

Professional Student Handbook



Dr. Anand Iyer, PhD, MBA
Dean
Revised Fall 2019

All forms and documents referenced in this document are available at the School of Pharmacy website or the Front Office.

Contents

Contact Information	4
Office of the Dean	5
Vision Statement	6
Mission Statement	6
Accreditation	6
General Information	6
Disclaimer	6
Right of Privacy	7
Equal Opportunity	7
Academic Notices Bulletin Boards and Monitor	7
Hampton University Code of Conduct	7
Respect	7
Professionalism	8
Integrity	8
Community	8
General Matriculation Rules and Guidelines	9
Letter Grading	10
Examination Instructions	10
Assessment of Educational Outcomes Policy	12
Pharmacy Student Success Program	12
Procedure	12
Academic Progression	13
Satisfactory Academic Progression	14
Academic Warning	14
Academic Probation	14
Suspension	15
Final Readmission	15
Dismissal	16
Non-academic Dismissals	17
Academic Progression Policy Summary for Didactic Courses	17
Course Withdrawal	18

Remediation	18
Course Remediation Policy	19
Remediation Limits	19
Course Remediation	20
Remediation Limits	20
Remediation Procedure	21
Repeating a Course	21
Summer School	21
Unofficial Withdrawal	22
Missed Coursework	22
Student Grievance Policy and Procedures	23
Challenges to Test Grades	25
Final Grade Appeal	25
Other Issues	25
Policy on Student Grievance Regarding Compliance with ACPE Standards	25
If reporting to the School of Pharmacy	26
If filing a complaint directly to the Accreditation Council for Pharmacy Education (ACPE)	26
Academic Dishonesty	28
Student Dress Code	29
Professional Dress Standards	30
Enforcement of HUSOP Student Professional Dress Standards	30
Exceptions to the HUSOP Student Professional Dress Standards	31
Substance Abuse	31
Advisement	31
Student Information Sheet	32
School Committees	32
Counseling Services	32
Tutoring Services in the School of Pharmacy	33
Student Employment	33
Additional Student Expenses	34
Criteria for Financial Aid Eligibility	34
Health Insurance	34

Appropriate Use of Technology	34
Violations	36
Policy on Use of Social Media	37
E-mail Accounts	37
E-mail Etiquette	37
Telecommunications	38
Computers	38
Children or Dependents in Classroom or Learning Environments	38
Experiential Education	39
GPA Requirements for Student Leadership Positions	39
Student Organizations	40
Academy of Students of Pharmacy (ASP)	40
Student National Pharmaceutical Association (SNPhA)	40
Kappa Psi Pharmaceutical Fraternity, Incorporated	40
The Rho Chi Pharmaceutical Honor Society, Gamma Xi Chapter	40
Student Chapter of the American Society of Health-Systems Pharmacist	40
Student Chapter of the National Community Pharmacists Association	41
Student Industry Pharmacists Organization	41
Attending Conferences and Seminars	41
Travel Policy & Procedures	41
Academic Obligations	42
Presentation Guidelines	42
2016 Doctor of Pharmacy Curriculum	43
2017 Doctor of Pharmacy Curriculum	46
2018 Doctor of Pharmacy Curriculum	49
2019 Doctor of Pharmacy Curriculum	52

Contact Information

Office of the Dean: (757) 727-5753

Office of Student Affairs: (757) 727-5071

Office of the Dean

Dear Student:

Welcome to Hampton University School of Pharmacy! Pharmacy is a versatile vocation, which in the hands of a creative, self-motivated, and directed individual such as yourself, can be a springboard to numerous career pathways into the future. You have selected a profession that is dedicated to the service of others and necessitates strong intellectual capability and high moral and ethical standards.

I am pleased that you have selected Hampton University to be your navigator along this adventurous career path that will have a lasting impact on both you as an individual as well as the people that you will serve. Your academic journey at Hampton University will lead to significant professional and personal growth and fulfillment.

This Professional Student Handbook is designed to help you successfully navigate your journey through the pharmacy program. Important guidelines on all pertinent academic aspects related to school personnel, procedures, and timelines, and provides descriptions on the curriculum, grading policies, absences, dress code, student resources, and other related documentation have been included. The Professional Student Handbook will be periodically updated as necessary when programmatic improvements are made, and such changes will be communicated to you through appropriate channels.

The School of Pharmacy is devoted to helping you develop the attributes of an educated pharmacy professional that is socially responsible and committed to the process of lifelong learning. With this mission in mind, the School has implemented a new professional program starting in Fall 2019, which includes strong didactic and clinical curricula that strongly emphasize learning through application.

It is our expectation and your duty to embrace professionalism, exhibit strong character, and commit to giving your best at all times. Hampton University School of Pharmacy is here to help and guide you at every step of the way.

I leave you with the words of the great Welsh poet Dylan Thomas who wrote “Do not go gentle into that good night...Rage, Rage against the dying of the light”. Shine on!



Anand Iyer, PhD, MBA

Dean and Professor

Vision Statement

The School of Pharmacy envisions an academic program that produces medically astute professional pharmacists that have been sensitized to the importance of diversity of cultures and the need for lifelong learning, and who use technology to their advantage and to that of their patients. The School of Pharmacy is configured to produce professionals who embrace the value of interpreting and delivering information about drug efficacy in order to produce the maximum therapeutic benefit.

Mission Statement

The mission of the School of Pharmacy is to provide contemporary pharmaceutical education that produces highly skilled pharmacists who deliver quality pharmaceutical care to the people of Virginia and the nation. The program is designed to build a strong foundation in pharmaceutical sciences and clinical practice for the provision of high-quality pharmaceutical care, and emphasizes curricular integration, lifelong learning, appropriate use of technology, and a vigorous research program. The School promotes and encourages the scholarly and professional development of students, faculty, and staff in a multicultural environment.

The School of Pharmacy subscribes and adheres to the goals of the University Mission to promote learning, character building, and preparation for leadership and service roles, through careful selection of students, activities, and attitudes that develop professionalism, and delivery of a rigorous curriculum. Through professional organizations and other linkages, students in the School of Pharmacy participate in activities that provide service to the local community and the state. Although the curriculum primarily serves only the students admitted to the School of Pharmacy, students and faculty are committed to sharing their knowledge and informational resources with the greater University population and beyond.

Accreditation

The School of Pharmacy is accredited by the Accreditation Council for Pharmacy Education (ACPE), the body that accredits Schools and Colleges of Pharmacy in the United States.

General Information

Disclaimer

The policies, procedures, and statements set forth in this handbook are for information purposes only and should not be construed as the basis of a contract between a student and the Hampton University School of Pharmacy.

While the provisions of this handbook will ordinarily be applied as stated, the School reserves the right to change any provision listed, including but not limited to academic requirements for graduation. Every effort will be made to keep students advised of any such changes. However, it is the responsibility of each student to keep himself/herself apprised of current graduation requirements by regular

consultation with their advisor. Also, note that you're still subject to all procedures and policies detailed under the Hampton University Catalog unless stated otherwise.

Right of Privacy

Hampton University assures the confidentiality of student educational records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, also known as the Buckley Amendment.

Students have the right to review their educational records for information purposes and to determine accuracy. Parents of dependent students, as defined by the Internal Revenue Service, have the same rights upon presentation of proof of the student's dependent status and a signed ***Release of a Student's Academic Record to Parents*** form.

Equal Opportunity

Hampton University adheres to the principle of equal education and employment opportunity without regard to race, sex, color, creed, physical handicap, sexual orientation, or national origin. This policy extends to all programs and activities supported by the University.

Academic Notices Bulletin Boards and Monitor

Students are responsible for the regular monitoring of the **Academic Notices Bulletin Boards**. There are four boards located in the School of Pharmacy: two on the first floor – one in the main office, and one on the first floor beside the teleconference room; one on the second floor across from the Student Affairs Office; and one in the main lobby of the Annex building. In addition, the TV monitors in the hallway provide School of Pharmacy information.

Hampton University Code of Conduct

Joining the Hampton Family is an honor and requires each individual to uphold the policies, regulations, and guidelines established for students, faculty, administration, professional and other employees, and the laws of the Commonwealth of Virginia. Members of the Hampton Family embrace the core values of Exceptional Character: Respect, Professionalism, Integrity, and Community. No member shall lie, cheat, or steal, and each member is required to adhere to and conform to the instructions and guidance of the leadership of their respective area. Therefore, in maintaining The Standard of Excellence, the following are expected of each member of the Hampton Family:

Respect

1. To respect himself or herself.

Each member of the Hampton Family will exhibit a high degree of maturity and self-respect and foster an appreciation for other cultures, one's own cultural background, as well as the cultural heritage from

which Hampton University was born. It is only through these appreciations that the future of our university can be sustained indefinitely.

2. To respect the dignity, feelings, worth, and values of others.

Each member of the Hampton Family will respect one another and visitors as if they were guests in one's home. Students, faculty, and staff should engage in behaviors that are uplifting and encouraging. Moreover, to accost, bully, cajole, or proselytize students, faculty or staff, parents or others, use vile, obscene or abusive language or exhibit lewd behavior, is in direct violation of the Hampton University Code, on or off-campus.

Professionalism

3. To foster a personal, professional work ethic within the Hampton University Family.

Every member of the Hampton Family must strive for efficiency and job perfection. Each individual must exhibit a commitment to serve, and tasks must be executed in a humane and civil manner.

4. To foster an open, fair, and caring environment.

The University will maintain an open and caring environment. It is understood that intellectual stimulation is nurtured through the sharing of ideas. In cases where issues arise, each member of the Hampton Family is assured equal and fair treatment.

Integrity

5. To respect the rights and property of others.

Each member of the Hampton Family will only engage in activities that are legal and ethical, both on and off-campus. No member shall lie, cheat, or steal. Other transgressions include, but are not limited to, harassment of any form, possession of weapons such as knives and firearms, involvement in possession, use, distribution and sale of illegal drugs, theft, vandalism or hazing. Violators will be subject to all applicable provisions listed in the Faculty Handbook, Personnel Policies Manual for Administrative/Professional and Nonexempt Employees, the Official Student Handbook, the Hampton University Code, and statutes of the Commonwealth of Virginia.

6. To practice personal, professional, and academic integrity

Personal, professional, and academic integrity is paramount to the survival and potential of the Hampton Family. Therefore, individuals found in violation of Hampton University's policies against lying, cheating, plagiarism, or stealing are subject to disciplinary action that could possibly include dismissal from the University.

Community

7. To promote inclusion, while striving to learn from differences in people, ideas, and opinions.

Each member of the Hampton Family will support equal rights and opportunities for all regardless of age, sex, race, sexual orientation, religion, disability, ethnic heritage, socioeconomic status, political, social, or other affiliation or disaffiliation.

8. To promote the ethical use of technology and social media

As a Hampton Family, we embrace the digital age. Each member of the Hampton Family is expected to use technology in a responsible and respectful manner. Individuals should utilize their best judgment before posting content and should specifically refrain from cyberbullying or using social media to cheat. Uses of technology or social media posts that violate any of the aforementioned tenets of this Code will subject one to disciplinary action.

9. To be fully responsible for upholding the Hampton University Code.

Each member of the Hampton Family will embrace all tenets of the Code of Conduct, Policies, and the Honor Pledge and is encouraged to report all violators to the appropriate administrator or the Council for Institutional Culture and Values.

General Matriculation Rules and Guidelines

1. Students are required to keep abreast of school/class activities by checking e-mail, bulletin boards, and postal mail.
2. Students are required to follow the dress code when within the facilities of the School of Pharmacy as an integral part of their training and professionalism.
3. Each student is assigned to a faculty member for advisement on academic matters and professional activities. The advisor will serve as the student's first line of communication in addressing registration and other academic or professional problems.
4. A student must achieve a grade of "C" or higher in each pharmacy course in the professional curriculum, including introductory and advanced pharmacy practice experiences. If a student achieves a "C-" or lower grade in a pharmacy course, he/she will have to retake the course the next time it is offered in the curriculum sequence. Since courses are typically offered only once each academic year, the failure to achieve a "C" or a higher grade may result in the student not being able to follow the standard curriculum course sequence, resulting in an extension of the length of their professional education. Professional students should not expect pharmacy classes to be offered during summer sessions.
5. A requirement for candidacy for graduation is a NAPLEX-style Comprehensive Examination. Failure to take the examination may delay the graduation of the student.
6. All students are required to enroll in and complete courses in sequence adhering at each level to all prerequisites. No student will be permitted to enroll in a course without having satisfied the prerequisites. A student must complete all courses at their current professional level before advancing to the next professional level.
7. The faculty of the School of Pharmacy reserves the right to revise the curriculum at any time to assure that students acquire the most current and relevant training possible. If curricular changes become necessary, every effort will be made to apprise students of the change and

how it impacts their course of study. However, assurance of well-prepared graduates will prevail as the dominant concern.

8. The School of Pharmacy will graduate only those students it deems ready to accept morally, ethically, and professionally, the practice of pharmacy. Consequently, it reserves the right to withhold the recommendation for the graduation of any student who does not conform to those standards of readiness.
9. A student may be dismissed from the program, after due process, by reason of conduct unbecoming of a professional student.

Letter Grading

The standard grading scale of “A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F” is used in awarding grades so that the student’s true academic performance is reflected in the grade received.

A letter grade of “C” or better is required for passing all pharmacy courses.

It should be understood that failing a course (C- or below) may affect the academic progression of the student (due to the structure of the curriculum and the associated prerequisite requirements). In addition, academic sanctions may be imposed per the School’s ***Academic Progression Policies***.

Letter grades are determined as follows:

A+ (98-100); **A** (94-97); **A-** (90-93); **B+** (88-89); **B** (84-87); **B-** (80-83); **C+** (78-79); **C** (74-77); **C-** (70-73); **D+** (68-69); **D** (64-67); **D-** (60-63) and **F** (Below 60).

An **Incomplete (I) grade** indicates that a student has not completed all coursework required for a grade; students are allowed up to one academic year to complete the work. An Incomplete will not count as hours passed until a final grade is determined. The student does not need to be enrolled to remove an “I” grade, which converts to “F” if work is not completed within a year.

A **“Z” grade** is awarded when no grade is submitted for a particular course, or the grade column is left blank before final grades are due. The “Z” will remain on the transcript until a change to the grade is made. The student should contact the course instructor if the “Z” was entered inappropriately, and a change needs to be made to that grade.

Please note: Students with an “I” or a “Z” on any courses that are required for matriculation may not be allowed to graduate from the program. This may delay the graduation of the student.

Examination Instructions

Most assessments will be administered using ExamSoft (Examplify program for Windows should be downloaded by the students) unless otherwise specified by the instructor depending on the exam format (e.g., case studies). Students must bring personal laptops, preferably those issued by the School.

1. All personal belongings, including electronic devices (cell phones, smart watches), purses, book bags, backpacks, books, papers, journal, notes must be left outside or in front of the exam room. It is the student’s responsibility to ensure that all electronic devices are turned off. **Any student**

not following these instructions and found in possession of any of the above-mentioned items will have their exam confiscated.

2. The items permitted at the student desk include their **laptop computer and power cord**. Pencils, scratch papers, and other required items will be provided by proctors.
3. Each student is responsible for maintaining appropriate computer and software configurations. Laptop computers should have fully charged battery, and the Operating System (OS) must be updated. It is the student's responsibility to ensure proper functionality (updated software, hardware, wireless network access, battery charger, etc.) prior to each assessment. Proctors will not help the student fix their computer or install software, and faculty are **not obligated to accept any computer-related excuses for late or missing tests**.
4. It is strongly recommended that students arrive in the testing room at **least 30 minutes before the exam time**. Students will be informed of the allowable download time by the instructor before each exam. It may vary for different courses and even for different exams within each course.
5. Policy regarding leaving an examination:
 - a. Once an examination has begun, students will not be allowed to leave the examination room (with the exception of restroom use or if they have completed the exam). All students are required to remain seated for at least thirty (30) minutes after the start time listed for each examination and can leave the examination room only after the 30 minutes have elapsed.
6. Policy for late arrivals to examinations and quizzes:
 - a. Examinations: A student who arrives up to 15 minutes later than the start time listed for an examination may take the examination as scheduled, but will not receive any additional time to complete the exam. A student who arrives for an examination more than 15 minutes late will not be permitted to take the examination unless the faculty member determines that the student has demonstrated that extraordinary circumstances exist which precluded the student from arriving on time. This policy applies to ALL students, including those with disabilities.
 - i. Note: Although a student may have demonstrated extraordinary circumstances for a late arrival, they will not be permitted to take the examination under any circumstances if another student has completed the exam and exited the room.
 - b. Quizzes: Students who arrive late to class on a day that a quiz is administered may be allowed to take the quiz, but will only be allowed the remaining time (if approved by the faculty member). If the student arrives after the quiz administration period has ended, the student forfeits the opportunity of taking the quiz. Please note that quizzes may be unannounced and will still follow the policy.
7. The password to gain access to the exam will be provided by the proctors in the exam room once all students are seated and have the exams downloaded on to their laptops. Use the password provided by the proctor to open your test.
8. Upon completion of an exam, students must upload their exam file using classroom Wi-Fi and raise their hand to alert the proctor that they are done. They must **show the green screen** to one of the proctors as proof of exam completion.

9. Scratch papers, pencils, and any other materials provided by the proctors must be returned to the proctor before exiting the exam room.

Students must contact the Academic Technology Mall (ATM) if they have any Wi-Fi connectivity issues before the exam. Students should contact ExamSoft at support@examsoft.com or 1-866-429-8889 (or +1-954-429-8889) for any issues and technical support.

Assessment of Educational Outcomes Policy

The ***Assessment of Educational Outcomes Policy*** guides the assessment of the attainment of desired student learning outcomes and correct underlying causes of ineffective learning experiences.

The policy will also serve to:

1. Improve student learning and the achievement of the professional competencies;
2. Provide data to evaluate curricular structure, content, organization, and outcomes;
3. Lead to the continuous improvement of the curriculum and its delivery, and
4. Serve as a progression requirement for advancing through the curriculum.

All students will be subject to this policy and are required to participate in all aspects entailed. Note that some students may require to complete additional requirements beyond what is described within the current policy on a case-by-case basis.

Pharmacy Student Success Program

The School of Pharmacy established the Pharmacy Student Success Program (PSSP) to assist students in attaining desired student learner outcomes and allows the School of Pharmacy to assess and correct the underlying causes of ineffective learning experiences. As part of the PSSP, students will have an opportunity to engage in pre-exam recitation sessions, participate in remediation sessions following exams, and be provided with reassessment sessions when possible after failing an exam. These activities are designed to bridge any knowledge gaps that may exist so that students may be able to retain the information better as they matriculate through the program.

While engagement within the PSSP may be a requirement for select students, all students enrolled in the professional program are welcome to engage with faculty and participate in sessions that are of interest and will improve overall performance.

Mandatory Class Attendance

Student attendance in classes is compulsory. A student accumulating one more unexcused absence from a class than the class carries semester credit hours will receive a grade of "F" in the course.

Procedure

1. Each faculty will maintain a class attendance roll. This may be accomplished in a variety of methods including, but not limited to, calling the class roll at each class meeting.

2. The course coordinator will keep class attendance roll(s) along with grade roll(s) for each class and will submit grades to the respective Department Chairs and to the Assistant Dean.
3. In accordance with University policy, a student may be given an excused absence upon presentation of the appropriate documentation indicating illness, participation in an institution-sponsored or supported activity (verified by written statement from a faculty sponsor), and a recognizable emergency (approved by the Dean of Residence Life, Dean of Judicial Affairs, the Dean or Assistant Dean of Student Affairs and Assessment of the School of Pharmacy, or the Provost).
4. A student seeking an excuse for absence should follow the directions given in the syllabus for the course. Additionally, the student should secure a Request for Excused Absence/Tardiness Form from the Main Office. The student should present the form to the appropriate faculty persons along with the documentation.
5. The faculty members should complete their portion of the form, sign the documentation, and return both to the student. It is the responsibility of the student to present the form to the appropriate faculty person for the date in question. It is the responsibility of the student to return the completed form with attached documentation to the Office of Student Affairs. A separate form is required for each day.
6. For medical absences in excess of four days, the student will be required to complete a Medical Leave of Absence Form. Before returning to the classroom, the student must be “medically cleared” by their physician. This medical documentation must be presented to the Assistant Dean of Student Affairs and Assessment, who will, in turn, notify the student’s professors.
7. Students who miss an assignment, quiz, exam, etc. due to an excused absence must contact the course instructor by phone or e-mail prior to the absence or immediately upon return to campus. If a student is not able to contact the instructor, the Assistant Dean of Student Affairs and Assessment should be notified of the absence and expected duration. In order to make-up missed assignments, students must complete a “Request for an Excused Absence/Tardiness” form as mandated and must have the absence approved as excused by the professor. It is the responsibility of the student to contact the professor immediately upon return to arrange for promptly completing any missed assignments. Make-up assignments will be handled on an individual basis and will be clearly relayed to the student. Examinations will not be redone but may be rescheduled on a case-by-case basis at the discretion of the instructor.

Academic Progression

Failure to maintain good academic performance will result in appropriate action by the Admissions and Student Affairs Committee.

The curriculum is to be followed from a course prerequisite standpoint while maintaining the integrity of the courses based on the year offered in the curriculum. Students must pass all courses in each professional level before enrolling in courses in the next level (i.e., all P1 courses must be successfully completed before enrolling in P2 courses; all P2 courses must be successfully completed before enrolling in P3 courses, etc.).

In addition to the Hampton University Academic Regulations, the following rules will apply.

Satisfactory Academic Progression

For satisfactory academic progress towards the PharmD degree, a student must complete the first three (P1, P2, and P3) professional years of the Doctor of Pharmacy program within a maximum time frame of five academic calendar years. A student who exceeds this five-year maximum time frame will be dismissed from the program. A student may progress to advanced pharmacy practice experiences in the P4 year only if they have not exceeded the five-year time limit for completing the P1, P2, and P3 didactic coursework.

Students may request an exception to the requirements of this Satisfactory Academic Progression Policy for documented unexpected circumstances. The Admissions and Student Affairs Committee will review such requests on an individual basis and make a recommendation to the Dean who will render the final decision to approve or disapprove the request.

NOTE: The Admissions and Student Affairs committee may intervene at times other than specifically stated above if it is deemed necessary in order to ensure the academic integrity of the School of Pharmacy.

Academic Warning

A student will be given an academic warning if the following occurs:

1. A total of at least **one grade** less than a “C” in any professional pharmacy course in any semester within the program.

Academic Probation

A student will be placed on academic probation if **ANY** of the following occurs:

1. A total of at least **two grades** less than a “C” in professional pharmacy courses within the program. For example, if a student was on “Warning” and had an additional failing grade, then the student will be placed on “Probation” due to a total of two failing grades.
2. **NOTE:** A total of at least **two grades** of “F” in professional pharmacy courses in **one semester** will lead to **dismissal** from the program. Please refer to the “Dismissal” section.
3. A cumulative GPA of less than 2.0 in any semester.

NOTE: Each failing grade in the same course will be counted separately. For example, the second grade of less than a “C” in a professional pharmacy course that is being repeated due to a prior failure will be counted twice.

Probation will be lifted **after two semesters** when the following occurs:

1. No additional grades of “C-” or lower.
2. A cumulative GPA above 2.0.

While on Academic Warning or Probation, the student **must:**

1. Meet with their advisor to determine steps that may be taken to improve the student’s performance.

2. Complete the Learning How to Learn Course on Coursera. <http://tiny.cc/o9hratz>
3. Complete a self-assessment using a learning strategies rubric.
4. Write a guided reflective essay that describes their plans to improve their learning strategies.

These steps must be completed and submitted to their advisor and to the Chair of the Admissions and Student Affairs Committee prior to the second month of the next semester.

Suspension

A student will be placed on Suspension if **ANY** of the following occurs:

1. A total of at least **three** grades less than a “C” in professional pharmacy courses within the program. For example, if a student was on “Warning” and had two additional failing grades, or if a student already on “Probation” has one additional failing grade, then the student will be placed on “Suspension” due to a total of three failing grades.

NOTE: A total of at least **two** grades of “F” or **three** grades less than a “C” in professional pharmacy courses in **one** semester, **three** grades less than a “C” in **first-year** professional pharmacy courses, or **three** grades less than a “C” in the **same professional pharmacy course** within the program, will lead to **dismissal** from the program. Please refer to the “Dismissal” section.

2. A cumulative GPA less than 2.0 for three consecutive semesters.

A student on suspension may apply for readmission consideration by submitting the **Readmission Affidavit** and an appeal letter to the Assistant Dean of Student Affairs and Assessment, who will send a request to the Chair of the Academic Affairs Committee to convene a meeting to review the student’s case. The Academic Affairs Committee will review each case separately and reserves the right to interview the student to determine the provisions for each individual situation. The student must appear before the committee if an interview is requested by the committee. The Academic Affairs Committee will discuss and review the readmission request for each student. The Chair of the Academic Affairs committee will inform the Assistant Dean of Student Affairs and Assessment of the committee’s decision for record-keeping and will make a recommendation to the Dean. **The final decision rests with the Dean.**

If readmitted, the student will be eligible to enroll for the next regular offering of the failed course(s). Such offerings may occur over the summer semester on a case-by-case basis.

NOTE: Suspended students cannot attend classes or go on rotations until they receive an official readmission approval letter from the Dean.

Final Readmission

If the request for readmission has been granted, the student **must** comply with all of the conditions of the **Readmission Affidavit**. By signing the affidavit, the student acknowledges understanding that:

1. They will be permanently dismissed from the program if they receive one additional grade below a “C” in any pharmacy course.

2. They must meet with their Faculty Advisor once every two (2) weeks.
3. They must meet with the Assistant Dean of Student Affairs and Assessment once every month.

NOTE: Meetings with the Faculty Advisor and Assistant Dean applies to matriculation through the Didactic Program (i.e., until all course requirements of the P3 year are met)

4. They must document compliance with readmission conditions using the Record of Advisement for Readmitted Students.

NOTE: Students failing to meet the readmission requirements will be dismissed from the program without further recourse (See Dismissal Policy).

Dismissal

A student will be dismissed from Hampton University School of Pharmacy if **ANY** of the following occurs:

1. A total of at least **four** grades less than a “C” in professional pharmacy courses within the program.
2. A total of at least **three grades** less than a “C” in **first-year** professional pharmacy courses. Therefore, P1 students with three failing grades in professional pharmacy courses at the end of the P1 year will be automatically dismissed from the program and will not be allowed to appeal.
3. A total of at least **two grades** of “F” or **three grades** less than a “C” in professional pharmacy courses in **one** semester.
4. A total of at least **three grades** less than a “C” in the **same** professional pharmacy course within the program.
5. A cumulative GPA **less than 2.0** for **four consecutive semesters**.
6. Readmitted students **failing to meet readmission conditions** as described in the readmission affidavit.
7. A student who **fails to complete the first three** (P1, P2, and P3) professional years of the Doctor of Pharmacy program at Hampton University **within a maximum time frame of five academic calendar years**.

If a student is dismissed from the School of Pharmacy:

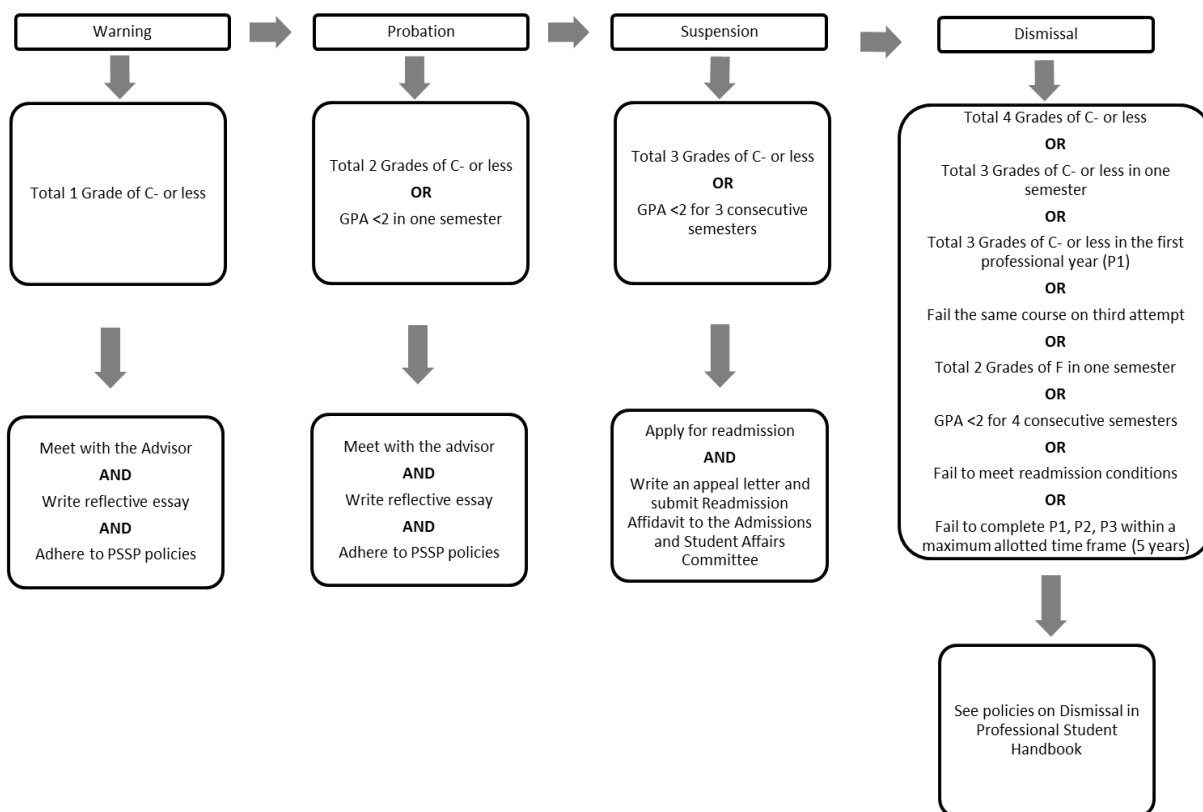
1. A copy of their dismissal letter is distributed to the following University personnel - Registrar’s Office, Chief of Police, Vice President of Business Affairs and Treasurer, Dean of the School of Pharmacy, Assistant Dean of Academic Affairs, Assistant Dean of Student Affairs and Assessment and Faculty Advisor.
2. The Virginia Board of Pharmacy will be notified of the dismissal.
3. The student is responsible for completing the Change of Major form (if applicable) and submitting it to the Registrar’s Office.
4. The student is not permitted to register for or attend any pharmacy classes.
5. Dismissal for academic deficiency or any other issue cannot be appealed. For non-academic dismissals, please refer to the Student handbook.

Non-academic Dismissals

- **Social Dismissal:** According to Hampton University Social Dismissal Policy, dismissal for not meeting generally accepted social standards and levels of decorum may occur at any time a student violates his or her trust in these matters (Please refer to Hampton University Social Dismissal Policy in the Hampton University Official Student Handbook).
- **Code of Conduct:** Any student found in violation of Hampton University Code of Conduct will be reported to the appropriate administrator or the Council for Institutional Culture and Values (Please refer to Hampton University Code of Conduct in the Hampton University Official Student Handbook).
- **General Substance Abuse:** Possession, use, distribution, sale or being under the influence of alcohol, drugs, and narcotics on HUSOP premises is prohibited and liable to action up to suspension from HUSOP (Please refer to Policies Governing General Substance Abuse in the Hampton University Official Student Handbook).
- **Appropriate Use of Technology:** Uses of technology or social media posts that violate any of the tenets of the Code of Conduct will subject one to disciplinary action (Please refer to Policy on Appropriate Use of Technology in the Hampton University Official Student Handbook).
- **Sexual Misconduct:** Sexual discrimination, harassment or misconduct is unacceptable and will be addressed in a prompt, equitable fashion with applicable procedures (Please refer to Policy and Procedures on Sexual Discrimination and Misconduct in the Hampton University Official Student Handbook).
- Violators will be subjected to disciplinary action as indicated under each policy in the Hampton University Official Student Handbook and may potentially lead to dismissal from Hampton University School of Pharmacy.

Academic Progression Policy Summary for Didactic Courses

P1, P2, P3



Course Withdrawal

It is the student's responsibility to request a withdrawal from a course in a timely manner and to submit a completed and signed **Course Withdrawal** form obtained from the main office on or before the deadline.

For Drug and Disease State Management modules that begin close to or after the University's withdrawal deadline, a special request in writing must be submitted if a student wants to be retroactively withdrawn. The request must be made before the student sits for the final exam. The deadline for receipt of the request will be indicated in the syllabus. If a student appears for the final exam of any course, the student is not eligible to be retroactively withdrawn.

Remediation

Remediation is the process by which a student who receives a failing grade in any didactic course can demonstrate mastery of the material and obtain a passing grade for the course. The student may also retake the course at the next course offering. Remediation method will vary from course to course. Remediation exams are offered only for didactic courses and do not apply to any experiential courses.

Course Remediation Policy

This policy applies to classes starting the Fall 2019 and henceforth.

Remediation is available to every student who earns at least a “C-” or higher in a course for the first time. In addition to the option of repeating the course, a student can choose to remediate by taking a comprehensive exam offered at the end of the course. If remediation *via* a comprehensive exam is available, the student will be given a period of time for faculty-directed self-remediation before the remediation exam is administered. If the student earns a score of 74% or greater on the exam, he or she will receive a “C” in the course. Students who remediate *via* comprehensive examination cannot earn greater than a “C” as a final course grade, irrespective of their consolidated scores for the course. If a student does not earn at least 74% on the remediation exam, the grade of C- that was earned in the course before the remediation exam will be retained as the final course grade. The student is allowed to repeat the course at the next offering if they have not exceeded the number of allowable course failures.

Note: Students cannot remediate the same course twice. Remediation is not available to any student who receives a grade lower than “C-” for a course, and the student will have to retake the course during the next offering.

Course Remediation is a privilege and as such, the following criteria in addition to the grade stipulation must be met before a student is granted remediation:

- The student must have completed all assignments.
- The student must have satisfactory attendance for the course.
- Please refer to the policy on Class Attendance.
- The student may not remediate a course if the reason for failure is academic or professional misconduct.
- Students who withdraw from a course are not eligible for course remediation.

Note: Students may be denied remediation if the student fails to meet any of the above-mentioned criteria.

Remediation Limits

- A student can remediate *via* comprehensive examination **at most one course per semester**.
- Further, a student is allowed a **maximum total of three (3) course remediations** *via* comprehensive exam during their P1 through P3 academic years.
- Students cannot remediate the same course twice. A student will not be allowed to remediate any course that they have already unsuccessfully remediated at any prior instance.
- Courses may be offered as remediation during Summer sessions. HUSOP will not offer remediation opportunities *via* comprehensive examination for courses offered in the summer session.
- Only students who have earned a “C-” in a course will be eligible for remediation. It cannot be used to improve a course grade by a student who has already passed the course.

Course Remediation

This policy applies to classes entering prior to Fall 2019.

Remediation is available to every student who earns less than a grade of “C” but at least a “D+” or higher in a course for the first time. In addition to the option of repeating the course, a student can choose to remediate by taking a comprehensive exam offered at the end of the course. If remediation *via* a comprehensive exam is available, the student will be given a period of time to self-remediate before the remediation exam is administered. If the student earns a score of 74% or greater on the exam, he or she will receive a “C” in the course. Students who remediate *via* comprehensive examination cannot earn greater than a “C” as a final course grade, irrespective of their consolidated scores for the course. If a student does not earn at least 74% on the remediation exam, the grade that was earned in the course before the remediation exam will be retained as the final course grade. The student is allowed to repeat the course at the next offering if they have not exceeded the number of allowable course failures.

Note: Students cannot remediate the same course twice. Remediation is not available to any student who receives a grade lower than “D+” for a course, and the student will have to retake the course during the next offering.

Course Remediation is a privilege, and as such, the following criteria in addition to the grade stipulation must be met before a student is granted remediation:

1. The student must have completed all assignments.
2. The student must have satisfactory attendance for the course. Please refer to the policy on Mandatory Class Attendance on pages 9 and 10 of the Student Handbook.
3. The student may not remediate a course if the reason for failure is academic or professional misconduct.
4. Students who withdraw from a course are not eligible for course remediation.

Note: Students may be denied remediation if the student fails to meet any of the above-mentioned criteria.

Remediation Limits

- A student can remediate *via* comprehensive examination **at most two courses per semester**. Further, a student is allowed **a maximum total of four course remediations** *via* comprehensive exam during their P1 through P3 academic years.
- Students cannot remediate the same course twice. A student will not be allowed to remediate any course that they have already unsuccessfully remediated at any prior instance.
- Only students who have earned less than a “C” but at least a “D+” or higher in a course will be eligible for remediation. It cannot be used to improve a course grade by a student that has already passed the course.

Important Notes:

- The Academic Progression Policy is still in effect, and the School will continue to follow the policies and procedures, as indicated in the handbook for course failures.
- A student will not be allowed to grieve a remediation exam.

Remediation Procedure

Step 1: All students will complete and sign the **Remediation Form**, and take it to the course coordinator for completion. Students are encouraged to make an appointment with the course coordinators.

Step 2: Following the completion of the form by the course coordinator, the student shall submit the completed form for approval from the Assistant Dean of Academic Affairs and the Assistant Dean of Student Affairs and Assessment.

Step 3: All students approved for remediation will be informed by the Assistant Dean of Student Affairs and Assessment about the remediation exam schedule.

Step 4: Following the remediation exam, the course coordinators will provide the remediation exam results to the Assistant Dean of Student Affairs and Assessment for administrative review.

Step 5: All students will be informed by the course coordinator within three (3) business days of their final letter grade for the course. The course coordinator will indicate *via* email if the student has passed or failed the course. No additional information will be provided. The students may review their remediation exam but are not allowed to grieve the exam as per policy.

Step 6: The student will receive a letter with their remediation results from the Office of Student Affairs for any course that he/she has remediated.

Repeating a Course

Students earning less than a grade of “C” in a course even after remediation have the option of taking the course at the next course offering. Summer classes may be offered only for select courses in the curriculum. Please refer to the policy on Summer School for additional information.

Summer School

- Course offerings in the summer are determined at the end of the spring semester of the academic year and vary annually.
- Summer classes are offered in one of the two, four-week summer sessions, as indicated in Hampton University’s Academic Calendar.
- Summer classes may be offered during the first four-week session or the second four-week session, only for select courses in the curriculum.
- Students are informed about the final summer schedule during the week after graduation (mid-May) by the Assistant Dean of Student Affairs and Assessment.
- A student must be registered for at least 6 credit hours in summer to qualify for financial aid or may have to pay out-of-pocket for summer school courses.
- The final examination dates for both summer sessions are set by the University.

- The School of Pharmacy does NOT offer remediation exams for courses offered during summer sessions. The grade earned by a student in a summer course after the final exam will be retained as the final course grade. Students failing to obtain a passing grade for courses in the summer will not be able to remediate and will have to wait until the next course offering to retake the course, if eligible.
- The School reserves the right to cancel any courses that are being offered during the summer.
- The **Academic Progression Policy is still in effect** and the School will continue to follow the policies and procedures as indicated in the student handbook for course failures.

Unofficial Withdrawal

In concordance with Hampton University policies, an Unofficial Withdrawal results when a student who is matriculated for the Pharm.D. degree and is in good standing does not enroll in a consecutive semester (excludes summer school). This policy does not apply to students on a medically excused leave of absence (i.e., FMLA) or not registered due to academic suspension. Failure to enroll for any semester after the initial enrollment term constitutes a withdrawal from the program and necessitates application for readmission to the program, under the catalog requirements in place at the time of re-entry. Courses completed before reentry may be accepted toward degree requirements upon the recommendation of the Office of Student Affairs.

Missed Coursework

In general, students should consult the course syllabus for policies on make-up work for specific courses. Unexcused absences from any assessments, examinations, or assignments are handled at the discretion of the instructor and may result in a score of “zero” for each quiz, examination, or assignment missed without an excused absence.

Students who miss an assignment, quiz, exam, etc. due to an excused absence must contact the course instructor by phone or e-mail prior to the absence or immediately upon return to campus. If a student is not able to contact the instructor, the Assistant Dean of Student Affairs and Assessment should be notified of the absence and expected duration. In order to make-up missed assignments, students must complete a **Request for an Excused Absence/Tardiness** form as mandated and must have the absence approved as excused by the professor. **It is the responsibility of the student to contact the professor immediately upon return to arrange for promptly completing any missed assignments.** Make-up assignments will be handled on an individual basis and will be clearly relayed to the student. Examinations will not be redone and may be rescheduled on a case-by-case basis at the discretion of the instructor.

Those students with an excused absence for the final examination will receive an “I” on the student record to show that the course work is incomplete. Every attempt should be made by the student to make up the final exam prior to the beginning of the subsequent semester. If the examination is not completed within one calendar year, the “I” will automatically become an “F.”

Absences from Advanced Pharmacy Practice Experiences (APPEs) and missed coursework for APPEs are handled by the Office of Experiential Education. Refer to the Experiential Handbook for additional information.

Student Grievance Policy and Procedures

STEP ONE	<p>START AT THE SOURCE OF THE PROBLEM</p> <ul style="list-style-type: none"> a. Fill out the School's Grievance Form to provide a written description of the grievance. b. Submit a copy of the completed form and other pertinent documentation to the instructor and the coordinator of the course. <p><u>NOTE:</u> A review will not be conducted for incomplete grievance requests.</p> <ul style="list-style-type: none"> c. Schedule a conference with the instructor of the course. d. Schedule a conference with the course coordinator. e. Be prepared to discuss issues of concern clearly. Do not speculate. f. Proceed to the next level of authority if the problem or concern is not resolved. <p><u>NOTE:</u> The instructor must provide their decision in a written format by completing the Grievance Form within five working days of receiving the grievance.</p>
STEP TWO	<p>SCHEDULE A CONFERENCE WITH THE ADMINISTRATIVE HEAD OF THE DEPARTMENT OR ACADEMIC UNIT</p> <ul style="list-style-type: none"> Bring a copy of the Grievance Form and other pertinent documentation to the conference. <p><u>NOTE:</u> The Grievance Form submitted to the Chairperson must have a detailed explanation of the action taken by the instructor and must be signed by the student, instructor, and course coordinator.</p> <ul style="list-style-type: none"> Repeat steps e and f, as stated in Step One. <p><u>NOTE:</u> The Chairperson must provide their decision in a written format by completing the Grievance Form within five working days of receiving the grievance.</p>

STEP THREE	<p>SCHEDULE A CONFERENCE WITH THE DEAN OF THE SCHOOL</p> <p>Bring a copy of the Grievance Form and other pertinent documentation to the conference.</p> <p><u>NOTE:</u> The Grievance Form submitted to the Dean must have a detailed explanation of the action taken by the instructor and must be signed by the student, instructor, course coordinator, and Chairperson.</p> <p>Repeat steps e and f, as stated in Step One.</p> <p><u>NOTE:</u> The Dean must provide their decision in a written format by completing the Grievance Form within five working days of receiving the grievance.</p>
STEP FOUR	<p>SCHEDULE A MEETING WITH THE SCHOOL OF PHARMACY GRIEVANCE COMMITTEE</p> <p>Bring a copy of the Grievance Form and other pertinent documentation to the conference.</p> <p><u>NOTE:</u> The Grievance Form submitted to the Grievance Committee must have a detailed explanation of the action taken by the instructor and must be signed by the student, instructor, course coordinator, Chairperson, and Dean.</p> <p>Repeat steps e and f, as stated in Step One.</p> <p><u>NOTE:</u> The Grievance Committee must provide their decision in a written format by completing the Grievance Form within ten working days of receiving the grievance.</p>
PLEASE NOTE (Excerpted from HU's Academic Catalog)	<p>Hampton University has policies which have been established to resolve student problems and issues in a fair and impartial manner. Our most important business is to help students learn while maintaining high academic and ethical standards.</p> <p>It is recommended that each learner "follows the counsel of those wise faculty members who have dedicated their lives to meeting the needs of students who are willing to take responsibility for their own education."</p>
STEP SIX	<p>FILE A WRITTEN ACPE COMPLAINT</p> <ul style="list-style-type: none"> • If the problem is believed to be the result of the School/ University violating an ACPE accreditation standard¹, the Grievance Form must cite the ACPE accreditation standard in question and include a detailed narrative of how the School/University has violated the standard. The student must follow steps one through five if they choose to report the grievance to the School before filing the grievance with ACPE. • Provide ACPE with a copy of the School of Pharmacy Grievance Form and other pertinent documentation. • For information on filing a written complaint to ACPE against the School of Pharmacy, refer to the <i>Policy on Student Grievance Regarding ACPE Standards</i>.

¹For a full description of the ACPE accreditation standards and guidelines, go to www.acpe-accredit.org

Challenges to Test Grades

Challenges to test grades must be made **within seven working days** of receiving the examination grade. A written appeal must be submitted using the School's ***Grievance Form***, and the student must follow the procedures outlined in the section on Grievance Procedures. A review will not be conducted without the necessary paperwork. An appointment should be requested with the instructor, course coordinator, and all administrators indicated in the grievance procedure for the review and challenge.

NOTE: The same policy applies to challenges to grade on an assessment (quiz, assignment, project etc.), if applicable and stated in the syllabus.

Final Grade Appeal

A student has the right to file an appeal if there is disagreement with the final grade that has been awarded in a course. The appeal process must be initiated in writing **no later than ten days of the first day of classes** of the following semester. A written appeal must be submitted using the School's ***Grievance Form***, and the student must follow the procedures outlined in the section on Grievance Procedures. A review will not be conducted without the necessary paperwork. An appointment should be requested with the instructor, course coordinator, and all administrators indicated in the grievance procedure for the review and challenge.

NOTE: Remediation exams cannot be grieved (See Remediation Policy on page 13).

Other Issues

A student has the right to file an appeal for any non-grading issues. The appeal process must be initiated in writing **within ten working days** of the occurrence of the issue. A written appeal must be submitted using the School's ***Grievance Form***, and the student must follow the procedures outlined in the section on Grievance Procedures. A review will not be conducted without the necessary paperwork. An appointment should be requested with the instructor, course coordinator, and all administrators indicated in the grievance procedure for the review and challenge.

Policy on Student Grievance Regarding Compliance with ACPE Standards

A student has the right to file a complaint against the School of Pharmacy if the student does not feel the School is in compliance with an Accreditation Council for Pharmacy Education (ACPE) Standard. This complaint must be filed in writing and must follow the procedures outlined in this section. The student has the option to report this grievance to the School, or the student may choose to report the grievance directly to ACPE.

As an accredited School of Pharmacy by ACPE, Hampton University has an obligation to assure that it conducts itself with honesty and integrity. Complaints related to ACPE standards, policies or procedures, will be taken seriously and should be placed in writing by the complainant and submitted to the School of Pharmacy or directly to the ACPE office. If submitted directly to the ACPE office, the complaint will be

forwarded to the institution for a response. Requests for confidentiality shall be respected to the extent any such information is not necessary for the resolution of the complaint.

If reporting to the School of Pharmacy

The grievance must be filed in writing using the School's **Grievance Form**. This **Grievance Form**, along with pertinent documentation, must be submitted to the Professional Conduct and Grievance Committee of the School of Pharmacy for review. If a sufficient and agreeable outcome is not reached, the complainant has the option to escalate the grievance to the level of the Dean of the School of Pharmacy. If a sufficient and agreeable outcome is not reached at the level of the Dean, the complainant has the option to escalate the grievance to the level of the Accreditation Council for Pharmacy Education (ACPE).

Upon receipt of the complaint the Professional Conduct and Grievance Committee shall, based upon the complaint and information from such further investigation deemed necessary, promptly determine the facts surrounding the issue, determine the validity of the complaint, and attempt to develop a plan to resolve the issue.

If thereafter, based upon the complaint and the investigation, the Professional Conduct and Grievance Committee determines that a complaint is not related to the standards or policies, the complainant is so advised in writing with a copy to the office of the Assistant Dean of Student Affairs and Assessment. The complaint may then be escalated to the Office of the Dean of the School of Pharmacy, and the same procedures will be followed regarding the investigation of the filed complaint. If thereafter, based upon the complaint and the investigation, the Dean of the School of Pharmacy determines that a complaint is not related to the standards or policies, the complainant is so advised in writing with a copy to the office of the Assistant Dean of Student Affairs and Assessment. The complaint may then be escalated to the Executive Vice President and Provost of the University for further investigation. If thereafter, based upon the complaint and the investigation, the Executive Vice-President and Provost determines that a complaint is not related to the standards or policies, the complainant is so advised in writing with a copy to the office of the Assistant Dean of Student Affairs and Assessment. The complaint may then be escalated to ACPE for further investigation. A record of all complaints is kept on file in the office of the Assistant Dean of Student Affairs and Assessment.

If filing a complaint directly to the Accreditation Council for Pharmacy Education (ACPE)

The complaint must be filed in writing directly to the Accreditation Council for Pharmacy Education (ACPE). This complaint must be filed via email to csinfo@acpe-accredit.org. The complaint should contain the School's **Grievance Form** along with pertinent documentation.

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

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

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

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

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

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

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

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

Article V of the ACPE By-Laws. Complaints which cannot be resolved by the Executive Director shall be considered and resolved at the next regular meeting of the Council. The time frame for resolution is generally within six months.

Visit <https://www.acpe-accredit.org/complaints/default.asp> for more information.

Academic Dishonesty

An act of academic dishonesty, even a first offense, places the student in jeopardy of severe forms of disciplinary action, including dismissal. A student is in jeopardy of severe forms of disciplinary action, including dismissal, if he or she is guilty of committing one of the following violations:

1. **Cheating:** A student is considered to be cheating if, in the opinion of the person administering an examination/test (written or oral), he or she gives, seeks, or receives aid during the process of the examination/test; buys, sells, steals, or otherwise possesses or transmits an examination/test without authorization; or, he or she substitutes for another or permits substitution for himself or herself during an examination/test.
 - a. A student must not use external assistance on any “in class” or “take-home” examination unless the instructor specifically has authorized such assistance. This prohibition includes but is not limited to, the use of tutors, books, or notes.
 - b. A student must not submit substantial portions of the same academic work for credit or honors more than once without permission of the present instructor.
 - c. A student must not allow others to conduct research or prepare any work for him or her without advance authorization from the instructor. This prohibition includes but is not limited to, commercial term-paper companies and files of past papers.
 - d. Several people must not collaborate on a single project and turn in multiple copies; all represented implicitly or explicitly as individual work.
2. **Fabrication:** A student must not intentionally falsify or invent any information or citation in an academic exercise.
3. **Plagiarism:** The American College Dictionary defines plagiarism as “copying or imitating the language, ideas, and thoughts of another person and passing of the same as one’s original work.” A student must not intentionally adopt or reproduce ideas, words, or statements of another person without acknowledgment. He or she must give due credit to the originality of others and honestly pay his or her literary debts and acknowledge indebtedness:
 - a. Whenever he or she quotes another person’s actual words.
 - b. Whenever he or she uses another person’s ideas, opinion, or theory.
 - c. Whenever he or she borrows facts, statistics, or other illustrative material—unless the information is common knowledge.
4. **Interference:** A student must not steal, change, destroy, or impede another student’s work. Impeding another student’s work includes, but is not limited to, the theft, defacement, or mutilation of common resources so as to deprive others of the information they contain.
5. **Facilitating Academic Dishonesty:** A student must not intentionally help or attempt to help another commit an act of academic dishonesty.

Any breach of academic honesty will not be tolerated. Once the academic breach has been identified, the student will receive a grade of “F” for the activity/assignment, and one or more of the following may occur:

1. A formal letter of reprimand will be placed in the student’s academic folder.
2. The student will be dismissed from the course.
3. The student will be forwarded to the Professional Conduct Committee and/or the appropriate person for academic decision.

Refer to the Hampton University and School of Pharmacy Student Handbook for additional information.

Student Dress Code

A student that does not conform to the dress code may be asked to leave the classroom. In such cases, the student will also be marked absent, which will be counted attendance limits per the attendance policy.

The Standards of Professional Attire apply to female and male students enrolled within Hampton University School of Pharmacy. Pharmacy is a profession that has a mission to assure the safe and effective utilization of medications in patients. For this reason, the HUSOP dress code is intended to contribute to the overall professional development of the pharmacy student. Students are required to dress professionally every day. The purpose of the dress code is to make the student aware that there is a standard of professional dress that should be adhered to in order to have an effective transition into the professional world.

Professional dress attire should be followed for all didactic and experiential students (P1 through P4) students, during lectures, presentations on campus, Student Forum Seminars, P4 Rotation Meetings or specific days designated by faculty and/or administrative staff.

PROVISIONS OF THE HUSOP DRESS CODE APPLY TO BOTH **FEMALE AND MALE** STUDENTS ENROLLED IN HAMPTON UNIVERSITY’S SCHOOL OF PHARMACY

The following items of clothing which are NOT permitted to wear include:

1. Hats, caps or headscarves should not be worn indoors (Please note this does not apply to headgear considered as a part of religious or cultural dress)
2. Flip flops / tennis shoes
3. Party or event styled T-shirts and/or sweatshirts with inappropriate or vulgar lettering or messages
4. Denim and/or jean clothing of any color (including frayed, torn, dirt-washed, etc.)
5. Pajamas or pajama slippers worn as formal dress clothing
6. Shirts worn outside of the pants or un-tucked
7. Pants worn below the waist
8. Undershirts worn as outerwear
9. Mini-skirts, shorts, pants/bottoms shorter than mid-calf
10. Skirts shorter than two (2) inches above the knee when sitting
11. Sweatpants, spandex, jeggings, or exercise attire

12. Tank tops and/or athletic T-shirts
13. Spaghetti straps, halter tops, tube tops, low cut tops, or tops exposing the midriff
14. Tight clothing is prohibited

Professional Dress Standards

Clothing and shows are encouraged to be professional, clean and appropriately styled. In addition, the following specific recommendations must be followed:

FEMALE STUDENT	MALE STUDENT
<ul style="list-style-type: none"> ✓ Tattoos must be covered at all times. ✓ Jewelry should be conservative. Large or dangling jewelry (i.e. bracelets or earrings) is unacceptable. ✓ Jewelry in pierced noses, lips, tongues or other exposed body areas, other than ears is not permitted unless for religious/cultural reasons. ✓ Shirts, blouses or tops should cover shoulders. ✓ Nails should be well groomed, manicured and of short to medium length. ✓ Artificial nails and nail jewelry should not be worn in a laboratory setting. ✓ Hair should be neat, clean, and a color found in nature and not extreme in style. ✓ Daily bathing and the use of deodorant are encouraged. ✓ Perfume should be used sparingly, particularly in patient contact areas. ✓ Women must wear pant socks or appropriate hosiery. (e.g. white, black, brown, navy and skin tone) ✓ Make-up should be natural in appearance; heavy use of make-up is discouraged. 	<ul style="list-style-type: none"> ✓ Tattoos must be covered at all times. ✓ Jewelry in pierced noses, lips, tongues or other exposed body areas, other than ears is not permitted unless for religious/cultural reasons. ✓ Nails should be well groomed, manicured and of short to medium length. ✓ Beards should be well groomed or closely trimmed. Sideburns and mustaches should be well groomed. ✓ Hair should be neat, clean, trimmed, and a color found in nature and not extreme in style. ✓ Daily bathing and the use of deodorant are encouraged. ✓ Cologne or aftershave should be used sparingly, particularly in patient contact areas. ✓ Men must wear a shirt and a tie. ✓ Men must wear socks.

Enforcement of HUSOP Student Professional Dress Standards

1. Standards of HUSOP Student Professional attire are intended to be self-regulated. Pharmacy students are encouraged to utilize mature and professional judgment in observance of the dress code.
2. The HUSOP Student Professional Dress Standards fall under the HUSOP Code of Conduct.

3. Violations of the HUSOP Student Professional Dress Standards should be reported to the Office of Student Affairs and Assessment and may be subjected to review.
4. HUSOP students that are inappropriately dressed/groomed may be dismissed from classes, laboratory sessions, seminars, or experiential rotations to comply with the student professional dress standards.

Exceptions to the HUSOP Student Professional Dress Standards

1. After Hours and Weekend Attire: HUSOP students are encouraged to wear neat clothing that is appropriate for a professional seminar, event, luncheon, or dinner.
2. HUSOP students should wear specific dress/attire (i.e. laboratory jacket and/or scrubs) when instructed by the professor or institutional policy. Scrubs may be worn to all approved laboratory sessions. Scrubs MUST be Hunter Green (JC Penny Reference Color #28 or Jeness Uniforms). A laboratory coat must be worn over the scrubs to attend laboratory classes. Sneakers may be worn with the scrub uniform, but should not be worn at any other time.
3. HUSOP students who have medical conditions that will prevent observance to the HUSOP Student Dress Code Policy should discuss these issues with the HUSOP Office of Student Affairs and Assessment.

Substance Abuse

Hampton University adheres to the requirements of the Federal Drug Free Work Place Act of 1988, regarding the possession, use, distribution, or sale of illegal substances on campus and on University affiliated properties.

Hampton University prohibits the illegal use, possession, transport, manufacture, distribution, promotion or sale of alcohol, drugs, drug paraphernalia or look-alike drugs while performing work or matriculating at Hampton University, or on Hampton University properties.

Students are referred to the University's Student Handbook: Living, Learning, Leadership, and Service for a detailed explanation of this policy.

Advisement

The Office of Student Affairs and Assessment assigns each student a faculty advisor. The advisor is the first person that should be consulted when academic problems arise. Faculty advisors have access to their advisee's transcripts and would be available to discuss: academic policies, academic problems, career opportunities, curriculum, and personal circumstances. Most advisors are prepared to go beyond the routine advising function and serve as mentors. The Assistant Dean of Student Affairs and Assessment and the Coordinator of Student Affairs are also available to assist when necessary.

Student Advisement Forms are available to both faculty and students.

The student advisement process requires a coordinated effort between the following:

1. Office of Student Affairs and Assessment

- a. Provide faculty training programs
 - b. Assign students to individual faculty advisors
 - c. Monitor the advising process
2. Faculty Members
 - a. Participate in training programs provided by the Office of Academic Affairs
 - b. Conduct mid-semester advisements
 - c. Advise students during Spring and Fall pre-registration
 - d. Meet with advisees at least once per semester
 - e. Monitor academic progress and assist the student in seeking appropriate help
 - f. Provide copies of mid-semester and student registration advisement records on each advisee to the Office of Student Affairs and Assessment
3. Student Advisees
 - a. Meet with faculty advisor or designee each semester at mid-semester
 - b. Meet with faculty advisor or designee during pre-registration
 - c. Meet with faculty advisor or designee at least once per semester

Student Information Sheet

Each student in the School of Pharmacy is required to have a ***Student Information Sheet*** on file in the Assessment and Student Affairs Office. The form will be distributed during Orientation Week. This form must be kept current and it is the duty of each student to inform the Office of Student Affairs of all subsequent changes or additions. Change of name, address, telephone numbers or marital status is extremely important and should be reported immediately. The student should also update personal information on HUNet as needed.

School Committees

Students are assigned to selected standing committees of the School of Pharmacy. The Dean and the Office of Student Affairs and Assessment will determine who will be appointed to committees. Every effort will be made to schedule meetings at a time that student members can participate.

Counseling Services

Professional Pharmacy education is rewarding but can also be stressful. Stress can lead to the feelings of being anxious, depressed, nervous, confused, or overwhelmed. Students often assume that seeking counseling is a sign of weakness; however, most people who seek counseling are struggling with normal life events. Furthermore, knowing when to ask for help is a sign of wisdom and courage. HUSOP strongly encourages students struggling to seek help.

Hampton University has counseling services available for all the students at no cost. The Hampton University Student Counseling Center is located in the Armstrong-Slater Building, 2nd Floor. Appointments can be made by email (studentcounseling@hamptonu.edu), phone (757-727-5617), or in-person. Counseling services and records are confidential, and limited walk-in appointments are available depending on the nature of the crisis. Counseling is conducted from 9:00 AM to 4:00 PM. After-hours

service for emergencies is provided by the counselor on-call and accessed through the HU Police Department at 757-727-5666. For more information, please visit the Hampton University Student Counseling Center webpage (<http://www.hamptonu.edu/student-services/counseling/>).

Hampton University has a Student Success Center that provides tools to assist students in enhancing academic performance and foster continuous improvement within the University. Academic advisors and tutors are available to provide students with the academic support services necessary for them to successfully complete their college journey at Hampton University. The Student Success Center is located at: 200 William R. Harvey Way, Hampton, Virginia 23668 (behind Turner Hall and beside the National Cemetery). They can be reached *via* email (studentsuccessctr@hamptonu.edu) or by phone (757-727-5913). Please visit <http://www.hamptonu.edu/student-services/assessment/> for information. .

Tutoring Services in the School of Pharmacy

The School of Pharmacy recognizes that sometimes students may desire additional assistance with understanding course content in order to be successful in matriculating through the program. The School of Pharmacy offers tutorial services through the various student organizations within the School of Pharmacy. All tutors have been approved by the Office of Student Affairs and Assessment and the course coordinator of the course in which tutorial services are being offered. If you wish to register as a tutor, please complete the Student Tutor Forms and submit to the Office of Student Affairs and Assessment. This section provides guidance with the types of help that tutors may provide and what should be avoided to prevent academic dishonesty.

Tutors can assist students by explaining course materials in an in-depth, one-on-one basis, reviewing students' solutions to sample problems and exams, and answering general questions concerning course material. However, it is important that tutors not help complete assignments or provide solutions to graded homework assignments. A tutor can provide general help with reviewing an assignment before it is submitted, but should never complete the assignment for the students. Completion of assigned homework by a tutor is an act of academic dishonesty and will be handled as such. The nature of the help provided by a tutor should be similar to that provided by an instructor during office hours.

Generally, tutors are students who have previously taken the course for which they are tutoring and who have earned an exemplary grade in the class. Students serving as tutors within the School of Pharmacy are providing voluntary service and do not receive remuneration. The student and the tutor should work out a time that is conducive to both of their schedules to allow them to meet for tutorial services. Tutoring should occur outside regular class time.

Student Employment

The School of Pharmacy recommends that students limit their employment during the academic semesters, especially during the first professional year.

The School does not expect students to work while they are enrolled in the advanced pharmacy practice experience courses in their last year. These courses require a full-time commitment (minimum of 40 hours/week). International students (F-1 status) must be pre-approved by the University for any form of employment. Visit <http://international.hamptonu.edu/students.cfm> for more information.

Additional Student Expenses

Through the course of study, students will need to bear expenses for several activities that are a required part of the curriculum. These expenses include certifications and training, background checks, access to proprietary software, and resources that are required as a part of the course of study and preparatory material for the NAPLEX. A list of projected expenses for the professional program will be provided. Students are encouraged to plan ahead and ensure that they have the funds ready to bear the costs related to these required activities.

Criteria for Financial Aid Eligibility

Students will require a minimum of twelve (12) credit hours in order to be eligible for financial aid for courses offered in fall and spring semesters as full-time students. Students will require a minimum of six (6) credit hours in order to be eligible for financial aid for courses offered in summer semesters.

Students may be eligible for three-quarter load (9-11 credits) or half-load (6-8 credits) during the summer and fall semesters- please contact the Office of Financial Aid for more information.

Health Insurance

Health insurance is recommended while enrolled in the School of Pharmacy. The student assumes the cost of this insurance. All professional and graduate students are eligible to enroll in a plan offered by the University and should contact Student Accounts for more information.

Appropriate Use of Technology

Hampton University provides and maintains technologies to advance teaching, learning, research, and administrative activities in support of the University's mission. The University views access to all of its technology resources as a privilege that is granted to members of the University community so long as it is used responsibly. Hampton University reserves the right to monitor and investigate violations or suspected violations of policy and security.

Students utilizing technology resources shall be held to the standards of conduct set forth in the Student Handbook. The faculty and staff shall be held to the standards of conduct set forth elsewhere in the Faculty and Staff Handbooks, respectively. All University rules, particularly those pertaining to the Code of Conduct and the consequences of acts of dishonesty, harassment, plagiarism, piracy and illegal or inappropriate use of software are applicable to the use of computers, cell phones, personal data assistants (PDAs), and other technologies.

Users can have a reasonable expectation of privacy, except those times when system administrators find cause to investigate network activity for purposes related to operations and compliance with University policy and federal and state laws. The vice president of student affairs will process violations of University policy by students. The director of human resources and the provost will process violation of

University policy by faculty and/or staff. Infringements made known to the assistant provost for technology by the Recording Industry Association of America (RIAA), Business Software Alliance, MGM, and NBC Universal Properties and the like will be processed by the assistant provost for technology with written notification to the vice president of student affairs or director of human resources and/or provost where applicable.

Users found in violation of this policy may direct appeals to the vice president for student affairs, the director of human resources and/or the provost within three business days. A written response will be provided within ten business days.

The following is intended to ensure that all members of the University computing community can be afforded privacy in their work; that no one will be unwillingly subjected to the abusive behavior of others using the system; that the resources available to the community are not consumed by only a few individuals; and that electronic vandalism does not destroy computer resources. It should be understood clearly that the following points are illustrative and not all-inclusive.

1. Only authorized persons defined as students, faculty, staff, and members of Hampton University sanctioned programs, may use Hampton University's computing facilities and equipment (computers, printers, networks, software, etc.) for legitimate purposes relating to teaching, coursework, research, and administration at Hampton University.
2. Members of an academic community are entitled to the privacy of their work. It is a violation of University policy for an individual faculty, staff or student to share their own login information with others to use, to obtain a password that belongs to someone else, or to access another user's files or e-mail account on the network. These violations are forms of theft and will not be tolerated.
3. Any faculty, staff or student may not access any file that is not their own unless that file has been made publicly accessible. This access prohibits the reading, writing, and editing of directories and passwords belonging to others. This prohibition includes, but is not limited to, files left on a computer hard drive or any removable storage device, i.e., zip disks, thumb drive, CD-ROM/DVD. Posting a message under someone else's name is prohibited.
4. Taking advantage of another person who inadvertently leaves a computer without logging off is no different than entering an unlocked room and stealing, reading a personal letter, or destroying property.
5. Using any technology resources to annoy or harass or defame is prohibited. This applies to the use of phone mail, electronic mail, conferencing, newsgroup bulletin boards, and message facilities. This includes but is not limited to flooding individuals or newsgroups with large volumes of electronic mail designed to disrupt and/or annoy.
6. The Virginia Code, Section 18.2-372 & 374 sets forth the definition of obscene material. The code also states that the distribution, production, or sale of obscene items is illegal and punishable by law. Federal law also criminalizes the transportation of such materials in interstate commerce. Hampton University must comply with these laws and will enforce them among all students, faculty, staff, and visitors.

Using the Hampton University network to view pornographic materials is a violation of University policy. It is also a violation of University policy to attempt to circumvent network security systems.

Furthermore, the use of Hampton University computers and network services to create or post pornographic and/or obscene material on a Hampton University computer or server or onto any online

communities such as FaceBook, MySpace or Black Planet, is a violation of University policy. It is also against University policy to utilize any university technological resources to create, post, or maintain any derogatory information pertaining to another individual. **Violators will be subject to the disciplinary action of expulsion and/or termination.**

7. Knowingly engaging in any activity that might damage the operating systems or the data stored on any computer, removing or modifying the system files, or disrupting services is a violation of University Policy.
8. Knowingly distributing a virus or any attack on the network resources or any individual computer is a violation of University Policy.
9. Disseminating chain letters, sending unauthorized mass emails for personal gain and other "spreading schemes" is an inappropriate use of the network. Users participating in such activities may have their e-mail privileges restricted or revoked and may also be subject to disciplinary action of expulsion and/or termination.
10. The Virginia Code 18.2-152.5, states, a person is guilty of the crime of computer invasion when he uses a computer network and intentionally examines without authority any employment, salary, credit or any other financial or personal information relating to any other person. "Examination" under this section requires that offenders to review the information relating to any other person after the time at which the offender knows or should know that he is without authority to view the information displayed.

Hampton University must comply with these laws and will enforce them among all students, faculty, staff, and visitors.

11. Attempting to circumvent the action of system software written to implement protection mechanisms is prohibited. Protection mechanisms include but are not limited to the establishment of accounts, passwords, disk quotas, and time and space limitations. Any attempt to get around the protection mechanisms established by the University is a violation of the disciplinary code. If you find that some actions on your part has placed you in violation of the mechanisms, you must report the incident to the Assistant Provost for Technology and/or the Dean of Men or Dean of Women.
12. Unauthorized copying and/or downloading of music, software, or other media constitute a violation of copyright laws. Such behavior is a violation of University Policy and the United States laws. Activity not authorized by the copyright owners, their agents, or the law is prohibited and may be punishable by law. All unauthorized media must be removed from any computer on the university's network.
13. The University's systems or networks cannot be used for personal gain; for example, selling access to your user id or to university systems or networks, or by performing work for profit with university resources in a manner not authorized by the university.

Violations

Violations of Appropriate Use of Technology Policy should be reported promptly to the Director of Management Services @ 757-728-6544 or the Assistant Provost for Technology @ 757-728-6788.

Policy on Use of Social Media

Social Media is defined as media designed to be disseminated through social interaction, created using highly accessible publishing techniques that can be easily expanded on demand. Examples include but are not limited to Facebook, Twitter, LinkedIn, YouTube, Flickr, MySpace, and blogs. Social media is a powerful communications tool that has a significant impact on professional and organizational reputations.

The following guidelines must be followed by all students, faculty, and staff at Hampton University School of Pharmacy:

1. Content that is threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal, may not be posted.
2. Privacy laws must be respected. Good judgment and common sense should be exercised at all times. Confidential information about the University, faculty, staff, preceptors, or students may not be posted on social media sites.
3. Think before you post. There's no such thing as a "private" social media site. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. Archival systems save information even if you delete a post. Be thoughtful about the type of photos you upload.
4. In keeping with the traditions of Hampton University and the Code of Conduct, be respectful, thoughtful, and professional. Remember that as a member of the Hampton University community, postings can impact the image of the University as well as your own.

E-mail Accounts

All Pharmacy students are required to **obtain and maintain** a Hampton University email account (john.smith@my.hamptonu.edu). The account is provided through the Academic Technology Mall, located on the 5th Floor of the Harvey Library. Any difficulties experienced by the student should be rectified immediately by going to the ATM. School of Pharmacy communication is via e-mail and failure to receive the communication because of an inactive email account is not an excuse. **Students must only use their Hampton email account for University-related email communication.**

E-mail Etiquette

School of Pharmacy students should follow basic etiquette rules in email communications:

1. Include a courteous greeting or closing to ensure that your message does not appear terse or demanding.
2. Address your contact with the appropriate level of formality. Include the recipient's title (Dr., Dean, Mrs., Mr., etc.) when appropriate.
3. In order to avoid confusion, include all relevant details or information necessary to understand your request or point of view.
4. Use proper spelling, grammar, and punctuation and use complete sentences. Improper grammar and incorrect spelling reflect poorly on the sender. E-mails with no full stops or commas are difficult to read and can sometimes even change the meaning of the text.

5. Include the words “please” and “thank-you” to ensure a respectful, professional tone.
6. Do not send emotionally charged emails. Multiple instances of !!! or ??? are perceived as rude or condescending.
7. Do not write in CAPITALS. IF YOU WRITE IN CAPITALS, IT SEEMS AS IF YOU ARE SHOUTING.
8. Do not discuss confidential information in email.
9. Read emails before you send them to check for spelling and grammar mistakes. Read your email through the eyes of the recipient to help you send a more effective message and avoid misunderstandings and inappropriate comments.
10. Always remember that your email may be forwarded to others. Do not include content that you do not wish to see posted on a bulletin board.

Telecommunications

Advances in technology are commonly found throughout the School of Pharmacy as well as personal technology that students may have in their possession. The use and possession of cellular telephones, BlackBerry phones, I-Phones, tablet computers, etc. are allowed; however, the use of these items must not disturb the learning environment. While in the classrooms, labs, or otherwise designated learning environments, all aforementioned devices **must be turned off** or **set to silent operational mode (vibrate)**. Students are not permitted to possess cell phones or similar devices during exams. Students who fail to observe these stipulations for authorized use and possession of these devices will be subject to confiscation of the device by faculty or subject to disciplinary action through the appropriate channels in the School of Pharmacy.

Computers

As part of its educational mission the School of Pharmacy acquires and maintains computers, computer systems and networks. These computing resources are intended for university-related purposes including direct and indirect support of the university’s instruction, research and service missions; university administrative functions; student and campus life activities; and the free exchange of ideas within the university community and with the wider local, national, and world communities. As such, the School of Pharmacy is bound by the University’s Appropriate Use of Technology Policy. Also, be aware that only the School’s Network Administrator or the manufacturer of the computer equipment in use in the School or provided to the student by the School are authorized to repair said equipment. When a student graduates or separates from the School of Pharmacy for any reason, he/she must return the School of Pharmacy issued laptop to the School of Pharmacy Network Administrator. The student may be given the option to purchase the laptop at a price determined by the University upon graduation.

Children or Dependents in Classroom or Learning Environments

The School of Pharmacy recognizes the diverseness of our student body and understands that many persons enrolled in the program may have responsibilities to/for their spouse and/or children. As a result, the school makes every effort to schedule the majority of the academic coursework within the times of 8 am to 5 pm so that students may also balance their personal/family obligations. For those

academic courses and/or school activities that occur outside of 5 pm, students will be provided advanced notice of the event so that appropriate arrangements can be made by the students to attend. **With respect to classrooms, labs, or other structured learning environments infants, small, young, or young-adult children are not permitted to attend classes under any circumstances. The School of Pharmacy does not provide childcare on-site, so students are strongly encouraged to obtain dependable child care that will not interfere with their academic responsibilities.** This policy does not apply to those School of Pharmacy activities in which open invitations to family/friends, etc. are extended.

Experiential Education

The School of Pharmacy meets the requirements of the Virginia Board of Pharmacy approved 1600-hour Supervised Experiential Program. This program allows the student to take the Virginia Pharmacy Licensure Examination, the NAPLEX, as well as other state examinations, upon completion of their college career. The experiential program allows the student to become a Registered Pharmacist (after successfully passing the State Board Examination) in a sequential and orderly process. The experiential program consists of a variety of clinical and non-clinical experiences designed to provide the student with professional experience and life-long learning through the use of a structured and supervised program of study.

All Pharmacy Students will receive a **Hampton University School of Pharmacy Experiential Program Handbook**. Guidelines and policies are listed in the manual and must be adhered to for successful completion of the program.

To successfully complete the curriculum and graduate from the School of Pharmacy at Hampton University, the student is required to obtain 310 hours of Introductory Pharmacy Practice Experiences (IPPEs) and 1600 hours of Advanced Pharmacy Practice Experiences (APPEs). Please refer to the Doctor of Pharmacy Curriculum for more information. The Office of Experiential Education (OEE) coordinates all aspects of experiential education. Any questions or queries related to the scheduling of rotations should be directed to the OEE. The Director of Experiential Education is responsible for the coordination and management of all experiential education activities.

GPA Requirements for Student Leadership Positions

Students that wish to be appointed to leadership positions (such as Class President, Vice-President, Secretary, Treasurer, etc.) must have a professional GPA of 3.0 or higher. For students entering the professional program, their entering GPA will be used to calculate eligibility. On the other hand, only the professional level GPA will be used for students that are already in the professional program and wish to apply for leadership positions.

Students that already hold leadership positions will have to maintain the minimum GPA level throughout matriculation and will be evaluated at the start of each fall semester. Students that fail to meet the minimum GPA requirement of 3.0 will be required to vacate their positions and will be eligible to reapply for vacant positions only after they exceed this minimum threshold.

Student Organizations

Students are referred to the Hampton University Official Student Handbook: Living, Learning, Leadership, and Service for additional information and guidelines.

Academy of Students of Pharmacy (ASP)

The Virginia Academy of Student Pharmacists is a student organization of the American Pharmacists Association. Members of this organization are also affiliated with the Virginia Pharmacists Association as well as the American Pharmacists Association. This organization promotes the profession of pharmacy through community service, public relations, and social awareness activities.

Student National Pharmaceutical Association (SNPhA)

SNPhA is an educational service association of pharmacy students who are concerned about the profession of pharmacy, healthcare issues, and the scarcity of minority representation in these areas. This being established, the purpose of SNPhA is to plan, organize, coordinate, and execute programs geared toward the improvement of the health, educational, and social environment of minority communities.

Kappa Psi Pharmaceutical Fraternity, Incorporated

The Kappa Psi Pharmaceutical Fraternity, Incorporated was founded on May 30, 1879 and is the oldest and largest pharmaceutical fraternity. Kappa Psi is a professional fraternity which fosters the social and professional development of individuals within the field of pharmacy. It is built on the four cornerstones of Industry, Sobriety, Fellowship and High Ideals. The fraternity holds membership intake during the fall semester.

The Rho Chi Pharmaceutical Honor Society, Gamma Xi Chapter

Rho Chi is the national honor society for pharmacy, and as such, it is recognized in national and international academic circles. The fundamental objective of Rho Chi is to promote the advancement of the pharmaceutical sciences through the encouragement and recognition of sound scholarship. Students who have completed one-third of their professional curriculum, have a minimum GPA of 3.00 and are in the upper 20% of their class are eligible for membership.

Student Chapter of the American Society of Health-Systems Pharmacist

The mission of the Hampton University Student Society of Health-System Pharmacy is to make students aware of pharmacy practice in health systems; provide information to students about career directions in and credentials needed for pharmacy practice in health systems; and encourage membership and participation in the state society (Virginia Society of Health-Systems Pharmacy - VSHP) and the American Society of Health-Systems Pharmacy (ASHP) as a student and upon graduation. The society will provide

students with the experience and tools to continue professional development and commitment to a career in clinical pharmacy.

Student Chapter of the National Community Pharmacists Association

The mission of the Hampton University Student Chapter of the National Community Pharmacists Association (NCPA) is to foster in students a dedication to the continued growth and prosperity of independent community pharmacy in the United States. NCPA represents the professional and proprietary interests of independent community pharmacists and is committed to restoring, maintaining, and promoting the health and well-being of the public they serve. The goal of this student organization is to increase awareness of the opportunities of owning your own pharmacy and to spread the NCPA message of the rewards and challenges of independent community pharmacy.

Student Industry Pharmacists Organization

This organization helps students prepare for pharmaceutical industry careers. It works with industry professionals to provide networking opportunities and education regarding the many pharmacist roles in industry.

Attending Conferences and Seminars

Hampton University School of Pharmacy (HUSOP) encourages professional pharmacy students to participate in conferences and seminars to promote a better understanding of the field of pharmacy and to encourage life-long learning.

All HUSOP students (P1s through P4s) intending to attend a conference or seminar **MUST** follow the travel policy and guidelines and submit the appropriate forms for approval even if they are paying out-of-pocket for their travel or are not presenting at the conference.

Travel Policy & Procedures

1. Students traveling for conferences represent the University and must follow and comply with the Hampton University Code of Conduct at all times.
2. Students must complete a Request for an Excused Absence/Tardiness form (see Appendix) as mandated and must have the absence approved as excused by the course instructor, course coordinator or preceptor.
3. Students must complete the Conference and Seminar form (see Appendix) and submit it to the Assistant Dean of Student Affairs and Assessment (P1s, P2s, P3s) or the Director of Experiential Education (P4s) after attaining all the appropriate signatures **no less than 30 days** before the conference.
4. The current Presidents of student organizations should provide a list of student members planning to attend annual conferences to their faculty advisor **no less than 30 days** prior to the date of travel.
5. Students are NOT allowed to travel for more than 3 days and 2 nights for a conference.

6. Students in academic difficulty will be restricted from traveling to conferences. Exceptions to the policy must be approved by either the Office of Student Affairs (P1s, P2s, P3s) or the Office of Experiential Education (P4s).

NOTE: The Office of Student Affairs and Assessment (P1s, P2s, P3s) and the Office of Experiential Education (P4s) may use its discretion in accepting or rejecting any conference proposal based on time period, location, conference or any other factor that the Office deems fit as being an acceptable or unacceptable submission for conference travel. All decisions made by the Office of Student Affairs for P1s, P2s, and P3s, or by the Office of Experiential Education for P4s are final.

7. The cost incurred for these educational experiences is the responsibility of the participating students. In rare cases, the Office of the Dean may provide financial support to students and/or student organizations for travel. This should be discussed directly with the Office of the Dean **no less than 60 days** prior to the date of travel.

Academic Obligations

Academic obligations are a priority, while conference travel is an extracurricular activity.

8. Students must ensure that they meet all academic obligations during conference dates.
9. Students must meet all academic obligations for the School of Pharmacy or the rotation site between 8:00 AM and 5:00 PM on business days and must schedule travel to conferences around their academic obligations.
10. Faculty/preceptors are NOT required to make special accommodations for conference travel.
11. Students approved for attending off-campus conferences or events remain fully responsible for all presented information from missed lectures, laboratories, and/or other course assignments.
12. Any missed examinations must be promptly resolved in coordination with the appropriate instructor/coordinator.
13. Please refer to the **Policy on Missed Coursework** of the Student Handbook for additional information.

Presentation Guidelines

1. Students shall use the poster or PowerPoint templates available from the Current Students section of the School website.
2. Students presenting at a conference must attach a letter or email of acceptance from the conference inviting them to present their academic research.
3. Students must also attach a copy of the abstract they submitted.
4. Students presenting at a conference (poster/oral) must have a faculty or a preceptor as their mentor.
5. The name of the mentor (faculty/preceptor) must be acknowledged in the presentation.
6. The final presentation must be shared with the mentor for their feedback.
7. The final version of the presentation must have the mentor's approval.
8. The student must inform their mentor of the exact date and time of the presentation and request their participation.

2016 Doctor of Pharmacy Curriculum

First Professional Year		Fall Semester	Spring Semester
Course Number	Course Title	Credit Hour	Credit Hour
PHA 361	Pharmaceutics/Biopharmaceutics I	4.0	
PHA 361L	Pharmaceutics Laboratory	1.0	
PHA 321	Anatomy and Physiology	4.0	
PHA 321L	Anatomy and Physiology Laboratory	1.0	
PHA 301	Pharmaceutical Care I	3.0	
PHA 311	Physiological Chemistry	3.0	
PHA 320	Pharmaceutical Calculations I	2.0	
		Total 18.0	
PHA 362	Pharmaceutics/Biopharmaceutics II		4.0
PHA 362L	Pharmaceutics Laboratory		1.0
PHA 314	Medicinal Chemistry I		4.0
PHA 332	Biostatistics/Literature Evaluation		3.0
PHA 302	Pharmaceutical Care II		3.0
PHA 330	Introduction to Pharmacy Practice		2.0
			Total 17.0
Summer Session			
PHA 370	Community IPPE	1 credit hr. (3 weeks, 120 hrs)	
Second Professional Year			
PHA 463	Pharmacokinetics	5.0	
PHA 413	Medicinal Chemistry II	4.0	
PHA 423	Microbiology/Immunology	4.0	
PHA 431	Health Care Administration I	2.0	
PHA 401	Pharmaceutical Care III	3.0	
		Total 18.0	
PHA 432	Health Care Administration II		3.0

PHA 402	Pharmaceutical Care IV		3.0
PHA 480	Drug and Disease Management I		3.0
PHA 482	Drug and Disease Management II		3.0
PHA 484	Drug and Disease Management III		4.0
			Total 16.0
Summer Session			
PHA 470	Institutional IPPE	1 credit hr. (3 weeks, 120 hrs)	

Third Professional Year		Fall Semester	Spring Semester
Course Number	Course Title	Credit Hour	Credit Hour
PHA 501	Pharmaceutical Care V	3.0	
PHA 573	Patient Assessment	1.0	
PHA 573L	Patient Assessment Lab	1.0	
PHA 581	Drug and Disease Management IV	3.0	
PHA 583	Drug and Disease Management V	3.0	
PHA 585	Drug and Disease Management VI	4.0	
PHA 531	Introduction to Research Methods	1.0	
	Elective	2.0	
		Total 18.0	
PHA 532	Pharmacy Law and Ethics		2.0
PHA 574	Pharmacy Practice Laboratory		4.0
PHA 586	Drug and Disease Management VII		4.0
PHA 588	Drug and Disease Management VIII		4.0
	Elective		2.0
	Elective		2.0
			Total 18.0
Summer Session			

PHA 570	Elective IPPE	1 credit hr. (3 weeks, 120 hrs)
Fourth Professional Year		Three-Semester Period: Summer, Fall & Spring
PHA 650	Seminar I	1.0
PHA 651	Seminar II	1.0
PHA 652	Seminar III	1.0
PHA 670	Community APPE *	4.0
PHA 671	Institutional APPE *	4.0
PHA 672	Community/Institutional APPE *	4.0
PHA 683	Geriatrics APPE **	4.0
PHA 685	Administration/Management APPE **	4.0
PHA 690	General Internal Medicine APPE	4.0
PHA 691	Ambulatory Care APPE	4.0
PHA 693	Pediatrics APPE **	4.0
PHA 694	Psychiatry APPE **	4.0
PHA 695	Drug Information APPE **	4.0
PHA 696	Special Interests APPE **	4.0
PHA 699	Advanced Internal Medicine APPE**	4.0
	Elective – Managed Care APPE **	4.0
	Elective – Academia APPE **	4.0
	Elective – Research I APPE **	4.0
	Elective – Research II APPE **	4.0
	Elective – Nuclear Pharmacy APPE **	4.0
	Elective – Compounding APPE **	4.0
* Any 2 of 3 ** Any 4		Total 35.0 over 3 semesters

2017 Doctor of Pharmacy Curriculum

First Professional Year		Fall Semester	Spring Semester
Course Number	Course Title	Credit Hour	Credit Hour
PHA 361	Pharmaceutics/Biopharmaceutics I	4.0	
PHA 361L	Pharmaceutics Laboratory	1.0	
PHA 321	Anatomy and Physiology	4.0	
PHA 321L	Anatomy and Physiology Laboratory	1.0	
PHA 301	Pharmaceutical Care I	3.0	
PHA 311	Physiological Chemistry	3.0	
PHA 320	Pharmaceutical Calculations I	2.0	
		Total 18.0	
PHA 362	Pharmaceutics/Biopharmaceutics II		4.0
PHA 362L	Pharmaceutics Laboratory		1.0
PHA 314	Medicinal Chemistry I		4.0
PHA 332	Biostatistics/Literature Evaluation		3.0
PHA 302	Pharmaceutical Care II		3.0
PHA 330	Introduction to Pharmacy Practice		2.0
			Total 17.0
Summer Session			
PHA 370	Community IPPE	1 credit hr. (3 weeks, 120 hrs)	
Second Professional Year			
PHA 463	Pharmacokinetics	5.0	
PHA 413	Medicinal Chemistry II	4.0	
PHA 423	Microbiology/Immunology	4.0	
PHA 431	Health Care Administration I	2.0	
PHA 401	Pharmaceutical Care III	3.0	
		Total 18.0	
PHA 432	Health Care Administration II		3.0

PHA 402	Pharmaceutical Care IV		3.0
PHA 480	Drug and Disease Management I		3.0
PHA 482	Drug and Disease Management II		3.0
PHA 484	Drug and Disease Management III		4.0
			Total 16.0
Summer Session			
PHA 470	Institutional IPPE	1 credit hr. (3 weeks, 120 hrs)	

Third Professional Year		Fall Semester	Spring Semester
Course Number	Course Title	Credit Hour	Credit Hour
PHA 501	Pharmaceutical Care V	3.0	
PHA 573	Patient Assessment	1.0	
PHA 573L	Patient Assessment Lab	1.0	
PHA 581	Drug and Disease Management IV	3.0	
PHA 583	Drug and Disease Management V	3.0	
PHA 585	Drug and Disease Management VI	4.0	
PHA 531	Introduction to Research Methods	1.0	
	Elective	2.0	
		Total 18.0	
PHA 532	Pharmacy Law and Ethics		2.0
PHA 574	Pharmacy Practice Laboratory		4.0
PHA 586	Drug and Disease Management VII		4.0
PHA 588	Drug and Disease Management VIII		4.0
	Elective		2.0
	Elective		2.0
			Total 18.0
Summer Session			

PHA 570	Elective IPPE	1 credit hr. (3 weeks, 120 hrs)
Fourth Professional Year		Three-Semester Period: Summer, Fall & Spring
PHA 650	Seminar I	1.0
PHA 651	Seminar II	1.0
PHA 652	Seminar III	1.0
PHA 670	Community APPE	4.0
PHA 671	Institutional APPE	4.0
PHA 673	Nuclear Pharmacy APPE **	4.0
PHA 674	Compounding APPE **	4.0
PHA 675	Academic Pharmacy APPE **	4.0
PHA 676	Managed Care APPE **	4.0
PHA 680	Research I APPE **	4.0
PHA 681	Research II APPE **	4.0
PHA 683	Geriatrics APPE **	4.0
PHA 685	Administration/Management APPE **	4.0
PHA 690	Internal Medicine APPE	4.0
PHA 691	Ambulatory Care APPE	4.0
PHA 693	Pediatrics APPE **	4.0
PHA 694	Psychiatry APPE **	4.0
PHA 695	Drug Information APPE **	4.0
PHA 684, 696, 697, 698	Special Interests APPE **	4.0
PHA 699	Advanced Internal Medicine APPE**	4.0
** Any 4		Total 35.0 over 3 semesters

2018 Doctor of Pharmacy Curriculum

First Professional Year		Fall Semester	Spring Semester
Course Number	Course Title	Credit Hour	Credit Hour
PHA 361	Pharmaceutics/Biopharmaceutics I	4.0	
PHA 361L	Pharmaceutics Laboratory	1.0	
PHA 321	Anatomy and Physiology	4.0	
PHA 321L	Anatomy and Physiology Laboratory	1.0	
PHA 301	Pharmaceutical Care I	3.0	
PHA 311	Physiological Chemistry	3.0	
PHA 320	Pharmaceutical Calculations I	2.0	
		Total 18.0	
PHA 362	Pharmaceutics/Biopharmaceutics II		4.0
PHA 362L	Pharmaceutics Laboratory		1.0
PHA 314	Medicinal Chemistry I		4.0
PHA 332	Biostatistics/Literature Evaluation		3.0
PHA 302	Pharmaceutical Care II		3.0
PHA 330	Introduction to Pharmacy Practice		2.0
			Total 17.0
Summer Session			
PHA 370	Community IPPE	1 credit hr. (3 weeks, 120 hrs)	
Second Professional Year			
PHA 463	Pharmacokinetics	5.0	
PHA 413	Medicinal Chemistry II	4.0	
PHA 423	Microbiology/Immunology	4.0	
PHA 431	Health Care Administration I	2.0	
PHA 401	Pharmaceutical Care III	3.0	
		Total 18.0	

PHA 432	Health Care Administration II		3.0
PHA 402	Pharmaceutical Care IV		3.0
PHA 480	Drug and Disease Management I		3.0
PHA 482	Drug and Disease Management II		3.0
PHA 484	Drug and Disease Management III		4.0
			Total 16.0
Summer Session			
PHA 470	Institutional IPPE	1 credit hr. (3 weeks, 120 hrs)	

Third Professional Year		Fall Semester	Spring Semester
Course Number	Course Title	Credit Hour	Credit Hour
PHA 501	Pharmaceutical Care V	3.0	
PHA 573	Patient Assessment	1.0	
PHA 573L	Patient Assessment Lab	1.0	
PHA 581	Drug and Disease Management IV	3.0	
PHA 583	Drug and Disease Management V	3.0	
PHA 585	Drug and Disease Management VI	4.0	
PHA 531	Introduction to Research Methods	1.0	
PHA 570	Elective IPPE* (30 hours)	1.0	
	Elective	2.0	
		Total 18.0 OR 19.0	
PHA 532	Pharmacy Law and Ethics		2.0
PHA 574	Pharmacy Practice Laboratory		4.0
PHA 586	Drug and Disease Management VII		4.0
PHA 588	Drug and Disease Management VIII		4.0
PHA 570	Elective IPPE* (30 hours)		1.0
	Elective		2.0

	Elective		2.0
			Total 18.0 or 19.0
<u>Note:</u> Students must register for PHA 570 Elective IPPE* for only one semester i.e. either the Fall OR Spring of the Third Professional Year. Students must pay additional tuition for the credit hour.			
Fourth Professional Year		Three-Semester Period: Summer, Fall & Spring	
PHA 650	Seminar I	1.0	
PHA 651	Seminar II	1.0	
PHA 652	Seminar III	1.0	
PHA 670	Community APPE	4.0	
PHA 671	Institutional APPE	4.0	
PHA 673	Nuclear Pharmacy APPE **	4.0	
PHA 674	Compounding APPE **	4.0	
PHA 675	Academic Pharmacy APPE **	4.0	
PHA 676	Managed Care APPE **	4.0	
PHA 680	Research I APPE **	4.0	
PHA 681	Research II APPE **	4.0	
PHA 683	Geriatrics APPE **	4.0	
PHA 685	Administration/Management APPE **	4.0	
PHA 690	Internal Medicine APPE	4.0	
PHA 691	Ambulatory Care APPE	4.0	
PHA 693	Pediatrics APPE **	4.0	
PHA 694	Psychiatry APPE **	4.0	
PHA 695	Drug Information APPE **	4.0	
PHA 684, 696, 697, 698	Special Interests APPE **	4.0	
PHA 699	Advanced Internal Medicine APPE**	4.0	
** Any 4		Total 35.0 over 3 semesters	

2019 Doctor of Pharmacy Curriculum

First Professional Year			
Fall Semester		Course	Credits
	PHA 303	Introduction to the Practice of Pharmacy	2
	PHA 305	Applied Human Physiology	3
	PHA 307	Principles of Pharmacology	1
	PHA 311	Physiologic Biochemistry	3
	PHA 371	Biopharmaceutics I	3
	PHA 373	Biopharmaceutics I Lab	1
	PHA 319	Pharmaceutical Calculations I	2
	PHA 315	Pharmacists' Patient Care Process (PPCP) I	3
	PHA 101	Pharmacy Forum	0
		TOTAL	18
Spring Semester		Course	Credits
	PHA 314	Medicinal Chemistry I	4
	PHA 308	Pharmacology & Pathophysiology I	4
	PHA 310	Medical Immunology	2
	PHA 372	Biopharmaceutics II	3
	PHA 374	Biopharmaceutics II Lab	1
	PHA 326	Pharmaceutical Calculations II	1
	PHA 316	Principles of Drug Information	3
	PHA 101	Pharmacy Forum	0
		TOTAL	18
Summer Term		Course	Credits
	PHA 370	IPPE I (Community)	1
		TOTAL	1

Second Professional Year			
Fall Semester		Course	Credits
	PHA 413	Medicinal Chemistry II	4
	PHA 405	Pharmacology & Pathophysiology II	5
	PHA 461	Pharmacokinetics	4
	PHA 462	Pharmacokinetics Laboratory	1
	PHA 415	Pharmacists' Patient Care Process (PPCP) II	3
	PHA 417	PPCP Skills Lab	1
	PHA 101	Pharmacy Forum	0

		TOTAL	18
Spring Semester		Course	Credits
	PHA 406	Pharmacology & Pathophysiology III	4
	PHA 410	Therapeutics I	3
	PHA 412	Therapeutics II	3
	PHA 418	Applied Therapeutics Lab I	1
	PHA 434	Healthcare Administration I	2
	PHA 416	Biostatistics and Research Methods	3
	PHA 420	Principles of Toxicology	2
	PHA 101	Pharmacy Forum	0
		TOTAL	18
Summer Term		Course	Credits
	PHA 470	IPPE II (Institutional)	1
		TOTAL	1

Third Professional Year			
Fall Semester		Course	Credits
	PHA 511	Therapeutics III	4
	PHA 513	Therapeutics IV	4
	PHA 517	Applied Therapeutics Lab II	1
	PHA 501	Self-Care and Non-Prescription Therapies	3
	PHA 545	Healthcare Administration II	3
		<i>Elective</i>	2
	PHA 570	<i>IPPE III (Elective)*</i>	1*
	PHA 101	Pharmacy Forum	0
		TOTAL	17 (18)
Spring Semester		Course	Credits
	PHA 516	Therapeutics V	3
	PHA 518	Therapeutics VI	3
	PHA 520	Applied Therapeutics Lab III	1
	PHA 574	Pharmacy Practice Laboratory	4
	PHA 534	Pharmacogenomics	2
	PHA 532	Pharmacy Law/Ethics	2

		<i>Elective</i>	2
	PHA 570	<i>IPPE III (Elective)*</i>	1*
	PHA 101	Pharmacy Forum	0
		TOTAL	17 (18)
Summer Term		Course	Credits
		APPE I	4
		APPE II	4
	PHA 650	Seminar I	1
		TOTAL	9

Fourth Professional Year			
Fall Semester		Course	Credits
		APPE III	4
		APPE IV	4
		APPE V	4
	PHA 651	Seminar II	1
		TOTAL	13
Spring Semester		Course	Credits
		APPE VI	4
		APPE VII	4
		APPE VIII	4
	PHA 652	Seminar III	1
		TOTAL	13
Summer Term		Course	Credits
		TOTAL	0