

Undergraduate Student Handbook



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Professor and Dean
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All forms and documents referenced in this document are available on the Hampton University website, School of Pharmacy website, or the Front Office.

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Welcome Letter from the Office of the Dean

Dear Undergraduate Student:

Welcome to Hampton University School of Pharmacy! You are embarking on an exciting journey that will lead to significant professional and personal growth and fulfillment. You have selected a profession that 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 unique career path that will have a lasting impact on both you as an individual as well as the people that you will serve. You have chosen a versatile profession that can be a springboard to numerous career pathways into the future.

This Undergraduate Student Handbook is designed to help you successfully navigate your journey through the Pharmaceutical Science and Pre-Professional Pharmacy programs. It provides important guidelines on all pertinent academic aspects related to the School, personnel, procedures, and timelines, and provides descriptions on the curriculum, grading policies, absences, dress code, student resources, and related documentation. The Undergraduate Student Handbook will be periodically updated as necessary when programmatic improvements are made, and such changes will be communicated to you through the appropriate channels.

The School of Pharmacy is devoted to helping you develop the attributes of an educated professional that is socially responsible and committed to the process of lifelong learning.

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.

“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

Contact Information

Office of the Dean: (757) 727-5753

Office of Student Affairs: (757) 727-5071

Dr. Vera C. Campbell, Assistant Dean of Assessment and Student Affairs | (757) 728-6685

Mrs. Tracy Small-Johnson, Coordinator of Admissions and Student Services | (757) 728-6494

Vision

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

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.

General Information

Disclaimer

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

While the provisions of this handbook will ordinarily be applied as stated, the School reserves the right to change any provision listed, including but not limited to academic requirements for graduation. Every effort will be made to keep students advised of any such changes. However, it is the responsibility of each student to keep himself/herself apprised of current graduation requirements by regular consultation with their advisor. Also, note that you're still subject to all procedures and policies detailed under the Hampton University Catalog unless stated otherwise.

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](#).

Communications

Students are responsible for the regular monitoring of **Academic Notices** received via email, CORE, or HU-PHARM Canvas Community. In addition, the TV monitor in the hallway of Kittrell Hall provides pertinent information regarding the School of Pharmacy.

Hampton University Code of Conduct

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

Respect

1. To respect himself or herself.

Each member of the Hampton Family will exhibit a high degree of maturity and self-respect and foster an appreciation for other cultures, one's own cultural background, as well as the cultural heritage from which Hampton University was born. It is only through these appreciations that the future of our university can be sustained indefinitely.

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

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

Professionalism

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

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

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

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

Integrity

5. To respect the rights and property of others.

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

6. To practice personal, professional, and academic integrity

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

Community

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

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

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

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

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

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

General Matriculation Rules and Guidelines

1. Students are required to keep abreast of school/class activities by checking e-mail, bulletin boards and postal mail.
2. All students are reviewed for progress towards the completion of their degree. This process takes place during the pre-registration period of each semester by the academic advisor.
3. A minimum grade of **"C"** is required in all major pharmaceutical science and pre-professional coursework. See Appendix for the undergraduate curricula to ensure all requirements are met.
4. If a student separates from the University without notifying the School of Pharmacy, they may forfeit the opportunity to be readmitted as a pre-pharmacy or B.S. in Pharmaceutical Science major.
5. The faculty of the School of Pharmacy reserves the right to revise the curriculum at any time to assure that students acquire the most current and relevant training possible. If curricular changes become necessary, every effort will be made to apprise students of the change and how it impacts their course of study. However, assurance of well-prepared graduates will prevail as the dominant concern.
6. A student may be dismissed from the program, after due process, by reason of conduct unbecoming of a professional student.

Letter Grading

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

A letter grade of "C" grade 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.

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 the 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 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 the theft, defacement, or mutilation of common resources to deprive others of the information they contain.
5. **Facilitating Academic Dishonesty:** A student must not intentionally help or attempt to help another commit an act of academic dishonesty.

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

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

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

Student Dress Code

Pre-professional and B.S. in Pharmaceutical Science students are not required to wear professional attire when visiting the School of Pharmacy for official business. Professional attire will be required for 4th-year pharmaceutical students attending Research Capstone course.

The following items of clothing which students 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. Party or event styled T-shirts and/or sweatshirts with inappropriate or vulgar lettering or messages
3. Pajamas or pajama slippers worn as formal dress clothing
4. Pants worn below the waist
5. Undershirts worn as outerwear
6. Mini-skirts, shorts, pants/bottoms shorter than mid-calf
7. Skirts shorter than two (2) inches above the knee when sitting
8. Sweatpants, spandex, jeggings, or exercise attire
9. Tank tops and/or athletic T-shirts
10. Spaghetti straps, halter tops, tube tops, low cut tops, or tops exposing the midriff
11. Tight clothing is prohibited

Substance Abuse

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

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

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

Advisement

The Office of Student Affairs and Assessment is responsible for the advisement of all undergraduate students for the purpose of registration and academic matters. Each student will also be assigned a faculty member for advisement on academic and professional activities. Advisors have access to their advisee's transcripts and would be available to discuss: academic policies, academic problems, career opportunities, curriculum, and personal circumstances. The student advisement process requires a coordinated effort between the following:

1. Academic Advisor
 - a. Advise and/or refer pre-professional and pharmaceutical science students as appropriate
 - b. Meet with advisees at least once per semester
 - c. Monitor academic progress and assist the student in seeking appropriate help
2. Student Advisees
 - a. Meet with the advisor at least once per semester
 - b. Be proactive in your academics and let your advisor know when issues arise

Student Information Sheet

Each student in the School of Pharmacy is required to have a ***Student Information Sheet*** on file in the Office of Student Affairs and Assessment. 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.

Counseling Services

Attending college 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 at no cost from the Hampton University Student Counseling Center. 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.

Criteria for Financial Aid Eligibility

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

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

Health Insurance

Insurance is required for all undergraduates and international students. 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.

Appropriate Use of Technology

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

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

Users can have a reasonable expectation of privacy, except those times when system administrators find cause to investigate network activity for purposes related to operations and compliance with University policy and federal and state laws. The vice president of student affairs will process violations of University policy by students. The director of human resources and the provost will process violation of University policy by faculty and/or staff. Infringements made known to the assistant provost for technology by the Recording Industry Association of America (RIAA), Business Software Alliance, MGM, and NBC Universal Properties and the like will be processed by the assistant provost for technology with written notification to the vice president of student affairs or director of human resources and/or provost where applicable.

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

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

1. Only authorized persons defined as students, faculty, staff, and members of Hampton University sanctioned programs, may use Hampton University's computing facilities and equipment (computers,

printers, networks, software, etc.) for legitimate purposes relating to teaching, coursework, research, and administration at Hampton University.

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

Using the Hampton University network to view pornographic materials is a violation of University policy. It is also a violation of University policy to attempt to circumvent network security systems. Furthermore, the use of Hampton University computers and network services to create or post pornographic and/or obscene material on a Hampton University computer or server or onto any online communities such as FaceBook, Instagram, SnapChat, "X", is a violation of University policy. It is also against University policy to utilize any university technological resources to create, post, or maintain any derogatory information pertaining to another individual. **Violators will be subject to the disciplinary action of expulsion and/or termination.**

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

under this section requires that offenders review the information relating to any other person after the time at which the offender knows or should know that he is without authority to view the information displayed.

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

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

Violations

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

Policy on Use of Social Media

Social Media is defined as media designed to be disseminated through social interaction, created using highly accessible publishing techniques that can be easily expanded on demand. Examples include but are not limited to Facebook, Twitter, LinkedIn, YouTube, Flickr, Instagram, 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 Pre-pharmacy students are required to **obtain and maintain** a Hampton University email account (john.smith@my.hamptonu.edu). The account is provided through the Academic Technology Mall, located on the 5th Floor of the Harvey Library. Any difficulties experienced by the student should be rectified immediately by going to the ATM. School of Pharmacy communication is via e-mail and failure to receive the communication because of an inactive email account is not an excuse. **Students must only use their Hampton email account for University-related email communication.**

E-mail Etiquette

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

1. Include a courteous greeting or closing to ensure that your message does not appear terse or demanding.
2. Address your contact with the appropriate level of formality. Include the recipient's title (Dr., Dean, Mrs., Mr., etc.) when appropriate.
3. In order to avoid confusion, include all relevant details or information necessary to understand your request or point of view.
4. Use proper spelling, grammar, and punctuation and use complete sentences. Improper grammar and incorrect spelling reflect poorly on the sender. E-mails with no full stops or commas are difficult to read and can sometimes even change the meaning of the text.
5. Include the words "please" and "thank-you" to ensure a respectful, professional tone.
6. Do not send emotionally charged emails. Multiple instances of !!! or ??? are perceived as rude or condescending.
7. Do not write in CAPITALS. IF YOU WRITE IN CAPITALS, IT SEEMS AS IF YOU ARE SHOUTING.
8. Do not discuss confidential information in email.
9. Read emails before you send them to check for spelling and grammar mistakes. Read your email through the eyes of the recipient to help you send a more effective message and avoid misunderstandings and inappropriate comments.
10. Always remember that your email may be forwarded to others. Do not include content that you do not wish to see posted on a bulletin board.

Telecommunications

Advances in technology are commonly found throughout the School of Pharmacy as well as personal technology that students may have in their possession. The use and possession of cellular telephones, I-Phones, tablet computers, etc. are allowed; however, the use of these items must not disturb the learning environment. While in the classrooms, labs, or otherwise designated learning environments, all aforementioned devices **must be turned off or set to silent operational mode (vibrate)**. Students are not

permitted to possess cell phones or similar devices during exams. **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).**

Taking Courses at Another College or University

Under certain circumstances, students may wish to enroll in courses at another college or university, and request for the course(s) to be counted towards fulfilling the requirements of the undergraduate program. Students seeking to take additional classes at another institution must adhere to Hampton University's Office of the Registrar's policy for class substitution. **Students will not receive credit towards a degree for online line courses taken at another institution.** Please note that although all such requests will be given consideration, they will be approved only on a case-by-case basis. Submission of such a request alone would not implicitly result in approval. Adequate and reasonable rationale must be provided for such a request to be considered, and the final decision on the approval rests with the Administrators of Hampton University.

[Application to Take Courses at Another Institution Form](#)

Student Organizations

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

Pharmaceutical Science and Pre-Pharmacy Club

The Pharmaceutical Science and Pre-Pharmacy Club is an organization within the School of Pharmacy open to all pharmaceutical science and pre-professional students. It is designed to provide information to students about career directions, post-graduate education, and to involve them in activities that will lead to a successful transition from undergraduate students to postgraduate education and professional school programs.

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.

Industry Pharmacists Organization (IPhO)

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.

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.

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.

Pre-Professional Pharmacy Curriculum

Two Year Advance Track Pre-Professional Pharmacy Curriculum

FRESHMAN YEAR	FALL	SPRING
FALL		
General Chemistry (CHE 201)	4.0	
English (ENG 101)	3.0	
General Biology (BIO 105)	4.0	
Pre-Calculus (MAT 117)	3.0	
Health (HEA 200)	2.0	
University (UNV 101)	1.0	
Total	17.0	
SPRING		
General Chemistry (CHE 202)		4.0
English (ENG 102)		3.0
General Biology (BIO 106)		4.0
Speech (COM 203)		3.0
History (HIS106)		3.0
Total		17.0
SUMMER		
Calculus (MAT 130)	3.0	
Humanities I (HUM 201)	3.0	
Total		40

SOPHOMORE YEAR	FALL	SPRING
FALL		
Organic Chemistry I (CHE 301)	4.0	
Physics I (PHY 201)	4.0	
Physics I Lab (PHY 215)	1.0	
Human Anatomy & Physiology (BIO 224) w/lab	4.0	
Microbiology (BIO 304)	4.0	
Total	17.0	
SPRING		
Human Anatomy & Physiology (BIO 225) w/lab		4.0
Statistics (MAT 205)		3.0
Principles of Heredity (BIO 305)		3.0
Medical Microbiology (BIO 544)		3.0
Organic Chemistry (CHE 302)		4.0
Total		17.0
SUMMER and/or WINTER Mini Session		
Humanities II or Humanities Elective – HU Online	3.0	
Social Science Elective (SOC205 or PSY203 and ECO201)***	6.0	
Total	9.0	43
Total Credit Hours for the Curriculum:		77

***The Social Science Electives can be taken either semester during the Summer and/or the Winter Mini Session.

ADDITIONAL REQUIREMENTS:

OBTAIN A CUMULATIVE GRADE POINT AVERAGE OF 2.75 OR HIGHER.

MUST COMPLETE THE TWO-YEAR PROGRAM WITHIN A MAXIMUM OF THREE YEARS.

CANNOT HAVE MORE THAN FOUR FAILING GRADES IN COURSES.

B.S. Degree in Pharmaceutical Science (Industry Track)

B.S. Degree in Pharmaceutical Science Industry Concentration - Effective Fall 2023

Year 1	Fall Semester		Year 1	Spring Semester	
ENG 101	Written Communication I	3	ENG 102	Written Communication II	3
¹ MAT 117	Precalculus Mathematics I	3	HEA 200	Health Education or any 2 CH Physical Education Course	2
BIO 105	Introduction to Biology I w/Lab	4	BIO 106	Introduction to Biology II w/Lab	4
UNV 101	University 101: The Individual and Life	1	¹ MAT 130	Calculus	3
CHE 201	General Chemistry and Qualitative Analysis I w/Lab	4	CHE 202	General Chemistry and Qualitative Analysis II w/Lab	4
Total Credit Hours:		15	Total Credit Hours:		16
Year 2	Fall Semester		Year 2	Spring Semester	
CHE 301	General Organic Chemistry I w/Lab	4	CHE 302	General Organic Chemistry II w/Lab	4
BIO 304	Microbiology	4	HIS 106	World Civilizations II	3
PHY 201	Introductory Physics I	4	HUM 201	Humanities I	3
PHY 215	Introductory Physics I Lab	1	² SOC 205 ² PSY 203 ² PSY 308	² Social Science Elective	3
COM 103	Oral Communication	3	BIO 305	Principles of Heredity	3
Total Credit Hours:		16	Total Credit Hours:		16
Year 3	Fall Semester		Year 3	Spring Semester	
BIO 224	Human Anatomy and Physiology I w/Lab	4	BIO 225	Human Anatomy and Physiology II w/Lab	4
PHS 300	Quantitative Lab Techniques	2	BIO 544	Medical Microbiology	3
NUR 320	Scientific Writing for Health Professionals	3	PHS 312	Drug Discovery, Design, and Development	3
MAT 205	Introduction to Statistics	3	PHS 317	Pharmaceutical Analysis	3
			PHS 318	Responsible Conduct of Research	1
			PHS 516	Biostatistics and Research Methods	3
Total Credit Hours:		12	Total Credit Hours:		17
Year 3	Summer Semester				
PHS 399	Research Internship	1			
Total Credit Hours:		1			
Year 4	Fall Semester		Year 4	Spring Semester	
PHS 511	Applied Biochemistry	3	PHS 414	Introduction to Medicinal Chemistry	4
PHS 571	Biopharmaceutics I	3	PHS 510	Medical Immunology	2
PHS 573	Biopharmaceutics I Lab	1	PHS 372	Biopharmaceutics II	3
PHS 433	General Pharmacology I	3	PHS 374	Biopharmaceutics II Lab	1
PHS 497	Research Capstone	0	PHS 416	Introduction to Drug Information	3
³ Elective	Elective Minimum of 2 CH**	2	PHS 434	General Pharmacology II	3
			PHS 498	Research Capstone	0
Total Credit Hours:		12	Total Credit Hours:		16
Total Credit Hours for the Curriculum:		121			

¹HU students may elect to take Calculus I & II (MAT 151-152) instead of MAT 117 and MAT 130. Note that Precalculus Mathematics II (MAT 118), not Precalculus Mathematics I (MAT 117) is the prerequisite to Calculus I (MAT 151).

²Students may elect to take Introduction to Sociology (SOC 205), Introduction to Psychology (PSY 203), or Physiological Psychology (PSY 308). Note that Introduction to Psychology (PSY 203) is the prerequisite to Physiological Psychology.

³Students may elect to take any approved pharmacy elective (PHA 572, PHA 582, or PHA 587), Introduction to Computers (CSC 120), Principles of Marketing (MKT 305), or Sales Management (MKT 328). Note that Principles of Marketing (MKT 305) is a prerequisite to Sales Management.