Students are expected to know and abide by both academic and non-academic regulations and guidelines found in the McWhorter School of Pharmacy Student Handbook, the McWhorter School of Pharmacy Experiential Manual, the University Student Handbook (http://www.samford.edu/Files/Student-Handbook.pdf), and the University Catalog.

The McWhorter School of Pharmacy reserves the right to change the guidelines, expected behaviors, rules, regulations and information in the McWhorter School of Pharmacy Student Handbook at any time. Changes become effective at the time the proper authorities so determine and the changes apply to both prospective students and those already enrolled.

Students will be informed via class e-mail lists when additions, deletions, and/or changes are made to the McWhorter School of Pharmacy Student Handbook. The latest version of the McWhorter School of Pharmacy Student Handbook can always be found on the McWhorter School of Pharmacy website and on E-Value.
July 2019

Dear Students,

Welcome to Samford University’s McWhorter School of Pharmacy! Congratulations on advancing to this point in your professional education. You should be proud of this accomplishment.

Our mission is to prepare you in a nurturing, Christian environment to be an exemplary pharmacist and improve health worldwide. We have a rigorous curriculum that distinctively prepares you for the expanding responsibilities that will be entrusted to you by the public. Preparing Pharmacists Who Transform Lives® means our program goes beyond the requisite knowledge, skills, and abilities of a good pharmacist. Our calling is to instill in you those unique behaviors, attitudes, and values that help you give back, make a difference, and improve health.

The Student Handbook provides you important information regarding the School’s accreditation, core values, and history as well as academic guidelines and expected behaviors. Take time to familiarize yourself with the entire handbook and understand all its contents. Do not hesitate to ask questions for clarification.

Thank you for putting your trust in us and joining the McWhorter School of Pharmacy family. We’re glad you’re here, and I look forward to getting to know each of you. Please know my door is always open.

Sincerely,

Michael A. Crouch, Pharm.D., FASHP
Fred E. McWhorter Dean and Professor
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Accreditation

Samford University McWhorter School of Pharmacy’s Doctor of Pharmacy program is accredited by the Accreditation Council for Pharmacy Education, 190 South LaSalle Street, Suite 2850, Chicago, IL, 60603, telephone (312) 664-3575, Fax (866) 228-2631, web site www.acpe-accredit.org.

Foundational Statements

Mission Statement
The Samford University McWhorter School of Pharmacy’s mission is to prepare students in a nurturing, Christian environment to be exemplary pharmacists and improve health worldwide through innovative pharmacy practice, scholarship and service.

Vision Statement
Preparing Pharmacists who Transform Lives ®.

Values

Christian Principles
We value our Christian faith. This faith motivates us to support the Christian mission of the university, to encourage the exploration of calling in one's professional and personal life, to create an environment that fosters community and acceptance and to provide opportunities for shaping one's own spiritual formation.

Discovery
We value discovery. We desire to acquire knowledge relating to pharmacy and medication therapy and then apply that knowledge to better the lives and health of our patients. We engage in teaching and learning that challenges and enlightens. We conduct research that contributes to the body of knowledge relating to pharmacy and medication therapy, while fostering creativity and inquisitiveness.

Patient Health
We value patient health, which includes caring for the individual patient as well as the population. We cultivate a patient-centered approach to health care, exhibiting compassionate care for the whole person and promoting patient wellness and preventative care. Our approach advances the pharmacists' role on the health care team, advocates use of the most effective healing methods, promotes optimal medication use and improves care for the underserved.

Tradition
We value tradition, which includes providing rigorous academic inquiry in a Christian setting. Our tradition promotes distinction in practice that spans generations of pharmacists. We pursue excellence in teaching and learning while engaging in quality scholarship and excellence in practice to produce accomplished student and alumni leaders in the pharmacy profession and in local
communities. We establish collaboration with local, national and international partners and recruit and retain highly credentialed and qualified faculty.

Relationships
We value relationships. We believe it is essential to cultivate caring and respectful faculty-student interactions, to maintain involvement with alumni, to encourage student camaraderie, to provide a community environment for employees and to appreciate and support external constituents.

Achievement
We value achievement, which includes striving for excellence in teaching, learning, service, practice and scholarship. We cultivate an environment that encourages personal growth and development, while maintaining continuous school accreditation through ACPE. Our pharmacists consistently exceed national averages on licensure exams and promote life-long learning and an attitude of service to others and the profession.

Professionalism
We value professionalism, which means we demonstrate personal integrity, accept responsibility for the quality of individual practice and maintain a commitment to service. We believe in serving the needs of both the patient and the profession, while continuously exhibiting the ethical, moral and legal principles of our profession and participating in pharmacy organizations to advance the profession.

Curriculum Outcomes
A doctor of pharmacy graduate from the McWhorter School of Pharmacy is one who is prepared to:

- Render exemplary pharmaceutical care
- Succeed in a postgraduate training or degree program
- Pursue life-long learning
- Advance the practice and profession of pharmacy
Ability-Based Outcomes & Candidate Competencies

McWhorter School of Pharmacy has developed nine ability-based outcomes (ABOs) that represent the knowledge, skills, and professional dispositions that all candidates are expected to demonstrate by the end of their program of study. The nine ability-based outcomes form the basis of further competencies candidates are expected to master upon completion of the program. These competencies are measured at each transition point within the program (i.e., at the end of each year).

1. **Professionalism** – The candidate will exhibit behaviors and values consistent with the trust given to the profession of pharmacy and actively and effectively engage as a healthcare team member.

2. **Communication** – The candidate will model effective communication through use of verbal, written, visual, and kinesthetic media.

3. **Self-Directed Learning** – The candidate will develop and actively maintain depth and breadth of knowledge in biomedical, pharmaceutical, social, behavioral, administrative, and clinical sciences.

4. **Patient-Centered Care** – The candidate will provide optimal, patient-centered pharmaceutical care by designing prevention, intervention, and educational strategies for common disease states to improve health and wellness for individuals and communities.

5. **Resource Management** – The candidate will link business applications and clinical practices to manage human, financial, technological, and physical resources effectively and to optimize the safety and efficacy of medication use systems.

6. **Evidence-Based Practice** – The candidate will demonstrate competency in using drug information skills to promote evidence-based practice.

7. **Critical Thinking** – The candidate will effectively evaluate information and critically think through issues in order to exercise appropriate judgment and provide appropriate solutions to drug-related problems.

8. **Leadership** – The candidate will take responsibility for the continual improvement and advancement of the profession of pharmacy.

9. **Interprofessionalism** – The candidate will engage with other health care providers to learn the role of other disciplines in providing patient care and to contribute to the health care team.
These ABOs are based on the standards of the profession. As illustrated, each outcome is directly aligned with the ACPE Standards 2016 and appendices, as well as NAPLEX competencies. Our ABOs also align with the outcomes of the College of Health Sciences and Samford University. From this set of outcomes, faculty developed the following candidate proficiencies.

1. **Professionalism** – The candidate will exhibit behaviors and values consistent with the trust given to the profession of pharmacy and actively and effectively engage as a healthcare team member.
   1.1 The candidate is engaged and participates locally and globally in professional activities through service to educate the public and promote wellness in order to advance the profession.
   1.2 The candidate respects patients as individuals from diverse backgrounds.
   1.3 The candidate exhibits behaviors and an attitude expected of the profession and demonstrates integrity, responsibility, and accountability.
   1.4 The candidate respects and maintains the confidential nature of patient information.
   1.5 The candidate seeks, provides, and accepts constructive feedback and criticism in the pursuit of excellence.

2. **Communication** – The candidate will model effective communication through use of verbal, written, visual, and kinesthetic media.
   2.1 The candidate demonstrates confidence when providing patient counseling and education through active listening skills and empathetic responding.
   2.2 The candidate utilizes available technology and other forms of media to assist with communication as appropriate.
   2.3 The candidate demonstrates effective interpersonal skills to establish rapport and build trusting relationships with other healthcare professionals and patients.
   2.4 The candidate effectively composes clear, concise, and accurate written communication and professional documents.
   2.5 The candidate effectively converses verbally in clear and concise manner.

3. **Self-directed Learning** – The candidate will develop and actively maintain depth and breadth of knowledge in biomedical, pharmaceutical, social, behavioral, administrative, and clinical sciences.
   3.1 The candidate develops and utilizes the skills, attitudes, and behaviors required to be a motivated, self-directed, and independent learner.
   3.2 The candidate improves professional competency through continual self-examination and planning for improvement in learning.
   3.3 The candidate demonstrates a personal commitment to social responsibility and service.

4. **Patient-centered Care** – The candidate will provide optimal, patient-centered pharmaceutical care by designing prevention, intervention, and educational strategies for common disease states to improve health and wellness for individuals and communities.
   4.1 The candidate compiles subjective and objective patient data from available resources.
   4.2 The candidate interprets and assesses patient data, prioritizing the patient’s needs.
   4.3 The candidate formulates and implements evidence-based plans of care with appropriate
monitoring and follow-up.

4.4 The candidate effectively communicates the care plan to patient and/or caregiver(s) in order to promote understanding and adherence.

4.5 The candidate clearly and concisely documents patient care-related activities.

4.6 The candidate pursues opportunities (e.g., health fairs) to identify health issues and educate the public about disease treatment and prevention.

4.7 The candidate assesses the healthcare status and needs of a targeted patient population, and develops an evidence-based approach that addresses patient needs in a cost-effective manner.

5. Resource Management – The candidate will link business applications and clinical practices to manage human, financial, technological, and physical resources effectively and to optimize the safety and efficacy of medication use systems.

5.1 The candidate describes the role of a pharmacist in improving the safety and efficacy of each component of a typical medication use system (i.e., procurement, storage, prescribing, transcription, dispensing, administration, monitoring, and documentation).

5.2 The candidate demonstrates competency in activities that relate to medication safety (e.g., verifying prescriptions for accuracy, correctly dispensing medications, sterile compounding).

5.3 The candidate explains the role of technology in optimizing medication use systems (i.e., Pyxis machines, tube systems, cart-fill, robotics, clinical software).

5.4 The candidate applies entrepreneurial skills with a simulated project.

5.5 The candidate develops new ideas and approaches to improve quality or overcome obstacles related to a process or to improve the pharmacy profession as a whole.

6. Evidence-based Practice – The candidate will demonstrate competency in using drug information skills to promote evidence-based practice.

6.1 The candidate identifies, retrieves, critically evaluates, interprets, synthesizes, and manages, in a systematic manner, drug and health information from a variety of current and reliable sources (i.e., professional, lay, and scientific literature).

6.2 The candidate organizes, communicates, and documents evidence-based health information that is appropriately targeted and suitable for the recipient.

6.3 The candidate utilizes evidence-based practice to individualize patient care plans and make decisions about populations.

6.4 The candidate demonstrates a working knowledge of informatics to include the practice of integrating technology, automation, and processes to improve medication use and patient health and safety.

7. Critical Thinking – The candidate will effectively evaluate information and critically think through issues in order to exercise appropriate judgment and provide appropriate solutions to drug-related problems.

7.1 The candidate applies metacognition (self-learning) to problem solving and critical decision making in pharmacy practice.

7.2 The candidate analyzes, measures, and evaluates information using logical arguments to shape changing perspectives in determining an appropriate course of action.

7.3 The candidate analyzes pertinent literature, drug information, and patient information and
explains it to other health care providers and individual patients in the context of the medication use system, recognizing social determinants of health.

7.4 The candidate explores appropriate solutions to drug-related problems by organizing, prioritizing, and defending each solution.

8. **Leadership** – The candidate will take responsibility for the continual improvement and advancement of the profession of pharmacy.

8.1 The candidate consistently adheres to the principles of honesty, integrity, respect, and altruistic caring in personal and professional situations.

8.2 The candidate demonstrates commitment to excellence, maintaining needed focus and discipline, when working on projects or engaging in pharmacy practice, either independently or as part of a team.

8.3 The candidate is organized and holds him- or herself and others accountable for responsibilities on team projects.

8.4 The candidate is able to maintain balance while being engaged in efforts to support and advocate for the pharmacy profession through service in professional organizations and community service at the local, state and/or national level.

8.5 The candidate demonstrates confidence as well as a positive and enthusiastic attitude when working with others.

8.6 The candidate empowers and motivates team members by actively listening, gathering input, and fostering collaboration in decision making when working on projects or practicing pharmacy.

9. **Interprofessionalism** – The candidate will engage with other health care providers to learn the role of other disciplines in providing patient care and to contribute to the health care team.

9.1 The candidate defines the roles and responsibilities of the members of the health care team.

9.2 The candidate participates in the health care team to provide patient care.

9.3 The candidate communicates effectively with other members of the health care team.

9.4 The candidate participates as a health care team member by promoting wellness and focusing on pharmacy-related needs and concerns.

9.5 The candidate applies the interprofessional education principles for patient-centered care developed by the Interprofessional Education Collaborative. ([http://www.aacn.nche.edu/education-resources/ipecreport.pdf](http://www.aacn.nche.edu/education-resources/ipecreport.pdf))

9.6 The candidate collaborates with other health care providers, the public, and patients to improve the quality of care.
History

McWhorter School of Pharmacy is one of 10 schools at Samford University, and one of four schools comprising the College of Health Sciences. A few facts about the school:

- We were established in 1927 and Samford is one of the most well-established and highly recognized programs in the U.S. having trained pharmacy students for more than 90 years.
- The school gained accreditation by the Accreditation Council for Pharmacy Education (ACPE) in 1941 shortly after ACPE was established, and it has maintained full accreditation since that time.
- Samford University’s McWhorter School of Pharmacy is named after the family of healthcare entrepreneur, hospital administrator, and pharmacy alumnus R. Clayton McWhorter.
- The school has highly credentialed faculty members who are engaged locally, nationally and internationally in teaching, service and scholarship/research.
- The Doctor of Pharmacy program at Samford stands out nationally for three main reasons:
  - Mission driven approach
  - Interprofessional education
  - Personalized Pharm.D.
    - Certificate programs
    - Elective courses
    - Research opportunities
    - Dual degrees
    - Global engagement

Over 5,000 pharmacists call Samford University McWhorter School of Pharmacy their alumni home. About half of our alumni live in Alabama with the remaining alumni in 46 states and five different countries.
FACULTY / STAFF INFORMATION

Information about our faculty members can be found at:
http://www.samford.edu/pharmacy/directory/

Directory

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<tr>
<td>Dr. Michael A. Crouch, Dean</td>
<td>CHS1 1480</td>
<td>2820</td>
</tr>
<tr>
<td>TBA, Assistant to the Dean</td>
<td>CHS1 WS-1480</td>
<td>2820</td>
</tr>
<tr>
<td>Dr. Michael G. Kendrach, Associate Dean for Academic Affairs</td>
<td>CHS1 1438</td>
<td>2526</td>
</tr>
<tr>
<td>Mrs. Melanie Cox, Program Coordinator Academic Affairs</td>
<td>CHS1 WS-1408</td>
<td>4369</td>
</tr>
<tr>
<td>Dr. Renee M. DeHart, Associate Dean for Student Affairs</td>
<td>CHS1 1429</td>
<td>4276</td>
</tr>
<tr>
<td>TBA, Administrative Assistant</td>
<td>CHS1 WS-1407</td>
<td>2053</td>
</tr>
<tr>
<td>Mrs. Linda Killingsworth, Manager of Student Affairs &amp; Events</td>
<td>CHS1 WS-1405</td>
<td>2387</td>
</tr>
<tr>
<td>Mr. Jon Parker, Director of Admissions</td>
<td>CHS1 1131</td>
<td>2982</td>
</tr>
<tr>
<td>Mrs. Peggy equal, Program Coordinator Admissions</td>
<td>CHS1 WS-1124B</td>
<td>2008</td>
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<td>Dr. Elizabeth Sheaffer, Associate Dean for Assessment &amp; Accreditation</td>
<td>CHS1 1448</td>
<td>2896</td>
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<tr>
<td>Mrs. Emily Womack, Manager of Assessment Data</td>
<td>CHS1 1446</td>
<td>2791</td>
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<tr>
<td>Dr. Howard Hendrickson, Chair, Pharmaceutical Social &amp; Administrative Sciences</td>
<td>CHS2 2216</td>
<td>2864</td>
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<tr>
<td>Mrs. Cecilia Hailey, Admin. Assistant to Chair, PSAS</td>
<td>CHS2 WS-2201</td>
<td>2876</td>
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<tr>
<td>Mrs. Eilani Grayson, Admin Assistant to Faculty / Program Coordinator, Online Testing</td>
<td>CHS2 2219</td>
<td>4059</td>
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<tr>
<td>Dr. Marshall Cates, Chair, Dept of Pharmacy Practice</td>
<td>CHS1 1453</td>
<td>2457</td>
</tr>
<tr>
<td>Mrs. Cathi Davis, Admin. Assistant to Chair, Pharmacy Practice</td>
<td>CHS1 WS-1414</td>
<td>2997</td>
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Development and Marketing

| Mrs. Victoria Allen, Director of Development | CHS1 1455 | 2792 |
| Ms. Sarah Waller, Coordinator of Marketing and Communication | CHS1 1315 | 4628 |

Pharmaceutical, Social & Administrative Sciences

| Dr. Georges Adunlin | CHS2 2222 | 4692 |
| Dr. John Arnold | CHS2 2232 | 4040 |
| Dr. Amy Broeseker | CHS2 2231 | 2226 |
| Dr. Erika Cretton-Scott | CHS2 2223 | 4370 |
| Dr. Cheryl Cropp | CHS2 2234 | 4388 |
| Dr. Danielle Cruthirds | CHS2 2217 | 2267 |
| Dr. Bernadette D'Souza | CHS2 2229 | 2780 |
| Dr. Gregory Gorman | CHS2 2211 | 4452 |
| Dr. Howard Hendrickson | CHS2 2216 | 2864 |
| Dr. Patricia Jumbo | CHS2 2220 | 4170 |
| Dr. David Luthin | CHS2 2233 | 4223 |
| Dr. Robert Riggs | CHS2 2215 | 4195 |
| Dr. Robert Riggs | CHS2 2236 | 2097 |
| Dr. Bruce Waldrop | CHS2 2237 | 2984 |
| Dr. Xiaodong Robert Wang | CHS2 2235 | 2997 |

Pharmacy Practice

| Dr. Jennifer Beall | CHS1 1431 | 2534 |
| Dr. Kim Benner | CHS1 1444 | 2076 |
| Dr. Katie Boyd | CHS1 1407 | 4367 |
Dr. Lan Bui .......................................................... CHS 1 1441 ........................................ 4431
Dr. Marshall Cates .................................................. CHS1 1453 ........................................ 2457
Dr. Michael Crouch ............................................... CHS1 1480 ........................................ 2820
Dr. Elizabeth Covington ........................................ CHS1 1432 ........................................... 2043
Dr. Crystal Deas .................................................. CHS1 1408 ........................................... 4079
Dr. Renee DeHart .................................................. CHS1 1429 ........................................... 4276
Dr. DeeAnn Dugan ................................................ CHS1 1435 ............................................ 2635
Dr. Maisha Kelly Freeman ...................................... CHS1 1440 ......................................... 4175
Dr. Peter J. Hughes ............................................... CHS1 1449 ........................................... 2519
Dr. Maryam Iranikhah ......................................... CHS1 1405 ............................................. 2086
Dr. Michael Kendrach .......................................... CHS1 1438 ........................................... 2526
Dr. Jeffrey Kyle ................................................... CHS1 1413 .......................................... 2559
Dr. Roger Lander .................................................. CHS1 1427 .......................................... 2399
Dr. Melanie Manis ............................................... CHS 1 1436 ........................................... 2275
Dr. Pilar Murphy .................................................. CHS1 1437 ........................................... 2240
Dr. Patricia Naro .................................................. CHS1 1452 ........................................... 4193
Dr. Valerie Prince ................................................ CHS1 1404 ............................................. 2117
Dr. Megan Roberts ............................................... CHS1 1411 .......................................... 2986
Dr. Jessica Skelley ................................................ CHS1 1430 ............................................. 4338
Dr. Rachel Slaton ................................................ CHS1 1414 ............................................. 2729
Dr. Michael Thomas ............................................ CHS1 1442 .......................................... 2721
Dr. Angela Thomason .......................................... CHS1 1451 .......................................... 4476
Dr. Terri M. Wensel ............................................. CHS1 1412 .......................................... 2650
Dr. Mary Worthington ......................................... CHS1 1443 .......................................... 2533

Pharmacy Residents
Dr. Hibah Missouri ................................................ Jeff. Co. Health Department ............. 2635
Dr. Rebecca Clark ................................................ Christ Health Center............... 205-380-9435

Office of Continuing Professional Development
Dr. Peter J. Hughes, Director .................................. CHS1 1449 ......................................... 2519
Mrs. Joan Jackson, Manager of Continuing Education CHS1 WS-1410 ......................... 2722

Office of Experiential Education
Dr. Patricia Naro, Director, Office of Experiential Education (OEE) CHS1 1452 .................. 4193
Dr. Angela Thomason, Assistant Director, OEE ......................... CHS1 1451 ......................... 4476
Mrs. Eva Click, Sr. Coordinator, OEE Compliance ................ .. CHS1 1454 .......................... 2089
Dr. Angela Brooks, Instructional Designer & Coordinator, OEE CHS1 WS-1412 ................ 2555
Mr. Brett Bullard, Coordinator, Pharmacy Practice Experiences CHS1 1447 .................. 4391
Mrs. Sandra Boyken, Coordinator, Introductory Pharmacy Practice Experiences CHS1 WS-1411 ....................... 2891

Pharmaceutical Sciences Research Institute
Dr. Gregory Gorman, Director ................................ CHS2 2211 ........................................ 4452
Mrs. Lori Coward, Research Associate ......................... CHS2 2221 .................................. 4469

IT Support
Mr. Doug Davis, Technology Services Manager, CHS CHS1 1320 ................................. 4303
Mr. Chris Roper, Technology Services Manager, CHS CHS1 1313 ................................. 4478

Fax Centers
Admissions Office 205-726-4141 Experiential Education 205-726-4214
Pharmaceutical Sciences 205-726-2088 Pharmacy Practice 205-726-2669
Academic Early Intervention

Any P1 student who scores <60 on any exam in any course or is failing 2 or more courses with any level of grade is required to meet with their academic advisor. The student also can meet with the Academic Advising Coordinator and/or Associate Dean of Academic Affairs. A student meeting with the course coordinator (unless required in course syllabus) is strongly suggested also. Those with a course average <70 are strongly recommended to meet with their academic advisor. A meeting with the Associate Dean of Academic Affairs and/or course coordinator also can be scheduled unless stated otherwise in course syllabus. Additionally, a midpoint intervention with their academic advisor will occur for P1’s (who have not received a previous intervention). A meeting will be scheduled among the course coordinator and/or an Associate Dean for P2’s or P3’s who are failing at midpoint of any semester, or upon the request of instructor. Early intervention for P4 students is addressed via the midpoint evaluation conducted by the individual preceptor.

The student will be required to complete an electronic form prior to the meeting that will assist in self-reflection and informing the discussion with their academic advisor or Associate Dean(s). The academic advisor and/or Associate Dean(s) will meet with student in person and reviews the following academic items (may include, but not limited to):

i. Class attendance
ii. Note taking and study habits
iii. Importance of reading textbooks
iv. Resources available to them (e.g., office hours, tutors, on-line resources)
v. Videos on studying and preparation habits
vi. Time management skills (e.g., employment, organizational involvement)

The academic advisor and/or Associate Dean(s) will also review at that time the following health and wellness/student services items (may include, but not limited to):

i. Disability Resource Center
ii. Counseling Services
iii. Student Health Services
iv. Office of Spiritual Life
v. Financial Aid Office
vi. Student Relief Fund

The student will complete a follow-up reflection after the next major assessment within the course(s) to reflect upon the effectiveness of the action plan.

A second meeting with the academic advisor and/or Associate Dean(s) may be requested if the student does not pass the next major assessment within the course(s). An Academic Intervention Form is used during the meeting that contains a checklist of what was reviewed, key points, and a summary of the action plan. A copy of the form will be given to the student, and the Academic Affairs office will file a copy within the student’s academic file. For students who fail to comply with the process outlined above, a values violation may be filed against them.
Academic Eligibility for Participation in Activities

A student who is on academic probation or academic suspension shall not be allowed to:

- receive an excused absence and/or financial assistance to attend professional meetings;
- serve as a class officer;
- serve as an officer or committee chair in any university or school organization;
- serve on a McWhorter School of Pharmacy committee (i.e., Assessment, Curriculum, or Student Affairs);
- be employed by any department on the university campus.

Furthermore, a student on academic probation or academic suspension is strongly discouraged from engaging in outside employment or participating in any extracurricular activity that involves an appreciable amount of time.

Students who have been placed on academic probation or academic suspension will be reminded of their restrictions on participation in activities. Students who willfully attempt to defy the guideline will be subject to the McWhorter School of Pharmacy code of ethical and professional conduct violation process.

Academic Guidelines

McWhorter School of Pharmacy academic guidelines for students are available in the University Catalog available online to students. Additional academic guidelines addressing Introductory Pharmacy Practice Experience (IPPE) and Advanced Pharmacy Practice Experience (APPE) courses are published in the master syllabus and program requirements for Introductory and Advanced Practice Experiential Courses.

Academic Support Resources

- Students are responsible for their own learning.
- Students are expected to attend class each session and keep-up with notes and other course learning materials and objectives.
- The school and university may provide resources available to the students that enable students to enhance their learning and pass the course, which may include:
  - Using course handouts and listening to class session recordings
  - Participating in student-led review sessions
  - Attending course instructor-led review sessions (when offered)
  - Meeting with the course instructor during posted office hours, if needed
  - Scheduling a meeting with the course instructor outside posted office hours, if needed
  - Studying with other classmates in a study group
  - Asking for a personalized session with a student-led review session leader (depends on availability of the review session leader)
  - Online databases that contain: required textbooks; other textbooks for supplemental readings; self-assessment quizzes and flashcards; patient cases; images; plus videos and animations that further explain topics or demonstrate skills/procedures.
Two specific online databases providing these resources are Access Pharmacy and Health Library Integrated Pharmacy Collection.

- Students experiencing academic difficulty (i.e., performed poorly on an exam or course project) should be proactive and are strongly encouraged to seek guidance from the course instructor and/or the course coordinator. Students should not wait until after the final course grade is assigned to speak to the course instructor for any actions and/or recommendations to improve their comprehension of the course material. A student cannot request for an extra credit assignment that is not listed in the course syllabus to improve his/her grade.
- Students also can meet with the Associate Deans (Academic Affairs, Student Affairs), Academic Advising Coordinator, and/or their mentor to discuss academic difficulties.
- Students also should self-assess and reflect on their own personal performance (i.e., study habits, note-taking skills, attending each class, focusing on the key course learning objectives).
- Students also are encouraged to form study groups with fellow classmates and/or ask established study groups if they can join and participate.
- University sources are available for students needing further assistance. These include student counseling services (726-2065 or 726-4077), disabilities resources (726-4078), and office of spiritual life (726-2825).

**Academic Units**

The Department of Pharmacy Practice educates, develops, and mentors students so they are prepared to: 1) provide patient-centered and population-based care that optimizes medication therapy, 2) manage health care system resources to improve therapeutic outcomes, and 3) promote health improvement, wellness, disease prevention, and medication safety. The department collaborates with many health care facilities and community pharmacies to provide the delivery of experiential pharmacy education. In addition, the department is responsible for delivering didactic education related to the clinical use of medications in patients. The focus of learning is the provision of optimal patient care based upon sound therapeutic principles and evidence-based data. Furthermore, the department carries out a rigorous program of clinical and educational research that is focused on pharmacotherapy and student learning. The department is home to two offices within the school, including the Office of Experiential Education and the Center for Healthcare Innovation and Patient Outcomes Research.

The Department of Pharmaceutical, Social and Administrative Sciences (PSAS) is pleased to provide the foundational components of our students’ education in the professional curriculum such as physiology and pathophysiology, cellular and molecular biochemistry, drug delivery systems, pharmacology, pharmacokinetics, medicinal chemistry, patient care systems, sterile compounding, financial and human resource management, pharmacy law, and ethics. Research interests in the PSAS department are varied and involve areas such as the study of apoptosis, mitochondrial injury, pharmacogenomics, drug metabolism and drug-drug interactions, structure-activity relationships and determinations, pharmacokinetic studies, ophthalmologic considerations in drug delivery, educational research, home health care, end-of-life care, and moral development. In addition, several PSAS faculty provide research and experiential education for our students. The department is home to the Pharmaceutical Sciences Research Institute (PSRI). The PSRI provides high quality research services in a cost effective and timely manner. Department faculty are also involved in service to the profession through international, national, regional, and local opportunities.
Access to Student Files

Once a student has been admitted to the McWhorter School of Pharmacy, the student’s admission application is placed in a permanent file kept in the office of the associate dean for academic affairs. Official information pertaining to a specific student, such as make-up exam petition and documentation, academic standing letters, and records checks are also maintained in that file. A student has the right to review the contents of their file upon request in the office of the associate dean for academic affairs.

Attendance Guidelines: Classes and Exams

P1-P4 Experiential Attendance (IPPEs/APPEs)
Please refer to the Experiential Manual for guidelines.

P1-P3 Class Attendance
Attendance is expected for all courses taught within the McWhorter School of Pharmacy. Specific attendance procedures are delineated in course syllabi. However, in accordance with university policy, excused absences may not be counted against any student when determining course penalties in any McWhorter School of Pharmacy course. Under certain extenuating circumstances (see below), students may seek an excused absence from class attendance when their absence impacts their course grade. Students seeking an excused absence from class and/or lab are required to petition the course coordinator(s) plus Associate Dean for Academic Affairs (ADAA). Students will submit this information to the course coordinator(s) who will consult with the ADAA to determine if the student request is to be categorized as excused. Petitions must be received at least 5 business days in advance for events known ahead of time (see below for examples). For emergency-related issues (e.g., illness, funeral), the petition must be received within 2 business days of returning to class. Petitions must be submitted in writing and sent electronically via email. Petitions will include the reason for not attending class, the date(s) missed, plus documentation (see below). Additional supporting evidence may be requested of the student (or others). The following will generally be considered as excused class session absences for students in good academic standing and not count against the student.

Official representative for Samford University and/or McWhorter School of Pharmacy as outlined in the university’s student handbook.
- Student will provide official announcement/invitation for his/her invitation to participate.

Samford University official athletic team
- Official documentation from the athletic department.

Presentation at a national pharmacy or scientific meeting
- Student will provide official announcement/invitation for his/her acceptance of presentation.

Participating in a national pharmacy competition
- Student will provide official announcement/invitation for his/her invitation to participate.

Participating in a national pharmacy organization meeting as an elected or appointed representative in which official business is to be conducted (e.g., APhA-ASP House of Delegates)
- Student will provide official announcement/invitation for his/her invitation to participate.
Immediate family crisis/funeral
- Documentation of the crisis (e.g., medical document, accident report) or funeral (e.g., obituary) is required. A student may be excused up to five (5) business days for travel and bereavement in the event of an immediate family member’s death.

Medical illness or hospitalization
- Medical office excuse from the healthcare provider, inclusive of dates.

Absences specifically stated in an ADA accommodations letter
- Letter must be presented in advance.

School Events Attendance
Attendance is required for announced school events. For P1 through P3 students these include (but are not limited to): Professional Development Series (i.e., Professionalism Friday sessions), Jan Week activities, Dean’s Distinguished Lecture Series, State of the School Address and the school picnic in addition to class-specific events that include Pharm.D. Commencement (P4s), Pre-NAPLEX administration (P4s), NAPLEX and MPJE Review Courses (P4s), P3 Pinning Ceremony (P3s), B.S. Commencement (P2s), White Coat Ceremony (P1s), and APA Legislative Day (P1s). Other events may be added to this list and students will be notified in advance by Samford email. The same process as described above will be used to excuse a student from the school event, except the petition will be sent to the ADAA office.

Exam and Other Assessment Attendance
Students are required to be present for all examinations and other graded assessments. Any anticipated exam/assessment absences (e.g., immediate family member crisis/funeral, student health issue, official university, or school business) must be cleared prior to the exam/assessment with the course coordinator in consultation with the ADAA. Any student who is not present for an exam/assessment at the scheduled administration time will receive a zero (0) as the grade. A student who has missed the scheduled exam/assessment due to compelling hardship may petition for a make-up exam/assessment to replace the zero (0) grade. The petition with documentation must be submitted no later than one business day after the exam/assessment day. The petition must be in writing (can be submitted electronically) and have official documentation (e.g., medical excuse, obituary) for missing the original exam/assessment date. The petition is to be sent to the course coordinator and ADAA. The documentation will be stored in the student file located in the Academic Affairs office. The petition will be reviewed by the course coordinator(s) in consultation with the ADAA. Additional faculty members may be consulted if needed (i.e., Associate Dean for Student Affairs, Department Chair, Dean). The decision is final and not appealable. The decision will be made quickly (typically within 2 business days) after the appropriate information is submitted by the student and reviewed by the faculty. The student will be notified afterwards.

Due to a variety of reasons for missing an exam/assessment, each petition will be treated on a case-by-case basis by the course coordinator and ADAA. These decisions should not be interpreted as establishing a precedent for future decisions. If a make-up exam/assessment is granted, the make-up exam/assessment format may consist of oral, essay, or combination of these two. Other formats may be used.

Student Organization Trips
The following guideline applies to P1-P3 students. P4 students should consult the experiential manual for guidance.
To allow for professional development of student pharmacists, annual conventions of the following organizations are approved for an excused absence unless they conflict with the week of final exams: Academy of Managed Care Pharmacy, American College of Clinical Pharmacy, American Pharmacists Association (which also includes Rho Chi and Phi Lambda Sigma’s annual conventions), American Society of Health-System Pharmacists, International Society for Pharmacoeconomics and Outcomes Research, National Community Pharmacists Association, Pediatric Pharmacy Advocacy Group, Christian Pharmacy Fellowship, Kappa Psi, and the Student National Pharmaceutical Association. Students must meet academic eligibility requirements in order to attend these meetings. Students will be expected to make up any work missed during their excused absence, including retrieval of handouts and review of required readings and class recordings; however, tests will not be scheduled during this time. It is the responsibility of the student organization advisor to notify the associate dean for student affairs of the students who plan to attend professional meetings. A student may not attend a professional meeting until the associate dean for student affairs has verified his/her academic eligibility.

Students will be eligible for travel to other student organization professional meetings (non-annual) with the approval of the instructor of record (course coordinator) and associate dean of academic affairs (ADAA) working in conjunction with the associate dean of student affairs (ADSA) as follows:

1. First, students must self-identify to organization advisor at least four weeks prior to meeting travel.
2. It is then the responsibility of the organization advisor to notify the ADSA of those students (ideally at least three weeks prior to travel) who wish to attend said meeting.
3. The ADSA will then send notification to all course coordinators of those students meeting academic eligibility for travel.
4. For any classes with required assessments/labs during the meeting time frame, the course coordinator(s) will work with the ADAA as described in the Exam and Other Assessment Attendance section of this handbook to determine if it is feasible for student to travel and to make up these assessments/labs/etc., to approve said travel, and to communicate this information to student(s) as appropriate.

Any student who is on probation or suspension will not receive an excused absence nor financial assistance to attend professional meetings. Furthermore, during the fall semester, first year students must also hold a grade of C or higher in all courses at the time of any meeting travel in order to receive an excused absence or reimbursement for travel.

Students are eligible to attend up to two professional meetings per semester. Students requesting attendance at more than two professional meetings per semester will be reviewed on a case by case basis.

Audio and Video Recording Guidelines

Recording or dissemination of class recordings by students

Recording by any means of any course lecture or content by anyone without prior consent of the instructor teaching such course or providing such content is strictly prohibited. Unless an instructor expressly authorizes recording of his or her course content, students should presume that private recording of that instructor’s course content is not permitted.
Student duplicating, sharing, or transferring, in whole or in part, of any recording, including those which may be provided by the school or instructor, by any electronic means or otherwise without the instructor’s express permission is strictly prohibited.

Recording of class without consent and/or sharing any recording by any means without permission shall be considered a violation of the McWhorter School of Pharmacy Code of Ethical and Professional Conduct and the matter shall be referred to the Student Affairs Committee.

Recording of course content and exam by the school

Student access to course content recordings produced by the school is a privilege, not a right, and neither the McWhorter School of Pharmacy nor its agents or employees shall be responsible if a class recording is not available or is of inferior quality. All classes and exams are subject to being recorded (through audio and/or video recording) by McWhorter School of Pharmacy personnel or by another student with permission granted in accordance with this guideline. No student should have any expectation of privacy in his or her speech, conduct or appearance during any class or exam.

Recording by Students with disabilities

Under certain circumstances, a student with a disability may make audio or video recordings to accommodate an ongoing disability. A student must provide an accommodation letter from the Office of Disability Services which specifically requests as part of the accommodation the ability to record course content. Students shall discuss the accommodation request with the instructor and must receive approval prior to recording course content. A student permitted to record a class shall not duplicate, transfer, or otherwise share the recording with others, nor permit or enable any other person do so unless expressly permitted otherwise by the appropriate instructor. The recording will be used only by the student for whom the class was recorded and during the semester in which the class was taught. The student may share the recording with a person who is providing an accommodation service to the student which has been approved by the Office of Disability Services and the instructor, such as an interpreter, only after advising the service provider of this guideline and obtaining the service provider’s agreement to abide by the guideline as if the service provider were a McWhorter School of Pharmacy student.

Building and Campus Guidelines

- Students will have access to the building and use of the facilities only during designated hours.
- Students may not adjust thermostats or other controls in the building.
- Students may not smoke in the College of Health Sciences buildings.
- Students are responsible for cleaning up after themselves (e.g., spilled beverage, food items) in the classrooms, common areas, and other building areas.
- Students may use only designated spaces for posting notices. Notices must be consistent with the Code of Ethical and Professional Conduct. Each notice should specify the date posted and date to remove. Notices will be removed within one month of posting and at the end of each semester.
- Students may use only designated spaces for public displays. Students must receive approval (from the associate dean for student affairs) for all displays.
- Students are responsible for keeping the student common areas clean and orderly at all times. Students are to respect other persons and property (e.g., books, equipment, electronic devices, classroom fixtures, building furniture).
• Students shall pay full damages for all campus property broken, damaged, or lost and for any damages occurring off campus at school-sponsored functions.
• Students may not possess or use alcoholic beverages on the university campus or at any school-sponsored function. Students may not enter the building intoxicated or impaired.
• Students shall observe the rules and regulations contained in the University Catalog or other official university publications.

Canvas, Learning Management System (LMS)

The McWhorter School of Pharmacy utilizes the Canvas as the course learning management system (LMS). To access Canvas, go to https://canvas.samford.edu; another option is at http://www.samford.edu/pharmacy/ and scroll to the bottom of the page and click on the Canvas link. Log-in by inserting your Samford user name and password. Students are responsible for all course materials posted to the LMS. Although the extent of material posted to the LMS will vary between courses and instructors, at the very least the course syllabus for each 300-500 level course in addition to the course coordinator contact information will be posted to the site. Selected LMS courses (e.g., Pharmacotherapy 1-4, Preparation for Patient Care, Self-Care 1-2) will be closed soon after the course has been completed. Students will not be able to access materials posted to these selected LMS courses after the course has finished.

Change of Name or Contact Information

If a student’s name has been legally changed (e.g., marriage), then the student must present a social security card with the new name and photo identification with the new name to the Office of the Associate Dean for Academic Affairs (CHS Building 1, Rm. 1438). The student is responsible for taking care of this notification in a timely manner. The student must also submit the Name Change Form to the Office of Financial Aid. The form is available at this link: SSN, DOB or Name Change Form or it can be accessed at Form Central on the Samford University website.

Any change of address and/or phone number must be registered by the student in the university’s Banner system. Furthermore, the student must inform the office of the Associate Dean for Academic Affairs and the Office of Experiential Education of the change(s) via e-mail. Students are required to update their information (e.g., address change) in Banner and E-Value. Please access these via http://samford.edu/pharmacy/student-services/ Name, address, and/or phone number changes also need to be communicated to the Alabama Board of Pharmacy and any other state board of pharmacy in which the student has an intern/extern license.

Class Advisors

It is the objective of the McWhorter School of Pharmacy to maximize the effectiveness of faculty/student contact in the areas of scheduling/registration, career counseling, personal advising, etc. As written in the Southern Baptist Educator, “The finest possible educational environment includes the availability of outstanding academic advising and a genuine caring attitude toward the student....”

Student interaction with faculty outside of the classroom environment is an important aspect of the educational experience. While quality interaction cannot be forced upon students or faculty, it is essential that students understand that members of the pharmacy faculty welcome these opportunities to get to know students personally. This is particularly important for those students
who are dealing with personal or professional problems or decisions. Faculty members volunteer to serve as class advisers for each entering class.

Class advisors are well-informed of the guidelines and expected behaviors of the school and University and are available to help students interpret the guidelines related to their personal and academic conduct. The faculty member appointed as class adviser will remain adviser to the class throughout its four professional years. This person will assist the class with electing officers, planning events and decision making.

Current class advisors are as follows:

**Class of 2020**  
Dr. P.J. Hughes

**Class of 2021**  
Dr. Bernadette D’Souza

**Class of 2022**  
Dr. Crystal Deas

**Class of 2023**  
Dr. Erika Cretton-Scott

**Class Officers**

Class Officers are expected to:
- Attend daily class sessions.
- Be a role model for other students and uphold the values outlined in the ethical and professional conduct statement.
- Abide by all policies and procedures outlined within university and school handbooks.
- Perform additional duties and responsibilities that may be assigned by the dean or associate dean for student affairs.

The role of the class president is to:
- Represent the class and bridge gaps of communication between the class and the administration, faculty, staff, alumni, guests, etc.
- Lead meetings (e.g. class meetings and class officer meetings) throughout the semester.
- Actively engage, along with vice president and secretary, in the Dean’s Student Advisory Council (DSAC).
- As appropriate, delegate responsibilities to other class officers in a manner that maximizes proficiency and enhances leadership abilities of all.
- Represent the class during exam scheduling meetings.
- Meet with course coordinators regularly about courses.
- Serve on the Margaret Propst Teacher of Year selection committee.

The role of vice president is to:
- Fulfill the role of president in the president’s absence. In the event the president is unable to serve, fulfill the role of the president until a new president has been elected.
• Represent the class and bridge gaps of communication between the class and the president, administration, faculty, staff, alumni, guests, etc.
• Assist each of the other officers in their duties (e.g. organize meetings, plan class events, and address class concerns).
• Actively engage, along with the president and secretary, in the Dean’s Student Advisory Council (DSAC).
• Represent the class during exam scheduling meetings.

The role of the secretary is to:
• Take and distribute minutes in class officer meetings or any other meeting, as needed (e.g. Dean’s Student Advisory Council).
• Maintain, update and organize any paper or electronic materials for the class.
• Actively engage, along with the president and vice president, in the dean’s Student Advisory Council (DSAC).

The role of the class treasurer is to:
• Collect class dues from classmates and submit the funds to the office manager for student affairs.
• Collaborate with the office manager for student affairs to procure payment for and reconcile class expenses (e.g. lunches, field days, service projects).
• Create and maintain an annual class budget based on class goals for upcoming activities.

The role of the class service chair is to:
• Organize and implement class service projects as determined by the officers and class.
• In conjunction with the chaplain, be aware of classmates’ needs and direct to the appropriate resource.

The role of the historian is to:
• Procure photographic or video documentation of class events (e.g. professional functions, intramural games, organization meetings) by personally capturing the event or collecting the documentation from other students.
• Preferably, use a quality camera to preserve items in a way that is safe and accessible.
• Organize documentation in a manner suitable for students to access upon graduation.
• Assist the class and student organizations with promotional materials for events as needed.

The role of the social chair is to:
• Plan and implement events and outings for the class that are consistent with Samford University’s Code of Values.
• Work with the treasurer to determine fund allocation for social events based on the budget determined by that class.
• For events too costly for the class budget or specialized events, design “pay your own way” events.

The role of male and female chaplains is to:
• Be a Christian example to the class.
• Pray for the class.
• Offer counsel to those in spiritual need.
• Pray for the class before the exams.
• Offer to lead Bible studies for the class.
The role of the male and female athletic directors is to:
- Coordinate and execute class games at the annual school picnic.
- Direct class intramural athletics.
- Facilitate class activity in organizational sporting events.
- Display sportsmanship on and off the field.

As an elected student leader, students accept the above obligations and agree:
- It is a privilege to serve as student leaders and this requires acting in the best interests of the class.
- To act in accordance with their role as a leader, demonstrating sensitivity to a wide range of viewpoints and presenting a respectful attitude to all class members.
- To ensure that public and personal conduct remains above reproach, reflecting a high standard of professionalism.
- To remain accessible to their class by regular class attendance and class governance meetings.
- That if a student leader fails to meet the above expectations, they have an obligation to remove themselves from office or be removed from their office by the associate dean of student affairs or the dean.

Student leaders will be evaluated by their class members annually in the spring. Class Advisors will review these evaluations individually with each class officer. Class Advisors and/or the Associate Dean of Student Affairs have the prerogative to call for reaffirmation votes or re-elections by the class, or removal from office if situations dictate.

Co-Curriculum

The Co-Curriculum consists of activities students are involved in outside of the formal curriculum which enhance their knowledge, experience, and abilities so they are practice-ready and team-ready upon graduation. With required activities as well as selective activities students can choose from based on their interests and goals, the Samford University McWhorter School of Pharmacy Co-Curricular plan outlines activities, by year and ability-based outcome, students should engage in to become practice-ready and team-ready pharmacists. Periodically, students are required to document their co-curricular activities according to school guidelines.

Guidelines for the submission of Co-Curricular Requests:

1. Requests shall be submitted at least 10 business days before the day of the activity.

2. Students should review committee-posted examples of correctly completed Co-Curricular requests. In addition, students are encouraged to have student representatives serving on the Student Affairs Committee to review their request so the representatives can provide further information and/or advice.

Code of Ethical and Professional Conduct

Preamble to the Code of Ethical and Professional Conduct
The six pillars of character identified by McWhorter School of Pharmacy students that describe ethical persons are: trustworthiness, responsibility, respect, citizenship, fairness, and caring.

Trustworthiness

“What is right is right even if no one is doing it. What is wrong is wrong even if everyone is doing it.”

– Unknown

1. We are expected to do what is right, even when no one is looking.
2. We must be honest and full of integrity.
3. We will uphold patient confidentiality at all practice sites and while engaged in confidential discussions of student or school matters.
4. We will not lie or steal; we will report any lost materials or property of others.
5. We will refrain from any activity that may be perceived as academically dishonest. This includes, without limitation:
   a. plagiarism (using someone else’s work and claiming it as our own);
   b. dishonest acquisition of information;
   c. possessing and/or using any unauthorized aid during an examination for assignment;
   d. giving or receiving information during an examination; and
   e. unequal participation in group projects.
6. We will not obtain a quiz or portions of a quiz before the exam period without the instructor’s knowledge.
7. We will not use data from previous class or lab sessions and submit it as if it were performed during that class or lab period.
8. We will not alter or attempt to alter any record of student grades.
9. We will not falsify, negligently make incorrect entries, or fail to make essential entries in health records.
10. We will not purposely falsify applications, forms, or records used for admission or other purposes by the McWhorter School of Pharmacy.
11. We will not knowingly provide false information in matters relating to the profession, school, students, faculty, or staff.

Responsibility

“No man can always be right. So the struggle is to do one’s best; to keep the brain and conscience clear; never be swayed by unworthy motives or inconsequential reasons, but to strive to un-earth the basic factors involved and then do one’s duty.” – Dwight D. Eisenhower

1. We should work to our full potential.
2. We will be diligent in our efforts to become respected professionals who thirst for knowledge.
3. We will not engage in any activity that could bring discredit to the profession, school, or university.
4. We should be willing to expose, without fear of retribution or partiality, any illegal, unprofessional, or unethical conduct.
5. As faculty put forward the effort to teach, we will put forth the effort to learn.
6. We should be punctual and try not to disrupt class.
7. We will not tolerate behavior intended to deceive, defraud, or harm the public and/or profession, including failure to carry out assigned duties where lack of doing so may endanger the health or well-being of others.
8. We will attend required meetings called by officials of the McWhorter School of Pharmacy.
Respect

“Respect, like love, has value only when it is given freely and out of genuine feelings. Counterfeit respect, like faked love, is really a form of contempt.” – Michael Josephson

1. We will respect the values of Samford University and the McWhorter School of Pharmacy, and will conduct ourselves in a manner that positively reflects these values.
2. We will show respect to all professors, staff, guests, and fellow students.
3. We will respect the property of the university and of others, leaving things better than we found them.
4. Students and faculty shall maintain professional relationships with one another.
5. We will not bear false witness against any faculty member or fellow student.
6. We will respect the right of privacy, maintaining as private any legally or ethically protected information about fellow human beings.
7. If an academic issue arises that we wish to discuss, we will go first to the instructor(s) the course coordinator, then the department chair, the associate dean of academic affairs, and the dean.
8. We will respect the rules and regulations pertaining to the facilities, property and equipment of the university on all occasions and circumstances.
9. We will not enter into restricted areas (offices, closets, storerooms, labs, etc.) without proper authorization or invitation.
10. We will use computers and other technology with integrity and in accordance with applicable university policies (e.g., using someone else’s password or e-mail address, creating and/or forwarding chain letter, wasteful use of equipment and supplies).

Citizenship

“People of character do more than they are required to do and less than they are allowed to do.” – Christopher Stone

1. We will uphold the standard of high moral character, both in and out of the classroom.
2. We should realize the opportunities given to us and use them to benefit others.
3. We will not consume or possess alcoholic drinks at any function or activity sponsored or endorsed by McWhorter School of Pharmacy or Samford University, either on or off campus.
4. We will not use, possess, or aid others in obtaining any illegal substances.
5. We will display a professional attitude and will be dedicated to learning about the pharmacy profession.
6. We will display professional attire by honoring the dress code provided in the student handbook. Students who repeatedly violate the dress code (three or more reports to the Student Affairs Committee within one semester) will be required to appear before the Student Affairs Committee concerning their professional appearance.
7. We will not condone any type of violence.
8. We will abstain from using profanity.
9. We will abide by all of the statutes and regulations of the Alabama Pharmacy Practice Act and all other governing laws and ordinances.
Fairness
"We judge ourselves by our best intentions and our most noble acts, but we are judged by our last worst act." – Michael Josephson

1. We will treat each other with fairness and respect, regardless of our beliefs, culture, ethnicity, disability, gender, or age.
2. We will share our knowledge with our fellow students, and we will never willingly engage in academic conduct that would give ourselves or others an unfair advantage above other students.
3. Each student has a right to voice his/her opinions in a fair and respectful manner.

Caring
“What you are thunders so loudly that I cannot hear what you say to the contrary.” – Ralph Waldo Emerson

1. We will do our best – this is our job and work.
2. Students, faculty, and staff should encourage and strengthen each other.

CODE OF ETHICAL AND PROFESSIONAL CONDUCT

The principles of academic integrity and professional conduct are established in this Code of Ethical and Professional Conduct (this “Code”) to guide the student in his/her relationship with fellow students, practitioners, faculty, university officials, other health professionals, and the public. A student has the duty to observe the laws and standards of conduct of the profession and to accept the ethical principles expected by society. A student should not engage in any activity that will bring discredit to the school, university, or the profession of pharmacy and should be willing to expose, without fear or favor, any illegal, unprofessional, or unethical conduct.

Violations of the Code

I. Academic Dishonesty – The following conduct shall constitute academic dishonesty:

1. The distribution, possession, or use of any unauthorized material or assistance in the preparation of papers, reports, examinations, or any class assignment to be submitted for credit as part of a course or to be submitted to fulfill school of pharmacy requirements.
2. The receipt, possession, or use of any unauthorized aid, material or information while an examination or quiz is in progress.
3. Knowingly giving unauthorized assistance to another student while an examination or quiz is in progress.
4. Knowingly giving unauthorized assistance to another student in the preparation and/or submission of assignments, papers, reports, or laboratory data and products.
5. Making an unauthorized communication regarding the contents of an exam or quiz, either before, during, or after the time the exam or quiz is given.
6. Knowingly submitting a graded paper, report, examination, or class assignment that has been altered or corrected, in part or in whole, for reevaluation or re-grading.
7. Group “batching” in lab to avoid personal work expected by the instructor.
8. Submitting the work of another as one’s own, i.e., plagiarism. (See detailed plagiarism definition in other sections of this handbook).
9. Altering or attempting to alter any record of student grades.
10. Instructors may delineate in advance in their syllabi other actions they consider to be academic dishonesty in their respective course.
II. Unprofessional and Unethical Conduct – The following conduct shall constitute unethical and unprofessional conduct.

1. Purposely falsifying or omitting information on applications, forms, or records used for admission or other purposes by the school of pharmacy.
2. Knowingly producing false evidence or rumors against another or providing false statements or charges in bad faith against any member of the Samford University faculty, staff, or student body.
3. Violating the University’s sexual discrimination and misconduct policy
4. Knowingly providing false information to the Student Affairs Committee in connection with its proceedings concerning oneself or another student.
5. Purposefully committing physical acts of violence against a fellow student, faculty, preceptors, staff or university official. (See the University sexual discrimination and misconduct policy for acts constituting sexual misconduct).
6. Stealing, damaging, defacing, or diverting to one’s personal use without permission, the property of the university, faculty, staff or fellow student.
7. Unauthorized accessing or revealing of information about faculty, staff, students, or patients that is private or confidential.
8. Illegal possession, use, diversion, or trafficking of drugs or other pharmacologically active substances. (Students should refer to the guideline on substance abuse in this Handbook.)
9. The consumption or possession of alcoholic drink at any function or activity sponsored or endorsed by the school of pharmacy or university.
10. Use of profanity.
11. Repeated violation of the dress code (3 or more reports to the Students Affairs Committee while a student at the school of pharmacy).
12. Repeated failure to attend required meetings called by an official of the school of pharmacy.
13. Disregard of the rules and regulations of the clinical facilities used by the school of pharmacy for educational or other purposes.
14. Repeated disregard of the general rules of the school of pharmacy or the university.
15. Behavior which may endanger patients or the public, including the failure to carry out assigned duties that endanger the health or well-being of others.
16. Behavior intended to deceive, defraud, or harm the public and/or profession.
17. Falsifying, or through negligence, making incorrect entries or failing to make essential entries in health records.
18. Failure to maintain patient confidentiality.
19. Awareness of a violation of this Code by a student and failure to report the violation to the Student Affairs Committee.
20. Any unauthorized/uninvited entry into restricted areas of the school of pharmacy or the university (offices, closets, storerooms, labs, etc.).
21. Charges and/or convictions of (i) a misdemeanor involving moral turpitude, (ii) violation of pharmacy, liquor or narcotic law(s), and/or (iii) felony.
22. Failure to provide information or documentation required by school officials relevant to program requirements.
23. Acts of insubordination to school officials and/or university employees.

Expected Behaviors and Duties of the Student Affairs Committee

A. Initiation of a Case
1. Anyone knowing of a suspected violation of this Code shall use the following link to report the suspected violation:
   [Assertion of Code of Ethical and Professional Conduct Violation Form](#)
   The reporting form may also be accessed via the school of pharmacy website.
2. The form must be signed by the person(s) reporting the suspected violation(s) and submitted to the Associate Dean of Student Affairs office within thirty (30) days of the initial recognition of the suspected violation.
3. The completed form will be delivered to the Chair of the Student Affairs Committee. The chair will meet with the vice chair within 5 business days of receipt of the form to discuss the suspected violation, and together they will decide if the suspected violation is subject to the committee’s jurisdiction. If so, the chair will initiate the procedure for hearing a case.
4. If a suspected violation involves any conduct that is subject to the university’s sexual discrimination and misconduct policy, it will be referred to the university Title IX Coordinator.

B. Process for Hearing a Case

1. A person who is suspected of violations of this Code (a “Respondent”) will be notified by the Chair of the Student Affairs Committee by email within 10 business days of the violation form being submitted of the specific charges against him or her and the date, time, and place of the hearing, the names of all witnesses who the committee consulted, or on whose statements the committee has relied, a list of all materials related to the violation on which the committee relied, and a copy of these procedures. Chair

2. Prior to the hearing, the chair, or the chair-elect in cases where the chair is unable to attend the hearing, of the Student Affairs Committee will offer to describe to the Respondent the hearing process and answer any questions of the Respondent regarding the process.

3. Those allowed to attend the hearing include: the Student Affairs Committee members, the Respondent, the Respondent, an advisor for the Respondent, and any witnesses.
   a. The Respondent may be accompanied at the hearing by a pharmacy school faculty member serving as an “advisor”.
      i. The role of the advisor is to provide guidance and assistance to the Respondent prior to and during the hearing.
      ii. Prior to the hearing, the advisor may assist the Respondent in preparing his/her statement, anticipating questions that may be asked during the hearing, and identifying testimony, documents, pictures or other information in support of the Respondent’s defense.
      iii. During the hearing, the advisor may be present and may offer support and advice to the Respondent; however, the advisor is not allowed to directly address anyone else in the hearing venue. The advisor may speak only to the Respondent during the hearing. The advisor will be asked to leave the hearing if he/she does not comply with the rules governing the hearing.
   b. Witnesses (other than the Respondent or the Reporting Party) that testify at the hearing, may be present only during their testimony. Evidence from
character witnesses, whether in writing or in person, is not admissible at a hearing.

c. The Chair of the Student Affairs Committee, in the Chair’s discretion, may allow or disallow the admittance of any other individuals to the hearing. The chair shall determine what testimony or other information will be considered by the Student Affairs Committee in its consideration of a suspected violation of this Code.

4. If, at the completion of the hearing, a vote of “Not Responsible” is reached, the Student Affairs Committee will decide on any necessary action for vindication.

5. A majority vote of Student Affairs Committee members participating in the hearing is required for a finding of “Responsible” per the Operating Guidelines of the Student Affairs Committee. If the Student Affairs Committee determines that the Respondent is “Responsible” for a violation of this Code, it will recommend to the Associate Dean of Students Affairs a sanction. Sanction may include, but are not limited to, the following:
   a. **Reprimand**: A written reprimand prepared by the Student Affairs Committee, with documentation, is added to the student’s permanent file.
   b. **Probation**: A formal reprimand by the Student Affairs Committee that admonishes a student for a violation of this Code and provides notice that continued enrollment of the student in the school of pharmacy is conditioned on there being no further violations of this Code during the period of probation.
   c. **Suspension**: The student’s enrollment in the school of pharmacy is terminated for specific period of time of at least the remainder of the then-current semester, during which time the student’s presence at the school is prohibited without the prior authorization of the Dean, the Associate Dean of Student Affairs and/or the Associate Dean of Academic Affairs. All McWhorter School of Pharmacy privileges are revoked during the suspension period. A recommendation of suspension requires a 2/3 vote of the Student Affairs Committee participating in the hearing.
   d. **Expulsion**: The student’s enrollment in the school of pharmacy is terminated permanently. A recommendation of expulsion requires the unanimous vote of the Student Affairs Committee participating in the hearing.

6. The Associate Dean for Student Affairs shall notify the Respondent of the decision of the Student Affairs Committee in writing within seven (7) business days after receiving the committee’s recommendation. The Associate Dean of Student Affairs is not obligated to follow the committee recommendation. A permanent record of the decision of the Associate Dean of Student Affairs, including supporting documentation, shall be placed in the student’s permanent record.

7. During the appeal process, the Respondent may request to review the documentation received by the Student Affairs Committee related to their case. The request must be made within five (5) business days of the Dean’s receipt of the grievance/notification of appeal.

**Right of Appeal**

See Grievance Guidelines in Student Handbook.
Counseling

A student may find that personal problems or pressures are interfering with general well-being or academic performance. Pharmacy students may see the associate dean for academic affairs for help with academic concerns or the associate dean for student affairs for help with nonacademic problems. In addition to assistance that a student might seek from pharmacy faculty, students may wish to utilize the following university resources:

Office of Spiritual Life
In addition to administrative and teaching responsibilities, the university minister offers spiritual guidance and counseling to individuals seeking assistance. This minister is available to all students, faculty, staff, and their families and can be reached by calling 205-726-2825.

Professional Counseling Assistance
The university has both male and female professional counselors on staff for students. The university’s counselors provide counseling sessions free of charge for currently enrolled students and make referrals to an outside professional counseling agency if needed. For information, call 205-726-4083 or email counseling@samford.edu.

If a student prefers to see an off-campus counselor, Student Health Services or the Associate Dean for Student Affairs can make referrals confidentially.

Criminal Background Check Guidelines

I. Purpose
Pharmacists and pharmacy learners are entrusted with the health, welfare, and safety of the patients they serve. Most employers of pharmacists and pharmacy learners require the use of criminal background checks (CBCs) for employment purposes. The Samford University McWhorter School of Pharmacy requires CBCs to help ensure a safe clinical environment for both learners and the public, to meet the contractual requirements of training sites, and to assist learners in identifying any criminal background history that may impact (1) their ability to complete the experiential education requirements of the Pharmacy Program, or (2) their ability to become licensed as a professional. A learner who cannot complete the curriculum cannot graduate, and thus cannot become a pharmacist.

II. Applicability
This guideline applies to all learners enrolled in the McWhorter School of Pharmacy, as well as persons who are offered admission to the McWhorter School of Pharmacy, and learners who have a break in enrollment. All offers of admission are contingent upon satisfactory results of a CBC. Progression and continued enrollment in the pharmacy program also require ongoing satisfactory CBC results. There are no exceptions to this guideline.

III. Background Checks Required

The CBC must be conducted through the independent service provider designated by the McWhorter School of Pharmacy. The CBC requirements include, but are not limited to:

A. Social Security Number Search
A search of credit report header data to help confirm the learner’s identifying information such as name, aliases, address(es), Social Security Number, and to determine areas of prior residence.

B. *County Criminal Records Searches*
   A direct search of county courthouse records for any felony or misdemeanor criminal history.

C. *Statewide Criminal Records Search*
   A search conducted through statewide criminal records repositories or court systems for any felony or misdemeanor criminal history.

D. *Federal Criminal Records Search*
   A direct search of federal courthouse records for any felony or misdemeanor criminal history.

E. *National Criminal Database Search*
   This search is a multi-jurisdiction, private database search covering more than 194 million criminal records collected from across the country.

F. *National Sexual Offender Database Search*
   A search of a national private database which contains sex offender data collected from across the country.

G. *US Department of Health and Human Services Office of Inspector General List of Excluded Individuals/Entities Search*
   A search of the U.S. Department of Health and Human Services Office of Inspector General’s List of Excluded Individuals/Entities (LEIE), relating to persons excluded from participation in Medicare, Medicaid, and all federal health care programs.

H. *Search for Dishonorable Discharge from the Armed Forces*
   Military records are verified through either telephone interviews with the subject's former commander or by obtaining the applicant's DD-214 form. Verification generally includes subject’s name, Service Number, rank, dates of service, awards and decorations, and place of entrance and separation.

I. *International Screening*
   International criminal records searches are performed when a learner has lived internationally up to seven (7) years prior to applying to the school of pharmacy. This includes US citizens or non US citizens.

J. *Sanctions Base Screening*
   A search covering sanctions, disciplinary and administrative actions taken by federal and state healthcare regulatory authorities, including FDA, NIH, GSA, OFAC, and more.

**IV. Timing**

A. A CBC must be completed, prior to admission, by all persons who have a conditional offer of admission to the McWhorter School of Pharmacy program.

B. All learners must complete a CBC prior to the start of their introductory pharmacy practice experience (IPPE).
C. All learners must complete a CBC before the start of their first advanced pharmacy practice experience (APPE) rotation in their fourth year.

D. Any previously-enrolled learner who wishes to return to the pharmacy program following a break in enrollment exceeding one (1) fall or spring semester (or for P4 learners, more than any one (1) semester [including summer term]) must undergo a CBC. The learner will be unable to re-enroll until after satisfactory completion of a CBC and receipt of the results by the school.

E. Experiential sites may require that learners submit to a CBC prior to or during the rotation. Learners will be required to comply with additional CBC requirements of an IPPE or APPE site, at any other time prescribed by the college, or as required by the school's office of experiential education.

IV. Initial Check

All learners are required to submit to a criminal background check as a condition of admission. CBCs will be performed by an independent provider of CBC services approved by the McWhorter School of Pharmacy. No other results will be accepted.

A. Learners will be referred to a third party CBC service provider approved by the McWhorter School of Pharmacy and are responsible for completion of all paperwork and all associated costs.

B. The results of the background check must be received prior to July 1 of the enrolling year.

C. Any conditionally admitted pharmacy learners whose CBC reflects adverse activity may have his/her offer of admission rescinded.

VI. Subsequent Background Checks/Subsequent Charges

Any learner whose CBC contains adverse results may be excluded from experiential training opportunities. A learner who cannot be placed cannot complete the program. A learner whose CBC contains adverse results may also be dismissed from the Pharmacy program.

Enrolled learners are required to self-report year-round any new criminal charge(s) and the outcome of any new or pending criminal charge(s) to the Associate Dean of Student Affairs of the McWhorter School of Pharmacy within ten (10) calendar days.

A criminal charge against an enrolled learner may result in temporary suspension from the program pending disposition. A charge that results in a conviction may result in preclusion from experiential placement and/or dismissal from the program. Failure to disclose an arrest, indictment, charge or disposition while enrolled in the pharmacy program will result in action against the learner, up to and including dismissal from the program.

It is the learner's responsibility to self-report any adverse CBC findings to the appropriate Board(s) of Pharmacy. Maintenance of an Alabama Board of Pharmacy intern license is required for enrollment at the McWhorter School of Pharmacy.
Any enrolled or returning learner who self-reports or is otherwise the subject of a criminal charge that is adjudicated and resolved through the institutional disciplinary process, and who subsequently undergoes a CBC that discloses the same offense, will not be subject to additional institutional disciplinary action.

VII. Criteria
A. The following acts or offenses (this is not an all-inclusive list) may render a conditionally-admitted, returning or enrolled learner ineligible to participate or continue in the pharmacy program:

1. Violation of pharmacy or liquor laws or laws relating to the sale or dispensing of narcotics;

2. Felony convictions involving crimes against persons, including physical or sexual abuse;

3. Felony or misdemeanor convictions related to acts of moral turpitude, including but not limited to:
   a. murder;
   b. rape;
   c. robbery;
   d. larceny;
   e. drug possession for resale;
   f. Medicare or Medicaid fraud;
   g. child abuse; and
   h. arson.

4. Any past revocation or suspension of a license to practice pharmacy by another state or country;

5. Conduct reflecting lack of regard for the health and safety of patients;

6. Employing, assisting or enabling in any manner an unlicensed person to practice pharmacy;

7. Failure to disclose any past or pending criminal, administrative or disciplinary charges; and

8. Other acts, omissions or offenses determined by the McWhorter School of Pharmacy to be potentially disqualifying.

B. The School reserves the right to determine whether acts, omissions or offenses not specifically listed disqualify a prospective or enrolled learner from participation in the program.

VIII. Expected Behavior
A. Preadmission
Following an offer of admission, learners will be notified by the McWhorter School of Pharmacy approved CBC provider to create a user account and complete the necessary permission and disclosure forms. Learners must report all addresses where they have resided for more than 90 days when completing the required information in the system of the independent provider of CBC services approved by the McWhorter School of Pharmacy. After the initial CBC is performed and learners are notified of its completion, learners have a ten (10) calendar day period to review the results of the CBC before the report is made available to the McWhorter School of Pharmacy. After reviewing the CBC, learners may either (1) release the results of the CBC to the McWhorter School of Pharmacy prior to the end of the ten (10) calendar day period, or (2) notify the McWhorter School of Pharmacy and its approved CBC provider that he/she wishes to dispute the CBC results. If the CBC results are disputed, the results will not be released to the McWhorter School of Pharmacy until the learner consents to the release, however, in this instance, if the learner does decide to consent to release the results of the CBC to the McWhorter School of Pharmacy, it must be done no later than 60 business days from the date learner receives the initial results of the CBC.

Learners who have lived in a foreign country for any time period in excess of 90 days during the 7 years prior to enrollment in the McWhorter School of Pharmacy must complete an international background check. Learners must report all addresses where they have resided for more than 90 days when completing the required information in the system of the McWhorter School of Pharmacy approved CBC provider. In addition, learners are required to complete an in-depth international background check, performed by the McWhorter School of Pharmacy approved CBC service provider. Learners are required to release the international background check results to the McWhorter School of Pharmacy upon email notification from the approved CBC provider. The associated costs of the international CBC are the sole responsibility of the learner and remitted directly to the CBC provider. Waivers of this requirement for personal hardships will be reviewed on a case by case basis by the Associate Dean of Student Affairs.

B. Between Admission and Enrollment

Admitted students who have not yet enrolled are required to self-report year-round any new criminal charge(s) and the outcome of any new or pending criminal charge(s) to the Associate Dean of Student Affairs of the McWhorter School of Pharmacy within ten (10) calendar days. Failure to disclose an arrest, indictment, charge or disposition will result in action against the learner, up to and including rescinding the learner’s admission to the program.

It is the learner’s responsibility to self-report any adverse CBC findings to the appropriate Board(s) of Pharmacy. Maintenance of an Alabama Board of Pharmacy intern license is required for enrollment at the McWhorter School of Pharmacy.

Any learner who self-reports or is otherwise the subject of a criminal charge that is adjudicated and resolved through the institutional disciplinary process, and who subsequently undergoes a CBC that discloses the same offense, will not be subject to additional institutional disciplinary action.

C. During Enrollment
Learners must report all addresses (including foreign addresses if they have lived in a foreign country for any time period in excess of 90 days during their enrollment at the McWhorter School of Pharmacy) when completing the required information in the McWhorter School of Pharmacy approved CBC service provider’s system for the recheck CBC. Learners who have lived in a foreign country for any time period in excess of 90 days during the seven (7) years prior to enrollment in the McWhorter School of Pharmacy must complete an international background check. The associated costs of the international CBC are the sole responsibility of the learner and remitted directly to the McWhorter School of Pharmacy approved CBC provider. Waivers of this requirement for personal hardships will be reviewed on a case by case basis by the Associate Dean of Student Affairs.

CBC results during enrollment are released to the McWhorter School of Pharmacy after the same ten (10) calendar day review period described above. Prior to the start of their IPPE in the second professional year and first APPE rotation in the fourth professional year, learners will be directed by the Office of Experiential Education to complete a CBC by a McWhorter School of Pharmacy approved CBC service provider. CBC results must be received by the Office of Experiential Education prior to the start date of both the second year IPPE and first APPE rotations.

D. Following a Break in Enrollment

Any previously-enrolled learner who wishes to return to the pharmacy program following a break in enrollment exceeding one (1) fall or spring semester (or for P4 learners, more than any one (1) semester [including summer term]) must contact the Office of the Associate Dean of Student Affairs of the McWhorter School of Pharmacy, in writing, to obtain contact information for the McWhorter School of Pharmacy’s approved CBC services provider, and undergo a CBC. The learner will be unable to re-enroll until after satisfactory completion of a CBC and receipt of the results by the school. If a learner has resided for more than 90 days in a foreign country during their break in enrollment, or during a medical leave while enrolled, an international background check recheck will be required. The associated costs of the international CBC are the sole responsibility of the learner and remitted directly to the McWhorter School of Pharmacy approved CBC service provider. Waivers of this requirement for personal hardships will be reviewed on a case by case basis by the Associate Dean of Student Affairs.

IX. Committee Review /Standards

A. Applicants

If an applicant’s CBC result includes new information not disclosed in the applicant’s PharmCAS application implicating the criteria in subsection VII (or other relevant adverse information) of this guideline, the Admissions Committee will meet and review the results and may require additional information from the learner (e.g., court documents, arrest record, etc.) This review by the Admissions Committee may lead to withdrawal of the offer for admission. The Admissions Committee will forward written recommendations after their review to the Associate Dean of Student Affairs. All applicants will be notified of the Associate Dean’s decision in writing, and the Associate Dean’s decision and supporting documentation shall be placed in the applicant’s permanent record.

B. Current or Previously-Enrolled Learners
If a current or previously-enrolled learner’s CBC result includes information implicating the criteria in subsection VII (or other relevant adverse information) of this guideline:

1. In the case of enrolled learners or learners who have had a break in enrollment, the Student Affairs Committee Chair will convene a committee as outlined in the McWhorter School of Pharmacy Code of Ethical and Professional Conduct contained in the https://www.samford.edu/pharmacy/files/Pharmacy-Student-Handbook.pdf. A learner who is found responsible for violating the Code of Ethical and Professional Conduct may be expelled, which means that the learner’s association with the School of Pharmacy is terminated.

2. Any CBC results related to violations concerning substance abuse will be handled as outlined in the McWhorter School of Pharmacy Substance Abuse and Mandatory Drug Testing Guideline. If referred for disciplinary action pursuant to the McWhorter School of Pharmacy Substance Abuse and Mandatory Drug Testing Guideline, the hearing process contained in the https://www.samford.edu/pharmacy/files/Pharmacy-Student-Handbook.pdf will be followed.

3. As a condition of continued enrollment, the learner may be required to disclose the results of his/her CBC to clinical facilities/experiential sites.

4. Any enrolled learner with a conviction or a pending criminal or administrative charge may be removed from courses pending the decision of the Committee. Adverse information may lead to dismissal from the School of Pharmacy.

5. Any CBC results related to violations concerning Title IX sexual misconduct will handled as outlined in the Samford University Title IX Sexual Misconduct Guideline.

X. Compliance Files

The results of CBCs and other information that is confidential will be kept in the learner’s compliance file under the direction of the McWhorter School of Pharmacy Office of Experiential Education. This information may only be reviewed by authorized University personnel, the School of Pharmacy’s Experiential Office Directors and the Associate Dean for Student Affairs (and their staff and designees), and the approved background check provider in accordance with the Family Educational Rights and Privacy Act (FERPA).

XI. Authorization/Disclosure/Release Form

Some IPPE or APPE sites that require learner CBCs will accept the results of the CBCs required by the McWhorter School of Pharmacy. In order for the results of the learner’s most recent CBC to be sent to the IPPE or APPE site, learners must complete a waiver form (available in the Office of Experiential Education) authorizing release of the results by the Office of Experiential Education. Samford University, the School of Pharmacy, and its personnel assume no liability for the security, confidentiality, or timely destruction of records by the IPPE or APPE site.

XII. Disclaimers

A. The CBC process utilized by the McWhorter School of Pharmacy does not guarantee the safety of learners, patients, faculty, preceptors, or staff. Results of a CBC that are deemed
acceptable by the McWhorter School of Pharmacy do not guarantee the learner will be eligible for entry into the IPPEs during years one through three of the curriculum and APPEs during the final year of the curriculum, nor does it guarantee that the learner would be eligible to complete the program or obtain a license to practice pharmacy upon graduation. Experiential sites and/or state boards of pharmacy may treat information differently or uncover newer information not revealed in previous record searches. If a learner has a criminal record or is concerned about licensure issues for any reason, the learner should contact the state board of pharmacy in the state(s) for which he/she is seeking licensure.

B. Nothing contained in this guideline shall limit or supersede the University’s or School’s requirements or the provisions, processes, and penalties established pursuant to the Student Disciplinary Code.

C. None of the information contained in this guideline shall serve as or create a contract between the University or School and any person or entity. This guideline is not a contract, and the School of Pharmacy expressly disclaims that any aspect of its Pharmacy program, Student Handbook, catalog, other publications or University enrollment is contractual in nature, confers any rights, or gives rise to any cause of action for a breach of any kind.

XIII. Costs

Learners are responsible for all costs associated with preadmission CBCs. McWhorter School of Pharmacy fees assessed to all learners cover the CBC conducted in the second professional year and at the end of the third professional year. Any additional background check required for any reason is the responsibility of the learner. International criminal background checks are not covered by McWhorter School of Pharmacy learner fees for any CBC and must be paid directly by the learner.

XIV. Admission Does Not Guarantee Program Completion

Admission to the School may be granted, within the School’s sole discretion, despite past criminal convictions if, based on an evaluation by the School and University, the severity of the crime or the period of time since the crime occurred supports admission. However, such learners may have limited experiential options and/or delayed graduation. The School does not guarantee the opportunity to complete all experiential components, and therefore graduation, if an applicant is admitted with a criminal conviction(s). Additionally, the School reserves the right to require learners to disclose his/her CBC results to all assigned experiential sites for further review and approval at any time.

XV. Refusal to Complete Background Check

Prospective, returning and enrolled learners who refuse to participate in the School’s CBC program outlined above will have their admission offer retracted or be dismissed from the School of Pharmacy.

Curriculum

The professional pharmacy curriculum is designed to impart in students the knowledge, skills, and attitudes essential for the practice of pharmacy today, as well as in the future. The doctor of
pharmacy degree is a professional degree that requires core educational preparation essential to provide pharmaceutical care and perform managerial functions.

The McWhorter School of Pharmacy uses active learning (AL) concepts in many of its courses, with the percentage of time devoted to AL dependent upon the adaptability of the course material to these learning methods. Certain courses utilize a minimum of AL activity, while other courses are extensively delivered by AL methodologies. Students in each professional year are divided into groups of four to nine students, and group work is periodically assigned. The percentage of the final grade for the course from group work is clearly stated in the syllabus for each course.

The professional curriculum includes 96 semester credits of didactic and laboratory instruction and 49 semester credits (approximately 1900 contact hours) of experiential training in various practice settings. All required courses in the professional curriculum are to be completed at Samford University.

The professional curriculum requires 40 credits of Advanced Pharmacy Practice Experiences (APPE), beginning in mid-May or immediately following the successful completion of all required coursework prior to the fourth professional year in the pharmacy curriculum. Eight (8) APPEs must be completed by all students, including PHRX 601 (Primary/Ambulatory Care I), PHRX 620 (General Medicine I), PHRX 650 (Community Pharmacy I), PHRX 660 (Institutional Health Systems Pharmacy I), and four additional PHRX 600-level APPE courses. Students will be allowed to provide input into their preferences for non-specified PHRX 600-level APPE courses. Students also can complete a ninth APPE course at no extra cost. However, the director of experiential education will have the final say in which specific courses the student will be registered based upon site availability and academic needs.

The maximum load for a pharmacy student is 21 semester hours. Full-time status is granted for students taking 10 semester hours. If, for compelling reasons, a student is enrolled in less than 10 semester hours, the university will classify the student as part-time. A student taking less than 10 hours will pay tuition at the hourly rate specified in the Financial Information section of the university catalog.

The professional pharmacy curriculum of the McWhorter School of Pharmacy follows the College of Health Sciences calendar listed in the university catalog. The School incorporates January in its spring semester. Therefore, students enrolled in the professional pharmacy curriculum cannot take courses offered in the University’s Jan Term. Furthermore, the first semester of the fourth professional year begins mid-May. Consequently, students enrolled in the last year of the professional curriculum cannot take courses offered during the summer terms at Samford (unless enrolled in one of the dual-track PharmD/Masters programs) or another university unless approved by the associate dean for academic affairs.

All incoming students are required to have their own personal electronic device (either laptop or tablet [e.g., iPad]) to use for various learning and teaching activities throughout the curriculum. The school administers electronic exams in all required didactic courses. The electronic device will be used for all the exams and other assessments/activities (e.g., course and faculty evaluations, lab). The electronic device must meet the minimum specifications, which will be provided to the students by the McWhorter School of Pharmacy Admissions Department in advance of the beginning of the first semester of the first year (i.e., with the acceptance notification). Mobile phones do not meet the electronic device requirements. In addition to the personal electronic device, students are required to use only one specific external calculator for exams. The school will provide instructions regarding the specific color and type of calculator that the students are required to purchase.
Disability Guideline

Notice to Students with Disabilities: “Samford University complies with applicable provisions of the Rehabilitation Act and the Americans with Disabilities Act. Students who wish to request disability-related accommodations should contact Disability Resources (Dwight Beeson Hall 103, disability@samford.edu, 205-726-2980, www.samford.edu/dr). A faculty member will grant reasonable accommodations only upon written notification from Disability Resources.”

“Students who receive an accommodation letter from Disability Resources (DR) must provide a copy of this letter in a timely manner to the course coordinator for each course in which the student requests an accommodation. Students also should make an appointment with the course coordinator as soon as possible to provide the letter and discuss accommodations that may be necessary. If a student delays providing the course coordinator with a copy of the DR accommodation letter setting forth the student’s approved accommodations or does not meet with the course coordinator, this may lead to a delay in or no implementation of the accommodation needed. Depending on the type of request, several days may be required for an accommodation to be arranged. While every effort will be made to provide services in a timely manner, students should bear equal responsibility in the satisfactory delivery of reasonable accommodations by providing sufficient advance notice to the McWhorter School of Pharmacy/University to have these arranged.”

Students can refer to the following Samford University webpage for more information addressing disability resources, www.samford.edu/dr.

Dress Code

Classroom Dress Code

Students should, at all times, present a neat and professional appearance. The following dress code will be enforced during class hours (8 a.m. – 5 p.m.) in all areas of the College of Health Sciences.

1. Clothes should be clean, well kept, modest and appropriate for a professional program.
2. For men, slacks and shorts are permitted. Shorts, if worn, must be at least medium thigh-length. Facial hair is permitted, yet should be trimmed and neat.
3. For women, dresses, skirts, and slacks are certainly permitted. Shorts, if worn, must be at least medium thigh-length. The following are not permitted: off-the-shoulder, strapless or plunging neckline tops; tops that do not cover to the waist; halter tops, tank tops, slacks, skirts or jeans that expose skin below the waist; exposed midriffs; and very short shorts, dresses, or skirts; shower shoes, flip flops, or bare feet.
5. Jeans are permitted, but they must be clean and not torn.
6. Hats, caps or other headwear (excluding headwear worn for religious purposes) are not permitted within campus buildings.
7. Clothing with obscene or lewd text or pictures is not permitted. Depictions of alcohol, drugs or smoking materials are not permitted.
8. Faculty members have the prerogative to require students in their class or laboratory to meet stricter dress requirements than those stated in this dress code.

The classroom dress code is essentially self-enforced by the usual and expected student cooperation with the school rules. Students not dressed according to the dress code may be asked by any faculty member to leave the building or they may be refused admittance to class. Such action will be noted by the faculty member and reported to the Student Affairs Committee. Persistent violators of the dress code (three or more episodes during McWhorter School of Pharmacy enrollment) may be brought before the committee for disciplinary action.
Experiential Learning and Simulation Center Dress Code (3rd floor of CHS Building 1)

Attire: White/Lab coats and nametags must be worn at all times when in the CHS Simulation Center. The following dress codes will be enforced:

<table>
<thead>
<tr>
<th>Dress code for non-sterile compounding laboratory</th>
<th>Dress code for sterile compounding laboratory</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Use of safety glasses required</td>
<td>Per USP797 guidelines</td>
</tr>
<tr>
<td>• White/Lab coats, buttoned and with name tag</td>
<td>• Scrubs or short sleeve shirt and long pants only. Leggings, yoga pants, and other athletic wear is not allowed.</td>
</tr>
<tr>
<td>• Long pants, slacks, jeans or scrubs only.</td>
<td>• Closed shoes, flats, no heels</td>
</tr>
<tr>
<td>• Leggings, yoga pants, and other athletic wear is not allowed.</td>
<td></td>
</tr>
<tr>
<td>• Hair longer than shoulder length should be secured (clip or ponytail)</td>
<td>• Hair longer than shoulder length should be secured (clip or ponytail)</td>
</tr>
<tr>
<td>• Excessive jewelry is not permitted, including dangling earrings, necklaces, watches, heavy chains, bracelets, or large rings.</td>
<td>• Hats/baseball caps are not allowed</td>
</tr>
<tr>
<td>• Nail extenders and/or nail jewelry is not allowed.</td>
<td>• No makeup</td>
</tr>
<tr>
<td>• Hats/baseball caps are not allowed.</td>
<td>• No visible jewelry</td>
</tr>
</tbody>
</table>

With the exception of safety glasses, the above non-sterile compounding laboratory dress code will also be enforced for IPA/IPPE lab sessions occurring outside the non-sterile compounding laboratory.

Note: The dress code for compounding is for the student’s safety. Noncompliance may result in dismissal from the laboratory session and a zero grade for the laboratory session.

Additionally, no gum, food or drink are allowed in the 3rd floor simulation spaces.

If you are not in compliance with the dress code you may be dismissed and given an unexcused absence for the day. At times you may be required to come equipped with specific materials and/or additional dress code specifics as communicated to you by the instructor; if you arrive at your laboratory session without the required materials and additional dress code, you may be dismissed and given an unexcused absence for the day.

Physical Assessment, Simulation/Standardized Patient, and Interprofessional Activities Dress Code (regardless of location of activity)

The attire described in this section is meant to prepare you to work with other health care professionals. Please come to these active learning sessions with the mindset as if you would be interacting with other health care providers. Others cannot respect you if you do not respect yourself and the way that you present yourself to others. The following dress code applies:

1. A McWhorter laboratory coat and name tag are required. Laboratory coats should be clean and neat.
2. Sneakers, jeans of any color, shorts, tank tops, halter tops, shower shoes, and flip flops are not permitted.
3. For men, a tie is not required, but your shirt should have a collar and be tucked in. You should also wear a belt. Beards/stubble need to be trimmed around the neck.
4. For women, slacks are generally preferred, but skirts or dresses are fine. Blouses/shirts with a low neckline (you will be leaning across a table to put a blood pressure cuff on a person) as well as short dresses/skirts are not permitted. Both of these aspects are very important to how you present yourself and represent our profession.
5. Women may wear only one earring per ear lobe and should not wear dangling earrings as these often interfere with using your stethoscope. Men are not allowed to wear earrings or gauges.
6. Closed toe shoes are required. High-heel shoes are not permitted.

Several laboratories require students come equipped with certain materials and/or specific dress code requirements (e.g. professional dress, stethoscope, see calendar for specifics).

Students arriving to laboratory late, without the required materials, or in the proper attire may be dismissed from laboratory (zero grade for the lab) or receive a grade reduction (at the discretion of the instructor and Instructor of Record). It is expected that everyone be on time to laboratory and have the appropriate materials at the start of the session (e.g., not late because you left your stethoscope in your car and you went to go get it).

Research Laboratory Dress Code

1. No open toe shoes, sandals or flip-flops are to be worn in the laboratory. Closed toe shoes are necessary for safety purposes.
2. When working in the laboratory, proper clothing should be worn to adequately protect the individual from potential hazards associated with their work. Extremities should be properly protected against exposure when working in the laboratory (e.g., longs pants in good condition without holes or tears should be worn while in the laboratory). No shorts or cut-offs may be worn in the laboratory at any time. No off-the-shoulder, strapless or plunging neckline tops or tops that do not cover to the waist. Scrubs are allowed in the laboratories. Laboratory coats may be worn but are not required.
3. Long hair should be tied back to prevent it from coming into contact with materials in the laboratory where applicable.
4. Safety glasses and gloves need to worn when working with any fluids, potential splash or biological hazards in the laboratory. Safety glasses/goggles should be worn over prescription glasses.

Experiential Education Dress Code

IPPEs (including PHRX 501 and 502 Simulation IPPE hours) and APPEs

The McWhorter experiential dress code is intended to promote professionalism. The dress code is to be in place at all times while operating at the site or after-hours at the site. The dress code is in effect regardless of the standards at a particular site, unless a site has a more stringent or formal dress requirements. If the student is off site for research purposes or other activities related to the experiential (e.g., at Samford, Lister Hill Library), the student is still on duty in the course and should be dressed in accordance with the dress code. The preceptor has the right to alter the dress code for specialized environments that require special dress (e.g. surgery or clean room dress). If the site’s dress code is much less strict than the McWhorter dress code, then the preceptor and student are to understand that the McWhorter dress code takes precedence. A student may be dismissed, with possible academic penalty, from the site for not being in compliance (preceptors have that prerogative based on site dress code requirements).

Students who violate the dress code requirements may be asked to leave the practice site in order to comply with the dress code/personal appearance standards, and the student will be required to make up the time missed. In such cases, the preceptor shall notify the administrators of the Office of Experiential Education. A repeat violation within the same experience will result in removal from the practice site.

Please note the following:
1. A laboratory coat or jacket and name tag is required. Laboratory coats/jackets should be clean and neat.
2. For men, a tie is required, but may be removed if the site prohibits them due to concerns for safety and/or infection control.
3. For women, a dress, skirt or slacks are required. No yoga pants or leggings are allowed.
4. Jeans, shorts, tank tops, halter tops, shower shoes, flip flops or bare feet are not permitted.
5. Closed-toed shoes are required. Due to OSHA regulations, open-toed shoes are prohibited. Dress shoes are required unless the site requires other footwear. Students should wear shoes comfortable for extensive walking and standing (e.g., women should avoid wearing high-heel shoes).

6. Scrubs are permitted as a substitute for dress attire only if scrubs are required by the site due to the nature of the pharmacy practice or healthcare being provided (i.e., operating room, sterile compounding)

7. Women may wear only one earring per ear lobe. Men are not allowed to wear earrings.

8. No other body piercing jewelry or gauges are allowed.

9. Hair must be kept neat at all times. Neatly trimmed beards and/or mustaches will be allowed. Stubble is not allowed.

10. Some experiential sites may have stricter professional appearances requirements. Students are required to comply. Students will not be reassigned to other sites based on requests to avoid these stricter requirements.

**Electronic Device Guideline**

Student use of cell phones, messaging devices, and other electronic devices (e.g., recording devices, music players, computers) is prohibited in classes and experiential learning sites unless specifically permitted by the instructor or if the device is being used as a component of class learning activities. Use of these devices is also prohibited at Samford-related events (e.g., concerts, convocations, theatre productions, lectures, Dean's Distinguished Lecture Series, Dean's State of the School Address, school assemblies) unless specifically permitted by the event sponsor.

Recording classroom lectures/sessions and posting to an internet site by any student is strictly prohibited unless authorized by the person leading/involved with the course lecture/session. Also refer to the Audio and Video Recording Guidelines in the McWhorter School of Pharmacy Student Handbook.

Failure to abide by school electronic device guideline may result in corrective action by the faculty instructor. This may include a reprimand in class, being asked to leave the class, and/or the filing of a violation of Code of Ethical and Professional Conduct.

**E-mail**

**Access**

Students receive a Samford University e-mail address, user ID, and password when they are admitted to the McWhorter School of Pharmacy. Students have two means to access their e-mail account:

1. Go through the Portal system. Go to [https://connect.samford.edu/group/mycampus/student](https://connect.samford.edu/group/mycampus/student). Login by inserting user name and password.

2. Access Bulldog mail directly. Go to [http://bulldogmail.samford.edu](http://bulldogmail.samford.edu). Login by inserting user name and password.

**Listservs**

The McWhorter School of Pharmacy has a number of e-mail lists available to meet the communication needs of both faculty and students. All students become members of their
graduating class e-mail list because important information is communicated to the entire class via these lists from faculty, staff, student officers, etc. Only samford.edu addresses are allowed on the e-mail lists. Each student is allocated a specific amount of space on the server for e-mails, including attachments; thus, students are strongly advised to routinely delete e-mails that are no longer needed from the inbox, sent e-mail, and deleted e-mail.

There are e-mail lists for each class and for faculty. Student listserves may not be used to send information from outside organizations unless approved by the Associate Dean for Student Affairs. A student may receive and post e-mails to his/her respective e-mail list only. A student may not typically send e-mails to other lists because he/she cannot be a member of those lists. Thus, should a student desire to send a message to other lists, the student must send the message to an administrator (typically the associate dean for student affairs) or administrative assistant, who can then forward the message to the appropriate list(s). Students should bear in mind that faculty and staff are also members of the various e-mail lists.

**Emergency Response / Campus Safety**

The mission of the Samford University Department of Public Safety and Emergency Management is to protect the life and property of all people of the Samford University community. Our goal is to enhance the quality of life of the university by providing a safe and secure campus through professional service and proactive crime prevention. To create an environment where students, faculty and staff can conduct their daily business without the threat of physical or psychological harm. These responsibilities are to be met with the integrity and demeanor consistent with the Christian values of the university.

We hope to promote an atmosphere of safety, peace and tranquility enabling the university community to focus on providing and attaining an education of the highest quality.

**24-Hour Emergency Response**

In an effort to provide the best possible emergency services to Samford’s community, the Department of Public Safety maintains a close working relationship with the Homewood Police Department and the Homewood Fire and Rescue Service. Police officers have the shortest response time to any location on campus and are the first responders to incidents on campus. If fire or emergency medical services are needed, police officers will respond to the scene and direct appropriate service units to the exact location of an incident on campus.

Patrol and dispatch services are provided 24 hours a day, with immediate access to municipal emergency services. The Department of Public Safety’s radio communications dispatchers cover telephones and two-way radios on a 24-hour basis to give information, respond to emergencies and contact other agencies. Officers and dispatchers can immediately contact the city of Homewood’s fire department, Emergency Medical Service and police department by the Department of Public Safety’s radio system.

The Department of Public Safety monitors the National Weather Service radio network. A campus-wide alerting system notifies the campus community of threatening weather conditions.
Law Enforcement
Police officers are charged with enforcing the laws and ordinances of the State of Alabama and the City of Homewood. Officers conduct investigations into and document all crimes and offenses committed on Samford University property.

Nighttime Campus Access Control Gate
At 10 p.m. every day, the main gate onto campus is closed and all access on and off campus is made at the Southwest gate. The public safety department maintains a substation at the southwest gate and an officer is posted there from 10 p.m. until 6 a.m. to monitor persons coming on or leaving campus. Individuals entering or departing the campus are subject to security checks for valid identification, campus destination or other relevant information.

Safety Escorts
The Department of Public Safety provides a safety escort service for all students to any safe destination on campus during the day or night. The escort service is provided for safety-related reasons only. Because there is safety in numbers, groups of three or more students are encouraged to walk to their destination. The escort is given by either foot or vehicular patrol.

Security Patrols
The Department of Public Safety continuously patrols the campus with patrol vehicles and foot patrol. The department maintains three vehicles for patrol and escort services. Officers often patrol campus by walking through the quad and building areas.

Blue-light Emergency Phones
Blue-light emergency phones are located throughout the campus. When the emergency phone is activated, the Department of Public Safety dispatcher is automatically alerted, and an officer is sent to the location of the telephone. No dialing is required. The person activating the phone should try to describe the emergency in as much detail as possible to the dispatcher.

RAVE and SAMFORD ALERT
RAVE is the primary method of communication used by Samford University during a campus emergency. If you have not registered for RAVE alerts, please use the link provided below and go to the My Contact Information box on your Portal homepage to update your RAVE Emergency Alert Information. https://connect.samford.edu/group/mycampus/student

All students and employees are automatically enrolled to receive RAVE alerts on their Samford email address and cannot be removed from that list. You can also add 2 more email addresses and 3 mobile phones.

Twice a year, verification of contact information is requested of all students and employees. At any point in time, students and employees can add or change their phone numbers and email on the Portal by logging into the Samford Portal homepage. Once logged into the Portal, scroll down until you see the block “My Contact Information” on the right (for employees), or Emergency Information at the top right (for students) and click on “update my RAVE information.” You can also enter/update your RAVE information in Banner by clicking on the “Personal Information” tab and then clicking on the “Update my RAVE Information” tab. Anytime your primary contact information
changes please take a minute to update RAVE as it is the primary method of communication used by Samford University during an emergency.

Samford University utilizes Samford Alert for desktop, laptop, tablet, and mobile devices to provide students with information, procedures, and links about what to do in the event of a variety of emergency situations that could occur on our campus. If you do not already have the Samford Alert app on your mobile device, laptop, desktop, or tablet, please click on this link https://connect.samford.edu/group/mycampus/student and go to the In Case of Emergency box on your Portal homepage for instructions on downloading the App. Once you have downloaded the App, please take time to review the information provided, it is important that you know what to do in the case of a campus emergency.

Employment

Careers in Pharmacy

Several pharmacy organizations and companies have booklets describing the growth and expansion of the profession, including the ever-changing role of the traditional pharmacist.

Information regarding advanced pharmacy training and degrees, such as master's programs, Ph.D. programs, and hospital and community residencies and fellowships, is available from the Department of Pharmacy Practice and the Department of Pharmaceutical, Social and Administrative Sciences and the Postgraduate Education Resource Committee (PERC). Students are encouraged to actively seek information regarding career options from school of pharmacy faculty members and prospective employers.

Career Interview Day & Career Exhibits

Career Interview Day is a program sponsored by the McWhorter School of Pharmacy for graduating P-4s. Representatives of numerous employers, including pharmacy chain stores, independent pharmacy owners, hospital pharmacies, and the pharmacy industry participate in the program. Career Interview Day is organized to provide 30 minute personal interviews between a student and the company representative(s), offering graduates valuable information to make career decisions. A few companies schedule student interviews and activities at other times during the school year.

Career Exhibits, which are held on certain days throughout the fall semester, provide an opportunity for all pharmacy students to discuss career choices with representatives from various companies, hospitals, etc. This offers pharmacy students and employers an opportunity to learn more about each other prior to the P-4 year.

Part-time Employment

Pharmacy students may choose to work in pharmacies and related settings while enrolled in courses for financial reasons and/or for the valuable experience. It is very important for students to remember that academics must remain the number one priority. The school can often help locate jobs for those students who must work. The school periodically receives requests from prospective employers for student externs and notifies students of these opportunities by placing notices on the bulletin boards in the stairwells and the student commons. Class listserves are also
used to relate this information via e-mail. Notices may list positions for students, externs/interns, and pharmacists.

Summer Employment

The school supports the concept of learning in the patient-care setting and strongly encourages students to seek employment during the summer months in pharmacies and related settings. Students should begin identifying opportunities for summer work early in the year. While no formal roster of summer job openings is maintained, students should plan to use the annual Career Exhibit Days to make initial job contacts and inquiries.

Examination Guidelines

Duration

Unless otherwise stated, exams are to last, at a maximum, the entire class period, i.e., from 50 minutes up to 1 hour and 50 minutes. Final exams, if scheduling permits, may last three (3) hours. Since the McWhorter School of Pharmacy grants a professional degree, the school is not subject to the two-hour maximum exam limit imposed on the undergraduate programs. Calling for an exam before the end of the normally expected period of time is a violation of the University and McWhorter School of Pharmacy guideline and is grounds for grievance. Exams should be compiled to be completed within the above timeframes.

ExamSoft Student Responsibilities

Introduction

- The McWhorter School of Pharmacy has contracted with the vendor ExamSoft to administer electronic exams (e-exams) and other assessments (e.g., quizzes, grading rubrics).
- ExamSoft uses Examplify as the software program for students to complete an electronic assessment (e.g., exam, quiz).
- Many resources are posted to the Professionalism Friday/Professional Development Canvas page to assist students in various technology functions (e.g., turning off antivirus software, systems check). Please refer to these items on the Canvas page prior to each e-exam.
- The ExamSoft website also provides many videos and other resources to assist the student in learning this system along with resolving any technology issues/problems.
- Students may use either a laptop or tablet (e.g., iPad) to take the e-exam.

Before the Exam

- Students are required to maintain their device (i.e., laptop, tablet) with the most current operating system and update software programs (e.g., pdf reader, Examplify).
- Students must check their device system (via the practice quiz) before each e-exam.
- The antivirus program MUST be turned OFF for the Examplify program to function properly.
- The device battery should be charged to last for the entire e-exam. A power cord may be used.
- A privacy filter for the device screen (with at least 60-degree security) is **REQUIRED** for all e-exams/assessments. The only approved privacy screen filters are those made by 3M: for a laptop (PC and Mac), 3M Gold Privacy Filter and for a tablet/surface pro, 3M Privacy Filter.
- Please note: students will not be allowed to complete the e-exam if they do not have the approved privacy filter. Names of students without a privacy filter will be reported to the Associate Dean for Academic Affairs.
• E-exams will be available for download at least two (2) business days prior to the exam date. **The student is required to download the e-exam in advance of the exam start day and time.** If any issues arise in downloading, please contact the ExamSoft Tech support department [http://support.examsoft.com/h/](http://support.examsoft.com/h/). Students must ensure that the e-exam is downloaded and all technology problems are resolved before the exam begins. Time lost due to procrastinating in downloading the e-exam and/or resolving personal device technology issues will result in lost exam time.

**During the Exam**

• Students should keep their Samford University student ID present on the desktop at all times during the exam. The Samford ID can be either the “green ID” issued by Campus Safety or the “white ID” issued by the School.

• No food or drink are allowed in the classroom during the e-exam. If either of these are needed for medical reason, this must be cleared prior to the exam with the course instructor of record (course coordinator).

• Students are not allowed to wear baseball hats, hoodies, or other headwear (unless for religious or medical purposes).

• Students will be provided with scratch paper prior to the e-exam only for selected exams, determined by the course coordinator. If scratch paper is used, this will be distributed by the proctor(s) after the exam has started. Students are required to write their name on the scratch paper.

• For the exam to start on time, all students must be seated and have their device powered on to the e-exam starting page. Other exam procedures (e.g., book bags, cell phones) must be followed also.

• To ensure exam security during the exam, students are not allowed at any time to remove the screen privacy filter from the device screen.

• If the device is not functioning properly, notify the exam proctor immediately. Exam time can be lost and exam time may not be extended due to a device not being properly maintained and/or checked prior to the exam. Please refer to documents loaded into Canvas to maintain and have your device ready for the exam. Attempts to restore/resolve device functionality/problems will be conducted on a case-by-case basis.

• The use of the school-approved non-programmable calculator or the ExamSoft calculator is at the discretion of the course coordinator(s) who will notify the class in advance as to which calculator can be allowed. The cover for the school-approved calculator is not allowed at the student desk during the exam; place in book bag.

• Students are allowed to use a computer mouse (attached or wireless).

• Students need to be aware that questions may contain an attachment that requires the student to scroll down or click on an icon in order to see the attachment.

• Students may write a note to the course coordinator using the e-notes function. Notes to the course coordinators/instructors on the scratch paper will not be accepted.

• The text highlighter function will be available during the e-exam.

• Only one (1) student at-a-time will be allowed to leave the exam room for the restroom. The student is required to give his/her Samford ID to the exam proctor when leaving the exam room for the restroom; the ID will be returned to the student upon reentering the exam room. The computer/tablet screen is to be closed and scratch paper (if used) cannot be visible to other students (i.e., place under device) while using the restroom.

• Students arriving after the exam has started may not be permitted to take the exam nor request a make-up exam.
After the Exam

- Upon completion of the e-exam, the student must upload the e-exam; a **GREEN** screen indicates that the upload was successful.
- Students **MUST** show the GREEN screen to the proctor and close out of Examplify (witnessed by the proctor) before leaving the exam room.
- Students **MUST** turn in their scratch paper (if allowed during that exam) to the proctor before leaving the exam room.
- Failure to complete any of the above actions can result in a zero for the assessment and a student values violation being filed against the student.

Other Considerations

- Students who have a letter from the University Disabilities Office are to notify the course coordinator(s) prior to exam; refer to the course syllabus for specific details.
- Although the school has a few laptops available, these are for "emergency use only". Students are required to have an operating laptop or tablet for their course work (which includes e-exams). A student may request a school laptop if his/her device is not operational. The request must be made in reasonable time for the student to obtain a laptop from the CHS Technology Manager plus reverse download the e-exam in sufficient time PRIOR to the start of the exam. The student may lose exam time due to delaying the resolution of technology issues (i.e., waiting until just prior to the exam to borrow a laptop).
- The downloaded e-exam must be reverse-downloaded in order for a make-up exam to be administered. Opening the e-exam prior to reverse downloading can result in forfeiting the make-up exam.

Exam Challenge

The course coordinator may state an exam challenge guideline in the course syllabus for students to follow.

Personal Items

Before the start of the exam, all book bags, purses, coats and other personal possessions of students (other than those customarily carried on a person such as jewelry, eyeglasses, pens, pencils, keys, coins, wallets) will be placed either at the front or rear of the classroom in which a quizzes, OSCEs, labs, exams, etc., (collectively, “assessment”) is administered. The only other items that students are permitted to have with them during an assessment are those required for the assessment to be completed. Students may not have cellular telephones, smart phones, smart watches, or other electronic devices capable of storing images or sending or receiving data or information (collectively, “devices”), on his or her person or at the testing station during an assessment unless specifically permitted by the instructor or if the device is being used as a component of class learning activities. A laptop computer or tablet (e.g., iPad) may be used when an assessment is scheduled as an online assessment requiring the use of a computer or tablet for completion of the assessment. A student who has a situation which may require that the student be contacted by telephone during an assessment (e.g. family illness, childcare) may leave his or her phone with the assessment proctor who will alert the student if there is a call. A student found to have a device in his or her possession during an assessment will result in the temporary confiscation of the device by the room proctor. Following the assessment, the student may be required to show the room proctor any webpages, applications, or text messages which were received or otherwise accessed during the course of the assessment. The student will be charged with a violation of the Code of Ethics and Professional Conduct that will be referred to the Student
Exam Scheduling

The associate dean for academic affairs office schedules a meeting with the class advisor plus course coordinators (or their appointed designees) in February/March for the fall semester courses and September/October for the spring semester courses. One or more class officers are also invited in order to gain input from the students’ perspective. They work collectively and cooperatively to select all exam days, including final exam days. Professional pharmacy meeting dates are taken into consideration, as well as official university activities involving pharmacy students. If an exam is scheduled for the first day after students return, the exam may not cover material taught during the students’ absence for these approved functions.

An official exam schedule is available to all McWhorter School of Pharmacy faculty. Exam dates are stated in each course syllabus. Students also are notified of the exam dates via the McWhorter School of Pharmacy Calendar, distributed by the associate dean for student affairs’ office at the beginning of each semester.

After course syllabi distribution and course introduction, students, working through their class officers, may have input and petition the respective course coordinators to change the order of the final exam delivery. If a petition is made, then students must present it to the respective class or course coordinator within five weeks from the beginning of the semester. All course coordinators involved must be in agreement with the proposed change and must collectively agree to the change. If the course coordinators disagree with the change, the established final exam schedule will be followed. If no petition is made within this specified time period, then the established final exam schedule will be followed. Barring something highly unusual, once established the final exam schedule is considered final and non-negotiable. Room assignments and exam times are determined by the course coordinator and associate dean for academic affairs; any changes for consideration should be submitted to the office of the associate dean for academic affairs.

Inclement weather or other events beyond the control of the University that might cause risk or danger to students, faculty, and staff may occasionally result in changes to normal University operations, including cancellation of classes or events; the calendar schedule may be adjusted.

Extern Registration

In Alabama, as in most other states, students who pass the North American Pharmacy Licensing Exam (NAPLEX) and wish to be licensed as pharmacists must practice a given number of hours as a pharmacy extern/intern before being licensed. Students can begin to accumulate those hours from the time they begin classes at a school of pharmacy, and all hours may be acquired before graduating from pharmacy school. In Alabama, a candidate for licensure must accumulate a total of 1,500 hours before licensure; however, of those 1,500 hours, at least 400 traditional hours must be acquired in a community or institutional setting after the completion of the second professional year. Students must practice a minimum of 4 hours per week and no less than 1 hour per day with a maximum of 40 hours per week. Instructors for experientials must meet the requirements for being a preceptor in their respective states. All curriculum experiential hours are verified by the Office of Experiential Education. Hours cannot begin to accumulate until a student has registered with the Alabama State Board of Pharmacy and have attended their first day of pharmacy school. Registration forms can be obtained on line at http://www.albop.com/ Arrangements can be made with the Alabama State Board of Pharmacy to transfer hours between states. There are a number
of regulations which apply to externs, and many of these are listed on the back of the extern/intern registration form.

All students must be registered Alabama externs to be able to participate in required experientials.

In addition to the student being registered as an extern, the student’s employer must be registered with the Alabama State Board of Pharmacy as a preceptor if the student is employed in this state. All employment hours completed in Alabama should be submitted to the Alabama State Board of Pharmacy for credit toward licensure. Hours are to be submitted by the preceptor through the Alabama State Board of Pharmacy website. Hours must be submitted every 16 weeks or within 10 days of termination of employment by the student. It is the student’s responsibility to confirm that employment hours are submitted to the board of pharmacy.

If a student plans to complete an experiential or work some or all of the required hours outside of Alabama, then the student must also register as an extern with that state. When the hours are completed, the student must follow the process for submitting hours to the state board of the state in which the hours were accumulated. At the time the student registers for the NAPLEX, the student should request that all non-Alabama state boards that have records of the student’s hours notify the Alabama State Board of Pharmacy of those accumulated hours. Likewise, students who acquire Alabama extern hours may request that the Alabama State Board of Pharmacy transfer such hours to another state.

In 1995 an amendment to the state law governing pharmacy gave the Alabama State Board of Pharmacy the authority to revoke or suspend the license of an extern/intern, as well as a pharmacist, for violation of pharmacy law. This may occur for any of the following reasons:

- Obtaining the license to practice pharmacy or the permit to operate a pharmacy by fraudulent means.
- Violation of the laws regulating the sale or dispensing of narcotics, exempt narcotics or drugs bearing the label “caution, federal law prohibits dispensing without prescription”, or similar wording which causes the drugs to be classified as prescription legend drugs.
- Conviction of a felony. A copy of the record of the conviction, certified by the clerk of the court entering the conviction, shall be conclusive evidence of the conviction.
- Conviction of any crime or offense that reflects the inability of the practitioner to practice pharmacy with due regard for the health and safety of the patients.
- Inability to practice pharmacy with reasonable skill and safety to patients by reason of illness, inebriation, misuse of drugs, narcotics, alcohol, chemicals or any other substance, or as a result of any mental or physical condition.
- Gross malpractice or repeated malpractice or gross negligence in the practice of pharmacy.
- Violation of any provisions contained in this chapter.
- Employing, assisting or enabling in any manner any unlicensed person to practice pharmacy.
• The suspension, revocation, or probation by another state of a license to practice pharmacy. A certified copy of the record of suspension, revocation, or probation shall be conclusive evidence of the suspension, revocation, or probation.

• Refusal to appear before the board after having been ordered to do so in writing by the executive office or chair of the board.

• Making any fraudulent or untrue statement to the board.

• Violation of any rule or regulation of the board.

Violation of the code of professional conduct adopted by the board in the rules and regulations of the board.

Faculty Roles

In addition to teaching, the McWhorter School of Pharmacy faculty serves the School and University as advisors to professional, social, and honorary organizations encouraging student involvement in those organizations and developing professionalism and leadership among the students. The faculty exemplifies leadership and professionalism through service in leadership roles in professional and scientific organizations. Furthermore, the faculty is engaged in a number of scholarly activities including research, writing, presentation, and publication.

Financial Aid and Scholarships

Federal and State Financial Aid

There are several federal and state assistance programs for which students may be eligible. Most of these are awarded based on financial need. To apply for federal or state assistance, the student must first complete a Free Application for Federal Student Aid (FAFSA). These forms can be obtained online at www.fafsa.ed.gov or from the financial aid office located in Samford Hall. Awards are based on the number of hours for which the student is enrolled. To continue to receive financial aid, a student must make satisfactory progress toward a degree. See the university's financial aid webpage for more details.

McWhorter School of Pharmacy Scholarships

Donations by alumni and friends make possible several scholarships for pharmacy students. Each year, scholarships are awarded to students of the McWhorter School of Pharmacy who have achieved the highest scholastic grade point averages in their class. Additional scholarships are given based on financial need, leadership, and character. Some of these scholarships have specific requirements, such as being an employee or employee dependent of the sponsoring company, being a resident of a particular county, being interested in a certain area of pharmacy practice, etc. Those students interested in pharmacy scholarships need to complete a McWhorter School of Pharmacy scholarship application. This form is distributed by the associate dean for student affairs in the spring of each year. Applicants must complete a FAFSA application.

Loan Programs for Pharmacy Students
Loan programs of varying amounts and requirements are available for pharmacy students. Details and application forms are available online from Samford’s Office of Financial Aid.

Student Loans are available through banks and savings and loan institutions. The amount borrowed depends on the student’s financial status, support from other sources, and number of hours completed in pharmacy school. Students begin to repay loans shortly after studies are completed or when no longer registered as a full-time student at an approved institution. Loans on which interest must be paid while in school are also available. For information on loans, see Samford’s financial aid office.

Students may make appointments with the associate dean for student affairs if additional information about loans or scholarships is desired.

Satisfactory Academic Progress for Financial Aid

The ability to receive any financial aid at Samford begins with each student making Satisfactory Academic Progress (SAP). Every student is measured against the SAP guideline every May for the upcoming summer terms and the subsequent new year. The SAP guideline can be found at https://www.samford.edu/departments/financial-services. Students who do not meet the minimum SAP requirements are notified by Samford email of their unsatisfactory status and the steps necessary to appeal the decision to remove aid eligibility.

Students who are notified of their inability to meet the SAP standards will be offered the opportunity to appeal the decision. A successful appeal will be based on whether or not a student's performance was affected by personal injury or illness and/or death of an immediate family member or relative. Immediate family member is defined as mother, father, sibling, spouse, child, and grandparent. Also, a successful appeal will outline what has changed in the student's situation that will allow for him or her to be successful, academically, in subsequent academic terms.

The SAP appeal form is available at https://www.samford.edu/departments/files/Financial_Services/2018-2019-SAP-Appeal-Form.pdf. Please submit the form and all necessary documentation to the Office of Financial Aid by published deadlines. Students who have their appeal approved will be notified in writing and the notification may include an academic plan intended to assist the student bringing him or her back into good standing in regards to SAP.

Grievances

Protest of Academic Decisions

In contrast to the general University Student Handbook, if a McWhorter School of Pharmacy student wishes to file a formal grievance concerning an academic decision, then he/she:

1. Prepares a single written statement within 5 business days of the event (in the case of final grades, this is within 5 business days of the grade being assigned in the university’s grading system [Banner] for didactic course work or instructor of record (course coordinator) notification of a grade in an experiential course) that formally declares the grievance and provides evidence documenting perceived capricious, arbitrary, or malicious (unsupported, unreasonable, or vindictive) academic decisions. Grievances cannot be made on individual exam questions, course projects, or course assignments. The same written document will be used throughout this process. The student should make a good faith effort
to resolve the issue with the responsible faculty member or preceptor. The faculty member will investigate the facts related to the matter and respond within 10 business days of the grievance.

2. If the grievance is not resolved with the faculty member or preceptor (or if the grievance does not involve a specific faculty member or preceptor) then the next step is a meeting with the course coordinator within 5 business days of response by the faculty member. The course coordinator will investigate the facts related to the matter and respond within 10 business days.

3. If the grievance is not resolved with the course coordinator, then the next step is a meeting with the department chair within 5 business days of response by the course coordinator. The department chair will investigate the facts related to the matter and respond within 10 business days.

4. If the grievance is not resolved with the department chair, then the next step is a meeting with the associate dean for academic affairs within 5 business days of the response of the department chair. The associate dean for academic affairs will investigate the facts related to the matter and respond within 10 business days.

5. If the grievance is not resolved with the associate dean for academic affairs, then the next step is a meeting with the dean within 5 business days of the response of the associate dean. The dean will investigate the facts related to the matter and respond within 10 business days.

6. If the grievance is not resolved with the dean, then the next step is a meeting with the university provost within 5 business days of the response of the dean. The decision of the provost is the final point in the appeal process and will be the university’s final response.

Protest of Non-Academic McWhorter School of Pharmacy Issues
If a McWhorter School of Pharmacy student wishes to file a formal grievance concerning a non-academic decision, then he/she:

1. Submits to the McWhorter School of Pharmacy faculty/staff member’s supervisor (see faculty/staff roster and McWhorter School of Pharmacy Organization Chart in the McWhorter School of Pharmacy Student Handbook) a single written statement within 5 business days of the event in question that formally declares the grievance and provides a full description of the grievance. The same written document will be used throughout this process. Ideally students should approach the faculty/staff member with their issue in person (if circumstances allow) prior to submitting a written grievance.

2. The faculty/staff member’s supervisor will investigate the facts related to the matter and respond within 10 business days of the grievance.

3. If the grievance is not resolved with the supervisor, then the next step is a meeting with the dean within 5 business days of the response of the faculty/staff member. The dean is to respond within 10 business days. The decision of the dean is the final point in the appeal process and will be the university’s final response.

4. If the grievance concerns the dean, the written statement must be submitted to the provost within 5 business days of the dean’s response (and the provost will be the university’s final response).

Complaints to ACPE
ACPE will consider formal complaints about Doctor of Pharmacy programs (PharmD) that allege a program is either (a) not in compliance with one or more of ACPE’s Standards and Key Elements, or (b) has violated any of ACPE’s expectations related to academic integrity. The complaint must
specify which Standard(s) or Key Element(s) are implicated or how the program violated expectations of integrity.

Complaints fall into one of two categories: (1) those that involve situations subject to formal institution/program due process policies and procedures and (2) those that involve situations not subject to formal due process procedures:

1) If the complainant is involved with an institution/program grievance subject to formal due process and procedure, ACPE requires that the process be completed prior to initiating ACPE’s formal complaint process, unless the complaint includes an allegation that the institution/program process has not been handled in a timely manner as defined in the institution/program policy. In such cases, ACPE will consider the complaint prior to completion of the grievance process. Evidence of completion of the institutional process or of the untimely handling of such must be included in the complaint materials.

2) If the complaint is related to situations that fall outside of formal due process policies and procedures, the complaint may be filed at any time.

ACPE does not:

• consider complaints that fall outside its jurisdiction/authority as expressed in the Standards and Key Elements and the academic integrity statements. When appropriate, complainants will be referred to other organizations to pursue their concern(s).

• intervene on behalf of individuals or act as a court of appeal for faculty members or students in matters of admission, retention, appointment, promotion, or dismissal unless such practices or conditions indicate that the program may not be in compliance with the Standards and Key Elements.

• promise that it will force programs into specific resolutions requested by the complainant, but may instead require the program to comply with Standards and Key Elements. Such is in the sole discretion of ACPE.

All complaints must be filed using the link found here:

https://acpe-accredit.formstack.com/forms/complaint_form

Complaints that are submitted anonymously will not be considered by ACPE. Depending on the circumstances and severity of the complaint, it may or may not be forwarded to the program for information purposes only. The decision to forward a complaint is made by the ACPE Director of Program Accreditation or the ACPE Executive Director. During the eight year cycle between each program’s self-studies, a record of anonymous complaints received for the program will be maintained by ACPE.

Health Data

Students are required to maintain health insurance while enrolled in the McWhorter School of Pharmacy. Students must be able to provide proof of current coverage at any time while placed at an experiential site. If you are not covered by an employer’s health insurance plan nor have individual plan coverage through another source, you may enroll in the plan that is offered to students through Samford University.

All pharmacy students accepted into the program will receive an email notifying them of how to download a College of Health Sciences Health Form and Immunization Record. Both forms must be
completed and a copy of both forms uploaded to the credentialing website maintained by Employment Screening Services (ESS) by the deadline provided by ESS. ESS will communicate with all incoming first year students via email during the summer prior to the student’s enrollment the upcoming fall semester. Physical exams for newly admitted students must be conducted by the deadline noted in ESS, must be performed by a physician or mid-level provider (nurse practitioner or physician’s assistant), and can only be submitted on the form provided. Tuberculin screening must be performed by the deadline noted in ESS and also submitted on the Immunization Record Form. Immunization history should be comprehensive and follow the requirements for students enrolled in the College of Health Sciences Students who fail to upload the required documentation on the ESS website by the deadline will be unable to begin required experiential coursework and will jeopardize their enrollment in the McWhorter School of Pharmacy.

On an annual basis, documentation of a current physical exam, tuberculin test, seasonal flu vaccination, valid health insurance and professional liability insurance must be provided throughout enrollment in pharmacy school. Documentation of the physical exam and tuberculin test must be submitted on the official College of Health Sciences Form available through the Samford website. The McWhorter School of Pharmacy has additional specific requirements related to immunizations and health screenings that can be found in the McWhorter School of Pharmacy Experiential Education Manual.

Instructional Procedures and Practices for Invasive and Minimally-Invasive Procedures

Background:
Pharmacists are required in today’s health system to perform invasive and minimally invasive procedures in the process of disease prevention, treatment, monitoring and management. They provide such services independently, without the direct supervision or oversight of any other healthcare provider. ACPE Accreditation Standards require that schools and colleges of pharmacy ensure readiness of all students and graduates before Advanced Pharmacy Practice Experiences and entry into the profession, respectively. It is critical that McWhorter School of Pharmacy graduates demonstrate proficiency in knowledge and skills before performing pharmacy-related procedures in the course of direct patient care. The following serves as the school’s process to ensure competency, while minimizing pathogen exposure by both students and faculty.

Inherent in the practice of pharmacy are certain risks of occupational exposure to pathogens, whether blood-borne or through exposure to other body fluids. Students, upon admission into the McWhorter School of Pharmacy, will be informed of these risks, apprised of the school’s educational processes, and required to sign a participation waiver. As a minimum standard, annual Occupational Safety and Health Administration (OSHA) training on safety precautions and blood borne pathogen post-exposure procedures must be completed. McWhorter School of Pharmacy will provide access to approved training at no cost to students. Students with possible pathogen exposure are required, per federal law, to complete this annual training and comply with all aspects of federal OSHA laws and regulations due to the potential of pathogen exposure resulting from education/training and or pharmacy practice. Documentation of student compliance with OSHA training will be maintained by the McWhorter School of Pharmacy Office of Experiential Education.

Immunizations/Intramuscular, Subcutaneous and/or Intradermal Injection Technique
McWhorter School of Pharmacy students are required to complete the American Pharmacists Association’s (APhA) Pharmacy-Based Immunization Delivery: A National Certificate Program for Pharmacists. A current requirement of the certificate program is that each student must demonstrate proficiency in administration of two intramuscular and one subcutaneous injection on a
human partner (i.e. fellow student participant); Notwithstanding, the certificate-granting body may choose to modify these requirements at its discretion based upon national standards, and McWhorter School of Pharmacy desires for its students to comply with national certificate training expectations for pharmacists. McWhorter School of Pharmacy will provide students first with the opportunity to practice injection technique using simulation equipment. Upon the faculty member’s determination that the student has achieved competence using simulation, the student will then be required to administer the required number of practice injections via the appropriate route using normal saline as required by the national certificate program. The certificate of completion provided by APhA shall serve as official evidence of competency achievement. Students are responsible for maintaining their own documentation of achievement of this competency and must produce the certificate as requested by faculty, staff, or affiliate faculty preceptors.

**Finger Sticks for Point of Care Testing**

McWhorter School of Pharmacy students are required to demonstrate knowledge and proficiency in utilizing various point-of-care testing devices. This includes utilizing OSHA-compliant lancet devices for acquiring blood samples for testing. All students will be required to demonstrate proficiency in utilizing OSHA-compliant lancet devices in a three-step process: Step 1: Students will demonstrate operational proficiency of the devices via simulation equipment. Step 2: Students will demonstrate operational proficiency by collecting a personal blood sample (i.e. self finger stick). Step 3: Students will demonstrate operational proficiency by collecting a blood sample from another human (i.e. fellow student, faculty member, standardized patient). Students who have demonstrated competency through these three steps will be provided either paper or electronic certification of competency completion. It shall be the students' responsibility to maintain this documentation and provide it upon request of faculty, staff, affiliated preceptors, or supervising healthcare providers.

In addition, several devices for screening, monitoring, or diagnosis used in the practice of pharmacy may require the use of a blood or body fluid sample for and interpretation of results. Faculty will ensure that students have demonstrated competence in using these devices prior to students using any device for actual patient care.

**Invasive and Minimally-Invasive Procedures during Community Events by Student Pharmacists**

Competency training for community activities/co-curricular activities which involve procedures leading to potential exposure to blood borne pathogens is provided as outlined elsewhere in this guideline. All students participating in community events involving invasive or minimally invasive procedures must have demonstrated proficiency as outlined in the guideline. Students should proactively provide proof to the supervising healthcare provider of having achieved competency for the procedures being conducted. Students who engage in providing direct patient care without having first achieved competency through the procedures outlined in this guideline will be held in direct violation of the Code of Ethics and Professional Conduct and will be immediately referred to the McWhorter School of Pharmacy Student Affairs Committee for review and action.

**Exposure Incidents**

Students must review the McWhorter School of Pharmacy Needle Stick/Blood Borne Pathogen Guideline, which is available online through the McWhorter School of Pharmacy Student Handbook. Students should under no circumstances delay follow up care and treatment following an exposure.
Lecture Recordings

Audio and LCD projections of lectures are made available via the lecture-capture system (LCS; Echo-360). The link to each LCS recording is located in Canvas for that course. These recordings are for students enrolled in the course. These lecture recordings are available to the student to supplement their learning, not be the primary source of learning. Students are expected to attend classes on a regular basis and adhere to the course attendance guideline stated in the syllabus.

Students may not upload any course recording onto the internet or in any other way share lecture material with anyone else (see section re: Ownership of Course Materials). Students who violate this guideline will be subject to the values violations process.

Needle Stick/Blood Borne Pathogen Exposure Guidelines

Purpose: To outline the expected behavior to be followed by all student pharmacists who have received an accidental exposure incident while in an educational setting in order to decrease risk of infection with hepatitis B virus (HBV), hepatitis C virus (HCV) and human immunodeficiency virus (HIV).

An exposure incident is a specific eye, mouth, other mucous membrane, non-intact skin (dermatitis, abrasions, chafing, hangnail, etc.), or parental contact with blood or other potentially infectious materials (OPIM) that results from the performance of a student pharmacist’s duties.

Annual training on safety precautions and post-exposure expected behaviors will be conducted. Student pharmacists are required to receive or show proof of hepatitis B immunization (e.g. titers). Student pharmacists are also required to show proof of personal health insurance upon admission to the McWhorter School of Pharmacy. This insurance will be needed for coverage of laboratory testing and medications (if necessary) in the event of an exposure incident.

Safety expected behaviors and universal precautions recommended by the Centers for Disease Control (CDC) will be employed by McWhorter School of Pharmacy student pharmacists to minimize exposure incidents, including (but are not limited to):

- Wash hands frequently.
- Wear gloves if there is a possibility of contact with another person’s body fluids.
- After the removal of gloves or after exposure to blood or other potentially infectious materials, wash hands with antibacterial soap.
- Wear gloves once and discard; do not attempt to wash and reuse.
- Clothing or supplies contaminated with body fluids should be placed in doubled plastic bags, tied, and discarded.
- Used needles and sharp/instruments must be discarded in a Biohazard Infectious Waste Sharps Container.
- Equipment and devices that touch intact mucous membranes but do not penetrate a patient's body surface should be sterilized when possible or undergo high-level disinfection if they cannot be sterilized before being used for each patient.
- Instruments and other reusable equipment used in performing invasive procedures must be appropriately disinfected and sterilized.
In addition, McWhorter School of Pharmacy requires:

- Training on proper expected behaviors for finger stick testing and required equipment is mandatory.
- A source individual’s own lancets/lancet device should never be used.
- Recapping of needles or lancets should not be attempted.
- If a safety lancet is not available, the student pharmacist should ask the source individual to conduct the test on themselves, if possible.
- Sharps or lancets must not be passed to others or accepted from others.

**Post Exposure Actions**

In the event that a Student Pharmacist experiences an exposure to blood or other body fluids the following steps should be performed:

1. **Immediately** cleanse the wound or mucous membrane with soap and water. If contact is to the nose and/or mouth, flush with clean water for several minutes. If contact is to the eye(s), irrigate with clean water, saline, or sterile irrigants for several minutes.

2. **Exposure incidents must be reported immediately.** The student pharmacist should immediately contact the appropriate McWhorter School of Pharmacy personnel (identified below) to receive direction with respect to post-exposure medical evaluation, lab work, and prophylactic treatment, if and as needed.

<table>
<thead>
<tr>
<th>Assignment/Event</th>
<th>Report Exposure To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introductory Pharmacy Practices Experiences (IPPE)</td>
<td>Site Preceptor and Assistant Director of Experiential Education</td>
</tr>
<tr>
<td>Advanced Pharmacy Practices Experiences (APPE)</td>
<td>Site Preceptor and Director of Experiential Education</td>
</tr>
<tr>
<td>Integrated Pharmacy Applications Laboratory (IPA)</td>
<td>IPA Coordinator and McWhorter School of Pharmacy Associate Dean of Student Affairs</td>
</tr>
<tr>
<td>Community/Campus Event</td>
<td>Event Coordinator and McWhorter School of Pharmacy Associate Dean of Student Affairs</td>
</tr>
</tbody>
</table>

The McWhorter School of Pharmacy personnel (identified above) will then notify the Associate Dean of Student Affairs for McWhorter School of Pharmacy directly. All information will be kept confidential and secure.
3. The student pharmacist may seek medical care and attention from the student pharmacist’s primary care provider, the nearest urgent care center, or emergency department.

Some experiential sites may have the student pharmacist receive care through the facility’s employee health center. Other experiential sites (community pharmacies, stand-alone sites) may require follow-up with the nearest urgent care center/emergency department. The student pharmacist’s preceptor, faculty advisor, or faculty (instructor) should provide guidance regarding the appropriate post-exposure expected behavior to follow.

4. An incident report for McWhorter School of Pharmacy (Student Body Fluid/Needle Stick Incident/Exposure Report Form) should be completed. Documentation should include the name and contact information of the student pharmacist that was exposed and the source individual from which the contaminated exposure originated. The time, date and location of the exposure and a description of the incident should also be included in this documentation.

If the exposure occurs at an experiential site, this report should be forwarded to the Office of Experiential Education. A copy of the completed incident report should then be forwarded by the Office of Experiential Education, to the Associate Dean of Student Affairs for the McWhorter School of Pharmacy, and to the Samford University Office of Risk Management and Insurance (301 Samford Hall).

If the exposure occurs in the IPA laboratory or at a Campus/Community event, this report should be forwarded to the Associate Dean for Student Affairs directly who will forward the same to the Samford University Office of Risk Management and Insurance (301 Samford Hall).

The source individual of any potential blood borne pathogen should be informed of the exposure by the preceptor, not by the student pharmacist. The preceptor, faculty advisor, or faculty (instructor) should attempt to obtain consent from the source individual for appropriate medical testing. However, the source individual’s consent cannot be forced for testing or disclosure.

If the source individual does not consent to testing or verbally verifies that they have HBV, HCV, or HIV, the student pharmacist who may have been exposed to potentially contaminated bodily fluids should receive post-exposure prophylactic treatment within 2 hours. Even if it is not considered likely that the source individual may have HBV, HCV, or HIV, the student pharmacist should still seek medical evaluation as directed by their preceptor, faculty advisor, or faculty (instructor).

Laboratory Testing

Laboratory testing of the source individual once consent is obtained should be based on current guidelines and available source individual medical history. Laboratory testing should be conducted immediately post-exposure and may require additional testing in the future. Testing should be conducted for HIV, Hepatitis B and Hepatitis C based on current CDC guidelines and available source individual data. Results of laboratory testing should be reported directly and confidentially to the student pharmacist.

Confidentiality of the source individual information and laboratory results will be maintained at all times. If the source individual refuses testing, the student pharmacist who is the recipient of potentially
contaminated bodily fluids should proceed with an appropriate medical evaluation, follow-up testing, and possibly prophylactic measures and medication based upon current guidelines and source individual history, if available.

APPE and IPPE sites are under no obligation to provide medical evaluation or treatment if needed. Some APPE sites will treat the student pharmacist as they do employees but sites are under no obligation to do so. Student pharmacists should actively seek knowledge and understanding of the appropriate expected behaviors to follow at each experiential training site.

This guideline is prospective in its application and first applies as of the date identified below. It will be reviewed annually and updated as necessary to ensure current standards and expected behaviors are adhered to and that appropriate documentation is completed.

**Contact Information**

**Assistant Director, Experiential Education**
Dr. Angela (Dee) Thomason, Pharm.D., BCPS
Office Phone: (205) 726-4476
Cell Phone: (205) 612-4210

**Director, Experiential Education**
Patricia B. Naro, Pharm.D., CGP, FASCP
Office Phone: (205) 726-4193
Cell Phone: (205) 915-4092

**Associate Dean of Student Affairs**
Renee DeHart, Pharm.D, BCPS, FCCP
Office Phone: (205) 726-4276
Cell Phone: (501) 747-9930

**Expected Behavior for Post-exposure Medical Evaluation and Follow-up (Student)**

1. Immediately cleanse the wound or mucus membranes with soap and water. If contact is to the nose or mouth flush with water. If contact is to the eye(s), irrigate with clean water, saline, or sterile irrigants.

2. Contact the appropriate McWhorter School of Pharmacy personnel. If located at:
   a. IPPE contact: Site Preceptor and Assistant Director of Experiential Education
   b. APPE contact: Site Preceptor and Director of Experiential Education
   c. IPA contact: IPA Coordinator and McWhorter School of Pharmacy Associate Dean of Student Affairs
   d. Community/Campus Event contact: Event Coordinator and McWhorter School of Pharmacy Associate Dean of Student Affairs

3. Seek medical attention.

   **Note - If the exposure involves a known HBV, HCV, or HIV positive source, seek immediate medical attention since, if indicated, post-exposure prophylaxis should begin within 2 hours of exposure.**

   If located at:
   a. IPPE: Seek evaluation through your primary care provider, nearest urgent care center, or emergency department.
b. APPE: Seek evaluation through your primary care provider, nearest urgent care center, or emergency department. Some experiential sites may have the student pharmacist receive care through the facility’s employee health center. Other experiential sites (community pharmacies, stand-alone sites) may require follow-up with the nearest urgent care center/emergency department. The student pharmacist’s preceptor, faculty advisor, or faculty (instructor) should provide guidance regarding the appropriate post-exposure expected behavior to follow.

c. IPA: Seek evaluation by your primary care provider, nearest urgent care center, or emergency department.

d. Community/Campus Event: Seek evaluation through your primary care provider, nearest urgent care center, or emergency department.

4. When you arrive, inform the medical provider of the exposure to any potential blood borne pathogen(s). Please remember to present your personal health insurance card to the medical provider upon arrival.
Needle Stick Incident/Student Body Fluid/Exposure Report Form

Instructions: This form is to be used by pharmacy students to report needle stick/sharps injuries/body fluid exposures. Complete this form and return it to the Experiential Education Office (for IPPE/APPE related-events) or the Office of Student Affairs (for other exposures) within 24 hours of the injury or exposure.

NAME of person exposed/injured:
SU ID#: 900 Contact #: ________________________________
Email address: ____________________________________
Today’s date: ____________________________

EXPOSURE
Date of exposure: ____________________________
Time of exposure: ____________________________
Brief description of exposure: ________________________________

TYPE OF INJURY/EXPOSURE:
___ Needle
___ Lancet
___ Glass
___ Blood or other body fluid
___ Other (specify) ____________________________

BRAND OF DEVICE: ____________________________

LOCATION WHEN EXPOSURE OCCURRED:
___ Community health fair or other event
___ IPPE/APPE site (specify) ____________________________
___ Other: ____________________________

THE EXPOSURE OCCURRED:
___ Before use of the sharp
___ After use of the sharp
___ During use of the sharp

INVOLVED BODY PART (STUDENT):  
___ Arm (but not hand)
___ Face/head/neck
___ Hand
___ Leg/foot
___ Torso (front or back)
___ Other ____________________________

Student’s Medical Provider: ____________________________
Date provider seen: ____________________________

TO BE COMPLETED BY McWhorter School of Pharmacy STAFF:
Additional information/follow-up with student if necessary:
Ownership of Course Materials

Any course-related materials—including syllabi, handouts, slides, examinations, quizzes, audio components of lectures, etc.—are the intellectual property of faculty who produced these and the university. Students may not upload any course-related materials onto the internet or in any other way share course-related materials with anyone other than members of the same class. Students who violate this guideline will be subject to the code of ethical and professional conduct violation process.

Pharmaceutical Sciences Research

McWhorter School of Pharmacy provides pharmacy students with various opportunities to conduct laboratory research in the pharmaceutical sciences during their pharmacy school career. Working directly with research faculty, pharmacy students may participate in research via one or more research elective courses, a summer research internship, their Capstone research project or an APPE rotation during their 4th year. Research electives are offered by various research faculty each semester during the school year. Paid summer internships are available on a competitive basis for pharmacy students having completed their first or second year of pharmacy school. Bench research capstone projects may be selected by rising 4th year students to satisfy the requirement of their Capstone sequence. One of the primary objectives of this program is to enable McWhorter School of Pharmacy faculty and Samford scientists to greatly enhance their research efforts with a strong student involvement while contributing to the Samford mission of teaching. In this setting students working on research projects apply scientific knowledge and concepts gained from traditional classroom learning toward solving problems in a research laboratory. The laboratories are equipped with advanced chromatographic, mass spectrometric and molecular based instrumentation that is used to generate data for publications in peer-reviewed journals and in support of extramural grant funding through various mechanisms. Students have the opportunity to present their work at local, national and international scientific conferences.

Plagiarism and Copyright

Plagiarism

Plagiarism is a serious matter within an academic setting. Results of plagiarism can range from a simple verbal reprimand to expulsion from the academic program and university (including the doctor of pharmacy degree program at the Samford University McWhorter School of Pharmacy (School).

Plagiarism is basically defined when an “author documents or reports ideas, words, data, or graphics, whether published or unpublished, of another as his or her own and without giving appropriate credit.”

There are 4 common plagiarism contentions:

Direct: Verbatim lifting of passages without enclosing the borrowed material in quotation marks and crediting the original author.

Mosaic: Borrowing the ideas and opinions from an original source and a few verbatim words or phrases with crediting the original author. In this case, the plagiarist intertwines his own ideas and opinions with those of the original author, creating a confused, plagiarized mass.
Paraphrase: Restating a phrase or passage, providing the same meaning but in a different form without attribution to the original author.

Insufficient acknowledgment: Noting the original source of only part of what is borrowed or failing to cite the source material in such a way that a reader will know what is original and what is borrowed.¹

The most common characteristic of all these kinds of plagiarism is the failure to attribute words, ideas, or findings to their true authors.¹ This is interpreted to mean a failure to appropriately cite a work in your student paper, regardless of the kind of paper (i.e., research paper, presentation, short factual paper).

References


Guidance

Pharmacy students are given various assignments similar to those at all higher education institutions. The doctor of pharmacy degree is fundamentally a clinical program. However, regardless of the type of assignment (research paper, short bullet-type paper, group project concluding in a graded assignment, etc.) required within a course, any resources (books, journal articles, Web sites, etc.) used for the assignment that are not one’s own ideas, thoughts and conclusions, must be cited according to School-adapted manual of style standards, which is AMA Manual of Style: A Guide for Authors and Editors, 10th edition. For additional information, refer to http://samford.libguides.com/ld.php?content_id=10306216.

Copyright

The Samford University library provides many resources to help in the understanding of copyright. The information is located at http://samford.libguides.com/copyright.

Copyright issues pertaining to students are proliferate and concerted efforts are continually being made to raise the awareness of copyright issues. Unfortunately, the copyright laws do not provide a litany of do’s and don’ts; thus, the copyright laws often widely vary in their interpretations.

Students primarily are concerned with the portion of the copyright law pertaining to “fair use.” This section (United States Code, Title 17, and Section 107) specifies four factors that the courts rule on involving copyright lawsuits. Individuals disagree on what is fair, and no one has a definitive, legally binding answer to most fair questions. Congress created a flexible fair use statute that affords no exact parameters; thus, fair use very much depends on the circumstances of each case.

Notwithstanding the provisions of Sections 106 and 106A, fair use of a copyrighted work, including such use by reproduction in copies or phono records or by any other means specified in that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies of classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use, factors to be considered include the following:

- The purpose and character of the use, including whether such use is of commercial nature or is for nonprofit, educational purpose
• The nature copyrighted work

• The amount and substantiality of the portion used in relation to the copyrighted work as a whole

• The effect of the use upon the potential market for or value of the copyrighted work

The fact that a work is unpublished does not bar a finding of fair use if such finding is made consideration of all the above factors.

If a conclusion is made that the material intended to be used is protected by copyright law, students must assess whether your proposed use is fair based on the above factors. If it is not within fair use, students must seek permission from the copyright owner. All these factors and other possible circumstances work together in the fair use equation. All academic uses are not fair use. Students with copyright for fair use question (or situations), should review each above factor diligently and apply them to the question or situation.¹

There are few court rulings related to the Internet, and none indicate fair use for educational purposes.²

Mass copying of a single article or attempting to copy several chapters of a book most likely is a copyright infringement. Attaching a full text to an e-mail and sending it to the entire class is against the school guideline and would also most likely be a copyright infringement. Another problem for students pertains to copying tables or figures and inserting them into a research paper or any type of official school assignment. If you photocopy or otherwise reproduce a table or figure exactly as it is and insert it into your research paper of any kind must place the following statement at the bottom of the figure/table regarding copyright: is: “(If this paper were submitted for publication, copyright permission for reproduction of table/figure would have to be obtained.)”³ This guideline is a Samford University-specific guideline. Furthermore, the table figure must be appropriately cited.

A good rule of thumb for copyright issues is intent for use. For example, what does a person intend to use or do with this material copied? If the intent is to sell the copied article, it would be illegal. Sending a group, class or any number of individuals, a full text article via e-mail, would almost certainly be against fair use standards.

References
P1-P3 Portfolio Sanctions Process

The ASP Committee ("Committee") oversees the academic progression of students and makes student specific recommendations for adjustments to course of study. The committee is responsible for compliance with current ACPE accreditation standards.¹ To be in compliance with Standard 10 of the 2016 ACPE Accreditation guidelines (curriculum design, delivery and oversight), the student portfolio is the tool selected by Samford University McWhorter School of Pharmacy to “document self-assessment of and reflection on, learning needs, plans and achievements as well as professional growth” (Standard 10) in the formal didactic, experiential and co-curriculum.² Further, portfolios are used to document self-awareness (Standard 4.1), evaluation of goal-setting processes (Standard 19f) and overall educational outcomes (Standard 24d).³

Completion of student portfolios are a programmatic requirement as outlined in the University catalog.⁴ Failure to submit or submission of an unsatisfactory portfolio by the deadline is a violation of academic standards that warrants attention by the Committee. The Committee manages sanction assignments and reviews completion of sanction responsibilities.

Process:

Following the portfolio deadline, faculty review and grade the portfolios based on the portfolio rubric. The Associate Dean of Assessment and Accreditation analyzes the data and provides a report to the Committee, which will then identify students who failed to submit or who submitted an unsatisfactory portfolio based on the rubric score. Portfolios will be available to the Committee for review and discussion prior to sanction assignment. All sanction assignments require a majority vote by the Committee. The decision of the Committee is reported to the Associate Dean of Academic Affairs. In cases of a tie vote, the Associate Dean of Academic Affairs will decide the final sanctions.

Students are notified of sanctions in writing by the Associate Dean of Academic Affairs with documentation to be placed in the student’s permanent file.⁵ All students who submit an unsatisfactory portfolio are required to correct and resubmit it for regrading by the deadline. In addition, the portfolio score is used with the sanctions rubric to determine the level of remediation required. In the event of remediation, it is the student’s responsibility to identify a service project. Students are provided the service proposal form that must be completed and submitted for approval to the chair of the ASP Committee prior to participation in the service. The chair of the ASP Committee will notify the student of the approved service. Following completion of the approved service hours, the student should sign the form and return it to the Office of Academic Affairs.

Sanctions Rubric

<table>
<thead>
<tr>
<th>Portfolio Score</th>
<th>Sanction</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; 3 unsatisfactory sections</td>
<td>No further action required.</td>
</tr>
<tr>
<td>3 or 4 unsatisfactory sections</td>
<td>Edit and resubmit portfolio. No further action if satisfactorily completed by student. If, following resubmission, the count of unsatisfactory sections remains &gt;2 on the resubmitted portfolio, then Level 1 remediation (8 hours of professional service completed within one semester) added.</td>
</tr>
<tr>
<td>5 or 6 unsatisfactory sections</td>
<td>Edit and resubmit portfolio AND Level 1 remediation (8 hours of professional service completed within one semester)</td>
</tr>
<tr>
<td>&gt; 6 unsatisfactory sections</td>
<td>Edit and resubmit portfolio AND Level 2 remediation (12 hours of professional service completed within two semesters)</td>
</tr>
</tbody>
</table>
Repeat offenders receive double service hours and are subject to probation.

Repeat Offenders: A repeat offender is a student who fails to submit or submits an unsatisfactory portfolio more than once in different academic years. In addition to the requirements listed in the sanctions rubric, students with more than one unsubmitted or unsatisfactory portfolio submission may be subject to probation.

a. Probation: A student in violation of academic standards receives a formal written warning that their performance is unsatisfactory and correction is needed. The continued enrollment of the student depends on the maintenance of satisfactory citizenship during the period of probation.

Right of Appeal
Please refer to the Student Handbook Section on Grievances (Protest of Non-Academic McWhorter School of Pharmacy Issues) for appeal mechanisms.

References:
1. Samford School of Pharmacy Bylaws


**Professional Liability**

The McWhorter School of Pharmacy provides each student with an individual professional liability policy via Pharmacists Mutual that protects the student with limits of $1,000,000 per occurrence and $3,000,000 aggregate, 24 hours a day.

The professional liability policy is designed especially for the pharmacy students while in school and within a variety of pharmacy practice settings (e.g., hospital, community, clinical, long-term care).

All students are required to complete an online application prior to the due date (October 1). Students do not need to submit any payment when completing the online application. Students not completing the required online registration process by the due date will experience a gap in coverage. Students will receive information from the insurance carrier explaining the coverage. Please read this information to know and understand the policy coverage and instructions regarding a claim plus other information regarding the coverage. Students are required to upload their current/valid proof-of-insurance card into their online compliance account.

**Room Reservations**

Most classrooms and conference rooms in the College of Health Sciences must be reserved prior to use. Student organizations or classes wanting to reserve a room for an event or function are to contact Linda Killingsworth at 726-2387, or lakillin@samford.edu.

**Scheduling and Registration**

The associate dean for academic affairs office is responsible for registering students into courses. Time will be allocated by the office of the associate dean for academic affairs for individual consultation with any student who wishes to ask specific questions or seek advice on electives or other matters. Students will automatically be registered for all required courses of the upcoming semester. All students have to complete two didactic elective courses before they can begin their APPEs. The academic affairs office will coordinate a time to meet with the students and provide information to the students regarding the elective offerings during the upcoming semester. Students are responsible for completing a form with their elective choices and submitting to the academic affairs office by the due date. Students are allowed to complete more than two didactic electives if they desire. Failure to complete the didactic electives will delay the start of the APPEs. Students must have a clear account with the bursar’s office at the time of registration. An account that is not clear will result in a registration hold and delayed registration.

Students will be able to drop/add elective courses up to five working days from the first of class in a semester. Students should contact the associate dean for academic affairs within that five day period to make elective course changes in their class schedule. All students in academic difficulty (e.g., probation or suspension) and students out of sequence in the lock step curriculum will be advised by the associate dean for academic affairs. Students
should make individual appointments during the preregistration period each term to have their progress reviewed and obtain registration materials for the next term(s).

**Standardized Formulas, Calculations and Laboratory Values**

Since the medical literature has a number of similar (but not identical) calculations/formulas and laboratory value ranges, knowing each is beyond the scope of learning for students and practitioners. Each formula/calculation has unique features that are considered valid along with the laboratory values having “core” ranges that overlap. Thus the school has created a standardized list of formulas/calculations and laboratory values that will be used in all courses. This list is based upon the published, peer-reviewed literature and was approved by the faculty. Students need to recognize that institutions and practitioners may use different formulas/calculations and laboratory values while they are participating in experiential courses (i.e., IPPE, APPE).

**Formulas and Calculations**

**Body weight:**

For adult patients

**Calculation of IBW:**
- Male: IBW (kg) = 50 + 2.3(inches > 60)
- Female: IBW (kg) = 45.5 + 2.3(inches > 60)

**Calculation of BMI:**

\[
BMI = \left[ \frac{\text{Weight in lbs}}{\text{Height in inches}^2} \right]^{703} \text{ OR } BMI = \frac{\text{weight (kg)}}{[\text{height (m)}]^2}
\]

**Definitions of weight:**
- Underweight: ABW < IBW
- Normal: BMI = 18.5 to 24
- Overweight: BMI ≥ 25 and ≤ 30
- Obese: BMI > 30

**Creatinine Clearance:**

For adult patients

**Cockcroft and Gault equation:**

\[
Clcr (\text{ml/min}) = \frac{(140 - \text{age [yrs]}) \times \text{BW (kg)}}{(72) \times \text{SCR (mg/dL)}}
\]

As a result a literature search was conducted to support an evidence-based decision.

*For non-overweight and non-obese male patients* the literature is unanimous that ABW is the most accurate. *For underweight patients use ABW.*


This is true for non-overweight and non-obese males even when estimating GFR not Clcr:

Lim WH, Lim EM, McDonald S. Lean body mass-adjusted Cockcroft and Gault formula improves the estimation of glomerular filtration rate in subjects with normal-range serum creatinine. Nephrology. 2006; 11:250-256.


For overweight (BMI >25 to <30) or obese (BMI > 30) males the literature indicates that the use of IBW in the C-and-G equation more accurately estimates GFR:


For female patients the literature indicates that the use of IBW in the C-and-G equation (0.85) more accurately estimates GFR. For underweight patients use ABW:

Lim WH, Lim EM, McDonald S. Lean body mass-adjusted Cockcroft and gault formula improves the estimation of glomerular filtration rate in subjects with normal-range serum creatinine. Nephrology. 2006; 11:250-256.

Round SCr < 1 to 1 if > 65 yo
## Standardized Laboratory Values

<table>
<thead>
<tr>
<th>Laboratory Test</th>
<th>Normal Reference Values</th>
<th>Conversion Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Electrolytes</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sodium</td>
<td>135–145 mEq/L</td>
<td>135–145 mmol/L</td>
</tr>
<tr>
<td>Potassium</td>
<td>3.5–5 mEq/L</td>
<td>3.5–5 mmol/L</td>
</tr>
<tr>
<td>CO₂ content</td>
<td>22–28 mEq/L</td>
<td>22–28 mmol/L</td>
</tr>
<tr>
<td>Chloride</td>
<td>95–105 mEq/L</td>
<td>95–105 mmol/L</td>
</tr>
<tr>
<td>BUN</td>
<td>8–20 mg/dL</td>
<td>2.8–7.1 mmol/L</td>
</tr>
<tr>
<td>Creatinine</td>
<td>0.6–1.2 mg/dL</td>
<td>53–106 µmol/L</td>
</tr>
<tr>
<td>CrCl</td>
<td>90–130 mL/min</td>
<td>1.5–2.16 mL/sec</td>
</tr>
<tr>
<td>Estimated GFR</td>
<td>90–120 mL/min/1.73 m²</td>
<td>N/a</td>
</tr>
<tr>
<td>Cystatin C</td>
<td>&lt;1.0 mg/dL</td>
<td>&lt;0.749 µmol/L</td>
</tr>
<tr>
<td>Glucose (fasting)</td>
<td>70–110 mg/dL</td>
<td>3.9–6.1 mmol/L</td>
</tr>
<tr>
<td>Glycosylated hemoglobin</td>
<td>4 – 5.6%</td>
<td>4 – 5.6%</td>
</tr>
<tr>
<td>Calcium–total</td>
<td>8.5–10.5 mg/dL</td>
<td>2.1–2.6 mmol/L</td>
</tr>
<tr>
<td>Calcium–unbound</td>
<td>4.5–5.6 mg/dL</td>
<td>1.13–1.4 mmol/L</td>
</tr>
<tr>
<td>Magnesium</td>
<td>1.5–2.4 mEq/L</td>
<td>0.75–1.2 mmol/L</td>
</tr>
<tr>
<td>Phosphate,a</td>
<td>2.5–4.5 mg/dL</td>
<td>0.8–1.45 mmol/L</td>
</tr>
<tr>
<td>Uric acid</td>
<td>&lt;7 mg/dL</td>
<td>&lt;0.42 mmol/L</td>
</tr>
<tr>
<td><strong>Proteins</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prealbumin</td>
<td>15–36 mg/dL</td>
<td>150–360 mg/L</td>
</tr>
<tr>
<td>Albumin</td>
<td>3.3–4.8 g/dL</td>
<td>33–48 g/L</td>
</tr>
<tr>
<td>Globulin</td>
<td>2.3–3.5 g/dL</td>
<td>23–35 g/L</td>
</tr>
<tr>
<td><strong>Liver Function</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AST</td>
<td>0–35 units/L</td>
<td>0–0.58 µkat/L</td>
</tr>
<tr>
<td>ALT</td>
<td>0–35 units/L</td>
<td>0–0.58 µkat/L</td>
</tr>
<tr>
<td>ALP</td>
<td>30–120 units/L</td>
<td>0.5–2.0 µkat/L</td>
</tr>
<tr>
<td>GGT</td>
<td>0–70 units/L</td>
<td>0–1.17 µkat/L</td>
</tr>
<tr>
<td>Bilirubin–total</td>
<td>0.1–1 mg/dL</td>
<td>1.7–17.1 µmol/L</td>
</tr>
<tr>
<td>Bilirubin–direct</td>
<td>0–0.2 mg/dL</td>
<td>0–3.4 µmol/L</td>
</tr>
<tr>
<td><strong>Miscellaneous</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amylase</td>
<td>35–120 units/L</td>
<td>0.58–2.0 µkat/L</td>
</tr>
<tr>
<td>Lipase</td>
<td>0–160 units/L</td>
<td>0–2.67 µkat/L</td>
</tr>
<tr>
<td>PSA</td>
<td>0–4 ng/mL</td>
<td>0–4 mcg/L</td>
</tr>
<tr>
<td>TSH</td>
<td>0.4–5 µunits/mL</td>
<td>0.4–5 munits/L</td>
</tr>
<tr>
<td>Laboratory Test</td>
<td>Conventional Units</td>
<td>SI Units</td>
</tr>
<tr>
<td>----------------------</td>
<td>--------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Procalcitonin</td>
<td>&lt;0.5 ng/mL</td>
<td>&lt;0.5 mcg/L</td>
</tr>
<tr>
<td>Creatine Kinase</td>
<td>39–294 units/L</td>
<td>0.66–5.0 µkat/L</td>
</tr>
<tr>
<td></td>
<td>0.01667</td>
<td></td>
</tr>
<tr>
<td>Cholesterol</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>&lt;200 mg/dL</td>
<td>&lt;5.2 mmol/L</td>
</tr>
<tr>
<td>LDL</td>
<td>70–160 mg/dL</td>
<td>&lt;4.13 mmol/L</td>
</tr>
<tr>
<td>HDL</td>
<td>&gt;40 mg/dL</td>
<td>&gt;1.03 mmol/L</td>
</tr>
<tr>
<td>Triglycerides (fasting)</td>
<td>&lt;150 mg/dL</td>
<td>&lt;1.70 mmol/L</td>
</tr>
<tr>
<td>Table 2-2 Hematologic Laboratory Values</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Laboratory Test</strong></td>
<td><strong>Normal Reference Values</strong></td>
<td><strong>Conventional Units</strong></td>
</tr>
<tr>
<td>RBC count</td>
<td>Male 4.3–5.9 ×10⁶/µL</td>
<td>4.3–5.9 × 10¹²/L</td>
</tr>
<tr>
<td></td>
<td>Female 3.5–5.0 ×10⁶/ µL</td>
<td>3.5–5.0 × 10¹²/L</td>
</tr>
<tr>
<td>Hct</td>
<td>Male 39%–49%</td>
<td>0.39–0.49</td>
</tr>
<tr>
<td></td>
<td>Female 33%–43%</td>
<td>0.33–0.43</td>
</tr>
<tr>
<td>Hgb</td>
<td>Male 14–18 g/dL</td>
<td>140–180 g/L</td>
</tr>
<tr>
<td></td>
<td>Female 12–16 g/dL</td>
<td>120–160 g/L</td>
</tr>
<tr>
<td>MCV</td>
<td>76–100 µm³</td>
<td>76–100 fl³</td>
</tr>
<tr>
<td>MCH</td>
<td>27–33 pg</td>
<td>27–33 pg</td>
</tr>
<tr>
<td>MCHC</td>
<td>33–37 g/dL</td>
<td>330–370 g/L</td>
</tr>
<tr>
<td>Reticulocyte count</td>
<td>Male 0.1%–2.4%</td>
<td>0.001–0.024</td>
</tr>
<tr>
<td>(adults)</td>
<td>Female 0.1%–2.4%</td>
<td>0.001–0.024</td>
</tr>
<tr>
<td>ESR</td>
<td>Male 0–20 mm/h</td>
<td>0–20 mm/h</td>
</tr>
<tr>
<td></td>
<td>Female 0–30 mm/h</td>
<td>0–30 mm/h</td>
</tr>
<tr>
<td>WBC count</td>
<td>4–11 × 10⁹/µL</td>
<td>4–11 × 10⁹/L</td>
</tr>
<tr>
<td>ANC</td>
<td>&gt; 2,000 cells µL</td>
<td></td>
</tr>
<tr>
<td>Neutrophils</td>
<td>40%–70%</td>
<td>0.4–0.7</td>
</tr>
<tr>
<td>Bands</td>
<td>3%–5%</td>
<td>0.03–0.05</td>
</tr>
<tr>
<td>Lymphocytes</td>
<td>20%–40%</td>
<td>0.2–0.4</td>
</tr>
<tr>
<td>Monocytes</td>
<td>0%–11%</td>
<td>0.0–0.11</td>
</tr>
<tr>
<td>Eosinophils</td>
<td>1%–8%</td>
<td>0.01–0.08</td>
</tr>
<tr>
<td>Basophils</td>
<td>0–3 %</td>
<td>&lt;0.03</td>
</tr>
<tr>
<td>Platelets</td>
<td>150–450 × 10⁹/µL</td>
<td>150–450 × 10⁹/L</td>
</tr>
<tr>
<td>Iron</td>
<td>Male 80–180 mcg/dL</td>
<td>14–32 µmol/L</td>
</tr>
<tr>
<td></td>
<td>Female 60–160 mcg/dL</td>
<td>11–29 µmol/L</td>
</tr>
<tr>
<td>TIBC</td>
<td>250–460 mcg/dL</td>
<td>45–82 µmol/L</td>
</tr>
<tr>
<td>Transferrin saturation</td>
<td>25–50%</td>
<td></td>
</tr>
<tr>
<td>Vitamin B₁₂</td>
<td>279–996 pg/mL</td>
<td>206–725 pmol/L</td>
</tr>
<tr>
<td>Folic Acid</td>
<td>5.4–18.0 ng/mL</td>
<td>12.2–40.8 nmol/L</td>
</tr>
</tbody>
</table>
Student Leaders

Student leaders include class officers, organizational officers, and McWhorter School of Pharmacy committee student representatives. All student leader nominees must meet academic eligibility requirements (refer to section re: Academic Eligibility for Participation in Activities) at the time of their nomination. All student leaders must continue to meet academic eligibility requirements during their terms in office; otherwise, they must relinquish their office.

Meetings of all student leaders will be held periodically during each semester. If a student leader misses two meetings in a semester, then the student will be removed from office.

The current class/organization presidents and McWhorter School of Pharmacy committee student representatives are as follows:

Class Presidents
P-4 Geoffrey Hunt
P-3 Zac Curren
P2 David Singleton
P1 TBD

Organization Presidents

<table>
<thead>
<tr>
<th>Academy of Managed Care Pharmacy</th>
<th>Meghan Ridner</th>
</tr>
</thead>
<tbody>
<tr>
<td>APhA Academy of Student Pharmacists</td>
<td>Aly York</td>
</tr>
<tr>
<td>Christian Pharmacy Fellowship</td>
<td>Sally Falahat / Krystin Howard</td>
</tr>
<tr>
<td>International Society for Pharmacoeconomics and Outcomes Research</td>
<td>Taylor McClelland</td>
</tr>
<tr>
<td>Kappa Psi Pharmaceutical Fraternity</td>
<td>Kellie Ball</td>
</tr>
<tr>
<td>National Community Pharmacists Association</td>
<td>Randy Odom</td>
</tr>
<tr>
<td>Pediatric Pharmacy Advocacy Group</td>
<td>Elise Grove</td>
</tr>
<tr>
<td>Phi Lambda Sigma</td>
<td>Zac Curren</td>
</tr>
<tr>
<td>Rho Chi Society</td>
<td>Jillian Walters</td>
</tr>
<tr>
<td>Student College of Clinical Pharmacy</td>
<td>Macy Wigginton</td>
</tr>
<tr>
<td>Student National Pharmaceutical Association</td>
<td>Jimiece Thomas</td>
</tr>
<tr>
<td>Student Society of Health-System Pharmacy</td>
<td>Kenny Wilson</td>
</tr>
</tbody>
</table>
Curriculum Committee Student Members

P-4 Gracie Giang
P-3 Matthew Sartin
P2 Alice Bradford
P1 TBD

Student Affairs Committee Student Members

P-4 Alex Lott
    Gabby Moore
P-3 Scotty Beauchamp
    Sally Falahat
P2 Anthony Mountain
    Alex Rogers
P1 TBD
    TBD

Assessment Committee Student Members

P-4 Kari Perez
P-3 Kellie Ball
P2 Elizabeth Blue
P1 TBD

Interprofessional Education Committee

P-4 Cody Dukes
P-3 Alivia Price
P2 Clay Hayes
P1 TBD

Student Organizations

Academy of Managed Care Pharmacy (AMCP)
AMCP introduces students to the concept and practice of pharmaceutical care in managed health care environments, which involves pharmacists using scientific evidence to achieve healthy outcomes for patients while making the best use of money spent on medications and their management.

American Pharmacists Association Academy of Student Pharmacists (APhA-ASP)
ASP is the student chapter of the American Pharmacists Association. Prepharmacy students may also join ASP. ASP holds regular business and professional meetings, sponsors school-wide picnics and other activities and, through a variety of committees, conducts service projects and professional programs. Interactions, a chapter newsletter, The Pharmacy Student, a national publication for pharmacy students, Pharmacy Today and American Pharmacy are regular publications for all members of ASP.

Christian Pharmacy Fellowship (CPF)
CPF was organized to provide a forum for Christian expression and growth for pharmacy
students and faculty on campus. CPF generally meets weekly. Faculty, students and guests lead a devotional and provide music for spiritual time of sharing.

International Society for Pharmacoeconomics and Outcomes Research (ISPOR)
Founded in 1995 as an international multidisciplinary professional membership society, the International Society for Pharmacoeconomics and Outcomes Research advances the policy, science, and practice of pharmacoeconomics (health economics) and outcomes research (the scientific discipline that evaluates the effect of health care interventions on patient well-being including clinical, economic, and patient-centered outcomes).

Kappa Psi Pharmaceutical Fraternity
Kappa Psi is the professional fraternity at Samford. Kappa Psi pledges both male and female pharmacy students. Pledge for new members is held in the fall. The fraternity is involved in professional projects and sponsors a variety of social activities throughout the school year.

National Community Pharmacists Association (NCPA)
The student chapter of NCPA was established in 1991. This is the national specialty association for pharmacists and pharmacy students interested in independent community practice. NCPA sponsors service projects, community work, and makes concerted efforts to acquaint students with issues pertinent to independent pharmacy.

Pediatric Pharmacy Advocacy Group (PPAG)
PPAG provides students a unique opportunity to learn how to better care for the pediatric population, as well as provide opportunities to learn more about careers in pediatric pharmacy. The purpose of PPAG is to unite student pharmacists and other health-care providers to improve the health of children in the greater Birmingham community.

Phi Lambda Sigma (PLS)
Phi Lambda Sigma is the leadership honorary society in pharmacy, and students are chosen on the basis of their activities and leadership involvement in the school. New members are chosen each spring semester from students in the P-2, P-3, and P-4 years.

Rho Chi Society
Rho Chi Society is the scholastic honorary society in pharmacy, and students are chosen on the basis of pharmacy school GPA (top 20% of class) and overall personal integrity. New members are chosen each spring semester from students in the P-2 and P-3 years.

Student College of Clinical Pharmacy (SCCP)
SCCP provides students information about careers and opportunities within the field of clinical pharmacy; promotes dedication to excellence in patient care, research and education; and encourages the professional development necessary to function within an interdisciplinary team. It also educates students on the opportunities available to specialize in various areas of clinical pharmacy upon graduation.

Student National Pharmaceutical Association (SNPhA)
SNPhA is a national organization for pharmacists and pharmacy students. It serves to keep students informed about national pharmacy issues, and it offers opportunities for fellowship, professional information and service projects. Its goal is to address issues of cultural diversity facing pharmacy and pharmacy students, but general professional issues are addressed as well. The organization welcomes all students.
Student Society of Health-System Pharmacy (SSHP)
This organization is recognized by the American Society of Health-System Pharmacists and is affiliated with the Alabama Society of Health-System Pharmacists, both of which represent hospital and health-system pharmacists. The group was formed to provide opportunities for Samford students to learn more about practice of hospital and health-system pharmacy and to meet with practicing pharmacists to discuss issues pertinent to this field.

Student Organizations – Intent to Organize a New Organization

Request for School Recognized Organization Status

Co-curricular activities can be an important part of the educational and college experience. You are to be commended for your efforts to become an official organization. We appreciate your interest in enriching the campus life experience for yourself and other McWhorter School of Pharmacy students.

This information is designed to assist you in submitting certain pieces of information relative to your particular organizational structure. This material will be reviewed by the Associate Dean for Student Affairs at the McWhorter School of Pharmacy and then additional application materials will be completed and sent to the Office of Student Leadership and Involvement in consultation with your officers and then the request will be presented to the Faculty Campus Life Committee. Ultimately, all university organizations must have the approval of the Board of Trustees after receiving endorsement from the Faculty Campus Life Committee.

You will be notified through the McWhorter School of Pharmacy Student Affairs Office as to the decision of the McWhorter School of Pharmacy first. You will be notified through the Office of Student Leadership and Involvement as to the decision of the Faculty Campus Life Committee and subsequently the decision of the Board of Trustees.

Definition

A club or organization is a group of currently enrolled McWhorter School of Pharmacy students who form together for a common purpose, for which they do not receive academic credit.

Any group of students which meets regularly, elects officers, collects dues, and or carries on a program or in other ways consistently functions as an organization is required to seek official approval.

Criteria of School Recognized Organization

In order for an organization to be recognized by the university and school, or for an organization to maintain university recognition, there are certain criteria the organization must meet.

1. The organization must support and enhance the mission and purpose of the institution by one or more of the following:
   a. nurturing persons
   b. offering learning experiences (social, physical, spiritual, academic, emotional, intellectual, and/or career)
   c. developing the personal empowerment of participants
   d. developing academic/career competency of participants
   e. developing social/civic responsibility of participants
f. developing ethical and spiritual strength of participants
g. continuously improving the effectiveness of the community

2. There must be interest among currently enrolled students
3. There must be no other organization already recognized which has a similar purpose
4. The organization must have a faculty adviser
5. The organization must be approved by the McWhorter School of Pharmacy and the university Office of Student Leadership and Involvement, and register every year and any time they select/change officers with the Office of Student Leadership and Involvement. Registration is online at www.samford.orgsync.com

Process for McWhorter School of Pharmacy Recognition

Students interested in forming an organization may use the information provided below to start the process. Next, students should meet informally several times to ascertain whether or not there is sufficient interest to justify organizational existence and to make tentative plans. It is recommended that you meet with the Associate Dean for Student Affairs to determine time frames, potential obstacles and to discuss campus need.

To charter an organization, the following will need to be done:

1) Complete the “Intent to Organize” form and submit form to the Linda Killingsworth, Manager, Student Affairs and Events (lakillin@samford.edu).
2) Propose a member of the school faculty who will serve as adviser to the organization.
3) Complete the “Membership List” form. Compile a list of at least twenty (20) students who wish to be members of the proposed organization. The list should include name, telephone number, email address, and class standing at the time of the organization request. Submit this membership list as an attachment in the Register a New Organization online form.
4) Formulate a constitution under which the organization will operate. The proposed constitution should be approved by a majority of the organization’s chartering members. (To view a “Sample Constitution” see Appendix). Submit the constitution as an attachment in the Register a New Organization form.

The McWhorter School of Pharmacy Associate Dean for Student Affairs will review the information received and make a recommendation to the McWhorter School of Pharmacy as to whether the organization should be designated a recognized McWhorter School of Pharmacy student organization. After McWhorter School of Pharmacy recognition, the group must submit a university Intent to Organize request in OrgSync. In OrgSync, the Samford University Office for Student Leadership and Involvement will also examine the by-laws for any technical changes which need to be made. After the online submission is made, schedule a meeting with the Office of Student Leadership and Involvement (lead@samford.edu). The proposed president, treasurer, and advisor must attend this meeting, but other members of leadership are encouraged to attend as well. The recommendation for technical changes to the by-laws will be suggested to the organization and forwarded to the Faculty Campus Life Committee.

At the Faculty Campus Life Committee meeting, the leadership of the organization will give a 5-minute presentation followed by questions from the committee. The organization’s proposed faculty advisor is expected to be present. If the committee votes to approve the organization, the approval is presented in the minutes of the Faculty Senate/Full Faculty, where further questions can be asked or the organization can be sent back to the committee with questions or concerns.

Paperwork is then submitted for endorsement. Once the Board has granted approval, the organization is entitled to all privileges granted to recognized Samford University student organizations.
Advantages of University Recognition

The advantages of being a university recognized organization are:

- Scheduling events on the university calendar, reserving and using various rooms, facilities, and resources on campus for meetings
- Having a faculty or staff adviser who will support, encourage, and help the group fulfill its objective
- Being listed in university printed and online publications and communication pieces.
- Participating in the Student Organization Fair each fall
- Using the Samford University postal service and having an SU box for your organization
- Having the ability to have a website through Samford University portal.
- Using bulletin boards, display cases, electronic message boards, etc.
- Opening an agency account with the Controller’s Office at no charge to the organization to assist with all financial transactions.

Maintaining University Recognition

Once an organization is recognized, an annual registration MUST be submitted to the Office of Student Leadership and Involvement. This information must be submitted by revising your organization profile information in the samford.orgsync.com online community. If a recognized organization fails to register, or if an organization decides to become “inactive” for a period of one (1) academic year or less, the organization can petition the Office of Student Leadership and Involvement to be reinstated as an active organization. This petition includes resubmitting a list of at least ten interested organization members (name, phone number, email, and class standing) as well as an updated organization constitution. The organization’s request will be submitted to the Faculty Campus Life Committee for review. The organization will be reinstated as “active” if the organization meets the criteria for University recognized organizations.

If a recognized organization remains inactive for more than one (1) academic year, the organization must then re-apply for recognition. Any organization which is inactive for one year and does not become active the second year CEASES to be recognized as an official university organization.

Any change in McWhorter School of Pharmacy student organization constitutions requires review by the Associate Dean for Student Affairs of the McWhorter School of Pharmacy prior to submission to OrgSync.

If at any time an organization no longer meets the mission and purpose of the university, the organization will lose its university recognition.
APPENDIX
SAMFORD UNIVERSITY
McWhorter School of Pharmacy

INTENT TO ORGANIZE

This information is required to be submitted by email to lakillin@samford.edu. Information contained in this document is for information purposes only. No paper request will be accepted.

Name of Organization: ____________________________________________________

Contact Person: __________________________________________________________

Telephone Number: ____________________ (Home) ____________________ (Cell)

E-mail Address: _______________________

Proposed Faculty Advisor: _____________________________________________________

Rational for organizing (include purpose of organization):
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

Date Submitted: ____________________
INTENT TO REORGANIZE

For inactive organizations seeking reinstatement, please contact McWhorter School of Pharmacy Associate Dean for Student Affairs at (205) 726-4276 prior to submitting information.

Name of Organization: ________________________________

Web Site Address: __________________________________

Contact Person: _____________________________________

Telephone Number: ________________ (Home) ________________ (Cell)

E-mail Address: _______________________

Faculty Advisor Contact: _______________________________

Faculty/Staff email address: ____________________________

Reason organization has been inactive:

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Changes made to ensure organization does not become inactive again:

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Date Submitted: ____________________
SAMFORD UNIVERSITY

PROPOSED ORGANIZATION MEMBERSHIP LIST

________________________________
( Academic Year )

NAME OF ORGANIZATION: ____________________________________________________________

MEMBERS NAMES:

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<td>10.</td>
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</tbody>
</table>
SAMPLE CONSTITUTION/BY-LAWS

This sample constitution is not designed for you to fill in the blanks, but rather to provide you with guidelines in designing a constitution which will meet the specific requirements of your organization.

Article I. Name
The name of the organization shall be ______________________ of Samford University.

Article II. Purpose
The purpose of the organization shall be ______________________________________
_______________________________________________________________________________
_________________________________________________________________

Article III. Membership
Section 1. Membership shall be open to ____________________________________________
_______________________________________________________________________________

Section 2. No member may be removed from membership without first having an open hearing and then by no less than a _______________________ vote at a regular meeting.

Section 3. The _________________ (organization name) allows participation in the organization by all people regardless of sex, race, creed, or ethnic origin.

Article IV. Officers
Section 1. The officers of this organization shall be __________________________
______________ (Include a list of the positions, not the persons who will fill those positions. Example: President, Vice President, Secretary/Treasurer).

Section 2. All officers shall be elected at the ___________ meeting (first meeting, second meeting, April meeting, September meeting, etc.) of ___________ (fall/spring) semester of each year. Officers will be elected by (majority 2/3 present) of those members present at meeting.

Section 3. No officer may be removed from office without first having an open hearing and then by no less than a ______________ vote at a regular meeting.

Section 4. Office vacancies will be filled by special election at the meeting after the vacancy occurs.

Article V. Meetings
Section 1. Regular meetings will be held __________________ (Use specific time if such time will not change from year to year or semester to semester. Otherwise, use less specific time such as “The first Monday of each month” or “At a time agreed upon by the majority of the members).

Section 2. Special meetings may be called by the chief executive officer or upon request of any ____ (number) active members.
Section 3. All members shall be notified of a special meeting at least ___ (number of days) before the time of the special meeting.

Article VI. QUORUM

Section 1. Proposed amendments to this constitution or the by-laws of this constitution shall be presented at a regular meeting at least one meeting prior to being discussed and voted upon.

Section 2. Having been properly presented, amendments may be adopted by a ____ majority vote of the membership at a regular meeting.

Section 3. Amendments shall go into effect _____________________ (immediately upon adoption, 30 days following adoption, etc.).

Article VII. Dues (Optional)

The dues shall be ______________ (amount) payable by __________________ (time).

Article VIII. Duties of Officers

Section 1. Office of President (or related position)
Section 2. Office of Vice President (or related position)
Section 3. Office of Secretary
Section 4. An officer must be assigned the responsibility to register with the Office of Campus Life each year. This responsibility may be assigned to any officer in your organization.
Section 5. Subsequent sections for other officer explanations as needed.

Article IX. Committees

Section 1. There shall be ________________________ standing committees.

Section 2. The _______________ Committee shall ___________________________

Section 3. (These sections- and subsequent sections as needed- should describe the creation, purpose, and duties of the standing committees).

Section 4. Special committees may be ____________________________
(Describe the creation, purpose, and duties of special committees).

Article X. Parliamentary Authority

Robert’s Rules of Order shall be the parliamentary authority of this organization.

NOTE: You may wish to add additional articles, sections, by-laws or amendments to this sample. This is a model intended to guide you in the development of a constitution which will suit your particular organization. The only article in this sample we require to be in your by-laws in on page 2, Article VIII., Duties of Officers, Section 4.
Student Relief Fund

Guidelines

1. Monies from an activity specified as benefiting the student relief fund can be deposited into the Student Relief Fund.

2. The Student Affairs Committee in conjunction with the associate dean for student affairs’ office in the McWhorter School of Pharmacy will manage the account.

3. Monies from the student relief fund can be utilized by any pharmacy student currently enrolled and in good standing in the McWhorter School of Pharmacy for emergencies such as, but not limited to:
   a. Loss due to fire, water or other damage
   b. Student health issues
   c. Immediate family emergencies such as death or illness
   d. Other reasons deemed sufficient by the committee

4. The amount of funds to be disbursed will depend upon documented needs as well as available funds.

5. The appropriate application form must be completed. It is located in this handbook and can also be obtained from the associate dean for student affairs’ office. The completed application can be turned in to the associate dean for student affairs or the chair of the Student affairs committee. The request will be routed to the student Affairs committee and then the individual will be contacted for further information.

6. Each completed application will be given due consideration by the Student Affairs Committee. The committee will provide a decision within 7 working days of the submitted application. If a request is made for emergency funds and the committee cannot convene, then an e-mail vote can be conducted. Regardless of the mechanism, a quorum of the committee is required.

7. Monies will be requested from and dispersed by Financial Aid in Samford Hall.

8. Documentation of money spent or money to be spent is required.

9. Any monies not utilized for the accepted matter must be returned to the student relief fund.

10. Any false statements, omissions, or other misrepresentations made on applications may result in immediate repayment in full of any assistance in addition to disciplinary action.

Application

See following page:
The McWhorter School of Pharmacy Student Relief Fund was founded to provide financial assistance to pharmacy students in times of need or emergency. Students can apply for aid or can be nominated for aid by another student or faculty member. This fund is supported by donations and fundraising efforts by the students, faculty, and staff of the McWhorter School of Pharmacy.

**Student Information**

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<tbody>
<tr>
<td>School Address</td>
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<tr>
<td>City, State, Zip</td>
<td></td>
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<tr>
<td>Phone</td>
<td>Home:</td>
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<tr>
<td>E-Mail Address</td>
<td></td>
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<tr>
<td>Projected Graduation Year</td>
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</tbody>
</table>

**If you are nominating a student for relief, please provide the following:**

| Name and title |  |
| Phone |  |

**Request**

| Amount requested | $ |
| How soon is assistance needed? |  |

**Explanation of Request**

Briefly summarize the circumstances of the request for assistance. Please indicate any research done to support the amount requested (ex. $50 bus ticket from Greyhound, $500 hospital co-pay). Attach separate page if necessary.

**Agreement and Signature**

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am awarded assistance, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate repayment in full of any assistance in addition to disciplinary action.

| Name (printed) |  |
| Signature |  |
| Date |  |
Substance Abuse and Mandatory Drug Testing Guideline

Background
In recent years, many hospitals, pharmacies, and other affiliates utilized in the delivery of portions of the Doctor of Pharmacy curriculum now require that McWhorter School of Pharmacy ensure students are participating in a random drug screening program as a contractual obligation of affiliation. As a result, the school has adopted guidelines and expected behaviors for mandatory, random drug screening of all students enrolled in the program.

Additionally, “for cause” testing guidelines have been implemented when an affiliate faculty member, faculty member, or administrator believes a student's behavior and actions may jeopardize the health, safety, or well-being of others.

The guidelines and expected behaviors related to substance abuse reporting and mandatory drug testing are as follows:

Definitions
For the purposes of this guideline and expected behavior, the following definitions will be utilized:

Board: Refers to the Alabama State Board of Pharmacy.

Faculty: All individuals who have been appointed by the board of trustees of Samford University to the faculty of the University. This includes affiliate faculty, adjunct faculty, and full-time faculty of the university.

Illicit Drugs: Includes any controlled substance listed in 21 U.S.C., Section 812 and other federal regulations, any controlled substances listed in Schedules I-V in Ala. Code Section 20-2-22 through Section 20-2-32, and any "legal drugs" which are not prescribed by a licensed physician or prescriber. An illicit drug is any controlled substance consumed by a person for reasons other than those intended by the prescriber, or for which the person does not possess a valid prescription, or which is otherwise prohibited by law.

McWhorter School of Pharmacy Administrator: The dean, the associate dean for academic affairs, the associate dean for student affairs, the chair of the department of pharmacy practice, the chair of the department of pharmaceutical, social and administrative sciences, the associate dean for assessment, the director of the experiential education, or the assistant director of the experiential education.

Practice Act: Title 34 Chapter 23, Practice of Pharmacy Act 205 of the Alabama Legislature, 1966; and Title 20 Chapter 2, Alabama Uniform Controlled Substances Act 1407 of the Alabama Legislature, 1971; and Title 21 of the United States Code, Food and Drug Law; and Chapter 420-7-2, Controlled Substances, Rules of the Alabama State Board of Health; and Chapter 680-x-2, Practice of Pharmacy, Rules of the Alabama State Board of Pharmacy.

School or McWhorter School of Pharmacy: “The “McWhorter School of Pharmacy.” These guidelines and expected behaviors are school-specific and may not apply to students enrolled in other programs of Samford University.
**University-Related Activity:** Includes, but is not limited to, any academic, athletic, extracurricular, social, administrative, work-related, or other activity which takes place on the campus of Samford University, or on any premises owned by Samford University, or which takes place off the campus and is sponsored by any Samford University organization, including pharmacy student organizations.

**Staff:** All non-faculty personnel employed by Samford University, including student employees under college work-study programs and other institutional programs of student employment.

**Student:** A student enrolled at any level in the McWhorter School of Pharmacy.

**Substance Abuse:** The use of a drug or other chemical leading to effects that are detrimental to the individual's physical or mental health, or the welfare of others; this includes, but is not limited to, the use beyond that intended by the licensed prescriber of legal drugs.

**Treatment Program:** The program of intervention for substance abuse to which a student is referred; typically the program conducted by the designated agent of the Alabama State Board of Pharmacy, or other comparable and reputable program as identified by the School.

**Standards of Conduct Related to Controlled Substances**

1. The use, consumption, or possession of alcoholic beverages by any student, on campus, or off campus in connection with a university-related activity, is strictly prohibited. This guideline is in no way intended to affect the use of alcohol for research purposes as approved by the Samford University Institutional Review Board.

2. The unlawful manufacture, distribution, dispensation, possession or use of illicit drugs by any student is strictly prohibited. This guideline is in no way intended to affect the use of any drug for research purposes as approved by the Samford University Institutional Review Board.

3. Any student who illegally gives or transfers drugs to another person, or illegally sells or manufactures drugs is subject to discipline, up to and including expulsion.

4. Students with substance abuse problems are likely to lose their intern/extern license from the Board of Pharmacy. A student is permitted to engage in the practice of pharmacy as an intern/extern in the state of Alabama or any other state only if he or she possesses a valid intern/extern certificate. Students who attempt to engage in pharmacy practice as an intern/extern in Alabama or any other state without a valid intern/extern certificate will be subject to disciplinary action.

5. Patient safety is of the utmost importance, especially as students are engaged in experiential coursework as part of the academic curriculum. From time to time, a student may be prescribed medication which may under normal circumstances alter the student’s professional judgment. It is the student’s responsibility to recognize this and take proactive steps to remove him or herself from patient care activities until such time as the judgment-altering prescribed medication is no longer necessary. Students are required to notify the associate dean for student affairs and director of experiential education if such a temporary situation exists so that the experience can be rescheduled. Any student who knowingly engages in patient care while taking a medication which may alter his or her judgment may face disciplinary action.
6. Students are required to participate in and submit to the School’s mandatory drug screening program. In addition, certain external affiliate sites for delivery of experiential courses require that students submit for random drug screening through their processes. Students are expected to fully comply with drug screening conducted by both external affiliates and through the School’s program. Disciplinary action will result from failure to comply which may include up to expulsion from McWhorter School of Pharmacy.

Self-Reporting of Substance Abuse

In keeping with the recommendations of the American Pharmacists Association (APhA) and the American Association of Colleges of Pharmacy (AACP), McWhorter School of Pharmacy will work to assist students with substance abuse problems. A student who self-identifies a need for assistance with a substance abuse problem is encouraged to consult the associate dean for student affairs. The associate dean for student affairs will make a referral to the agency with whom the Board has contracted to make treatment referrals for pharmacists and student pharmacists, or an alternative reputable program qualified to address the treatment need of the pharmacist and/or pharmacy student. The associate dean for academic affairs, and/or associate dean for student affairs will counsel the student regarding access to the intervention process, and will advise the student regarding a release from the curriculum and other duties for the period of intervention.

Third Party Reporting of Substance Abuse

If a student or other third party witnesses another student in violation of the McWhorter School of Pharmacy’s substance abuse guideline, it should be reported to the associate dean for student affairs. In general, reports will be handled in a confidential manner.

Should a student or other third party suspect that a student suffers from substance abuse, the former should report that concern to the associate dean for student affairs. The associate dean for student affairs will evaluate the report and select an appropriate course of action.

Statement of Confidentiality

Students who are identified with a substance abuse issue, regardless of mechanism of identification, will not go before the Academic Standards Committee, full Student Affairs Committee, or any other committee of the School, provided the student complies with the course of action required by McWhorter School of Pharmacy, including but not limited to treatment. Student substance abuse issues may be disclosed to administrators of the School and Samford University, as well as faculty and staff of the university, as part of the academic record of the School as outlined by Family Educational Rights and Privacy Act (FERPA). Student confidentiality is of the utmost importance to the faculty, staff and administration of the university; every effort will be made to maintain strict confidentiality of substance abuse issues.

Reporting of Substance Abuse and Drug Screen Results

Students have a right to view the results of his or her drug screen performed as part of McWhorter School of Pharmacy’s drug screening program or at the direction of an administrator of McWhorter School of Pharmacy. In addition, all positive drug screen results may be viewed by the director of experiential education, the associate dean for student affairs, the associate dean for academic affairs, and the dean, as the situation warrants. Positive drug screen results may be reported to officials of Samford University as necessary, which may include but is not limited to the office of the
Mandatory Drug Screening Program

A. Types of Testing

Students may be required to submit to random drug screening without notice. When a student fails to comply with the random drug testing, he or she will be required to submit to an accelerated testing schedule, at the discretion of McWhorter School of Pharmacy administration.

Students may also be required to submit to “for cause” testing when there is a reasonable basis to believe that the student has violated any provision of this guideline or has exhibited behaviors indicating alcohol or substance abuse. When undergoing “for cause” testing, students may be required to submit to urine, blood alcohol and/or breathalyzer testing. Fees associated with this testing will be the responsibility of the student.

B. External Agent for Random Screening

McWhorter School of Pharmacy contracts with an external provider for administration of the School’s random drug screening program. The external provider is:

Employment Screening Service (ESS)
2500 Southlake Parkway, Birmingham, AL 35244
Toll free 866-859-0143
Local 205-879-0143

The external provider is responsible for all collections and results reporting for testing required as a part of the random drug screening program. McWhorter School of Pharmacy retains the right to change its external agent for random screening without notice as is necessary. Every effort will be made to notify students of changes to the external agent in a timely matter.

C. Testing Site/Locations for Screening

Employment Screening Services will conduct random drug screens for students enrolled in the P1 through P3 years at McWhorter School of Pharmacy during the normal business hours of the school. These random screening dates will not be announced in advance. Randomly selected students will be emailed as a group by Samford University email on the day of screening. Students who are out-of-class that particular day for any reason and who were selected for drug testing must present for testing at the offices of 2500 Southlake Parkway, Birmingham, AL 35244 no later than 4:30 p.m. on that same day.

Employment Screening Services will notify students enrolled in the P4 class who have been selected for random drug testing via their Samford University email account. Students will be given until 4:30 p.m. on the date immediately following the date selected for testing to submit for drug testing. P4 students are expected to contact the laboratory site for specific hours of operation prior to reporting for testing. ESS maintains a nationwide network of testing facilities. Students are required to consult the ESS website (www.es2.com) or contact customer support at 866-859-0143 for specific testing locations and hours.
D. Fees/Costs of Testing

The costs associated with random drug screening conducted by ESS are included in student fees collected by Samford University, thus students are not required to pay any additional fee to ESS for these services.

The cost of “for cause” testing and/or an accelerated testing program will be borne by the student as an additional cost added to the student’s account on a per-test basis.

E. Guidelines and Expected Behaviors for Drug Screening

1. Samford University email is the official communication and notification service for the university, including for notification of selection for random drug screening.

2. Students may be required to submit for drug testing multiple times within the same semester.

3. For cause testing may be conducted by the associate dean of student affairs (or dean’s designee in his/her absence) under, but not limited to, the following circumstances:
   a. As a routine matter if a student must be removed/is expelled from an experiential practice site for any reason.
   b. If the student exhibits behavior which, in the opinion of a McWhorter School of Pharmacy administrator, may jeopardize the health, safety, or well-being of the public or another person.
   c. If a student is reported for substance abuse by peers or other third parties.
   d. There is a reasonable basis to believe that the student has violated any provision of this guideline or has exhibited behaviors indicating substance abuse.
   e. The student is involved in an accident which results in personal injury or property damage.

Students may be tested for substance abuse, synthetic drugs, illegal drugs, and alcohol if there is a reasonable basis to believe that the student is under the influence of alcohol, synthetic drugs, or illicit drugs as defined in this handbook, or abusing prescription or non-prescription medication. “Reasonable basis” includes but is not limited to symptoms of drug abuse, impairment or intoxication, self-reports of drug use or intoxication to other program participants, and substance abuse or intoxication observed by program participants, preceptors, faculty, or clinical site personnel.

“For cause” testing will not be conducted without documentation in writing of why the test was ordered, including the facts constituting reasonable suspicion leading to the test being ordered. When undergoing “for cause” testing, students may be required to submit to urine, blood alcohol and/or breathalyzer testing. Fees associated with this testing will be the responsibility of the student. Refusal to submit to “for cause” testing will result in suspension from the program. A student who is suspended must reapply for admission. The student may do so no sooner than the next academic term.

4. Temporary exemption from random drug screening may be granted for situations of dire hardship including, but not limited to, the following circumstances: death of an immediate family member, maternity leave, significant physical illness or hospitalizations, breaks in enrollment, travel for professional meetings, or extensive national or international travel by the associate dean for student affairs (for P1 through P3 students) or by the director of
experiential education (for P4 students). Requests for exemption must be submitted in writing using Samford University e-mail. Exemption will be for specified time periods. The ruling of the associate dean for student affairs or the director of experiential education is considered final.

5. A student who fails to present himself or herself for the first time for random drug testing within the established deadline will be required to submit to testing as soon as possible, notwithstanding the fact that the deadline has expired. Thereafter, the student will be subject to an accelerated testing schedule whose frequency and duration will be at the discretion of McWhorter School of Pharmacy administration.

6. Students in the P4 year who fail to comply with random drug testing for the first time by 4:30 p.m. on the date immediately following notification of selection for random drug screening will be subject to an increased rate of drug testing at additional cost to the student, the frequency and duration of which are at the discretion of the school's administration. The student will also be required to immediately comply with the initial selection for drug testing.

7. Any student who fails to comply with random drug testing a second time during his/her tenure at McWhorter School of Pharmacy is subject to more severe penalties. Specifically, P1 through P3 students will not be allowed to continue in any academic course that semester, and must withdraw from all courses. P1 through P3 students will not be eligible to re-enroll in the same semester. P4 students will be required to withdraw from all courses and will not be allowed to continue in experiential or other coursework until approved by the office of academic affairs. A student who fails to comply with random drug testing a third time during his/her tenure at McWhorter School of Pharmacy will be suspended from the program and will be eligible to reapply for admission no sooner than the next academic term.

8. A student who fails to comply with random drug testing a fourth time during his/her tenure at McWhorter School of Pharmacy will be expelled from the program without possibility of readmission.

9. A student who tests positive for a screen agent will be given 24 hours to notify the Board or be referred to another comparable and reputable program as identified by the school as indicated elsewhere in this guideline and expected behavior document, after such time McWhorter School of Pharmacy will also notify the Board of the positive screen results. It is in the best interest of the student to self-notify the board of a positive screen. Students with a first-offense positive drug screen without a valid prescription for the substance will be referred to the Board's designated agent or other comparable and reputable program as identified by the School for evaluation and possible enrollment in a chemical dependency rehabilitation program. The student may be required by the associate dean for student affairs to take a leave of absence from McWhorter School of Pharmacy as a result of actions imposed by the Board and/or for the purpose of completing a drug or alcohol rehabilitation program. Upon certification by the selected treatment program that a student has satisfactorily met the requirements of the program, and certification by the Board that the student's status as an intern/extern is in good standing, the associate dean for student affairs may approve readmission in consultation with the dean and the associate dean for academic affairs. The readmitted student must meet all academic requirements of the program as outlined in the pharmacy student handbook. Generally a student when readmitted will continue in the curriculum restarting with the semester at which they were granted a leave of absence; however, the associate dean for academic affairs may identify an alternative approach based upon course availability and/or the student's needs.
10. A student having a second “positive” test for a screened agent without a valid prescription will be expelled from the program without the possibility of readmission, and the Board will be notified of the test results and expulsion.

11. A student who attempts to substitute someone else’s urine for his or her own specimen, or who otherwise tampers with or attempts to alter a specimen, will be penalized which may include, but is not limited to, suspension from McWhorter School of Pharmacy and removal from all classes. The student may be referred to the Board’s agent for evaluation of chemical dependency or other comparable and reputable program as identified by the school and possible enrollment in a treatment program. The student may reapply for admission no sooner than the next semester provided that the Board’s agent certifies that the student does not have a chemical dependence issue and has a valid extern/intern license with the Board. In the event that the student fails to cooperate with the Board agent’s evaluation or fails to complete any treatment required by the agent, the student will be expelled from the program without the possibility of readmission.

12. A student who refuses to submit to “for cause” testing will be automatically suspended from McWhorter School of Pharmacy and must reapply for admission. The student may do so no sooner than the next academic term.