to the graduation requirements for the Doctor of Pharmacy degree.
- Student Progression Status 3 (SPS3): Students who are not able to progress to the next professional year. This includes students who have any of the following deficiencies in courses to be applied to the graduation requirements for the Doctor of Pharmacy degree. Students meeting any of these criteria are placed on academic probation (see section V: Academic Probation).
  - a. A cumulative total of more than 8 credit hours of "D" grade.
  - b. Any grade<sup>3</sup> of "F", "WF", or "No Credit".

### **IV. Promotion of Academic Success Program**

The Promotion of Academic Success Program is intended to identify students experiencing academic difficulties and provide a framework for students to achieve academic success. This program consists of two components :

#### **1. Mid-course academic performance review.**

- a. Didactic course<sup>4</sup> coordinators will submit the names of students earning a grade of "D" or less in a course to the Office of Professional and Student Affairs at the chronological mid-point of each course.
- b. The Office of Experiential Education will submit the names of students earning a failing grade at the midpoint of Advanced Pharmacy Practice Experiences (APPE) to the Office of Professional and Student Affairs.
- c. Students identified through the mid-course academic performance review will be contacted by personnel in the Office of Professional and Student Affairs and provided with academic resources available and encouraged to communicate with course coordinators, instructors, and preceptors as applicable. Course coordinators are strongly encouraged to reach out to students with a mid-course "D" or less and document recommendations given to individual students as part of the Promotion of Academic Success Program.

## 2. **End of course academic performance review.**

- a. Students receiving a final grade below a “C” in a didactic pharmacy course<sup>4</sup> and maintaining an academic progression status of SPS1 (see section III) will be sent an academic progress update letter from the Office of Professional and Student Affairs. The letter will state the student’s current academic progression status, the number of further credit hours below a “C” grade that will result in a change in academic progression status, and offer academic counseling.
- b. Students with an academic progression status of SPS2 or SPS3 are required to meet with Office of Professional and Student Affairs personnel for academic counseling. The Academic Standards and Progression Committee may review and consider a student’s history of engagement in academic counseling as part of an academic dismissal appeal hearing.

<sup>3</sup> Definitions of grading symbols used by the University can be found at <https://www.siu.edu/policies/1j1.shtml>.

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

## V. **Academic Probation**

Students are placed on academic probation (academic progression status SPS3) if any of the following apply:

1. The student’s cumulative pharmacy grade-point average falls below 2.00
2. The student has earned a grade<sup>3</sup> of “F,” “WF,” or “No Credit” in courses to be applied to the graduation requirements for the Doctor of Pharmacy degree.
3. The student has earned a cumulative total of more than 8 credit hours of “D” grades.
4. Academic probation is required as a condition of re-admission to the School of Pharmacy.

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

1. The student’s cumulative pharmacy grade-point average is 2.00 or above.
2. The student has successfully remediated coursework resulting in a change in academic progression status to SPS1 or SPS2.
3. Academic probation is not required as part of a re-admission agreement.

## VI. **Conditions of Academic Probation**

1. Students on academic probation must seek academic counseling and advisement from the School of Pharmacy Office of Professional and Student Affairs prior to the next semester of enrollment. Students who have already enrolled in courses for a future semester may have their registration altered as necessary by the Office of Professional and Student Affairs.
2. The following additional conditions shall apply to any student on academic probation.
  - a) The student may not seek election to any office or appointment to a leadership

position<sup>5</sup> in any School of Pharmacy recognized organization or any School of Pharmacy standing committees and will not be eligible for any School of Pharmacy sponsored travel.

- b) The student must *resign* all elected office(s) and appointed leadership positions<sup>5</sup> held in School of Pharmacy recognized organization(s) or any School standing committees.

## VII. Academic Suspension

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

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<sup>3</sup> Definitions of grading symbols used by the University can be found at <https://www.siue.edu/policies/1j1.shtml>.

<sup>5</sup> Leadership positions are determined by the Associate Dean for Professional and Student Affairs after consultation with the faculty advisor of the student organization or Chair of the School standing committee.

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

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

## VIII. Academic Dismissal

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

1. The student receives more than six cumulative pharmacy credit hours of an "F," "WF," and/or "UW" grade<sup>3</sup> in any combination of didactic courses<sup>4</sup>, even if any of the six credit hours of "F," "WF," and/or "UW" grades<sup>3</sup> were successfully remediated.
2. The student receives more than two cumulative pharmacy credit hours of a "NC" grade<sup>3</sup> in required 0-credit courses, even if the two credit hours of "NC" grades<sup>3</sup> were

successfully remediated.

3. The student receives more than one grade<sup>3</sup> of “F,” “WF,” and/or “UW” in an IPPE, even if the initial “F,” “WF,” or “UW” grade<sup>3</sup> was successfully remediated.
4. The student receives more than one “F,” “WF,” and/or “UW” grade<sup>3</sup> in an Advanced Pharmacy Practice Experience course, even if the initial “F,” “WF,” and/or “UW” grade<sup>3</sup> was successfully remediated.
5. The student fails to successfully remediate “F,” “WF,” “UW”, or “NC” courses within 12 months.
6. The student fails to complete the Doctor of Pharmacy program within six years of entering the program. A student will be dismissed when it becomes impossible to complete the program in the maximum allowed time.
7. The student receives a second suspension.

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<sup>3</sup> Definitions of grading symbols used by the University can be found at <https://www.siu.edu/policies/1j1.shtml>.

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

## **IX. Appeals**

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

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

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

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

Within five (5) working days of receipt of the Dean’s decision, the student may appeal the Dean’s decision to the Provost (Vice Chancellor of Academic Affairs) in writing. The

student shall submit in writing specific objections to the previous decision and any materials relevant to the specific objections.

## **X. Remediation Policies**

### **1. Remediation**

Educational remediation, in these policies, is the act of providing the potential to remedy a “D,” “F,” “WF,” “UW” or “NC” grade<sup>3</sup>. The following policies were developed to standardize remediation within the School of Pharmacy. The policies apply to all remediation of didactic coursework<sup>4</sup> within the School of Pharmacy. Remediation for experiential courses is addressed in the experiential education policies.

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<sup>3</sup> Definitions of grading symbols used by the University can be found at <https://www.siue.edu/policies/1j1.shtml>.

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

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

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

### **2. Conditions of Remediation**

- a. Required courses with a grade<sup>3</sup> of “F,” “WF,” “UW” or “no credit” (“NC”) must be successfully remediated within 12 months. Successful completion of a course means that the student earns a grade<sup>3</sup> of “D” or above in didactic courses<sup>4</sup>, a “C” or above for all IPPEs and APPEs or a passing grade<sup>3</sup> (“P”) as appropriate for 0 credit required courses.
- b. Elective didactic courses<sup>4</sup> with a “D,” “F,” “WF,” or “UW” grade<sup>3</sup> must be remediated if necessary for completion of degree requirements.
- c. Only one attempt to remediate a course is permitted. An attempt occurs when a student enrolls in a course and receives any grade<sup>3</sup> other than “W,” “WP” or “WR.”

- d. When students repeat a course previously taken at SIUE, only the most recent course attempt will be counted regarding completion of degree requirements and GPA calculations.
- e. An “F,” “WF,” or “UW” grade<sup>3</sup> earned in an IPPE will be remediated with a similar rotation type based on availability.
- f. An “F,” “WF,” or “UW” grade<sup>3</sup> earned in an APPE will be remediated with a similar category of APPE based on availability.
- g. Upon recommendation of the Academic Standards and Progression Committee and approval of the Dean, a student may be enrolled in fewer than 12 credit hours per fall and spring term.

### 3. Retaking a Course for Remediation

Retaking a course for remediation is a formal plan of study wherein a student may be enrolled in one or more courses during the summer semester or at a later date for the purpose of attempting to correct D, F, WF, UW, or NC grades<sup>3</sup> in their official record. Remediation courses offered in the summer term may include self-study and/or formal instruction. The Office of Professional and Student Affairs will make recommendations on summer remediation offerings to the Academic Standards and Progression Committee. The Academic Standards and Progression Committee will recommend summer remediation offerings to the Dean as part of remediation planning.

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<sup>3</sup> Definitions of grading symbols used by the University can be found at <https://www.siu.edu/policies/1j1.shtml>.

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

- a. The availability of summer courses for remediation within the School of Pharmacy is not guaranteed. All eligible students will be notified of summer course offerings on or before the start of the first day of the course. Summer course offerings will be considered when the following conditions are met:
  - The Dean of the School of Pharmacy approves the resources to offer the course for the planned summer semester.
  - Through completion of the summer course offering, a minimum of 3 students could correct grades affecting academic progression or that will likely affect academic progression. This includes students with a status of academic progress of SPS2 or SPS3.
- b. Equivalent external courses for summer remediation will be considered for courses not offered by the SOP in a given summer term. Students who could benefit from summer remediation are encouraged to identify potential external courses as soon as possible and are subject to the following:
  - The external course must be deemed equivalent to the course needing remediation after review by deans in the Office of Academic Affairs and the Office of Professional and Student Affairs and the chair of the Curriculum Committee.
  - The external course is subject to course transfer policies of the School of Pharmacy.
  - Students may take no more than 2 courses for summer remediation in the same

summer term. This includes internal and external courses.

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

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

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

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

### **I. Preamble**

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

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

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

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

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

### **Members-At-Large**

#### **A. Presidents of:**

- a) Fourth Year Class (P-4)
- b) Rho Chi, Delta Beta Chapter
- c) Academy of Student Pharmacists, APhA, SIUE Chapter
- d) Student Society of Health System Pharmacists, ASHP, SIUE Chapter
- e) Any other Student Senate or School of Pharmacy Office of Professional and Student Affairs approved organizations that are deemed to be relevant to the profession of pharmacy by the SRC

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

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



## **Additional Non-Voting Members**

Student Representatives on School of Pharmacy Standing Committees

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

- A. The voting members of the SRC will be composed of those persons identified in section II above.
- B. The non-voting members will comprise student representatives on School of Pharmacy Standing Committees. These members will be required to attend the SRC meetings to keep the SRC abreast of the developments within each SOP Standing Committee.
- C. Each class (P-1, P-2, P-3 and P-4) will elect a president, vice-president/historian, secretary and treasurer to serve as representatives.
- D. The Chair of the SRC shall be the president of the third professional year class (P-3)
- E. The Vice Chair of the SRC shall be the president of the second professional year class (P-2).
- F. The Secretary of the SRC shall be the president of the first professional year class (P-1).
- G. The faculty advisor will be the Associate Dean of Professional and Student Affairs. The faculty advisor will help the SRC with decision-making but does not have a vote.
- H. New organizations will be included in the SRC and new voting members representing these organizations will be added to the SRC upon submitting a copy of their Constitution and Bylaws to the SRC. These new organizations **MUST** be approved by the Student Senate or by the School of Pharmacy, Office of Professional and Student Affairs and deemed to be relevant to the profession of pharmacy by the SRC.
- I. The SRC will meet at least one time during the fall and spring semesters. Additional meetings will be called at the discretion of the SRC.
- J. No one person may represent more than one organization (including a class) at any one meeting, for voting privileges.
- K. All business of the meetings will be decided by a simple majority vote
- L. Each approved voting organization (including a class) of the SRC will be required to have at least one representative present at each meeting. In the event that the regular voting member cannot attend, another officer of the organization in question may be nominated to attend.
- M. If an organization or class is not represented for three consecutive meetings, the SRC will send a formal reminder that attendance is necessary to maintain voting privileges. If there is continued absence of representation the SRC may vote to remove voting privileges for the organization or class. The organization or class will have to petition the SRC Chair in writing to have their voting privileges reinstated. Voting privileges can be reinstated by a majority vote, in favor, by the SRC. Any conditions that need to be met will be specified in writing by the SRC.
- N. The SRC will be asked occasionally to review faculty actions concerning student body related decisions. The SRC may provide written recommendations about these actions to the Associate Dean of Professional and Student Affairs and the Chair of the SRC may request a meeting with the Associate Dean of Professional and Student Affairs and the Dean of the School of Pharmacy to discuss the issue.
- O. The SRC will recommend students to the Dean of the School of Pharmacy for appointment to the School of Pharmacy Standing Committees. Each student will be appointed to serve a one year term.

- P. Amendments to this Constitution may be proposed by a simple majority of the council and ratified by simple majority vote of the student body of the School of Pharmacy.
- Q. The SRC will actively contribute to a Student Newsletter maintained by the School of Pharmacy.

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

**Office of Class President**

The duties of a class president shall include:

1. Presiding over class meetings
2. Calling class meetings and class officer's meetings
3. Represent class in SRC
4. Lead class in establishing activities and fund raising committees
5. Serve as liaison between the faculty and students

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

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

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

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

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

1. Work with OPSA to schedule SRC meetings and create agenda - Preside over the SRC and call SRC meetings

2. Act as student liaison to faculty, the School of Pharmacy - Office of Professional and Student Affairs and to the Dean's office
3. Attend any mandatory workshops
4. Coordinate and offiate election of students for SOP standing committees from among all P1-P4 students.
5. Organize SRC sponsored events (no regularly scheduled events but the SRC can and may decide to hold an event, coordinate with the Wellness and Resilience Committee to coordinate Wellness Wednesdays lead by student organizations)
6. Provide the welcome address at the White Coat and Scholarship and Awards Ceremony
7. Periodically submit articles of SOP newsletter to keep student body informed
8. Coordinate the coolaborative process with student organizations to set their meeting schedules for the fall and spring semesters
9. Member of the SRC Finance Committee (along with P1, P2 and P4 class presidents), vote on approval of funding request from student organizations.

*\*A more inclusive secription of the P3 president duties for the SRC was updated in July 2022.*

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

The duties of a class vice president shall include:

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

### **Office of Class Secretary**

The duties of a class secretary shall include:

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

## **Office of Class Treasurer**

The duties of a class treasurer shall include:

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

## **R. Student Newsletter Policy**

The Student Representative Council (SRC) will maintain a newsletter. The newsletter must adhere to SIUE policies outlined in the following document: <http://www.siue.edu/policies/3e1.shtml>.

## **S. Room Reservation Policy**

### Student Usage of Classrooms/Lounge

Students may use space School of Pharmacy designated space to host meetings, study sessions and social gatherings. Contact the Office of Professional and Student Affairs to make the reservation. Other space outside of the School of Pharmacy will need to be reserved through appropriate University practices. Work with the Office of Professional and Student Affairs for guidance.

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

## **T. Student Policy for Electives**

1. All PharmD candidates are required to complete 10 credit hours of elective courses. At least five credit hours must be obtained from elective courses offered by the School of Pharmacy, and a maximum of five credit hours may be obtained from courses external to the School of Pharmacy. Students may choose all their elective credits from the School of Pharmacy if they so desire.
  - a. No more than four total credits obtained from independent study can be used to satisfy elective credit requirements for the PharmD degree. Refer to the independent study policy for specific details.
  - b. A list of approved School of Pharmacy elective courses including internal and external courses can be found on the Students Announcement and Policy Blackboard site. It is the student's responsibility to complete the "External Elective Request/Approval Form" located on the Student Announcement and Policy Blackboard site.
2. Enrollment in any external elective courses must receive prior approval from the School of Pharmacy Advisor.

3. For students to enroll in external 500 level courses, the follow eligibility requirements must be met:
  - a. Successfully completed two years of the Doctor of Pharmacy program and thus have already earned a minimum of 124 hours of credits including pre-pharmacy hours.
  - b. GPA must be at least a 2.5 or better in the Doctor of Pharmacy program.
  - c. Consultation with your academic advisor and/or Associate Dean for the Office of Professional and Student Affairs is required.
4. Students must successfully complete the 10 credit hours of electives prior to entering APPE, except in certain situations for students in the concurrent program or honors program with the approval of the Office of Professional and Student Affairs.

## **U. Drop-Add Policy**

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

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

## **Resources**

### **Academic Advising**

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

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

### **Counseling Services**

Counseling Services actively promotes the personal, social, emotional, and cognitive growth of SIUE students. This service is provided through individual counseling, psycho-educational programming, consultation, and referral. The staff works closely with students, faculty members, student affairs administrators, public safety officers, health care services providers, housing staff, and parents of SIUE students.

If you or fellow students you know are experiencing distress, please contact the Counseling Services office at: 618-650-2842 or view our webpage at: [www.siu.edu/counseling/](http://www.siu.edu/counseling/). The best way to start is by going to [cougarcare.siu.edu](http://cougarcare.siu.edu) to complete intake paperwork and schedule an appointment. You can also go to Counseling Services to complete intake paperwork. If you have any questions, call the front desk staff at 618-650-2842. The office is located in the Student Success Center, Room 0220. All communication between a student and members of the counseling staff is considered privileged and confidential within the confines of the statues of the State of Illinois as they pertain to the professional practice of psychology and counseling.

In case of a crisis, students may contact the office directly by calling 618-650-2842 or after business hours by calling the SIUE Police Dispatcher at 618-650-3324 and ask that the “on-call” counselor be contacted on their behalf. Students should call 911 in case of emergencies.

### **Financial Aid**

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

**Phone:** 618/650-3880

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

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

**Location:** 2308 Rendleman Hall

## Tuition and Fees 2023-2024 Academic Year

### Fall 2023 and Spring 2024

In-State\*

P1-P3 ~\$14,459 per semester (full-time)

P4 ~\$14,459 per semester (full-time) + Summer tuition and Fees^

International

P1-P3 \$16,916 per semester (full-time)

P4 \$16,751 per semester (full time) + Summer tuition and Fees^

### Summer 2024^

The summer 2024 rates were not available when this handbook was created.

\*All School of Pharmacy US residents will pay the in-state tuition rate.

P4 students will have additional costs during the Spring and Summer semester for national/state licensure. Each state sets their own process and pricing. It is estimated that the student will spend anywhere from \$800-\$1500 for initial licensure for NABP/MPJE and one state license. These options will be discussed with P4 students during their “Exit Week”

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

## Scholarships

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

The School of Pharmacy seeks qualified candidates for the available scholarships. A qualified student is defined as a student in good academic standing who meets the donor’s specified criteria. Award criteria may be based on qualities such as leadership, financial need, community service and future career path. The Scholarship Application provides a brief description of the selection criteria for each of the available awards. To be considered for a scholarship, a student must complete a scholarship application by the date specified. Typically the scholarship application, along with a description of the award criteria, are listed in the university’s scholarship management system available at <https://siue.academicworks.com/>.

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

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

## **Accessible Campus Community & Equitable Student Support (ACCESS)**

Southern Illinois University Edwardsville School of Pharmacy is committed to enabling its students by any reasonable means or accommodations to complete the course of study leading to the Doctor of Pharmacy degree. Pre-admission planning and an assessment of your abilities and interests are important. Prospective students are encouraged to review the North American Pharmacy Licensing Examination Competency Statements: (<https://nabp.pharmacy/programs/naplex/>) and the American Association of Colleges of Pharmacy, Center for Advancement of Pharmaceutical Educational Outcomes 2013: <https://www.aacp.org/sites/default/files/2017-10/CAPEoutcomes2013%20%281%29.pdf>

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

1. Read and Review the North American Pharmacy Licensing Examination Competency Statements (<https://nabp.pharmacy/programs/naplex/>) and the American Association of Colleges of Pharmacy, Center for Advancement of Pharmaceutical Educational Outcomes 2013 <https://www.aacp.org/sites/default/files/2017-10/CAPEoutcomes2013%20%281%29.pdf>
2. Notify and start a file with the Office of Accessible Campus community & equitable Student Support at SIUE.
3. Provide documentation of disability as required by the Office of Accessible Campus community & equitable Student Support at SIUE.
4. The Office of Accessible Campus community & equitable Student Support at SIUE. at SIUE and the School of Pharmacy Office of Professional and Student Affairs will work together to determine the appropriateness of the request for academic accommodation and strategies to implement the approved accommodations.

ACCESS Contact Information:

**Phone:** 618/650-3726

**Website:** <https://www.siu.edu/access/>

**Location:** Student Success Center Room 1203

## **Laptops and Technology Support**

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

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



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

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

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

For questions about the Pharmacy Laptop Program, contact:  
The Office of Professional and Student Affairs  
618/650-5150; [pharmacy@siue.edu](mailto:pharmacy@siue.edu)

## **Student Organizations**

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

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

The constitution of the SRC can be found in the Student Policies and Procedures in this document.

### **American Association of Psychiatric Pharmacists (AAPP) (formally known as College of Psychiatric and Neurologic Pharmacists (CPNP))**

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

American Association of Psychiatric Pharmacists website (<https://aapp.org>)

Chapter Advisors: Drs. Kelly Gable and Misty Gonzalez

### **American College of Veterinary Pharmacists (ACVP)**

ACVP Campus Chapters give student pharmacists an opportunity to learn more about an exciting niche in pharmacy through connecting with other student pharmacists on campus and across the country and networking with AVCP Fellows and members.

American College of Veterinary Pharmacists website (<https://vetmeds.org>)

Chapter Advisors: Dr. Beth Cady

**American Pharmacists Association – Academy of Student Pharmacists (APhA – ASP)** APhA-ASP is the American Pharmacist Association-Academy of Student Pharmacists.

Currently, more than 34,000 student pharmacists from each of the schools and colleges of pharmacy nationwide are members of APhA. This professional student organization plays a key role in helping you: navigate through pharmacy school, explore careers in Pharmacy, connect with others in the profession, and make an impact on vital issues affecting the profession of pharmacy.

American Pharmacists Association – Academy of Student Pharmacist website

(<https://www.pharmacist.com/>)

Chapter Advisors: Drs. Jessica Kerr and Tim McPherson

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

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

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

Chapter Advisor: Dr. Mark Ruscin

**Christian Pharmacists Fellowship International (CPFI)**

The CPFI is a worldwide ministry of individuals working in all areas of pharmaceutical service and practice. Our mission is to serve Christ and the world through pharmacy.

Christian Pharmacists Fellowship International website ([www.cphi.org/](http://www.cphi.org/))

Chapter Advisor: Dr. Casandra Maynard

**Industry Pharmacist Organization (IPhO)**

The SIUE IPhO Chapter was founded in May 2019. IPhO is a pharmacy organization whose pharmacist and student pharmacist members are universally recognized within the pharmaceutical industry as being the most professionally equipped to contribute to the development, commercialization, promotion, and optimal use of medication. The mission of IPhO is dedicated to advancing the careers of industry pharmacists.

Industry Pharmacist Organization website (<https://www.industrypharmacist.org/>)

Chapter Advisor: Dr. Chris Herndon

### **Lambda Kappa Sigma (Professional Fraternity)**

The SIUE Student Chapter was founded in December 2021. This organization provides lifelong opportunities for women in pharmacy through professional excellence and personal growth. Fostering support and encouragement for every member.

Lambda Kappa Sigma website (<https://lks.org>)

Chapter Advisors: Drs. Sydnie Twillman and Cathy Santanello

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

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

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

National Community Pharmacists Association (NCPA) website (<https://www.ncpanet.org/>)

Chapter Advisor: Dr. Miranda Wilhelm

### **Pediatrics Pharmacy Association (PPA) (formally known as Pediatric Pharmacy Advocacy Group (PPAG))**

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

Pediatric Pharmacy Advocacy Group website (<https://www.ppag.org/>)

Chapter Advisor: Dr. Lisa Lubsch

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

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

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

Student National Pharmaceutical Association website (<https://www.snpha.org/>)

Chapter Advisors: Drs. Deja Finley and Stephanie Hunziker

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

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

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

Student Society for Health-System Pharmacists website (<https://www.ashp.org/Pharmacy-Student/Student-Societies>)

Chapter Advisors: Drs. Beth Cady and Lisa Lubsch

## **Rho Chi Society**

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

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

Rho Chi website (<http://rhochi.org/>)

Chapter Advisors: Drs. Jennifer Arnoldi and Jared Sheley

## **Phi Lambda Sigma**

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

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

Chapter Advisors: Dr. Janice Frueh and Keith Hecht

## **School of Pharmacy Class Organization (P1, P2, P3, P4)**

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

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

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

### **Class Advisors**

Class of 2024	Drs. Jennifer Arnoldi and Carrie Vogler
Class of 2025	Drs. Jing Fan and Keith Hecht
Class of 2026	Drs. Christopher Lynch and Jennifer Rosselli
Class of 2027	Mrs. Tessa Keys and Mrs. Dawn Aldrich

## **School of Pharmacy Ceremonial Events**

### **White Coat Ceremony**

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

### **Scholarship Awards Ceremony**

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

### **Pinning Ceremony**

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

### **Hooding Ceremony**

Upon completion of the PharmD degree, SIUE School of Pharmacy students participate in the Hooding Ceremony and University commencement ceremony. These milestone events occur in May of each year. The Hooding Ceremony for the SIUE School of Pharmacy graduates allows the PharmD students, their families and friends to share the accomplishment of a professional degree with the pharmacy community of faculty, staff, and University leaders. The colors that line the hood represent pharmacy (olive green), and SIUE (red and white). Pharmacy students also celebrate their accomplishments by attending the SIUE commencement ceremony to receive their University conferred diplomas. The Office of Professional and Student Affairs staff disseminates information regarding application for graduation, ordering of caps and gowns, pre-commencement activities, hooding and commencement via email and meetings beginning in the spring of the P3 year.

## **Inclement Weather and Other Special Conditions**

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

During the COVID19 pandemic all students are responsible for being knowledgeable of the handlings, policies and procedures that the University and School of Pharmacy set out to maintain. Students can contact the Office of Professional and Student Affairs for more information and be directed to the informational websites:

<https://www.siue.edu/policies/Covid.shtml>,

<https://www.siue.edu/about/announcements/coronavirus/>,

<https://www.siue.edu/about/announcements/coronavirus/illness-exposure/index.shtml>.