

Professional Student Handbook



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Dean
Fall 2024

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Section 1: Overview

Office of the Dean - Welcome Letter

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.

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 this quote; “Knowledge is power. Information is liberating. Education is the premise of progress, in every society, in every family.” – Koffi Annan



Anand Iyer, PhD, MBA

Dean and Professor

School Directory

HAMPTON UNIVERSITY SCHOOL OF PHARMACY - DIRECTORY BY DEPARTMENT (Revised 08/16/2024)		
MAIN OFFICE – (757) 727-5071		
EXT. BEGINNING WITH 5 PREFIX IS 727	EXT. BEGINNING WITH 6 PREFIX IS 728	EXT. BEGINNING WITH 2 PREFIX IS 637
FACULTY/STAFF	EXTENSION	OFFICE ROOM#
OFFICE OF THE DEAN		
Iyer, Anand – Dean and Professor	6768	106A
Bull, Tanya – Administrative Assistant to the Dean	5753	106
Celia, Joseph – Network Administrator	6968	208H,J,K
OFFICE OF STUDENT AFFAIRS & ASSESSMENT		
Campbell, Vera – Assistant Dean of Student Affairs & Assessment & Associate Professor	6685	106D
Small-Johnson, Tracy – Coordinator of Admissions and Student Services	6494	106E
Artis, Billy – Assistant Coordinator of Admissions & Recruiter	5482	106F
Honaker, Rayahna – Administrative Assistant	6688	106J
OFFICE OF ACADEMIC AFFAIRS		
Andrews, Ebony – Assistant Dean of Academic Affairs & Associate Professor	6684	106B
DuBose, Nadie – Coordinator of Academic Affairs	6690	106C
TBD – Administrative Assistant	6694	106
DEPARTMENT OF PHARMACEUTICAL SCIENCES		
Saulsbury, Marilyn – Chair & Associate Professor	6579	208G
Bondarev, Mikhail – Associate Professor	5870/6093	208E
Du, Chengan – Associate Professor	6692	208F
Heyliger, Simone – Associate Professor	6687	106G
Rana, Angela – Administrative Assistant	6565	208A
Yakisich, Juan Sebastian – Assistant Professor	5585	208B
DEPARTMENT OF PHARMACY PRACTICE		
Brown, Shanea – Chair & Associate Professor	5939	208Q
Beveridge, Robyn – Administrative Assistant	6694	208V
Hill-Jones, Miranda – Director, Drug Information and Assistant Professor	2960	208N
OFFICE OF EXPERIENTIAL EDUCATION		
Amini, Khalida – Director of Experiential Education & Assistant Professor	6689	103E
Dove, Rita – Assistant Director of Experiential Education	6791	103A
Owili, Annette – IPPE/IPE Coordinator	TBD	103D
Heard, Elizabeth – APPE/Residency Coordinator	TBD	103C
Williams-Nobles, Selena – Administrative Assistant	6495	103
Fax Machine – Kittrell Hall	5840	106
Fax Machine – Pharmacy Annex	6035	104-A
Conference Room – Kittrell Hall	6797	106
Conference Room – Pharmacy Annex	6193	107-A
Drug Information Center	6693	104-A
Biomedical Research Building II Laboratories		
Ayscue, Robyn – Post Doctoral Fellow	6096	233 BMR-II
Semenova, Nina – Post Doctoral Fellow	6094	215 BMR-II
Pharmaceutics Lab (Dr. Du)	2818	118 BMR-II
Pharmacology Lab (Drs. Heyliger & Saulsbury)	6521 / 1266	214 BMR-II
A – Pharmacy Annex / BMR-II Biomedical Research II		

Vision Statement

To be a leader in pharmacy education, scientific discovery, and scholarship that prepares graduates to address the healthcare needs of medically underserved and diverse populations.

Mission Statement

We shall produce a cadre of pharmacists and pharmaceutical scientists who have a keen awareness and understanding of the health inequities encountered by underserved and vulnerable populations. We shall instill in our graduates, qualities that foster: critical thinking skills built upon applied and foundational knowledge; cultural humility; patient-centered care that is evidence-based and technology-driven; innovative research and scholarship; continued professional development, post-graduate education and life-long learning; and community education and advocacy through transformational leadership and service.

Accreditation

“Hampton University School of Pharmacy’s Doctor of Pharmacy program has been granted Precandidate status by the Accreditation Council for Pharmacy Education, 190 South LaSalle Street, Suite 3000, Chicago, IL 60603, 312/644- 3575; FAX 866/228-2631, web site www.acpe-accredit.org.”

The Accreditation Council for Pharmacy Education (ACPE) accredits Doctor of Pharmacy programs offered by Colleges and Schools of Pharmacy in the United States and selected non-US sites. For a Doctor of Pharmacy program offered by a new College or School of Pharmacy, ACPE accreditation generally involves three steps: Precandidate status, Candidate status, and Accredited status.

Precandidate status denotes a developmental program that is expected to mature in accord with stated plans and within a defined time period. Precandidate status is awarded to a new program of a College or School of Pharmacy that has not yet enrolled students in the professional program and authorizes the school to admit its first class.

Candidate status is awarded to a Doctor of Pharmacy program that is currently recognized by ACPE with Precandidate status and has students enrolled but has not yet had a graduating class. Accredited status is awarded to a program that has met all ACPE standards for accreditation and has graduated its first class. Graduates of a class designated as having Candidate status have the same rights and privileges of those graduates from an accredited program.

ACPE conveys its decisions to the various boards of pharmacy and makes recommendations in accord with its decisions. It should be noted, however, that decisions concerning eligibility for licensure by examination or reciprocity reside with the respective state boards of pharmacy in accordance with their state statutes and administrative rules.

The Doctor of Pharmacy program of the Hampton University School of Pharmacy was awarded Precandidate accreditation status during the January 24-26, 2024, meeting of the ACPE Board of Directors based upon an on-site evaluation conducted November 8-9, 2023, and discussion with University and School officials. Following the enrollment of the inaugural class of students in fall 2024, an on-site evaluation will be scheduled during academic year 2024-2025 for purposes of gathering additional information to be considered in the Board’s consideration of advancement to Candidate status. Based upon this evaluation, should the Board feel that Candidate status cannot be conferred, the School could respond to the Board’s concerns and reapply prior to the graduation of the first class. If Candidate

status is not granted even after reapplication, graduates may not be eligible for licensure as pharmacists. If Candidate status is granted and the program continues to develop as planned, accredited status of the Doctor of Pharmacy program would be considered by the Board following the graduation of students from the program.

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 students to keep themselves 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.

Family Educational Rights and Privacy Act of 1974 ("FERPA")

Hampton University assures the confidentiality of student educational records in accordance with the Family Educational Rights and Privacy Act of 1974 ("FERPA"), as amended. Students have the right to review their educational records for information purposes and to determine accuracy.

According to federal law, once a student enrolls in an institution of higher education, whether the student is over age 18 or not, the student's parents no longer have automatic access to the student's education records. However, if the parents claim the student as a dependent on their federal income tax return, they may have access to the student's Hampton University education records without the student's prior written consent. If either parent claims the student, then both parents have access to the student's education records. Because tax dependency can change from year to year, parents who wish to establish eligibility to receive information from their students' education records must sign a "[Release of a Student's Academic Record to Parents](#)" form each year.

Hampton University designated the following information as public or directory information. Such information may be disclosed, without consent, by the institution at its discretion: name, address, telephone, dates of attendance, previous institution(s) attended, major field of study, awards, honors, (including dean's list), degree(s) conferred (including dates), past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date and place of birth.

Currently enrolled students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1974, as amended. To withhold disclosure, written notification must be received in the Office of the Registrar, First Floor, Whipple Barn no later than 10 days after classes have started. Forms requesting the withholding of "Directory Information" are available in the Registrar's office.

Hampton University assumes that failure on the part of any student to specifically request the withholding of categories of "Directory Information" indicates individual approval for disclosure.

The student has the right to file a complaint with the U.S. Department of education concerning alleged failure of the University to comply with requirements of FERPA. The name and address of the office that

administers FERPA is: Family Policy Compliance Office, U.S Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5901.

[FERPA Form](#)

Equal Opportunity - Title IX Policy Statement

Hampton University adheres to all federal, state, and local civil rights laws prohibiting discrimination in employment and education. Hampton University does not discriminate in its admissions practices [except as permitted by law], in its employment practices, or in its educational programs or activities on the basis of age, sex, pregnancy, sexual orientation, gender identity, race, color, creed, religion, disability, genetic information, national origin, military or veteran status or for engaging in protected activity.

This policy extends to all students and employees and applicants for admission and/or employment. Further, it extends to all programs and activities supported by the University; including the Undergraduate College, College of Continuing Education, College of Virginia Beach, the Graduate College, University sponsored study abroad and University sponsored internships.

As a recipient of federal financial assistance for education activities, Hampton University is required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities do not discriminate on the basis of sex/gender. Sex includes [sex, sex stereotypes, gender identity, gender expression, sexual orientation, and pregnancy or parenting status].

Hampton University also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internal or external to the institution. Sexual harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX and by the Hampton University policy.

Any member of the campus community, guest, or visitor who acts to deny, deprive, or limit the educational, employment, residential, or social access, opportunities and/or benefits of any member of the Hampton University community on the basis of sex is in violation of the *Policy and Procedures on Sexual Discrimination and Misconduct*.

Any person may report sex discrimination (whether or not the person reporting is the person alleged to have experienced the conduct), in person, by mail, by telephone, or by email, using the contact information listed for the Title IX Coordinator.

Questions regarding Title IX, including its application and/or concerns about noncompliance, should be directed to the Title IX Coordinator. View a complete copy of the [Title IX Policy](#) or contact the [Title IX Coordinator](#).

Technical Standards

Pharmacy students must possess skills and abilities that allow them to complete the curriculum and practice the profession of pharmacy. Hampton University's School of Pharmacy has an ethical responsibility for the safety of patients for whom the student will contact as a student and for whom the graduate will serve during his/her career. Patient safety is the guiding principle under which the School establishes requirements for physical, cognitive, and emotional capabilities of matriculating students and graduates. The technical standards include observational communications, motor, intellectual-conceptual (integrative and qualitative), behavioral and social skills and abilities.

The University is committed to enabling students with disabilities to complete the course of study by providing reasonable accommodations. However, some accommodations cannot be made because they are unreasonable and ultimately jeopardize patient safety. For example, the use of a trained intermediary is not acceptable because of the inherent use of the observation and selections skills of the intermediary to judge and assess rather than those of the pharmacy student. The Admissions and Student Affairs Committee reserves the right to deny admission to candidates who, in the judgment of the Committee, are not able to meet the technical standards.

Observation

The student must be able to visually observe and interpret presented information. This will necessitate the functional use of vision, hearing, and somatic senses.

Communication

The student must be able to communicate effectively and appropriately with patients, caregivers, faculty/staff and members of the health care team. These skills include the appropriate use of spoken and written English: hearing, reading, and interpreting at a level adequate for the timely delivery of information.

Motor

The student must have sufficient motor function and skills necessary to perform task in the training and practice of pharmacy. Examples of such task may include the compounding of medicinal products, administration of drugs or the provision of basic cardiac life support. Such actions require the coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses.

Behavioral and Social Attributes

Students must possess the emotional health required for academic success as well as the practice of pharmacy. It is expected that students will accept constructive criticism in a mature manner. Pharmacists must act with integrity and with the highest of ethical standards in dealing with patients, health care professionals and technical staff under their supervision. Interactions with patients require empathy, compassion, courtesy, and the willingness to place the patient's interest before self-interest. Sensitivity to the concerns of others and the ability to respect patient confidentiality is essential. Pharmacists are required to exercise good judgment and maintain a professional demeanor in a workplace that may be stressful and distracting. Flexibility in adapting to changes in the professional environment is important.

Students should perform a critical self-analysis to ascertain the degree of compliance with the technical requirements. Faculty and staff who observe non-compliance with the technical standards must immediately communicate their observation to the Office of Student Affairs and Assessment of the School of Pharmacy. **Partially adapted from Wayne State University SOP*

Section 2: General Information

The Office of Student Affairs and Assessment

The Office of Student Affairs and Assessment (OSAA) oversees student services within the School and works with the University to provide programs and services to pharmacy students. The University offers numerous student support services, including Residence Life, Student Health Center, Student Counseling Center, Career Center, Office of Compliance and Disability Services, Office of Testing Services, Student Success Center, Admissions, Financial Aid, Student Accounts, Registrar, Library Services, and the Division of Information Technology.

The OSAA will manage and provide student services for the professional program. These services will include academic advising and tutoring, mentorship, recruitment, admissions, healthcare, financial aid, and career advising.

If you need assistance with any of these services, please contact the office at 757-727-5071.

Office Locations: Kittrell Hall Suites 106D - 106J

School Hours of Operation

School offices are open from 8:00 a.m. to 5:00 p.m., Monday through Friday.

Inclement Weather Policy - Didactic

The University has the responsibility for opening/closing Hampton University in the event of seriously adverse weather conditions that develop overnight or during the day.

Once the call to close the University has been made, additional information can be obtained from University Police at (757) 727-5300.

Students will be notified of University closings through the following:

- University website www.hamptonu.edu
- University radio station Smooth 88.1 WHOV
- Official University social media pages
- Hampton University Pirate Notification System, you must register using the link below. <https://home.hamptonu.edu/police/pirate-notification-system-pns/>
- Local news stations, Norfolk - WVEC Channel 13, WTKR Channel 3 Portsmouth, and WAVY Channel 10

Inclement Weather Policy - Experiential

Students who are on experiential rotations must follow the site's policies and procedures in instances of inclement weather, unless otherwise informed by the Director of Experiential Education.

Campus Police, Parking, and the Clery Act and Annual Report

Campus Police

The department is a professional, full service organization providing comprehensive law enforcement and security services to all components of Hampton University and services unique to an academic institution. University Police may be contacted 24 hours a day.

Emergency: 757-727-5666

Traffic Administration Office: 757-727-5258

University Police Department: 757-727-5300/5259

Parking

Students desiring to park on campus must pay for, and obtain a decal from the Traffic Administration Office. They must also follow the [Parking Rules and Regulations](#).

Clery Act and Annual Report

The Clery Act is a consumer protection law that aims to provide transparency around campus crime policy and statistics.

All the faculty, staff, and students who interact with students are considered as Campus Security Authorities (CSA). The Clery Act mandates all the CSA's to be trained annually. The training consists of a video, and the trainees are required to watch the video for its entire duration and to certify that they have completed the training. [Please click here to access the training](#).

The Clery Act requires colleges and universities to report campus crime data, support victims of violence, and publicly outline the policies and procedures they have put into place to improve campus safety. [Please click here to see Annual Security Report](#).

Certain crimes are considered as "Clery Act Reportable Offenses," and institutions of higher education is required to report those crimes in their Annual Security Report. [Please click here to see the full list of the Reportable Offenses](#).

To submit an Anonymous tip for Clery Act Reportable Offenses or any other crimes, [please click this link](#).

Library Services

During the fall and spring semesters, the Harvey Library is open Monday through Thursday from 8 am to 1 am, Friday from 8 am to 5 pm, Saturday from 9 am to 5 pm, and Sunday from 2 pm to 1 am.

Over the summer, the Library is open Monday through Thursday from 8 am to 9 pm, Friday 8 am to 5 pm, Saturday from 9 am to 5 pm, and Sunday from 1 pm to 9 pm.

To login to the library databases, you must set up your Microsoft 365 account. If you have not done so, please click the link below to create your profile.

<https://www.microsoft.com/en-us/education/products/office> Microsoft Authenticator

For additional information about library resources, please visit <https://home.hamptonu.edu/library/>.

Grading System and Grade Reports

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+ (97-100); **A** (93-96); **A-** (90-92); **B+** (87-89); **B** (83-86); **B-** (80-82); **C+** (77-79); **C** (73-76); **C-** (70-72); **D+** (67-69); **D** (63-66); **D-** (60-62) 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.

Class Attendance Policy

Student attendance in classes is mandatory. 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.

For example, if the course is 3 credit hours, then you have 4 hours of unexcused absence or 2 days of a 2 hour class.

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 the Assistant Dean.
3. In accordance with University policy, a student may be given an excused absence upon presentation of the appropriate documentation indicating an illness, participation in an institution sponsored or supported activity (verified by a written statement from a faculty sponsor), and a recognizable emergency (approved by the Dean of Residence Life, Dean of Judicial Affairs, the Assistant Provost, Provost, the School Dean or the School Assistant Deans).
4. A student seeking an excuse for absence should follow the directions given in the syllabus for the course. Additionally, the student should complete a [Request for Excused Absence/Tardiness Form](#). 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.
8. 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 may be rescheduled on a case-by-case basis at the discretion of the instructor.

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 use the electronic device issued by the School.

1. All personal belongings, including electronic devices (cell phones, smartwatches), purses, book bags, backpacks, books, papers, journals, notes must be stored in your locker. **Any student who does not follow these instructions and found in possession of any of the above-mentioned items will submit their exam, be asked to leave the classroom, and will receive a zero (0).**
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, if permitted.
3. Each student is responsible for maintaining appropriate computer and software configurations. Electronic devices should have a 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 fifteen (15) minutes after the start time listed for each examination and can leave the examination room only after the 15 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 accommodations.

Note: Although a student may have demonstrated extraordinary circumstances for 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 electronic devices. 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 finished. 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, ext. 1 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.

Medical Clearance and Immunization Requirements

Hampton University requires all college students to comply with the State of Virginia statute 23.1-800, for Health History and Immunization requirements. Pharmacy student immunization requirements may exceed those of the state because they must be in line with those of healthcare providers. Consequently, adherence to these guidelines is **MANDATORY** for all students registering for Introductory and Advanced Pharmacy Practice Experiences for the Doctor of Pharmacy degree at Hampton University's School of Pharmacy. Please [click here](#) for the Hampton University Medical Clearance Requirements.

***NOTE:** Non-adherence with the stated guidelines or any infraction of the immunization guidelines will result in failure to begin experiential curricular requirements, disciplinary action, and may result in a delay in the student's graduation date.*

Health and Immunization Requirements

- Physical exam within the year;
- Students are required to show proof of immunity (titers) or vaccination records for the following:
 - **TDAP** vaccine within the last ten years;
 - Evidence of having received a **Polio** vaccine series;
 - **MMR** - measles, mumps and rubella-a two dose vaccine series or a positive blood titer result;
 - **Meningitis A** vaccine at age 16 or later or the completed waiver form for age 22 and older;
 - 2- Step **PPD** (tuberculosis)-must be done yearly
 - **DTaP** (diphtheria/pertussis/tetanus)
 - **Hepatitis B** a three dose series or the completed waiver form for age 18 and older;
 - **Varicella** - a two dose vaccine series or a positive blood titer result;
 - **Flu** (seasonal)

Students with chronic diseases such as cardiovascular disease or diabetes mellitus are strongly encouraged to consider obtaining pneumococcal vaccinations.

- Students will not be allowed to report to the experiential site without prior Immunization Clinical Clearance from the Office of Experiential Education.
- All costs associated with obtaining immunizations are the sole responsibility of the student.
- Students must provide a copy of their immunization records to the Office of Experiential Education. Students are also required to keep a copy of their records and are responsible for providing this information to their preceptors at the beginning of each rotation. Failure to provide this information will result in being asked to leave the site and loss of that rotation experience and/or delayed graduation.

The Office of Admissions will send an email to your application portal with your HU Pin, HUID Number and instructions on how to activate your Hampton University email account. For questions regarding HU email please call the Academic Technology Mall (ATM) Helpdesk at 757-728-6931 or email helpdesk@hamptonu.edu

Smoking Policy

Virginia law effective on July 1, 2019 prohibits the purchase and possession of tobacco, nicotine vaping products and alternative tobacco products by anyone under the age of 21 (with the exception of active duty military age 18).

Statement

To protect the health and safety of all students, employees and visitors, we established policies concerning smoking on the Hampton University campus. We hope in the future to move to a complete tobacco-free environment.

The following general rules apply to smoking:

- **No smoking** is permitted in any campus building or university-owned vehicles.

- Smoking is allowed in specified outdoor locations. To insure that non-smokers are not subjected to secondhand smoke, there will be no smoking adjacent to building entrances or windows. The new designated posted areas where smoking will be permitted are as follows:
 - Alleyway of Bemis and Housekeeping Department
 - Behind the Stone Building and Computer Center
 - Between Student Center and Eva C. Mitchell (not on or by the handicapped ramp entrance)
 - Between Kittrell Hall & William R. & Norma B. Harvey Library
 - Cemetery Wall under the Oak Tree
 - Rear Area of Scripps-Howard
 - Grass Area between Holland Hall and Olin Building
 - Convocation Center – Eastside and Entrance C

Responsibilities

All students, faculty and staff are responsible for observing this policy. It will be enforced by managers, supervisors and residence hall directors across the campus. Faculty, staff and students are responsible for helping visitors to find the designated smoking areas.

While we do not wish to force a tobacco-free lifestyle on anyone, we do expect employees and students to comply with this policy while at work and try to protect their own health by making a renewed effort to quit. This policy includes, but is not limited to smoking of E-Cigarettes, Beedis, Cigars, Hookahs, Kretek, Pipe Smoking, Roll your Own, and Vaporizers.

Substance Abuse Policy

Hampton University embodies the concept of quality education and a healthful living, learning and working environment based on historical practices and as is supported by the current mission statement. To that end, this policy is submitted to all administrators, faculty, staff and students. In addition, Hampton University is committed 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 has zero tolerance for drugs, and weapons.**

This policy applies to students who are enrolled and/or employed by Hampton University.

Students enrolled in HUSOP must abide by federal guidelines. The federal government classifies cannabis along with heroin and cocaine as schedule I, meaning they have a high potential for abuse and no accepted medical use. ***Please note:*** *Under federal law, marijuana is still classified as a controlled substance. That means, even where laws around marijuana usage have relaxed at the state level, federal law still prohibits its uses in most instances.*

“Drug” is defined as any substance that has known mind or function-altering effects on human subjects, specifically substances controlled, regulated or prohibited by state and federal law including alcohol and psychoactive substances. For the purpose of this policy and in order to provide appropriate flexibility to address possible future development and use of non-regulated substances, “drug” may additionally be defined as any commercially or privately produced, manufactured or altered non-regulated substance used in a manner similar to or in the place of a drug or function-altering substance, such as K2/”Spice,” Salvia (salvia divinorum), Synthetic Cathinones (or “bath salts”).

Hampton University prohibits the illegal use, possession, transport, manufacture, distribution, promotion or sale of alcohol, drugs, drug paraphernalia or look-alike (simulated) drugs while performing work for or matriculating at Hampton University, or on Hampton University properties. Hampton University employees and students must not report to or work under the influence of alcohol, any drugs, or other

substances which will in any way influence their work performance, alertness, coordination or response to or effect the safety of others on the job.

Criminal Background Check Policy and Drug Screening Policy

The Hampton University School of Pharmacy's (HUSOP) Department of Experiential Education manages learning experiences that occur external to the school and are a required part of the curriculum in all four years of the PharmD program. Many sites utilized for experiential learning require students to meet certain requirements, such as undergoing criminal background checks and drug screening. The rationale behind the School's requirement for background checks and drug screenings include,

1. the need to enhance the safety and well-being of patients and, in so doing, to bolster the public's continuing trust in the pharmacy profession, and
2. to ascertain the ability of accepted applicants to complete their pharmacy education and eventually become licensed pharmacists.

The American Association of Colleges of Pharmacy (AACP) facilitates a centralized criminal background and drug screening service through the Pharmacy College Application Service (PharmCAS). The vendor selected by PharmCAS, **Certiphi Screening, Inc.**, will procure a national background report and drug screening on any applicant offered conditional acceptance by the HUSOP for the reasons stated above. The applicant will pay all fees for the background check and drug screening.

Failure to meet these criteria will result in the School rescinding a conditional offer of acceptance. Please visit the [PharmCAS website](#) for more information on the centralized criminal background check and drug screening process. **Please note, not all offenses make you ineligible for admission.**

Academic Notices

Students are responsible for the regular monitoring of the **Academic Notices** via Canvas, Hampton University email, CORE, and on monitors placed throughout the School of Pharmacy buildings.

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 shoes are encouraged to be professional, clean and appropriately styled. In addition, the following specific recommendations must be followed (business casual):

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.

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 or a collared polo shirt. ✓ Men must wear socks.

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.

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.

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 Instagram, Twitter, LinkedIn, YouTube, Snapchat, 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.

Hampton University Appropriate Use of Technology Policy

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 elsewhere 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 his/her work; that no one will be unwillingly subjected to 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 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 resource to annoy or harass or defame is prohibited. This applies to the use of phone mail, electronic mail, conferencing, news group bulletin boards and message facilities. This includes but is not limited to flooding individuals or news groups 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 community such as Face Book, My Space or Black Planet, is a violation of University policy. It is also against University policy to utilize any university technological resource 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 action 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 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.

Technology, TBL Space, and Labs

Lab Computers and Equipment

Students are not allowed to install or modify lab computers or equipment. Any attempt to modify or alter lab computers or equipment will be considered a violation of the School's policies and may result in disciplinary action.

Personal Devices

Personal devices such as laptops, tablets, and smartphones can be used in classes. However, the use of these items must not disturb the learning environment. While in the classrooms, labs, or otherwise designated learning environments, cell phones must be turned off or set to silent or vibrate.

Students are not permitted to possess cell phones, smart watches, video recording eyewear, 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.

Exams

Students must use the laptops issued by the School at the beginning of their 1st year to take exams unless otherwise notified. If a computer issued by the School is unavailable due to repairs, a computer may be provided for the exam.

Maintenance of School-Issued Electronic Devices

Students who are provided with school-issued electronic devices are expected to use them responsibly and maintain them. Electronic devices should be updated at all times to prevent or minimize any downtime. Students should report any issues to the Network Administrator or their professors immediately.

Academic Integrity

Using technology to cheat is strictly prohibited. Students must maintain academic integrity when using technology. Plagiarism, cheating, or any other form of academic dishonesty will not be tolerated. All work submitted by students must be original and adhere to the University's academic policies.

Artificial Intelligence (AI) Technology

AI technology can be used to support or assist student work, but it cannot be used to break academic integrity. Any attempt to use AI technology to cheat will be considered a violation of the School's policies and may result in disciplinary action. Using AI Technology to complete a majority of an assignment is prohibited.

Laptop Repair and Troubleshooting

Electronic devices issued by the School will come with a 5-Year Extended Warranty. Student laptops should only be repaired or troubleshooted by the Network Administrator or Dell Support. Any attempts to repair or troubleshoot electronic devices on your own may cause damage to your machine and/or void the warranty.

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 childcare 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.

Classroom Policy on Food and Drink

Food and drink are permitted in the common break areas located around the School as well as in the outdoor areas. Water in a closed container may be consumed in any classroom; however, food consumption is not permitted.

No food or beverage is permitted in any of the laboratories to include the computer, practice, or pharmaceuticals laboratories.

General Matriculation Rules and Guidelines

1. Students are required to keep abreast of school/class activities by checking e-mail, CORE, and monitors placed throughout the School of Pharmacy buildings.
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 reserve 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.

Section 3: Curriculum and Academic Calendars

Doctor of Pharmacy Program (PharmD)

The PharmD degree, consists of a total of 144 semester hours. It is a four-year program, dividing the course load between P1, P2, P3, and P4 levels. The professional program is a rigorous dive into the practice of pharmacy and pharmaceutical sciences. Our inclusion of experiential education allows our students to gain hands on experience in different job fields within the scope of pharmacy.

2024 Doctor of Pharmacy Curriculum

First Professional Year					
	Fall Semester	CH		Spring Semester	CH
	Pharmacy Practice & Patient Care	2		Integrated Pharmacology & Medicinal Chemistry I	3
	Top 200 Medications	2		Drug Information & Health Informatics	2
	Integrated Biomedical Science w/lab	5		Biopharmaceutics II & Basic Pharmacokinetics w/lab	4
	Biopharmaceutics I w/lab	4		Integrated Therapeutics I: Nutrition & GI	2
	Pharmaceutical Calculations	2		Integrated Therapeutics II: CNS	2
	PPCP Skills Case Lab I	1		PPCP Skills Case Lab II	1
	IPPE I	1		IPPE II	1
	IPE & Professional Development I	1		IPE & Professional Development II	1
				Self-Care & Alternative and Complimentary Therapy	2
	TOTAL	18		TOTAL	18
	Summer Session	CH			
	Concentrated IPPE (Community)	1			
	TOTAL	1			
Second Professional Year					
	Fall Semester	CH		Spring Semester	CH
	Integrated Pharmacology & Medicinal Chemistry II	3		Integrated Pharmacology & Medicinal Chemistry III	3
	Integrated Therapeutics III: Cardiovascular	4		Integrated Therapeutics VI: Endocrine	2
	Integrated Therapeutics IV: Renal	2		Integrated Therapeutics VII: Women & Men's Health	1
	Integrated Therapeutics V: Pulmonary	2		Integrated Therapeutics VIII: Rheumatology & Pain	2
	Pharmacy Practice Lab & Patient Assessment I	2		Pharmacy Practice Lab & Patient Assessment II	2
	PPCP Skills Case Lab III	1		Healthcare Administration I	2
	IPPE III	1		Biostatistics and Clinical Research Methods	3
	IPE & Professional Development III	1		PPCP Skills Case Lab IV	1
	Elective	2		IPPE IV	1
				IPE & Professional Development IV	1
	TOTAL	18		TOTAL	18
	Summer Session	CH			
	Concentrated IPPE (Institutional)	1			
	TOTAL	1			

Third Professional Year					
	Fall Semester	CH		Spring Semester	CH
	Integrated Pharmacology & Medicinal Chemistry IV	2		Integrated Pharmacology & Medicinal Chemistry V	2
	Integrated Therapeutics IX: Hematology/Oncology	3		Integrated Therapeutics XI: Clinical Microbiology & Infectious Disease	4
	Integrated Therapeutics X: Special Populations (Pediatrics, Geriatric)	2		Pharmacy Practice Lab & Patient Assessment III	2
	Health Care Administration II	2		Pharmacy Law & Ethics	2
	Population & Public Health	2		Health Equity & Service Learning	2
	Personalized Drug Therapy Management	2		PPCP Skills Case Lab VI	1
	PPCP Skills Case Lab V	1		IPPE VI	1
	IPPE V	1		IPE & Professional Development VI	1
	IPE & Professional Development V	1		Elective	2
	Elective	2			
	TOTAL	18		TOTAL	17
	Summer Session	CH			
	Seminar I	1			
	APPE I	4			
	APPE II	4			
	TOTAL	9			
Fourth Professional Year					
	Fall Semester	CH		Spring Semester	CH
	Seminar II	1		Seminar III	1
	APPE III	4		APPE VI	4
	APPE IV	4		APPE VII	4
	APPE V	4		APPE VIII	4
	TOTAL	13		TOTAL	13

TOTAL DOCTOR OF PHARMACY DEGREE CREDIT HOURS: 144

APPE - Advanced Pharmacy Practice Experience
 IPE - Interprofessional Education
 IPPE - Introductory Pharmacy Practice Experience
 PPCP - Pharmacists' Patient Care Process

Course Descriptions

PHA 502 - Pharm Practice & Patient Care

This course provides the student with an introduction to pharmacy practice experiences. Students will learn the history of pharmacy, pharmacy operations including workflow orientation and workflow layout of the dispensing area, all of which prepare students for their introductory Pharmacy Practice Experiences introducing to concepts of ethics, communication and medical terminology. Students will be introduced to the concept of patient-centered care, and how to apply the pharmacists' patient care process to optimize health and medication outcomes. The particular focus of this course will be on collecting and assessing subjective patient data, including developing patient interviewing skills, review of health records and methods of medical documentation, with an emphasis on the importance of utilizing the data to formulate, implement, and follow up on a care plan. 2 Credit hours 2 Lecture hours

PHA 504 - Top 200 Medications

This course involves the study of the top 200 most commonly prescribed drugs. Students will learn trade names, generic names, available strengths, available dosage forms, indications and appropriate dosing guidelines, common adverse drug reactions, patient counseling information and clinically significant drug-drug interaction. 2 Credit hours 2 Lecture hours

PHA 506 - Pharmaceutical Calculations

This course will provide students with their first exposure to basic pharmaceutical calculations. This course is designed to provide students with information about basic medication orders/prescriptions and the mathematical calculations and abbreviations needed for interpretation of prescriptions. This course will continue to develop student knowledge by application of basic pharmaceutical calculations. Also, students will be introduced to basic clinical and pharmacokinetic calculations.

2 Credit hours 2 Lecture hours

PHA 510 - Principles of Biomed Sci w/Lab

This course will reinforce the fundamental principles of human physiology by providing a solid foundation in the areas of genetics, anatomy, biochemistry, human, molecular as well as cellular physiology. The course will stress the interrelationships between normal biological processes, basic genetic and biochemical factors that contribute to the development of diseases, as well as pharmacological rationales for targeting bio-macromolecules and signaling pathways. This course will employ problem-based and team-based learning approaches 1) to engage students, 2) to expand students' understanding of the integrated functions of the organ systems; 3) and to improve students' critical thinking as well as decision-making skills required for successful completion of clinical and advanced science courses. Prerequisite(s): CHE 302, BIO 224 and BIO 225 or BIO 336 or with the consent of the Department Chairperson. 0 TO 5 Credit hours 0 TO 5 Lecture hours

PHA 546 - Biopharmaceutics I w/Lab

This course is designed to help students to understand physicochemical and biological principles, which affect functions of various pharmaceutical dosage forms, including the solubility, acid base theory, pharmaceutical excipient, kinetics and drug stability, it will also focus on the design, preparation, evaluation and use of liquid and solid dosage forms. Calculations, metrology, basic prescription analysis, and laboratory exercises are also emphasized. 0 TO 4 Credit hours 0 TO 4 Lecture hours 0 Lab hours

PHA 523 - PPCP Skills Case Lab I

This course will introduce the pharmacist's patient care process (PPCP) to collect, assess, plan, implement, follow up and evaluate patient cases based on scenarios across a variety of clinical settings. Students will learn communication abilities, how to collect a comprehensive patient history, develop an individualized patient-centered care plan in collaboration with other health care professionals, implement the care plan and conduct follow-up monitoring and evaluation using current, evidence-based guidelines and clinical trials. 1 Credit hour 1 Lecture hour

PHA 537 - IPPE I

This course is the first of six longitudinal IPPE (Introductory Pharmacy Practice Experience) and is designed to allow the student to gain experience with the various roles of pharmacists in the delivery of health care services in community pharmacy practice settings. Students will have the opportunity to observe and provide direct patient-oriented medication delivery and health care to a diverse patient population, and practice appropriate communication with patients and members of the health care team.

Through this supervised experience, the student will be able to apply introductory concepts from clinical didactic course work to gain experience in direct patient care, promotion of wellness, and disease prevention. The pharmacy setting for this experience may include independent, chain, and health-system community sites. 1 Credit hour 1 Lecture hour

PHA 541 - IPE & Prof Development I

This course is the first of six sequential courses that serve as an anchor for the co-curriculum and a home for tracking achievements of performance milestones. This course continues to expand on the 10 pharmacist attributes (problem solving/critical thinking, education, patient advocacy, cultural awareness, interprofessional collaboration, communication, self-awareness, leadership, innovation and entrepreneurship, and professionalism). This course focuses on development of leadership, self-awareness, professionalism and innovative mindset. 1 Credit hour 1 Lecture hour

Academic Calendars

Hampton University School of Pharmacy follows the University Academic Calendar. Please click the link for [Academic Calendar](#) which contains important academic dates and deadlines.

Class Schedule

CRN#	Course#	Course Name	Day(s)	Time(s)	Location	Course Coordinator
29354	PHA 502-01	Pharmacy Practice & Patient Care	R	9-10:50 am	Kittrell 101/ Lab 202	Dr. Ebony Andrews
29355	PHA 504-01	Top 200 Medications	R	1-2:50 pm	Kittrell 101	Dr. Shanea Brown
29356	PHA 506-01	Pharmaceutical Calculations	M	8-9:50 am	Kittrell 101	Dr. Shanea Brown
29357	PHA 510-01	Principles of Biomedical Sciences w/Lab	MT	10-11:50 am	Kittrell 101	Dr. Marilyn Saulsbury
29358	PHA 510-60	Laboratory	M	3-4:50 pm	TBD	Dr. Simone Heyliger
29359	PHA 523-01	PPCP Skills Case Lab I	F	9-11:50 am	Kittrell 201	Dr. Khalida Amini
29360	PHA 537-01	IPPE I	W	TBA*	TBD	Dr. Khalida Amini
29361	PHA 541-01	IPE & Professional Development I	F	1-2:50 pm	Kittrell 201	Dr. Ebony Andrews
29362	PHA 546-01	Biopharmaceutics I w/Lab	MT	1-2:50 pm	Kittrell 101/ Lab 204	Dr. Chengan Du

Section 4: Co-Curriculum

Co-curriculum Goal (Draft)

The goal of the co-curriculum is to provide a variety of activities and experiences during the pre-APPE curriculum for students to document competency in the following areas: problem solving, education, patient advocacy, interprofessional collaboration, cultural sensitivity, communication, self-awareness, leadership, innovation and entrepreneurship, and professionalism.

Student Expectations:

During the didactic curriculum the student must complete at least one activity in each of the required categories within the PY1 – PY3 years.

Categories	P1 Year	P2 Year	P3/P4 Years
1. Patient-centered Care	Required	Required	Elective
2. Professional Education	Required	Required	Elective
3. Legislative and/or Patient Advocacy	Required	Required	Elective
4. Leadership/Professional Service	Elective	Elective	Required
5. Interprofessional collaboration	Elective	Elective	Required
Any from categories 1 - 5	Total 4 = 3 required and 1 Elective	Total 4 = 3 required plus 1 Elective	Total 3 = 2 required plus 1 Elective

Instructions

1. Students must complete a guided reflective essay for each activity.
2. All activities must be documented in CORE ELMS on the Co-curricular Activities Form.
3. Activities not listed in APPENDIX A of the syllabus must be PRE-APPROVED by the Co-Curriculum Team. You must submit request for pre-approval at least 3 weeks prior to the event or activity.
4. Each activity must be documented in the MyCred e-Portfolio (located in CORE®). You must include the professional year and date that the activity was completed.
5. Fall activities must be documented by December 1 & spring activities by April 15.

Section 5: Experiential Education

Overview of Requirements

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 over 300 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.

Each student is responsible for maintaining a current Virginia pharmacy intern license as a current (HUSOP) Hampton University School of Pharmacy student. It is also the sole responsibility of the HUSOP student to research, assume the cost and acquire any additional out of state intern's license to be used during rotations and internships. Contact the preceptor and the particular state board of pharmacy in question for guidelines. *Section 6: Academic Guidelines*

Confidentiality and HIPAA

The student is responsible for maintaining confidentiality with regard to all protected health information (PHI) in accordance with HIPAA and the policies of the practice site. Inappropriate disclosure of PHI or other related information could result in a student's dismissal from the practice site. Students must complete HIPPA training and upload a Certificate of Completion to CORE ELMS prior to starting any IPPE/APPE. Students may be asked to complete additional training specific to each site and will comply with all policies and procedures. The Confidentiality Agreement signed as an IPPE student is in place for the APPE rotations. If you are unsure if you signed a Confidentiality Agreement, please see the staff of Experiential Education.

What Happens if you Violate HIPAA? – HIPAA Violation Classifications

School of Pharmacy

- Dismissal for Rotation
- Suspension or Dismissal for Program

Civil and Criminal penalties

That depends on the severity of the violation. Office for Civil Rights (OCR) prefers to resolve HIPAA violations using non-punitive measures, such as voluntary compliance or issuing technical guidance to help covered entities address areas of non-compliance. However, if the violations are serious, have been allowed to persist for a long time, or if there are multiple areas of noncompliance, financial penalties may be appropriate.

The four categories used for the penalty structure are as follows:

- **Tier 1:** A violation that the covered entity was unaware of and could not have realistically avoided, had a reasonable amount of care had been taken to abide by HIPAA Rules. Minimum fine of \$100 per violation up to \$50,000
- **Tier 2:** A violation that the covered entity should have been aware of but could not have avoided even with a reasonable amount of care. (but falling short of willful neglect of HIPAA Rules). Minimum fine of \$1,000 per violation up to \$50,000
- **Tier 3:** A violation suffered as a direct result of “willful neglect” of HIPAA Rules, in cases where an attempt has been made to correct the violation. Minimum fine of \$10,000 per violation up to \$50,000
- **Tier 4:** A violation of HIPAA Rules constituting willful neglect, where no attempt has been made to correct the violation within 30 days. Minimum fine of \$50,000 per violation

The tiers of criminal penalties for HIPAA violations are:

- **Tier 1:** Reasonable cause or no knowledge of violation – Up to 1 year in jail
- **Tier 2:** Obtaining PHI under false pretenses – Up to 5 years in jail
- **Tier 3:** Obtaining PHI for personal gain or with malicious intent – Up to 10 years in jail

Section 7: Student Support Services

Financial Aid and Scholarships

The [Department of Financial Aid and Scholarships](#) provides information and guidance to students seeking financial assistance. Hampton University offers a variety of low-interest student loan products, including Federal Stafford, Perkins, Parent PLUS, and Grad PLUS loans and scholarships to assist in affording the cost of attending HU.

Students must apply for financial aid to be considered for loans, grants, scholarships, or any other financial assistance by going to [FAFSA® Application|Federal Student Aid](#). This must be done by March 1 each academic year.

Criteria for Financial Aid

Students 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 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 and Scholarships for more information.

Health Insurance

Health insurance is required for all students enrolled in the School of Pharmacy. Students may obtain insurance through a private plan, their parent’s insurance plan, or through the University sponsored Student Health Insurance Plan (SHIP) offered by Anthem® Blue Cross and Blue Shield. The SHIP is

designed to meet the health care needs of the diverse student population attending Hampton University. The plan provides the student with comprehensive coverage to include prevention and wellness benefits. To enroll go to www.gallagherstudent.com/hamptonu.

Students must provide proof of coverage to the Office of Student Affairs at the start of each academic year.

Health Center

The [Student Health Center](#) provides outpatient health care for all HU students. Board-certified healthcare practitioners provide treatment for episodic illnesses, health maintenance, wellness screenings, health education, lab, and prescription services. Health insurance coverage is available for purchase to professional students if enrolled in six or more credit hours.

The Health Center is open Monday through Friday from 8:00 am to 5:00 pm during the academic year and the summer sessions. Services are provided by a health care provider during clinic hours. Students can call (757) 727-5315 or visit the [Student Portal](#) to schedule an appointment. Walk-in appointments are acceptable for emergency situations. Limited same day appointments may be available as well. Please do not bring others with you to your scheduled appointment.

The Health Center has an on-call nurse available after 5:00 pm and on the weekends. Please call (757) 727-5259 to have the on-call nurse paged. If you have an EMERGENCY, please call (757) 727-5666 for campus police to dispatch EMS/ emergency medical services.

Student 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.

The [Student Counseling Center](#) provides free, confidential, in-person, and telehealth counseling. Their services include mental health and individual and group counseling. Licensed professional counselors are available during regular business hours and on-call after normal business hours. In-state fourth year professional students seeking therapy services can receive them virtually from the counseling center. Professional students completing rotations out of state will be assisted by the counseling center when seeking access to care. They will also provide referrals to therapy services in the state where the student is located as needed. The state of Virginia licensing board prohibits providing therapy services across state lines. The counseling center website includes links to several online resources for students regarding mental wellness.

The Hampton University Student Counseling Center is located in the Willie O. Lawton Building, 1006 Settlers Landing Rd, Suite G. 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.

Student Success Center

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.

Compliance and Disability Services

Hampton University is committed to a policy of ensuring that no otherwise qualified individual with a disability is excluded from participation in, denied the benefits of, or subjected to discrimination in University programs or activities due to his or her disability. The University is fully committed to complying with all requirements of the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504) and to providing equal educational opportunities to otherwise qualified students and employees with disabilities.

The [Office of Compliance and Disability Services](#) provides and coordinates accommodations, support services and auxiliary aids for qualified students with disabilities and qualified employees with disabilities. Any member of the campus community in need of disability services should contact the Director of Compliance and Disability Services, located in the Student Success Center and can be reached at 757-727-5493 or via email.

Also, should you become temporarily impaired due to a broken limb or other reasons and need accommodations, please contact the office at disabilityservices@hamptonu.edu.

Students who have accommodations that are approved through the University must provide the “Accommodation Letter” to each faculty member who teaches in the course as well as to the Assistant Deans.

Advisement

The Office of Student Affairs and Assessment assigns each student a faculty advisor. The advisor is the first person who 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 Admissions and Student Services 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 Student Affairs and Assessment

- b. Meet with advisees at least three times per semester
 - i. Start of the fall semester - update contact information and set academic goals for the year.
 - ii. Middle of the fall and spring semesters - review mid-term grades and ensure accurate course selection for the next semester (pre-registration).
 - iii. End of the fall and spring semesters - discuss academic progress and final exam preparation.
 - c. Monitor academic progress and assist the student in seeking appropriate help
 - d. 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 at least three times per semester
 - b. Complete the required paperwork before each meeting
 - c. Follow advisee instructions for coursework, student support services, or academic support services that are recommended.
 - d. Continuously update the Student Information Sheet with the University, in CORE, and on advisement paperwork.

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.

Faculty and Alumni Mentors

Students will select a faculty or an alumni mentor at the start of the first professional. Mentors should be selected based on similar professional interests and desired characteristics. The mentor will share information about their personal career path and provide guidance, motivation, emotional support, and role modeling. These mentors will assist students with goal setting, developing contacts, and identifying resources. The mentor will help students explore career pathways, internships, residencies, and post-graduate education options. *Note:* in some cases, the mentor and advisor can be the same person.

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 modular courses 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.

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 [Tutoring Center](#). All tutors must meet the requirements of the University Tutoring Center and be approved by the Office of Student Affairs and Assessment. If you wish to register as a tutor, please contact the Office of Student Affairs and Assessment for instructions on how to apply.

This section provides guidance with the type 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. 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.

SOAR (Student Opportunities for Academic Retention) Program

Purpose: To provide early intervention and remediation strategies to ensure student academic success from admission to graduation.

Goals:

- ☐ Retain and graduate >90% of admitted students
- ☐ Reduce the number of students failing to meet academic benchmarks and ensure academic success
- ☐ Provide a holistic approach to student academic and non-academic support
- ☐ Maintain progression rate at or above national average
- ☐ Maintain first-time NAPLEX pass rate at or above national average

Students enrolled in the program will fall into two categories: **Accepted or Matriculating.**

Program Eligibility Requirements for Accepted Students:

- ☐ Failure to meet the minimum competency on the Pharmacy Readiness Exam (PRE)
- ☐ First-generation college students
- ☐ Failure to pass re-assessment after completion of remediation activities*

** Students that fail to pass re-assessment after completion of remediation steps will be required to fully participate in the S.O.A.R. program throughout the PY1.*

Program Eligibility Requirements for Matriculating PY1-PY3 Students:

- ☐ Failure of any assessment, if already enrolled in SOAR*

- ☐ Failure to maintain GPA >2.0
- ☐ Failure of a course
- ☐ Failing average (C- or below) at Midterm
- ☐ Referral from faculty or academic advisor

*The Enflux® assessment software will be used to monitor academic performance and will serve as an “early alert” system to send notification to the **Faculty Academic Advisor, Assistant Dean of Academic Affairs, Coordinator of Academic Support,** and the **Coordinator of Assessment** if a student fails any assessment.

Once an alert is sent, the student will be required to meet with their Faculty Academic Advisor to determine if the issue is academic or non-academic. This information will be used to determine remediation/intervention steps.

Components of the program:

Part 1: RX Ready® (*Pre-matriculation, Evidence-Based Learning Approaches, and Post Matriculation*)

Part 2: Peer to Peer Tutoring

Part 3: Mental Health & Additional Support Services

PART 1 **RX Ready®**

PHASE I- Pre-Matriculation	PHASE II- Post Matriculation	Coaching	PHASE III- Post Matriculation
-Starts <u>prior</u> to beginning PY1 (around July/August)	<u>P1 Success Week</u> -Starts <u>after 1st set of exams during fall PY1</u> -All courses stop for 1 week	-Begins after Phase II and continues throughout PY1 where needed	-Starts during <u>winter session</u> -Online ~10 days -PHRD 616-zero Credit hour course
-Uses ExamMaster to assess: <ul style="list-style-type: none"> ○ Critical thinking ○ Math ○ Physiology ○ Biochemistry I & II ○ Time management 	Academic coaching <ul style="list-style-type: none"> ○ Triage barriers to academic success ○ Direct students to student support services ○ Learning skills, productivity, and metacognition enhancement 		-Includes strategies for student success using STATMED Learning <ul style="list-style-type: none"> ○ How to study ○ How to maximize time ○ How to analyze boards-styled test questions
	Peer tutoring		
	Learning skills workshop wellness		

PART 2 **Peer to Peer Tutoring**

Purpose:

- Assist peer students with course work

Criteria for Peer Tutors:

- ☐ Incoming GPA 3.0 or higher
- ☐ Maintain GPA 3.0 or higher each semester*
- ☐ Must have a “B+” or higher in the course in which they tutor
- ☐ No professional conduct issues
- ☐ Participate in tutor training
- ☐ Enrolled in the PharmD program at Hampton University

**If the GPA drops below 3.0 or a grade of at least a “B+”, the mentor can no longer serve as a tutor until the GPA reaches 3.0 or higher.*

PART 3 **Student Well-Being, Mental Health & Mentoring Services**

Purpose:

- Ensure student success by addressing potential barriers that may negatively impact student academic outcomes

The S.O.A.R. program will partner with the Office of Compliance and Disability Services, HU Student Support Services and the Student Success Center to provide the following services including but not limited to:

- ☐ Referral for assessment of learning disabilities
- ☐ Referral to counseling services
- ☐ Providing mentorship
- ☐ Referral of students experiencing unforeseen financial hardship

Academic Improvement Plan

The Academic Improvement Plan is a tool used to help students who are on Academic Warning and Academic Probation raise their GPA, obtain the required credits to pass their courses and connect to campus resources to achieve academic, professional and personal success.

Academic Progression Policy

General Guidelines

Every PharmD student at HUSOP (Hampton University School of Pharmacy) is expected to fulfill certain academic requirements in order to successfully progress through the professional program. Failure to maintain good academic performance will result in appropriate action by the Academic Affairs and Admissions and Student Affairs Committees.

The following policies apply to every student in the PharmD program. These requirements apply in addition to the Hampton University Academic Regulations. The School of Pharmacy shall update these policies periodically to ensure academic integrity of the professional program.

- The curriculum is to be followed from a course prerequisite standpoint; based on the year offered. Students must pass all courses at each professional level before enrolling in courses at 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; all P3 courses must be successfully completed before enrolling in P4 courses).
- **A student that fails a course must take the course at the next course offering.**
- For satisfactory academic progress towards the PharmD degree, a student must complete the professional program (PY1-PY4 years) of the Doctor of Pharmacy program within a maximum time limit of six academic calendar years. However, there may be extenuating circumstances where students may be allowed to go beyond the six-year limit and those incidences will be reviewed on a case-by-case basis.
- A student may progress to Advanced Pharmacy Practice Experiences (APPE) in the P4 professional year **only** if the student has passed all PY1-PY3 courses and **ALL** eight (8) Introductory Pharmacy Practice Experiences (IPPE). A student must complete the P4 professional year within a maximum time limit of two academic calendar years. Please refer to the Experiential Handbook for detailed IPPE and APPE progression policies.

Students may request an exception to the requirements of this Satisfactory Academic Progression Policy for documented unexpected circumstances (*e.g., Illness, Family emergency, Medical Leave of Absence, outbreak of communicable disease, etc.*). 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.

Course Failure Policy

If a student fails one or more courses, he or she will be subject to the following procedures related to their academic standing within the program. A flow chart of the policy is presented below.

Failure #1:

- If a student receives one grade less than a “C” in any professional pharmacy course in any semester within the program, the student will be placed on “**Academic Warning**”.
- The student will receive a letter from the Office of Student Affairs indicating this status.
- The student will meet with the Coordinator of Academic Support to develop an Academic Improvement Plan (AIP).
- The student will be encouraged to participate in the Student Opportunities for Academic Retention (SOAR) program.

Note: Students placed on Academic Warning will automatically be placed on an Academic Improvement Plan and recommended to participate in the S.O.A.R. Program.

Failure #2:

- If a student receives TWO grades less than a “C” in any professional pharmacy course within the program, the student will be placed on “**Academic Probation**”. Each failing grade in the same course will be counted separately.
- The student will receive a letter from the Office of Student Affairs indicating this status.
- The student will meet with the Coordinator of Academic Support to develop a new or a revised AIP.
- The student will be required to participate in the SOAR program.
- The student will be required to sign a **Probation Affidavit**. See Probation Policy.

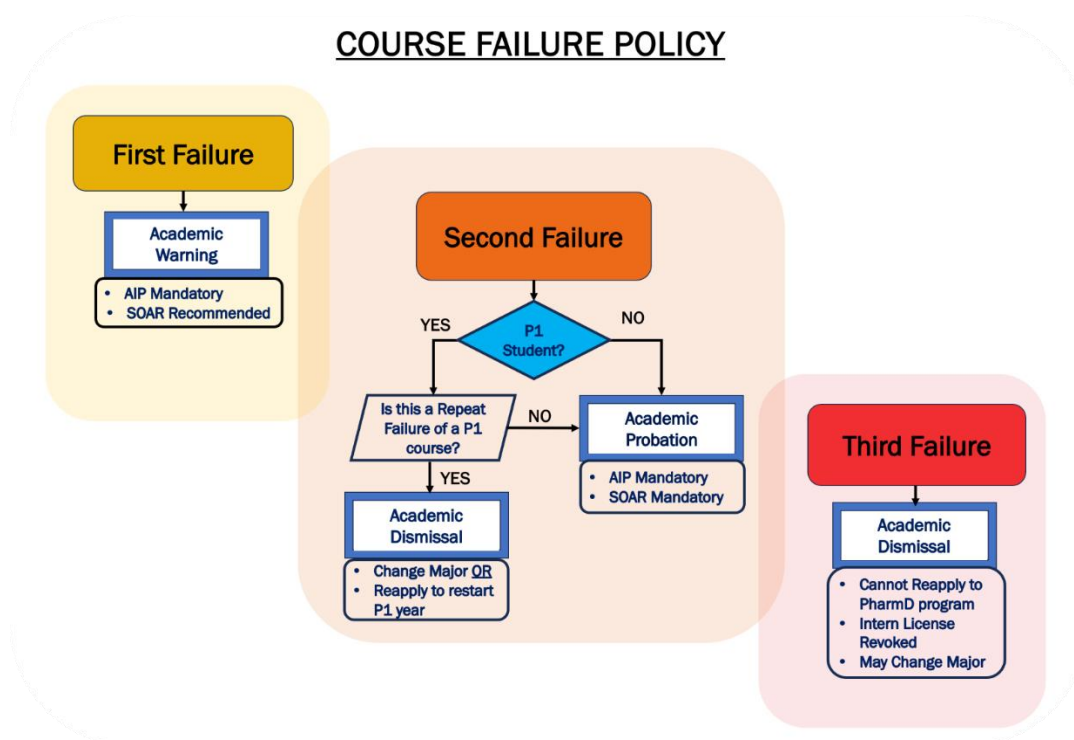
NOTE: A PY1 student that receives two grades less than a “C” will be dismissed from the program. The student will be eligible to apply for readmission as a new PY1 student. See the Readmission Policy for requirements. PY2 and PY3 students failing two courses will not be dismissed.

Failure #3:

- If a student receives THREE grades less than a “C” in any professional pharmacy course within the program, the student will be subject to “**Academic Dismissal**”. Each failing grade in the same course will be counted separately.
- The student will receive a dismissal letter from the Office of Student Affairs.
- A copy of their dismissal letter will be 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, Director of Experiential Education, and Faculty Advisor.
- The Virginia Board of Pharmacy will be notified of the dismissal, and the pharmacy intern license will be revoked.
- The student is responsible for completing the Change of Major form (if applicable) and submitting it to the Registrar’s Office.
- The student will not be permitted to register for or to attend any Doctor of Pharmacy classes.

NOTE: PY1-PY4 students may be eligible to apply for readmission See Readmission Policy.

COURSE FAILURE POLICY



Academic Warning

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

1. A grade less than a “C” in any professional pharmacy course in any semester within the program.

NOTE: Students placed on Academic Warning will meet with the Coordinator of Academic Support to develop an Academic Improvement Plan and will be given recommendation to enroll into the SOAR program.

Academic Probation

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

1. 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. A cumulative GPA of less than 2.0 in any semester.

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.

☐ **NOTE:** Students placed on Academic Probation must sign the *Probation Affidavit*. Please see below.

Probation Affidavit

Students placed on Academic Probation must comply with all conditions of the *Probation Affidavit*. By signing the affidavit, the student acknowledges that:

1. I will be placed on Academic Probation.
2. I will not earn any additional grades less than a “C”.
3. I will meet with my Faculty Advisor once every two (2) weeks.
4. I will meet with the Coordinator of Academic Support (CAS) once every month. **NOTE:** Meetings with the Faculty Advisor and CAS applies to matriculation through the Didactic Program (i.e., until all course requirements of the PY1-PY4 years are met).
5. I will document compliance with the Academic Probation conditions using the Record of Advisement for Readmitted Students. The document must be submitted to the Office of Student Affairs and Assessment at the end of each semester.
6. I will participate in the SOAR program.

NOTE: Students failing to meet the Academic Probation requirements will be dismissed from the program and may apply for readmission consideration. (See Readmission Policy).

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

1. No additional grades of less than a “C.”
- AND
2. A cumulative GPA above 2.0.

Dismissal

Academic Dismissal

A student is subject to dismissal from Hampton University School of Pharmacy 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. Note: this includes IPPE.
2. A cumulative GPA of **less than 2.0** for four consecutive semesters.
3. A student who **fails to complete the** Doctor of Pharmacy program at Hampton University **within a maximum time limit of six academic calendar years**.
4. Non-compliance with the Probation and Readmission policies.

NOTE: A student that fails an APPE is subject to dismissal from the program and must meet with the Director of Experiential Education and the Academic Affairs Committee. Repeating a course/rotation with a different preceptor will be based on preceptor availability and any terms associated with the student’s academic probation, medical leave of absence, or administrative leave of absence.

If a student is dismissed from the School of Pharmacy:

1. Non-academic Dismissals cannot be appealed. Academic Dismissals are subject to appeal only. Please refer to the student handbook. **Note:** Dismissal from the School of Pharmacy does not necessarily mean dismissal from the University; refer to the University Academic Catalog for its dismissal policy.
2. 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, Director of Experiential Education, and Faculty Advisor.
3. The Virginia Board of Pharmacy will be notified of the dismissal (Academic or Non-Academic) and the Pharmacy Intern License will be revoked.
4. The student is responsible for completing the Change of Major form (if applicable) and submitting it to the Registrar’s Office.
5. The student is not permitted to register for or attend any Doctor of Pharmacy classes.

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. A student with a positive drug screen, not attributed to prescription medications, will be dismissed from HUSOP and will be referred to the VP of Student Affairs. (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.
- **HIPPA Violation:** See Experiential Handbook for details.

University Minimum GPA Requirements

Hampton University has established minimum GPA requirements for students to maintain good academic standing at the University regardless of their major. Students in the professional pharmacy program are subject to these requirements in addition to the academic progression policies of the School of Pharmacy. Students that do not meet these University GPA requirements are subject to the following policies:

- If a student has a cumulative GPA of less than 2.0 in any semester, the student will be placed on ‘**Academic Probation**’ and will be required to sign the ***Probation Affidavit***.
 - Students placed on Academic Probation will automatically be placed into the SOAR (Student Opportunities for Academic Retention) program.
 - The student will receive a letter from the Office of Student Affairs indicating their probationary status.
 - Academic Probation will be lifted after two semesters when the student attains and maintains a cumulative GPA above 2.0.
- If a student has a cumulative GPA of less than 2.0 for four consecutive semesters, the student will be subject to ‘**Academic Dismissal**’ from the program.
 - The student will receive a dismissal letter from the Office of Student Affairs.
 - A copy of their dismissal letter will be 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, Director of Experiential Education, and Faculty Advisor.

- The Virginia Board of Pharmacy will be notified of dismissal and the Pharmacy Intern license revoked.
- The student is responsible for completing the Change of Major form (if applicable) and submitting it to the Registrar's Office.
- The student is not permitted to register for or attend any Doctor of Pharmacy classes.

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.

Readmission Policy

A PY1-PY4 student 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.

NOTE: A student may only apply for readmission ONE time and only if the reason for failure was not due to misconduct.

The Academic Affairs Committee will review the case. The student must appear before the committee along with the academic advisor, if desired by the student. The Academic Affairs Committee will discuss and review the readmission request. 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 re-enroll.

- ☐ PY1-restart the program as a new PY1
- ☐ PY2-PY4-continue matriculation through the program

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

Submission of a readmission application does not guarantee admission.

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

1. I will be placed on Academic Probation.
2. I will not earn any additional grades less than a “C”.
3. I will meet with my Faculty Advisor once every two (2) weeks.
4. I will meet with the Coordinator of Academic Support (CAS) once every month. **NOTE:** Meetings with the Faculty Advisor and CAS applies to matriculation through the Didactic Program (i.e., until all course requirements of the PY1-PY4 years are met).
5. I will document compliance with readmission conditions using the Record of Advisement for Readmitted Students. The document must be submitted to the Office of Student Affairs and Assessment at the end of each semester.
6. I will participate in the SOAR program.

NOTE: Students failing to meet the readmission requirements will be dismissed from the program without further recourse and no further request for readmission will be considered. (See Dismissal Policy).

Separation from the University

Leaving the University for any reason is separation from the University and is categorized as:

Official Withdrawal

As defined by the University, “withdrawal” means that the student ceases to attend all classes and is no longer considered enrolled in the University. *Please refer to the section on Medical Leave of Absence (MLOA). Official withdrawal follows from the student informing the Office of the Registrar of intent to withdraw and completing the University Separation form. A student who withdraws before the end of the course drop period will have his or her entire semester registration record removed from the permanent record. Withdrawing after the end of the drop period, but before 4:00 p.m. on the last day of classes, causes “WP” or “WF” entries for each course of the student’s current enrollment. Withdrawing after the last day of classes results in grades as earned for the term being recorded in the permanent record.

Medical Leave of Absence (MLOA)

Hampton University recognizes that students may experience medical situations during the course of their enrollment that significantly limits their ability to function successfully or safely in their role as students. This policy is intended to provide a flexible and individualized approach to allow students to address their specific medical needs through a medical leave of absence, which allows the student to step back from University life and their studies to receive treatment, and enable them to return to successfully matriculate. A student’s medical situation need not be completely resolved in order to return to campus, and continue their education. However, based on individual circumstances a student may be required to remain on MLOA for a defined period of time.

The University supports academic accommodations to allow students to make up missed assignments and examinations, when applicable. Students should consult with their professors, the Registrar's Office, Office of Financial Aid, and their respective academic advisor in their School to determine the impact of their MLOA. Course assignments and grades are given at the discretion of each Faculty member. In addition, International students should consult with the International Office regarding MLOA.

The University will remain sensitive to the student's privacy and academic progression when implementing the MLOA policy. Anyone aware of a student experiencing a medical emergency should contact the Campus Police at (757) 727-5259 to summon emergency medical services.

Voluntary MLOA

A student experiencing mental and/or physical condition(s) that interfere with their ability to function as a student may request a voluntary medical leave of absence. Student requests for a medical leave should be made through the Health Center or the Student Counseling Center. The benefit of a voluntary MLOA is that it allows the student to step away from academic responsibilities to address their health concerns, then return prepared to face a rigorous academic program. Students should share their anticipated plan during the leave of absence which may include anticipated medical treatment and living arrangements. The student will be required to meet specific conditions before approval to continue matriculation.

Involuntary MLOA

The University has the authority to place a student on an involuntary Medical Leave of Absence in situations where a student demonstrates behavior that is life-threatening, poses a significant risk to the health or safety of others, or is significantly disruptive to the University learning environment. This policy is not intended to be disciplinary in nature, but to support the student and to maintain safety in the University community. Before an involuntary MLOA is considered, efforts may be made, depending on the specific circumstances involved, to encourage the student to take a voluntary MLOA. The length of the leave will be based on available medical evidence, which would include, but is not limited to, all medical and psychiatric conditions (e.g., severe eating disorders and substance dependence). The student will be required to meet specific conditions before requesting reinstatement.

Policy Implementation

The MLOA policy may be implemented when it is observed that a student experiences:

1. A mental or physical emergency or severe acute illness or injury that compromises the health, safety or ability of the student
OR
2. A sudden worsening of a chronic medical condition that compromises the health, safety or ability of the student, with or without accommodations

The Official Student Handbook has the instructions for applying for leave.

Unofficial Withdrawal

Unofficial withdrawal results when a student, who is matriculated for a degree and is in good standing does not enroll in a consecutive semester (excludes summer school). If an undergraduate student leaves during a term without notifying the Office of the Registrar and does not file a separation form, he or she is considered unofficially withdrawn. A student who withdraws unofficially has not established an official

date of separation and consequently cannot be given a pro-rated refund for which he or she otherwise may be eligible. An unofficial withdrawal may also obligate the student to repay loans more quickly or in higher amounts than expected.

Readmission to the Undergraduate College after separation, for whatever reason (including all types outlined above) requires a current formal application for admission to Hampton Institute. Admissions procedures are enumerated in this catalog's section on admissions.

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.

Section 8: Code of Conduct

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.

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 Student Handbook for additional information.

Section 9: Due Process, Grievance, and Professional Conduct

Student Grievance Policy and Procedures

STEP ONE	<p>START AT THE SOURCE OF THE PROBLEM</p> <p>Fill out the School's Grievance Form to provide a written description of the grievance. Submit a copy of the completed form and other pertinent documentation to the instructor and the coordinator of the course.</p> <p><i>NOTE: A review will not be conducted for incomplete grievance requests. The form must be filled out completely and all appropriate signatures affixed.</i></p> <p>a. Schedule a conference with the instructor of the course. b. Be prepared to discuss issues of concern clearly. Do not speculate. c. Proceed to the next level of authority if the problem or concern is not resolved.</p> <p><i>NOTE: The instructor must provide their decision in a written format by completing the Grievance Form within three (3) business days of receiving the grievance.</i></p>
STEP TWO	<p>SCHEDULE A CONFERENCE WITH COURSE COORDINATOR (IF THEY ARE NOT THE INSTRUCTOR); SKIP THIS STEP IF THIS IS NOT A COURSE ISSUE</p> <p>Bring a copy of the Grievance Form and other pertinent documentation to the conference.</p> <p><i>NOTE: The Grievance Form must have a detailed explanation of the action taken by the instructor and must be signed by the student and instructor.</i></p> <p>Repeat steps b and c, as stated in Step One.</p> <p><i>NOTE: The course coordinator must provide their resolution to the issue in a written format by completing the Grievance Form within three (3) business days of receiving the grievance.</i></p>
STEP THREE	<p>SCHEDULE A CONFERENCE WITH ACADEMIC ADVISOR</p> <p>Bring a copy of the Grievance Form and other pertinent documentation to the conference.</p> <p><i>NOTE: The Grievance Form must have a detailed explanation of the action taken by the instructor and the course coordinator and must be signed by all of the individuals involved.</i></p> <p>Repeat steps b and c, as stated in Step One.</p> <p><i>NOTE: The academic advisor must provide their resolution to the issue in a written format by completing the Grievance Form within three business (3) days of receiving the grievance.</i></p>
STEP FOUR	<p>SCHEDULE A CONFERENCE WITH THE DEPARTMENT CHAIRPERSON</p> <p><i>NOTE: The Grievance Form must have a detailed explanation of the action taken by the instructor, course coordinator, academic advisor, and must be signed by all of the individuals involved.</i></p> <p>Repeat steps b and c, as stated in Step One.</p> <p><i>NOTE: The department chairperson must provide their resolution to the issue in a written format by completing the Grievance Form within three business days of receiving the grievance.</i></p>
STEP FIVE	<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><i>NOTE: The Grievance Form must have a detailed explanation of the action taken by the instructor, course coordinator, academic advisor, and department chairperson and must be signed by all of the individuals involved.</i></p> <p>Repeat steps b and c, as stated in Step One.</p> <p><i>NOTE: The Dean must provide their resolution to the issue in a written format by completing the Grievance Form within three (3) business days of receiving the grievance.</i></p>
STEP SIX	<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><i>NOTE: The Grievance Form must have a detailed explanation of the action taken by the instructor, course coordinator, academic advisor, department chairperson, and dean and must be signed by all of the individuals involved.</i></p> <p>Repeat steps b and c, as stated in Step One.</p> <p><i>NOTE: The Grievance Committee must provide their resolution to the issue in a written format by completing the Grievance Form within five (5) business days of receiving the grievance.</i></p>
STEP SEVEN	<p>SCHEDULE A CONFERENCE WITH THE EXECUTIVE VICE PRESIDENT AND PROVOST OR DESIGNEE OF HAMPTON UNIVERSITY</p> <p>Bring a copy of the Grievance Form and other pertinent documentation to the conference.</p> <p><i>NOTE: The Grievance Form must have a detailed explanation of the action taken by the instructor and must be signed by the student, instructor, academic advisor, course coordinator, chairperson, dean, and Grievance Committee.</i></p> <p><i>NOTE: If steps one through six have been omitted, the Executive Vice President and Provost or their designee will refer the case back to the step that was omitted.</i></p> <p>* The decision by the Executive Vice President and Provost is final.</p>

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.

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. 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 that any such information is not necessary for the resolution of the complaint.

If reporting an ACPE Standard Issue 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 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 Executive Vice President and Provost. If a sufficient and agreeable outcome is not reached, 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 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 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 still has the right to escalate it to ACPE for further investigation. A record of all complaints is kept on file in the office 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 by completing this form:

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

ACPE has an obligation to assure itself that any institution which seeks or holds a preaccreditation or accreditation status for its professional program(s) conducts its affairs with honesty and frankness. Complaints from other institutions, students, faculty, or the public against a college or school of pharmacy, including tuition and fee policies, and as related to ACPE standards, policies or procedures, shall be placed in writing in detail by the complainant and submitted to the ACPE office.

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

Visit [Complaints – Accreditation Council for Pharmacy Education \(acpe-accredit.org\)](https://acpe-accredit.org) for more information.

Professional Conduct and Due Process

The Hampton University Code of Conduct provides a framework of the policies, regulations and guidelines that students shall uphold. In addition, students are bound by the Hampton University School of Pharmacy (HUSOP) Student Handbook and American Council of Pharmacy Education (ACPE) guidelines, instructional course syllabus, the HIPAA Privacy Rule, research integrity and misconduct, and other institutional policies where students conduct program related activities. The HUSOP shall have the discretion to exercise jurisdiction over off-campus behavior, including the clinical rotations, internships and other obligations on Hampton University property or outside of campus activities in connection with official HUSOP related events.

Professional Conduct Committee (PCC)

The PCC is appointed by the Dean, is composed of members from the faculty and include:

- The Chairman of the Professional Committee
- At least five (5) Faculty members

The role of the PCC is to promote a culture of academic integrity, honor and professionalism. In addition, the PCC will be responsible for a fair process for determination of the responsibility of alleged violation of honor codes, which includes investigating the reported allegation, conducting a hearing to review and/or find the fact(s), and recommending disciplinary action(s) against students when the violation of honor codes occur.

The PCC meetings will be conducted in a manner that honors confidentiality and fairness. PCC members with possible conflicts of interest will be excused from the case review process.

Students accused of alleged honor code and/or professional conduct violations have the right to a fair and impartial hearing by the PCC before any disciplinary action is recommended against them. To ensure transparency the accused student should have an opportunity to present their side of the story and to challenge any evidence or accusations against them.

Protocol for Case Being Reviewed by the PCC

Faculty, administrator, staff, preceptors, and student may be the party to report the case of the alleged violations. The case of the alleged violation must be filed to the PCC within fifteen (15) business days of the occurred incident. The Chair of PCC and the Assistant Dean of the Office of Student Affairs will investigate and act on the report, and when deemed necessary, the case will be brought to the PCC for review within five (5) days after receiving the report.

Please be advised that specific honor code violation and/or professional conduct cases may be exempt from the Professional Conduct Committee for case review (i.e., Title IX issues will be reviewed by the HU Title IX Office). Furthermore, academic integrity issues, under the purview of the course syllabus, may be addressed directly by the faculty member. If the alleged honor code violation(s) is/are within the scope of the course syllabus, the instructor/preceptor/administrator should resolve the allegations directly with the student. The plausible sanction may include removal of points and/or a decrease by one (1) letter grade for the specific quiz/examination/activity within the course. Furthermore, a decrease by one (1) letter grade of the comprehensive course grade.

In the event an instructor/faculty member/administrator fails to resolve the alleged honor code violation and/or professional conduct issue with the student, or if the instructor/faculty member/administrator considers that the violation warrants additional disciplinary sanctions, PCC will convene to provide a recommendation regarding the allegation(s) with the student.

PCC Case Review Process

All case related materials and information will be kept confidential, and all documents reviewed by the Professional Conduct Committee will be kept within the student files.

Written Notice

The Professional Conduct Committee will send the student a written letter of notice of the alleged violation against them, via university email, within five (5) business days after receiving the PCC Case Review notice. The written notice of alleged violation will include the following:

- 1) The allegations and alleged policy violation(s), the date, time and location of the reported incident along with the corresponding range of potential sanctions;
- 2) The right a student has to a PCC hearing. The PCC will inform the party who submitted the allegation that a hearing will be convened which includes the date and time of the hearing, the accused student and the participating PCC members. The purpose of the hearing will be outlined, and the party who submitted the allegation (instructor / faculty member/ administrator) and party of alleged violation (student) will be invited to the PCC hearing. The participation of the hearing is mandatory, and the final recommendations from the PCC will be based on a preponderance of the evidence standard presented and Hampton University policy;
- 3) A summary of the process, rights and responsibilities; and a list of campus resources to help them navigate the process.

The student will be required to provide a written response to the letter of the allegation, and to confirm his/her appearance to the hearing, within three (3) business days after receiving the notice.

Hearing

The PCC will convene for the hearing, within five (5) business days, after written notices are sent to the parties involved in the allegation. The party who submitted the allegation (instructor/faculty member /administrator) and the party (student) who is accused of the allegation will have an opportunity to a fair hearing. The party who submits the accusation can present the alleged events to the committee. The committee will provide the party of the accused violation with a copy of the evidence against them. He or she will have the opportunity to review and to present their side of the story, to question the witnesses, and to challenge any evidence or accusations against them. The PCC members can ask questions of the parties involved in the case.

Decision

The PCC will make the decision within five (5) business days after the hearing. The PCC will discuss and make a deliberation as to whether it is more likely than not a violation of the Hampton University honor code and/or professional conduct violation has occurred. A vote of the majority of two-third ($\frac{2}{3}$) of the participating committee members rule that the evidence and testimony meet the standard of “more likely than not” that a violation occurred. When the vote is less than two-third ($\frac{2}{3}$) of the participating PCC members, the case against accuser will be dismissed. A case dismissal letter will be sent to the parties involved in the allegation within one business after the hearing.

When it is determined that more likely a violation occurs, the committee will recommend the appropriate sanctions. The sanction will be proportionate to the offense committed and consistent with the Hampton University Student Handbook. In addition, the PCC will take into account if the alleged policy violation(s) would not be a first offense and if multiple policy violations in connection with the incident. After mitigating and aggravating factors are considered, the PCC will recommend a disciplinary sanction to the Dean. The sanction recommendation will be confirmed with a vote of two-third ($\frac{2}{3}$) of the participating committee members. The sanction recommendations of dismissal from the program will need one hundred percent (100%) voting of all the participating committee members.

The final decision of sanction imposed resides with the Dean, within five (5) days after receiving the written recommendation from PCC. Dean and student involved will meet to discuss the incident, hear and receive the student’s information and perspective, discuss the student’s responsibility for the alleged violation(s), and if the student accepts responsibility, assign fair and appropriate sanctions. The Assistant Dean of the Office of Student Affairs will send the student a formal letter of the sanction decision.

Appealing

Student can submit a written request for an Appeal Hearing to the Hampton University School of Pharmacy Grievance Committee within five (5) days after student receiving a formal letter of the sanction decision from the Dean. The request must detail the basis of the appeal, for example, his or her due process rights were not followed or there is a new or additional information that was not presented or considered at the time of the determination of the recommended sanction. To appeal the PCC Case Review procedure and timeline, please refer to the HUSOP student handbook, Grievance Policy.

Section 10: Student Organizations and Committees

Student Organizations

The School of Pharmacy has many student-led organizations. These organizations plan and host events and provide a valuable opportunity for students to engage in the profession. The SOP student organizations and the process for serving in a leadership role are listed below.

Students may be nominated to serve as officers in their class and student organization. They can also serve as non-voting members on select School Committees.

GPA Requirements for Student Leadership Positions

Students that wish to serve in a leadership positions (such as Class President, Vice-President, Secretary, Treasurer, etc.) must have a professional GPA of 2.75 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. All students seeking to hold office must submit an application to run for an office which is available on the website.

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 2.75 or who fail a course will be required to vacate their positions and will be eligible to reapply for vacant positions only after they exceed this minimum threshold.

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.

Academy of Managed Care Pharmacy Student Pharmacists

AMCP Student Pharmacist chapters are comprised of ten or more AMCP members at a school of pharmacy. Student Pharmacist chapters further the purposes of AMCP through educational and community service, provide opportunities for professional growth, and promote managed care pharmacy within their schools.

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.

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.

1. Students must ensure that they meet all academic obligations during conference dates.
2. 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.
3. Faculty/preceptors are NOT required to make special accommodations for conference travel.
4. 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.
5. Any missed examinations must be promptly resolved in coordination with the appropriate instructor/coordinator.
6. 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.

Appendix Items

All forms and documents referenced in this document are available at the School of Pharmacy website (www.pharm.hamptonu.edu) or the front office.

[Request for Excused Absence/Tardiness Form](#)

[Release of Students Academic Record Form – FERPA](#)

[School of Pharmacy Grievance Form](#)

[Student Medical Leave of Absence Form](#)

Student Information Sheet

Date: _____ School Term (Fall or Spring): _____ Classification: _____

Student Name: _____

Birthdate: _____ HU ID#: _____

Sex: Male _____ Female _____ Intersex _____ Prefer Not to Answer _____

Race: Black _____ White _____ Asian _____ African _____
American Indian/
Alaska Native _____ Hispanic/Latino _____ Other _____

U.S. Citizen: Yes _____ No _____ If No, Nation of Citizenship: _____

State of Residency: _____

Education: (Prior to P1 status)

Degree:	Yes _____	No _____			
Type of Degree:	Associate _____	Bachelor's _____	Master's _____	Doctorate _____	
Years of College (if no degree prior to P1 status):		1-2 Years _____	3+ Years _____		
Campus or Local Address:		_____ _____ _____			
Phone:	Mobile _____	Work _____			
E-mail: HU _____		Personal _____			

Permanent (if it is not the same as your local address)	_____ _____ _____
Phone for Permanent Address:	_____
Emergency Contact Information	
Emergency Contact Name:	_____
Emergency Contact Phone:	_____

Mid-Semester Advisement Record

Fall P1 Mid-Semester Advisement Record

Student Name _____ Date _____

HU ID _____ Current GPA _____

Course number	Course	Mid-term Grade	Rating (1 to 5)
PHA 502-01	Pharmacy Practice & Patient Care		
PHA 504-01	Top 200 Medications		
PHA 506-01	Pharmaceutical Calculations		
PHA 510-01	Principles of Biomedical Sciences w/Lab		
PHA 510-60	Laboratory		
PHA 523-01	PPCP Skills Case Lab I		
PHA 537-01	IPPE I		
PHA 541-01	IPE & Professional Development I		

In the table above, indicate on a scale of 1 to 5 how you are doing in each class (where 5 is exceptionally well and 1 is struggling).

	YES	NO
Have you met with your professors?		
Have you purchased the required textbooks?		
Do you have a study group?		
Do you work? If yes, how many hours a week?		
Are you involved in extracurricular activities?		
Are you aware there are counseling services available?		
Are you aware of the Academic Enrichment Program (AEP)?		
Are you aware of the Student Opportunities for Academic Success Program (SOAR)?		

What do you consider to be your academic strengths and weaknesses? List at least two of each.

Are you having any other difficulties (family, health, financial, social, relationships, etc.) that may be impacting your academic progress?

What is your plan of action?

What are your professional goals upon graduation?

Comments/Concerns from Advisee:

Comments/Concerns from Advisor:

TO BE COMPLETED BY THE FACULTY ADVISOR

☐ E-Portfolio Reviewed (CV, Biography, Goals) (Check Box)

☐ Transcript Reviewed (Check Box)

Total number of courses failed at the end of previous semester_____

Total number of courses failing this semester (based on mid-term grades) _____

Total number of courses remediated to date_____

Student Signature_____ Date_____

Advisor Signature_____ Date _____

Spring P1 Mid-Semester Advisement Record

Student Name _____ Date _____

HU ID _____ Current GPA _____

Course number	Course	Mid-term Grade	Rating (1 to 5)

In the table above, indicate on a scale of 1 to 5 how you are doing in each class (where 5 is exceptionally well and 1 is struggling).

	YES	NO
Have you met with your professors?		
Have you purchased the required textbooks?		
Do you have a study group?		
Do you work? If yes, how many hours a week?		
Are you involved in extracurricular activities?		
Are you aware there are counseling services available?		
Are you aware of the Academic Enrichment Program (AEP)?		
Are you aware of the Student Opportunities for Academic Success Program (SOAR)?		

What do you consider to be your academic strengths and weaknesses? List at least two of each.

Are you having any other difficulties (family, health, financial, social, relationships, etc.) that may be impacting your academic progress?

What is your plan of action?

What are your professional goals upon graduation?

Comments/Concerns from Advisee:

Comments/Concerns from Advisor:

TO BE COMPLETED BY THE FACULTY ADVISOR

☐ E-Portfolio Reviewed (CV, Biography, Goals) (Check Box)

☐ Transcript Reviewed (Check Box)

Total number of courses failed at the end of previous semester_____

Total number of courses failing this semester (based on mid-term grades) _____

Total number of courses remediated to date_____

Student Signature_____ Date_____

Advisor Signature_____ Date_____

**Fall P2
Mid-Semester Advisement Record**

Student Name _____ Date _____

HU ID _____ Current GPA _____

Course number	Course	Mid-term Grade	Rating (1 to 5)

In the table above, indicate on a scale of 1 to 5 how you are doing in each class (where 5 is exceptionally well and 1 is struggling).

	YES	NO
Have you met with your professors?		
Have you purchased the required textbooks?		
Do you have a study group?		
Do you work? If yes, how many hours a week?		
Are you involved in extracurricular activities?		
Are you aware there are counseling services available?		
Are you aware of the Academic Enrichment Program (AEP)?		
Are you aware of the Student Opportunities for Academic Success Program (SOAR)?		

What do you consider to be your academic strengths and weaknesses? List at least two of each.

Are you having any other difficulties (family, health, financial, social, relationships, etc.) that may be impacting your academic progress?

What is your plan of action?

What are your professional goals upon graduation?

Comments/Concerns from Advisee:

Comments/Concerns from Advisor:

TO BE COMPLETED BY THE FACULTY ADVISOR

- ☐ E-Portfolio Reviewed (CV, Biography, Goals, Reflective Essays for IPPE, Competency Assessments, Rotation Grades, Assignments) (Check Box)
- ☐ Transcript Reviewed (Check Box)

Total number of courses failed at the end of previous semester _____

Total number of courses failing this semester (based on mid-term grades) _____

Total number of courses remediated to date _____

Student Signature _____ Date _____

Advisor Signature _____ Date _____

Spring P2 Mid-Semester Advisement Record

Student Name _____ Date _____

HU ID _____ Current GPA _____

Course number	Course	Mid-term Grade	Rating (1 to 5)

In the table above, indicate on a scale of 1 to 5 how you are doing in each class (where 5 is exceptionally well and 1 is struggling).

	YES	NO
Have you met with your professors?		
Have you purchased the required textbooks?		
Do you have a study group?		
Do you work? If yes, how many hours a week?		
Are you involved in extracurricular activities?		
Are you aware there are counseling services available?		
Are you aware of the Academic Enrichment Program (AEP)?		
Are you aware of the Student Opportunities for Academic Success Program (SOAR)?		

What do you consider to be your academic strengths and weaknesses? List at least two of each.

Are you having any other difficulties (family, health, financial, social, relationships, etc.) that may be impacting your academic progress?

What is your plan of action?

What are your professional goals upon graduation?

Comments/Concerns from Advisee:

Comments/Concerns from Advisor:

TO BE COMPLETED BY THE FACULTY ADVISOR

☐ E-Portfolio Reviewed (CV, Biography, Goals, Reflective Essays for IPPE, Competency Assessments, Rotation Grades, Assignments) (Check Box)

☐ Transcript Reviewed (Check Box)

Total number of courses failed at the end of previous semester_____

Total number of courses failing this semester (based on mid-term grades) _____

Total number of courses remediated to date_____

Student Signature_____ Date_____

Advisor Signature_____ Date_____

**Fall P3
Mid-Semester Advisement Record**

Student Name_____ Date_____

HU ID _____

Current GPA _____

Course number	Course	Mid-term Grade	Rating (1 to 5)

In the table above, indicate on a scale of 1 to 5 how you are doing in each class (where 5 is exceptionally well and 1 is struggling).

	YES	NO
Have you met with your professors?		
Have you purchased the required textbooks?		
Do you have a study group?		
Do you work? If yes, how many hours a week?		
Are you involved in extracurricular activities?		
Are you aware there are counseling services available?		
Are you aware of the Academic Enrichment Program (AEP)?		
Are you aware of the Student Opportunities for Academic Success Program (SOAR)?		

What do you consider to be your academic strengths and weaknesses? List at least two of each.

Are you having any other difficulties (family, health, financial, social, relationships, etc.) that may be impacting your academic progress?

What is your plan of action?

What are your professional goals upon graduation?

Comments/Concerns from Advisee:

Comments/Concerns from Advisor:

TO BE COMPLETED BY THE FACULTY ADVISOR

☐ E-Portfolio Reviewed (CV, Biography, Goals, Reflective Essays for IPPE, Competency Assessments, Rotation Grades, Assignments, Volunteer, Community & Civic Action) (Check Box)

☐ Transcript Reviewed (Check Box)

Total number of courses failed at the end of previous semester_____

Total number of courses failing this semester (based on mid-term grades) _____

Total number of courses remediated to date_____

Student Signature_____ Date_____

Advisor Signature_____ Date_____

**Spring P3
Mid-Semester Advisement Record**

Student Name_____ Date_____

HU ID_____ Current GPA_____

Course number	Course	Mid-term Grade	Rating (1 to 5)

In the table above, indicate on a scale of 1 to 5 how you are doing in each class (where 5 is exceptionally well and 1 is struggling).

	YES	NO
Have you met with your professors?		
Have you purchased the required textbooks?		
Do you have a study group?		
Do you work? If yes, how many hours a week?		
Are you involved in extracurricular activities?		
Are you aware there are counseling services available?		
Are you aware of the Academic Enrichment Program (AEP)?		
Are you aware of the Student Opportunities for Academic Success Program (SOAR)?		

What do you consider to be your academic strengths and weaknesses? List at least two of each.

Are you having any other difficulties (family, health, financial, social, relationships, etc.) that may be impacting your academic progress?

What is your plan of action?

What are your professional goals upon graduation?

Comments/Concerns from Advisee:

Comments/Concerns from Advisor:

TO BE COMPLETED BY THE FACULTY ADVISOR

☐ E-Portfolio Reviewed (CV, Biography, Goals, Reflective Essays for IPPE, Competency Assessments, Rotation Grades, Assignments, Volunteer, Community & Civic Action) (Check Box)

☐ Transcript Reviewed (Check Box)

Total number of courses failed at the end of previous semester _____

Total number of courses failing this semester (based on mid-term grades) _____

Total number of courses remediated to date _____

Student Signature _____ Date _____

Advisor Signature _____ Date _____

Student Registration Advisement Record

Student Name _____ **Date** _____

Class of _____

CLASSES

CRN NUMBER	COURSE NUMBER	COURSE NAME

- ✓ I have met with my advisor to discuss my progress in the professional program.
- ✓ I have discussed elective offerings with my advisor.
- ✓ I had the opportunity to address any concerns that I have encountered.
- ✓ I have asked and answered any questions and/or concerns I had regarding my future in this program.
- ✓ I am aware of recommendations/advice that my advisor has given me to strengthen my weaknesses.
- ✓ I am aware that my advisor is always available to help me, and I have been informed how to contact her/him.

Student Signature

Date

Advisor Signature

Date

PIN # _____

Grievance Form

Student Name: _____ HU ID: _____ Date: _____

Student HU Email: _____ Signature: _____

Detail of Grievance

Issue at hand	Name of Instructor	Course PHA	Date Occurred	Instructor Decision	
				Agree	Disagree
Grading Error <input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
Grading Challenge <input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
Other <input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>

Details of Resolution by Instructor

If issue is not resolved at the current level, please indicate below accordingly (both Faculty and Student must affix signatures). The Student must then be provided the original form and bring up to the next level. If the issue is resolved at any level, then a copy must be retained at that level, and additional copies provided to Instructor of record, Course Coordinator and Office of Academic and Student Affairs. **Resolutions at each level should be conducted Face-to-Face. Both Student and Faculty must affix their signatures at the same time.**

Resolution Level	Issue Resolved		Faculty Signature	Date	Student's Agreement with Resolution		Student Signature	Date
	Yes	No			Yes	No		
Instructor	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		
Course Coordinator (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		
Academic Advisor	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		
Department Chair	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		
Dean	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		
Chancellor and Provost or designee	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		

Notes

- Incomplete forms will not be reviewed.
- For final grade appeal, please include grievance details for any other assessment (exam/ quiz/assignment etc.) grieved in the course.
- The course coordinator signs and dates the form to acknowledge receipt of grievance information and is not involved in decision-making regarding the grievance resolution.
- NOTE: All signing officials other than the instructor must provide details about their analysis and decision in a separate sheet and attach it to the original grievance form.