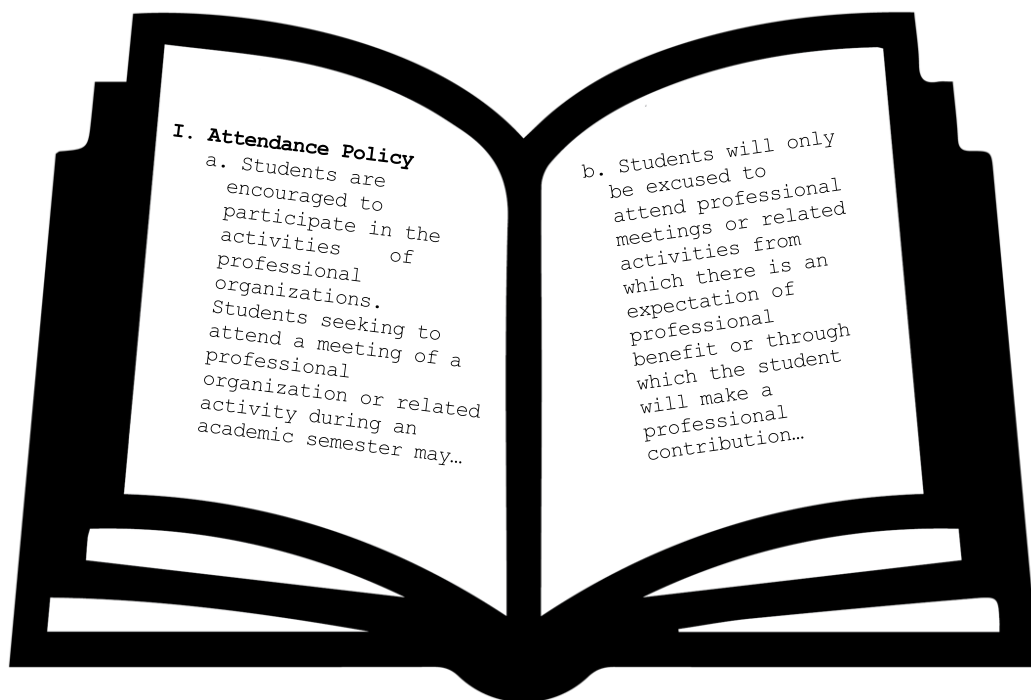


Doctor of Pharmacy Program Student Handbook 2017-2018



VCU

School of Pharmacy

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ACCREDITATION

Who is ACPE?

“Accreditation Council for Pharmacy Education (ACPE) is the national agency for the accreditation of professional degree programs in pharmacy and providers of continuing pharmacy education. The ACPE was established in 1932 for the accreditation of pre-service education, and in 1975 its scope of activity was broadened to include accreditation of providers of continuing pharmacy education.”

“The Council is an autonomous and independent agency whose Board of Directors is derived through the American Association of Colleges of Pharmacy (AACCP), the American Pharmacists Association (APhA), the National Association of Boards of Pharmacy (NABP) (three appointments each), and the American Council on Education (ACE) (one appointment). These organizations are not members of the ACPE, and appointees to the Board of Directors are not delegates of these organizations. The organizational structure of ACPE assures the integrity of the accreditation program through responsive, responsible, and independent operation.

The Board of Directors has authority for management of corporate affairs, and is responsible for establishing policies and procedures, setting standards for accreditation of professional programs of colleges and schools of pharmacy, establishing criteria for accrediting providers of continuing pharmacy education, and taking actions concerning accreditation. A Public Interest Panel serves in an advisory capacity. The ACE appointee and the Public Interest Panel assure a public perspective in policy and decision-making processes. The academic and professional affiliations of the Board of Directors, Public Interest Panel, and Professional Staff are available to the public upon request. “

What is Accreditation?

“Accreditation is the public recognition accorded a professional program that is judged to meet established qualifications and educational standards through initial and subsequent periodic evaluations. Accreditation applies to professional programs and is distinguished from certification or licensure, which applies to individuals. Professional programs in pharmacy are those leading to the Doctor of Pharmacy degree. Those programs accredited by the ACPE are published in the annual Directory of Accredited Professional Programs of Colleges and Schools of Pharmacy. Recognition of the Doctor of Pharmacy program in the Directory denotes overall compliance with the standards of the degree program. It does not imply or infer that all Doctor of Pharmacy programs in the Directory are totally equivalent. Accreditation standards include both quantitative and qualitative parameters.”

ACPE’s Standards and Guidelines for Accreditation

The accreditation standards and guidelines for the professional program in pharmacy leading to the doctor of pharmacy degree can be found on ACPE’s website at:

<https://www.acpe-accredit.org/pdf/Standards2016FINAL.pdf>

Purpose of Accreditation

For boards of pharmacy, accreditation provides a reliable basis for decision-making with regard to licensure.

For the public, accreditation assures conformity to general expectations of the profession and identification of colleges and schools of pharmacy which have explicitly undertaken activities directed at improving the quality of their professional programs, and are carrying them out successfully. Accreditation also assures improvement in the professional services available to the general public in that accredited programs are expected to modify their requirements to reflect advances in knowledge and practice.

For students and prospective students, accreditation assists in the transfer of credits among institutions and provides an assurance that a program has been found to provide satisfactory educational preparation for licensure and practice.

For institutions of higher education, accreditation provides a framework for self-evaluation and improvement as well as opportunity for external review and counsel. Accreditation also provides a basis for the decision-making of private and public agencies, including the Department of Education, in the awarding of grants and loans.

For the profession, accreditation provides a means for practitioner participation in the setting of requirements for preparation to enter the profession.

Professional Program Evaluation

“A professional program is evaluated on the extent to which it accomplishes its stated goals and is consistent with the concept that pharmacy is a unique, personal service profession in the health science field. In the application of these standards, literal conformity in every detail is not required. Variations are to be expected, and superiority in certain qualities may compensate, at least in part, for deficiencies in others. Many college and school programs exceed Council standards in one or more of the various elements comprising accreditation. In pharmacy education, as in American education generally, there is diversity. In this diversity, there is potential strength. The accreditation process, therefore, seeks to maximize potential strengths while assuring basic expectations for quality pharmacy education.

The essential purpose of the accreditation process is to provide a professional judgment of the quality of a college or school of pharmacy's professional program and to encourage continued improvement thereof. Accreditation concerns itself with both quality assurance and quality enhancement. “ <http://www.acpe-accredit.org/students/standards.asp>

Accreditation Disclosure Statement

The VCU School of Pharmacy is fully accredited by the Accrediting Council for Pharmacy Education (ACPE). Accordingly, any individual has the right to initiate a complaint related to the school's



adherence to ACPE standards, policies and procedures. Such documents are available at www.acpe-accredit.org or by writing ACPE, 135 S. LaSalle Street, Suite 4100, Chicago, IL 60603 or calling 312-664-3575.

Complaints should be submitted in person or in writing to the Associate Dean for Admissions and Student Services. A response to any complaint will be submitted to the appropriate committee chair, department chair, or other appropriate individual within the School or University for a written response to the complainant. If the complainant is not satisfied with the outcome to his or her complaint, the issue will be submitted to the Dean for further evaluation, action and response. Any complaint will be reviewed and considered with the spirit and intent of continuous quality improvement. All complaints and responses will be retained in a file in the Office of Admissions and Student Services for inspection at the time of an ACPE accreditation site visit.

The following statement will be published in the VCU Bulletin and included in the Student Announcements repository of Blackboard.com.

“ACPE has an obligation to assure itself that any institution that seeks accreditation status for its professional degree program conducts its affairs with honesty and frankness. Students who have complaints about the School’s ability to meet accreditation standards or adhere to ACPE policies and procedures shall be submitted in writing to the Associate Dean for Admissions and Student Services, VCU School of Pharmacy, 410 North 12th Street, Room 155, Richmond, VA 23298-0581. The complainant is welcome to make an appointment to meet with School administrators to discuss his or her complaints and options for resolution. Complainants may contact ACPE at 135 S. LaSalle Street, Suite 4100, Chicago, IL 60603 or www.acpe-accredit.org/complaints/default.asp with a complaint if they are not satisfied with the response by the School’s representative/s. A record of written complaints about the School’s adherence to ACPE accreditation standards or policies and procedures will be maintained for ACPE to review at the time of an accreditation site visit.”

ATTENDANCE

Regulations & Excused Absences

Doctor of Pharmacy degree candidates are expected to actively participate in all courses and must complete all required assignments and examinations. The faculty considers attendance at lectures to be an important component in the successful acquisition of knowledge and skills required of the Doctor of Pharmacy candidate. Students are strongly encouraged to attend lectures. A faculty member may require attendance in their lecture course and establish penalties for those who are absent without an excuse.

Attendance at laboratory and pre-laboratory classes is mandatory. Students must complete all laboratory assignments before a passing grade can be assigned. An excused absence from the Dean’s Office is required for missing a laboratory or pre-laboratory class with the ability to make up

Office of Admissions & Student Services
410 North 12th Street, Suite 500
Richmond, VA 23298-0581
Email: pharmacy@vcu.edu



the work with credit. Students without an approved absence are still required to make up the work but will not receive credit toward their course grade.

Students must take tests (e.g., quizzes, laboratory practical experiences, examinations) and complete all other assignments at the time designated by the course coordinator. Students must recognize that faculty may give unannounced tests at any time during a course, consistent with documentation in a course syllabus. Students who miss any test in any course without an excused absence from the Dean's Office will receive a grade of zero for the specific test.

Absences may be excused under certain conditions. Requests for excuses for unavoidable absences must be submitted to the Dean's Office within 24 hours of returning to the School of Pharmacy. The student must complete the Electronic Absence Request form with an explanation for the absence. It will be considered a violation of the Honor Code to make false or misleading statements on the Electronic Absence Request. In the event of any absence (excused or unexcused), the student is responsible for all work missed and must make up missed time on rotations, unless the absence is approved for a specified period of time to attend a professional meeting.

A guiding principle in determining whether or not an absence will be excused is that the absence is caused by circumstances beyond the student's control. The following are considered valid excuses for being absent from a class, IPPE rotation, or APPE rotation.

- a. **Illness, a medical emergency, a dental emergency.** The School normally accepts the student's judgment that the condition was serious enough to justify the absence from class; however, the School reserves the right to require a medical opinion, particularly if the period of absence is prolonged or is repetitive. The School may require a written medical opinion when a student is absent from taking a scheduled test, final examination, or rotation. Please note that this applies to your personal health only.

If the absence is a result of a medical emergency the student will be required to sign a written release for the School to obtain documentation from their physician describing the exact nature of the illness or emergency. This record will be submitted to the Associate Dean of Admissions & Student Services as a confidential document.

- b. **Death of a relative or friend.** Students will be excused from class to attend funerals. Absence beyond the day of the funeral will be excused for periods of mourning required by a student's religious or cultural tradition, or when a student is too grief-stricken to return immediately to class.
- c. **Mandatory court appearance.**
- d. **Mandatory religious observances.** Students who anticipate absences from class because of religious obligations should submit an electronic absence request for their anticipated



absences at the beginning of each semester to the Dean's Office. The School will adhere to the University deadline specified for each semester (<http://academiccalendars.vcu.edu/>).

- e. **Failure of private, public or university transportation.** Students are expected to take reasonable precautions to assure that the transportation method used is fully functional (e.g., maintaining personal automobile, avoiding the last possible return airline flight). Proof of transportation failure may be required.
- f. **Attendance at professional meetings.** Students in good academic standing may receive an excused absence from class to attend a meeting of a regional, state, or national professional pharmacy organization. The student must complete an Electronic Absence Request form in advance of attending a professional meeting. Specific criteria for determining eligibility are listed in a separate policy. [See sub-section titled, "Professional meetings and related activities"]

Absences for weddings, graduation ceremonies of relatives or friends, family vacations, anniversaries, birthdays and other personal events are not considered as excused absences. However, a student should make his or her own personal decision about attending such events after considering the consequences of an unexcused absence. Further, students must make up time missed from rotations for such circumstances.

Tardiness is a form of absence which may also be excused using the criteria mentioned above. Students arriving late for a test may be given the test without an excused absence but will not be allowed extra time beyond the scheduled termination of the test. Once a student has completed the test and left the room, late arriving students will not be permitted to take the test unless the absence is excused.

Absences that are not reported within 24 hours after the student returns to School will be considered unexcused. It is not the responsibility of a faculty member to determine whether an absence is excused.

Students are expected to make every effort to keep abreast of their assignments during an absence. They should also be prepared to take tests upon their return to the School or at the discretion of the faculty member after considering the student's academic schedule. If the nature of a student's absence made it impossible for that student to prepare for a test, the student may be granted an extension for taking the test.

Attendance during each assigned IPPE and APPE rotation is mandatory. If a student is unable to attend to required rotation responsibilities because of illness or other exceptional circumstances, the preceptor must be notified immediately and missed time must be made up. Except for pre-approved attendance at professional meetings where educational sessions are conducted, attendance at the School's Employment/Residency Fair, and 4 designated holidays (Memorial Day,



Independence Day, Labor Day, and Thanksgiving Day), time away from rotations must be made up in order to fulfill the course requirements and Board of Pharmacy licensure requirements. time away from rotations must be make up in order to fulfill the course requirements and Board of Pharmacy licensure requirements.

Professional Meetings & Related Activities

Students are encouraged to participate in the activities of professional organizations. Students seeking to attend a meeting of a professional organization or related activity during an academic semester may be granted an excused absence.

Eligibility criteria for an excused absence to attend a professional meeting or related activity during the academic semester include the following:

- a. the student must not currently be on academic probation;
- b. the student should be earning grades of “C” or higher in all courses currently in progress; and,
- c. the student should be a member of the sponsoring organization, if applicable.

Students will only be excused to attend professional meetings or related activities from which there is an expectation of professional benefit or through which the student will make a professional contribution. Exemptions may be made on an individual student basis if the request is accompanied by adequate justification. The following serve as examples of eligible activities:

- attend meetings of professional pharmacy organizations at the regional, state or national level;
- attend committee or council meetings of local, regional, state or national organizations on which the individual serves;
- attend symposia or other educational functions dealing broadly with pharmacy practice or the pharmaceutical sciences at which the individual student is presenting a paper or poster; and,
- participate in health-related service projects sponsored by professional organizations within the School, provided that such activities: 1) could not have been scheduled to avoid conflicts with classes or examinations, and 2) are not approved for PHAR 533 Patient Care.

All requests for an excused absence to attend professional meetings or related activities must be approved by the Office of Admissions & Student Services in advance. Requests should be submitted using the Electronic Absence Request System. Students and their instructors will be notified by e-mail about the approval of any request.

P-4 students are not required to make up time missed from experiential rotations to attend professional meetings for which the Dean’s Office has approved an excused absence in advance. However, students must make up time missed from experiential rotations to attend professional

meetings for which an excused absence was not sought or was denied by the Dean's Office. In all cases, students must also have permission of their preceptors to miss rotation days in order to attend professional meetings. Additionally, P-4 students shall not be excused for more than 4 days to attend a professional meeting in any single APPE rotation.

SCHEDULING

Academic Calendar

The Associate Dean for Admissions and Student Services will prepare an Academic Calendar for each Academic Year (August – May) for approval by the Dean. The Associate Dean shall obtain input from appropriate faculty before preparing the Academic Calendar.

A tentative Academic Calendar shall be prepared 2-3 years ahead to allow faculty plenty of time for planning. The official Academic Calendar for a specific year shall be distributed and posted before the start of the Academic Year, usually in the Spring Semester of the previous year.

Although the calendar will be accurate at the time of distribution, the calendar is subject to change at any time.

Course Schedule Parameters

A schedule of classes shall be prepared for all students enrolled in the Doctor of Pharmacy degree program prior to the onset of each academic semester. Classes may be scheduled from 8:00 A.M. to 6:00 P.M., Monday through Friday throughout the academic year. Scheduled class times may not be changed without the expressed approval of the course coordinator and the Associate Dean for Admissions and Student Services.

Classes will not be scheduled during the following times throughout the academic year:

Lunch Hour: Noon - 1:00 PM (Monday through Friday)

Student Assembly Hour: 11 AM - Noon (Wednesday)

Rescheduling Classes

Regularly scheduled classes may not be rescheduled or moved without cause. If extenuating circumstances exist where a class needs to be moved or rescheduled, the instructor must submit a written request for permission to do so to the Associate Dean of Admissions and Student Services. The instructor will receive a written response back from the Associate Dean in a timely fashion either approving the change or explaining why the change was denied. In the event that a class needs to be rescheduled, the instructor should make a good faith effort to reschedule the class at a time when students will not have conflicts with any other class. Classes should not be rescheduled merely for the convenience of students (e.g., so that they can leave earlier for a holiday break).



Room Scheduling

Classrooms, lecture halls and certain conference/seminar rooms are designated as shared space on the MCV campus and thus are assigned by the Office of the Vice-President.

Classroom space is requested one semester in advance by the staff of the Office of Admissions and Student Services. Space is assigned by the Office of the Vice-President on the basis of availability and class enrollment. The School of Pharmacy usually receives priority for class assignment requests in the Smith Building. In general, classes are scheduled to begin on the hour and end at fifty minutes after the hour.

Requests for changing assigned class rooms on the MCV Campus should be initiated through the School's Office of Admissions and Student Services.

The use of classroom space for teaching or special functions in the Smith Building between 6PM–7AM, Monday through Friday and all times on Saturday and Sunday requires a special written request to the Office of the Vice-President. Such requests must be initiated through the School's Office of Admission and Student Services.

COURSES

Class Registration

Class registration for all Professional Pharm.D. classes will be completed by the Office of Admissions and Student Services each semester. Professional Pharm.D. students are not required or allowed to register themselves for any Professional Pharmacy Class.

Combined Degree students will be responsible for registering themselves for any graduate courses or courses from other Schools that they may be taking. They should notify the Office of Admissions and Student Services of those classes. Any other students wishing to take courses outside the School of Pharmacy must first seek permission from the Associate Dean of Admissions and Student Services. For some courses, the permission of the course instructor will also be required.

Any Special Students (i.e., those not taking the usual full-time load of Professional Pharm.D. classes) must consult with the Associate Dean of Admissions and Student Services for approval of their semester course load.

Copyright Statement

All the lectures, handouts, exams, assignments, and any other materials presented in this course are protected by federal copyright law; the copyrights are owned by the respective faculty lecturers and others. These materials are for your personal use and you may not copy, take photos, video or audio record, transmit, profit by, or make any other use of these materials without expressed written authorization of the faculty member in question. You do not have permission to record these



lectures and resell the tapes to your classmates or any other party or broadcast any materials (e.g., internet) without the expressed written permission of the faculty member in question. You do not have permission to copy your notes and sell them to your classmates or any other party for a profit. Please see the course coordinator if there are any questions about this course policy. A copy of the course syllabus will be available to students via the course's BlackBoard website.

Course Syllabi

A course syllabus will be provided to each student enrolled in each course taught in the School of Pharmacy. The School's Curriculum Committee will develop guidelines for the standardization of course syllabi.

All syllabi will include the name of the school and university, course coordinator(s) and their contact information, course number, course name, course section if necessary, session, year, day(s) of week, time(s) and location(s). Objectives or competencies for the course and required reading resources should be listed. Each semester the University will distribute a list of other information required to be included in all VCU syllabi.

A course schedule should be provided which indicates when 1) topics will be covered, 2) readings must be completed, 3) assignments are due, and 4) examination dates. If multiple instructors are involved in the course, the faculty responsible for each topic should be indicated.

Each assignment should be described clearly and indicate if more specific information will be distributed in class to guide students in achievement of these assignments. Grade distribution for the class should be defined, i.e., what portion of the course grade rests on each assignment.

The grading scale used in the course should be indicated. The VCU grade standards are below. If a different scale is used in the course, how it is structured should be indicated.

VCU Standards

A	90 - 100
B	80 - 89.9
C	70 - 79.9
D	65 - 69.9
F	0 - 64.9

Universal statements included in School syllabi include: (1) VCU Statement on Safety; (2) VCU Honor System; and (3) Statement on American Disabilities Act. Other policies, such as attendance and exam policies or dress code for professional activities, may be specific for each course.

Course Exemptions

Professional degree-seeking students may petition for exemption from a required course that has been previously completed at another academic institution. The student must submit a request in writing to the course coordinator assigned to teach the course from which an exemption is sought. The student should provide as much detail as possible about the completed course to be evaluated.

The course coordinator will meet with the student to discuss the reasons for the exemption. The course coordinator will establish a procedure to validate the exemption, including a comprehensive examination.

The course coordinator will meet with the Associate Dean for Admissions and Student Services to verify the completion and grade of the exempted course, discuss the student's past and current academic standing, and agree upon the requested exemption.

1. Upon approval, the student will receive formal notification of the exemption which will be maintained in the student's permanent file.
2. The School's Office of Admissions and Student Services will notify the University Registrar accordingly.

Elective Courses

Students will choose a 2-3 hour elective course to take during the Fall and Spring Semester of the P-3 year. During the semester preceding each of the two semesters when students will be taking their elective courses they will be provided a list of the electives to be offered with a brief description of each.

Since the demand for some elective classes is greater than the class capacity, students will be given the opportunity to use an on-line system to pick their top 2-4 choices of electives for the following semester and given a deadline to submit their form for evaluation to the Dean's Office.

The electronic elective assignment system will assign each student their electives, allowing students to receive their preferred selections whenever possible. Students submitting their elective choices after the deadline will have their choices considered after the assignment of all other students.

After the assignments are made, any student wishing to change one of their elective classes must submit a written request to the Associate Dean of Admissions and Student Services requesting approval to switch electives.

Evaluation of Courses & Faculty

At the end of each semester students will be given the opportunity to complete both a course evaluation and instructor evaluation for each course and instructor/s that they have had during the semester. Evaluations will be completed using an electronic system. Results will be provided to the course coordinator and to specific instructors.



Examinations

Examinations for Doctor of Pharmacy degree students will be administered in accordance with standard procedures. Any scheduled examination should be known to students in advance. The date, time, location and duration of the examination should be documented by the course coordinator.

Before each semester, the course coordinators for each class will meet to set up an equitable exam schedule. When finalized, no changes in the class schedule will be permitted unless approved by the course coordinator and the Associate Dean for Admissions and Student Services. The time allocated for examinations should be included in the total contact hours allocated for each semester hour of credit. For example, 14 lecture hours and a one hour examination represents one semester hour of credit.

All students should be requested to sign their name with the word "Pledged" indicating that they have abided by the MCV Campus Honor Code and have neither given nor received aid while completing the examination.

When administering a paper examination students, professors are advised to prepare two or three different copies of the same examination using randomized questions.

Faculty should be present during examinations. If a class has been divided, a faculty member should be in each room to proctor the examination. Questions that are answered during an examination (e.g., clarification of a question, correction of a typographical error) should be made public to all students taking the examination.

Late arriving students should not be allowed to begin an examination if other students have completed the examination and left the examination room. Students arriving late should not be given additional time to complete an examination.

Students will come to class with only the items they need to complete an exam. They should leave all other personal belongings in their student locker. A consequence to violation may be added by the instructor (e.g., zero on the exam).

Students missing an examination may not make-up the examination until the course coordinator has been provided an excused absence. A grade of zero will be assigned if an excused absence is not provided. An instructor will administer a second examination if more than 72 hours has elapsed since the original examination was administered. The nature of the make-up examination (e.g., oral examination) is solely determined by the faculty member.

An instructor may allow students to leave and return to the examination room upon request, but may limit the number of students who are out of the room simultaneously. Students should not be



allowed in the examination room or in the immediate vicinity of the room after completing an examination.

Regular examinations should not be scheduled during the week preceding the final examination period. It is usual for examinations to be administered within an assigned class period (i.e., 50 minutes). Students with documented learning disabilities may require additional time (e.g., 150%), as well as a separate testing area.

The Associate Dean for Admissions and Student Services will send a formal request to each course coordinator requesting preferences for scheduling final examinations and a final examination schedule will be posted prior to the final examination period. Final examinations may be scheduled for up to three hours in duration. Final grades are to be submitted electronically by each course coordinator via the Banner System by the deadline set by the University each semester.

Semester and Contact Hour Determination

Each course in the School of Pharmacy shall be assigned a specific number of semester hours. The Curriculum Committee of the School of Pharmacy shall determine the assignment of semester hours for each course offered to students enrolled in the Doctor of Pharmacy degree program.

Based on the teaching method employed, the following ratios shall be used by faculty:

Teaching Method	Semester Hour	Equivalent Contact Hours
Lecture	1	1
Laboratory	1	3
Conference	1	2
Research or Special Topic	1	3
IPPE and APPE	1	40

Textbooks

Course coordinators shall provide a listing of textbooks that are required or assigned for courses prior to the start of each academic semester, in compliance with § 23-4.3:1 of the Code of Virginia pertaining to university textbook sales.

Faculty shall neither demand nor receive any payment as an inducement for requiring students to purchase a specific textbook required for coursework or instruction with the exception of royalties or other compensation from sales of textbooks that include such instructor's own writing or work.

Faculty shall arrange with the MCV campus book store, in advance of the semester's start date, to confirm the availability of required textbooks and allow sufficient time to post a list of required or assigned textbooks for each course with the International Standard Book Number (ISBN) and other relevant information.

CURRICULUM & PROGRAMS

Combined Degree Programs

The VCU School of Pharmacy offers a combined degree program for highly motivated and qualified pharmacy students who are interested in research in the Pharmaceutical Sciences or who want to obtain additional business experience. This flagship program takes advantage of efficiencies in both the professional and graduate programs while maintaining sufficient rigor, scope and depth.

Currently the following five combined degrees are available:

1. Pharm.D./Ph.D.
2. Pharm.D./M.S.
3. Pharm.D./M.B.A.
4. Pharm.D./M.P.H.
5. Pharm.D./Certificate in Aging Studies

Students wishing more detailed information concerning the Combined Degree Programs should consult the VCU School of Pharmacy bulletin which can be found on the School's website at the address: <http://bulletin.vcu.edu/professional-studies/pharmacy/>

EXPERIENTIAL EDUCATION

Overview

The School provides a continuum of required and elective pharmacy practice experiences (aka IPPE, APPE, rotations) throughout the curriculum to support the student's achievement of professional competencies; and must have sufficient numbers and mix of preceptors and practice facilities in which practice experiences are conducted to accommodate all students.

Pre-rotation Checklist

Students must fulfill the following pre-rotation requirements before they will be allowed to start their scheduled P1-P4 rotations.

Prior to beginning each scheduled rotation, students must provide:

1. A current headshot photograph and updated resume uploaded to the experiential learning management system (ELMS) (P1-P4 years);
2. Proof of completion of HIPAA and OSHA on-line training (P1 year), uploaded to the ELMS;
3. Proof of health insurance that will remain in effect throughout the rotation period (P1-P4 years);
4. Proof of an annually updated criminal background check (P1-P4 years);
5. Proof of CPR and First Aid certification in effect throughout the rotation period (P1-P2 years);



6. Proof of current CPR BLS for Healthcare Providers certification from the American Heart Association or American Red Cross (P3-P4 rotations), uploaded to the ELMS;
7. Proof of immunization administration training certification from APhA by the start of the P3 year, uploaded to ELMS;
8. Proof of immunizations for 3 hepatitis B series plus a positive titer; 2 MMRs or a positive titer; 1 meningococcal or signed waiver; 1 Tdap within the past 10 years; 2 varicella vaccines or positive titer; upload the Student Health Services' Immunization History Report to the ELMS (P1-P4)*;
9. Proof of a 2-step TST or IGRA at admission, and an annual tuberculin skin test (TST) thereafter; upload the Student Health Services' Immunization History Report to ELMS (P1-P4). Students who have tested TST positive must have proof of an annual chest x-ray.*
10. Proof of an annual flu vaccine by December 1st for P1s-P3s and by October 1st for P4s.; upload the updated Immunization History Record to the ELMS.*

*More information about University-required immunizations for all health science students is available at: <https://students.vcu.edu/health/immunizations/required-immunizations/>.

Any student failing to provide the required information by the stated due date may not be able to participate in their scheduled rotation(s).

In addition, site-specific requirements may be required for assigned students to provide additional documentation for drug screens, finger printing, 2-step TB tests, varicella titer or evidence of immunity, social security numbers, date of birth, confidentiality agreements, site-specific background checks, and/or site-specific training in HIPAA, security and OSHA. If known, such site-specific requirements will be listed in the experiential education software system's site description.

Blood Borne Pathogen Exposure Procedures

Students enrolled in the VCU School of Pharmacy shall adhere to all Occupational Safety and Health Administration (OSHA) Blood-borne Pathogens Standard requirements and consider an exposure to blood and/or body fluid as a medical urgency for evaluation by a specially trained health care practitioner.

Exposure to blood-borne pathogens may occur with any experiential learning activity. Such learning activities occur in the Smith Building, the facilities of the VCUHS and Clinics or beyond the MCV campus (e.g., facilities in the community, the government, or the industry).

If a student experiences a blood or body fluid exposure, they should:

- a. Immediately wash the site for 5 minutes with soap and water or flush eyes with normal saline or tap water for 15 minutes (remove and discard contact lenses)
- b. Report the injury to a supervisor
- c. Obtain a medical history on the source patient and have blood specimens drawn: HIV, Hepatitis B surface Antigen, Hepatitis C antibody & Hepatic panel. (Previously

- drawn labs are acceptable if dated in the past 30 days, the source patient's verbal assurance of being disease free is not acceptable in any situation.)
- d. Contact or go to University Student Health Services, 828–9220, 1000 East Marshall, room 305 (Student Health will always be available for consultation. Students rotating at locations away from MCV campus should receive initial evaluation and testing at the away site via arrangements made prior to rotation by the Program's Director.)
 - e. Complete incident report form (as appropriate for each location).

For Students Exposed to A Potential Blood-Borne Pathogen from A Source Patient at VCUHS Or Affiliated Ambulatory Clinics:

In the event of an accidental exposure to blood or body fluids (e.g., needle stick, blood or body fluid contamination to a cut or scrape, mucous membrane exposure) during the hours of 8:00 a.m. to 4:30 p.m., Monday through Friday, the student should report to the University Student Health Services. If the exposure occurs after hours or the weekend or holidays, the student should contact the Post-Exposure Prophylaxis (PEP) Team via pager (dial *60, then dial 4508 and leave call back number; if outside VCUHS, dial 804-828-4999, then dial 4508 and leave call back number) or visit the VCUHS Emergency Room.

A member of the PEP Team will contact the student to assess the injury and provide appropriate counseling. The PEP Team will work with area personnel to assure that appropriate laboratory tests are obtained from the source patient. The exposed student is then to be followed by University Student Health Services, at the earliest possible opportunity (i.e., the next business day) for additional counseling and baseline laboratory tests. Additionally, if the student does not provide results of serological testing from the source patient, he or she will be instructed how to do so. Verbal reports will be accepted.

For Students Exposed to A Potential Blood-Borne Pathogen from A Source Patient Outside VCUHS And Affiliated Ambulatory Clinics:

In the event of an accidental exposure to blood or body fluids (e.g., needle stick, blood or body fluid contamination to a cut or scrape, mucous membrane exposure), the student must notify the Assistant Dean for Experiential Education (804-828-3005) or the Office of the Associate Dean for Admissions and Student Services (804-828-3000). If located within an hour of the University Student Health Services, the student should adhere to the procedures for MCV campus students. If located beyond an hour of the University Student Health Services, the preceptor at the site will assist the student in obtaining treatment and having the source patient tested.

Expense Associated with Exposure Incidents

All medical evaluations and procedures are available at no cost to any student who has paid the University Student Health Service fee, as a requirement of registration. Serological tests conducted on source patients at VCUHS and Affiliated Ambulatory Clinics will not be the financial obligation of the student. Serological tests conducted outside VCUHS and Affiliated Ambulatory Clinics are not considered the responsibility of the University Student Health Service. These expenses will be

handled on an individual basis by the VCU School of Pharmacy for students registered in academic course work. Students will be responsible for paying for all personal post-exposure laboratory testing and treatment if services are not obtained at the University Student Health Services.

CPR & HIPAA Training

Doctor of Pharmacy degree candidates are required to successfully complete mandatory training modules necessary for participation in Introductory and Advanced Pharmacy Practice Experiences.

HIPAA stands for the Health Insurance Portability and Accountability Act of 1996 which was enacted to protect the privacy of individually identifiable health information and to develop standards and requirements to control the flow of health information throughout the healthcare system. A HIPAA training exercise will be provided online during P1 orientation. Students must complete the exercise, pass the post-test, and save the certification of completion that is a pre-requisite for all IPPEs and APPEs. Students must provide documentation to the School that they have passed the post-test.

Students must obtain training in CPR and First Aid from a reputable source (e.g., American Red Cross, American Lung Association, American Heart Association) and submit documentation of successful completion to the School before the end of the first semester. Certifications for First Aid are usually for 3 years and certification for CPR varies from 1-2 years. Students must keep their certifications up-to-date during the length of their entire enrollment in the School. P3-P4 students must demonstrate evidence of training and certification in CPR BLS for Healthcare Professionals with live skills assessment from either the American Heart Association or the American Red Cross. Students shall submit evidence of any re-certifications to the School after completion.

Practice Sites

Practice sites include: community pharmacies (independent, chain, outpatient, supermarket), correctional facilities, hospitals, clinics, specialty pharmacies, compounding pharmacies, FDA-CDER, home infusion, Indian Health Service, long-term care, managed care companies, military bases, pharmaceutical companies, research, state/national associations, and teaching.

Grading System

Grades for IPPEs and APPEs are not included in GPAs. The Community and Hospital IPPEs are evaluated for competencies, professionalism, and written reflection, and graded as honors (H), high pass (HP), pass (P), fail (F) based on a 3-point scaled rubric. The **Patient Care/Service-Learning** IPPE is evaluated for satisfactory completion of 20 required hours, professionalism, mandatory class meetings with assigned readings and quiz, and written reflection, and graded as pass (P), fail (F). **APPEs** are evaluated for competencies and professionalism. The competencies evaluation is based on a 4-point scaled rubric; the professionalism evaluation is based on a 3-point scaled rubric. APPEs are graded as honors (H), high pass (HP), pass (P), fail (F). A student's competencies grade and professionalism grade, whether for each IPPE or APPE, are independent of each other. Regardless of the competencies grade, the student will fail the rotation if the professionalism evaluation is failed.



Termination & Failures

Termination and failures of IPPE and APPE rotations have occurred for these reasons: persistent display of disinterest and apathy; excessive tardiness and/or absences; recurring inappropriate personal use of internet, computer, phone; breach of patient or site confidentiality; other unprofessional act deemed as such by preceptor or other authority at site; professional competency or professionalism grade less than the school's required minimum. Failed rotations must be repeated with another preceptor and may delay graduation.

Travel & Assignments

When enrolling in the PharmD program, each student acknowledged the possibility of being assigned to practice sites beyond their first preferred region, which may happen due to limited preceptor availability. Students rank their region/zone preferences each year (min 3 regions, max 6 region/zone preferences) in CORE/RXpreceptor. From these preferences, each student is assigned to one of the 6 regions (named above). Every effort is made to assign each student to his/her first preferred region within Virginia for all or most rotations. Students may consider affiliated practice sites outside of Virginia for APPEs, but not for IPPEs. For all assignments, students are obligated at their own expense to secure housing and to arrange transportation to and parking at the assigned rotation sites.

Consideration for a student's preferred region/zone assignment is given for compelling reasons: living with parents; children in school; home ownership; under a physician's care; P3s at satellite campuses (Inova Fairfax > NoVa region and UVa > Charlottesville region).

To avoid potentially-biased circumstances, the student will not be assigned to a family member, supervisor (past or present), employer, or other pre-existing relationship that could adversely affect student/preceptor objectivity and desired outcomes.

HONOR SYSTEM POLICY

Overview

Virginia Commonwealth University recognizes that honesty, truth and integrity are values central to its mission as an institution of higher education. In a community devoted to learning, a foundation of honor must exist if that community is to thrive with respect and harmony. Therefore, members of the academic community are required to conduct themselves in accordance with the highest standards of academic honesty and integrity.

The Honor System Pledge is "On my honor, I have neither given nor received aid on this assignment, and I pledge that I am in compliance with the VCU Honor System." Neither the presence nor the absence of a signed pledge statement, however, shall prevent a student from being charged with a possible violation or from being held to the standards of the Honor System.



Rights and Responsibilities of the VCU Community

All members of the VCU community are presumed to have an understanding of the VCU Honor System and are required to:

- Agree to be bound by the Honor System policy and its procedures;
- Report suspicion or knowledge of possible violations of the Honor System;
- Support an environment that reflects a commitment to academic integrity;
- Answer truthfully when called upon to do so regarding Honor System cases,
- Maintain confidentiality regarding specific information in Honor System cases.

However, facts, principles, and problems raised by cases, the knowledge of which benefit the Honor System and Honor Education, may be discussed with appropriate faculty and administrative representatives.

VCU Students: All VCU students are presumed upon enrollment to have acquainted themselves with and have an understanding of the Honor System. Therefore, it is a student's responsibility to ask course instructors to clarify expectations for each assignment in order to be in compliance with the Honor System.

Possible Violations

Academic dishonesty jeopardizes the quality of education and depreciates the genuine achievements of others. Academic dishonesty by a student will not be tolerated and will be treated in accordance with the procedures as outlined in the Honor System. If a student violates the Honor System, that student will suffer consequences. However, appropriate opportunities to remediate the situation and for the student to learn and to grow from the mistake will be considered.

The categories of academic dishonesty include, but are not limited to, any deliberate and dishonest act that results in, or could result in, a student receiving an unfair advantage in an academic matter:

- **Plagiarism:** Representing the words, ideas, facts, opinions, theories, illustrations, tables or any part of another's work as one's own on academic assignment without customary and proper acknowledgment of the source;
- **Cheating:** Receiving, giving and attempting to receive or give unauthorized assistance, such as materials, devices, information, notes or sources, on academic matters;
- **Lying:** Transferring, transmitting or communicating any false statements concerning academic matters;
- **Stealing:** Taking or making academic materials inaccessible, thereby temporarily or permanently depriving others of its use or possession, and;
- **Facilitation:** Helping or soliciting another person to commit an act of academic dishonesty.

Sanctions

All proven cases of Honor System violations will be sanctioned appropriately under the relevant circumstances. Sanctions assigned by the Honor System are intended to address specific violations.



In some cases, however, the assignment of a sanction may result in the lowering of the accused's cumulative grade point average, the accused's loss of a graduate assistantship or the accused's dismissal from further enrollment in a program.

Although the Honor System can consider and assign other sanctions, the recommended sanction for a student's first violation is an 'F' for an assigned course grade. Although the Honor System can consider and assign other sanctions, the recommended sanction for a subsequent determination of an honors violation is Suspension for at least three semesters.

Any student found guilty of an Honor System violation shall be subject to one or more of the following sanctions:

Honor Probation is a written warning that indicates that a subsequent determination of an honors violation may result in a sanction of Suspension and/or Expulsion.

The Honor Council may assign other relevant sanctions, including, but not limited to, restitution, community service, special projects and special educational requirements. A student who fails to complete these sanctions, fails to provide documentation of completion of the sanctions, or who commits an honor violation while completing these sanctions, shall be required to appear before an Honor Council. At that time, the student shall be considered under the recommendation for a subsequent violation.

A grade of "0" can be assigned for a test/paper/assignment. The grade shall be factored into the course grade.

A course grade of 'F' can be assigned for the course in which the accused committed the violation. Grades assigned by the Honor System may not be voided by withdrawal from a course, withdrawal from the University, by use of the Repeat Course Option or through the Grade Appeal Procedure. A transcript notation shall be placed for this sanction. This sanction is a University disciplinary action that may be reported to external agencies upon request.

Suspension is a separation from the University for a specified period of time, not to exceed two years. After the suspension has been served, a student may be permitted to resume classes. A transcript notation shall be placed for this sanction. This sanction is a University disciplinary action that may be reported to external agencies upon request.

Expulsion is a separation from the University for an unspecified period of time. After five years, a student who has been expelled may petition the Honor Council for permission to make application for readmission to the University. An expelled student who is permitted to apply shall meet all other University admission requirements and will be judged competitively with other applicants. A transcript notation shall be placed for this sanction.



This sanction is a University disciplinary action that may be reported to external agencies upon request.

When a violation invalidates a major piece of work required for a degree, then the sanction may include a recommendation to the University President for rejection of a thesis or dissertation or revocation of a degree or certificate. A transcript notation of Revocation shall be placed for this sanction. This sanction is a University disciplinary action that will be reported to external agencies upon request.

Rights and Responsibilities Arising from Possible Violations

In all cases, the accused shall be accorded and informed of the following rights:

- To a status of good standing at the University and a presumption of innocence until otherwise determined by the Honor System based upon clear and convincing evidence to support a finding of guilt;
- To remain silent at any meeting or hearing;
- To refrain from admitting self-guilt at any time;
- To a reasonable time-frame, at least seven days after receiving notification of the possible violation excluding weekends and official University holidays, within which to prepare a response to the possible violation;
- To request that the case be referred to an Honor Council hearing after an initial investigation and determination;
- To appeal, upon request within the specified time frame, any decision until final determination by the President, and;
- To procure and to utilize an advisor (not an attorney).

In all cases, the accused and the accuser shall be accorded and informed of the following rights and responsibilities:

Rights

- To obtain a current copy of the Honor System;
- To obtain a list of Honor Council members;
- To a reasonable written notice of facts and information underlying the possible violation, including but not limited to, a statement of the possible violation, the accuser's identity and the sanctions to which the accused may be subject if found guilty;
- To obtain, present, question and refute evidence utilized as part of an investigation or determination;
- To a meeting or hearing at which both the accuser and the accused may be represented and the accuracy of the possible violation determined;
- To an investigation of a possible violation, to be conducted promptly, insofar as Possible, and in a manner that minimizes public disclosure of either's identity;
- To a reasonable written notice of an Honor Council hearing, if arranged, that would be held no sooner than five days, excluding weekends, holidays and official University holidays, and



no later than 20 days, excluding weekends and official University holidays, from the date of receipt of written notification of the hearing;

- The right to a closed hearing, if requested, except for observers to be chosen by the accuser, the accused, the Honor System Administrator, or the Executive Board;
- To request a reasonable delay, for cause, before or after an Honor Council hearing is scheduled;
- To appeal, upon request within the specified time frame, the pre-hearing determination and/or the sanction, and;
- To participate in a meeting, upon request, with the Academic Integrity Officer or the Chair of the Honor Council hearing to discuss the rationale behind the determination and/or sanction.

Responsibilities

- To read and to respond promptly to all communication regarding the Honor System;
- To make truthful statements during an investigation, meeting or hearing;
- To refrain from harassing, pressuring or intimidating the accuser, the accused and other relevant parties involved in the case, and;
- To report any harassment, pressure or intimidation arising from an Honor System case.

Executive Board

The Executive Board shall be comprised of four graduate/professional students, four undergraduate students, six faculty members and the Honor System Administrator. Faculty and students will be drawn from the Honor Council membership. The Executive Board shall serve for one year and may be re-appointed. The Executive Board responsibilities shall include, but are not limited to, assisting with orienting Honor Council members to the Honor System, including issues of confidentiality and review of procedures, surveying each accuser and accused from the previous year to determine their level of satisfaction with the Honor System, and reviewing annually the Honor System procedures and recommending changes if needed.

Honor System Administrator

The Provost and Vice President for Academic Affairs shall designate an Honor System Administrator and an alternate Administrator. In the absence of the Administrator, the alternate will serve. The Administrator and alternate shall be responsible for, but not be limited to:

- Orienting Honor Council members to the Honor System;
- Assigning the Academic Integrity Officer to investigate possible violations;
- As needed, assigning an investigator other than the Academic Integrity Office to investigate possible violations. This may be at the request of the accused or accuser if there appears a bias or conflict of interest or to ensure that an investigation and determination is completed within the timeframe specified by this document;
- Coordinating Executive Board meetings and Honor Council hearings;
- Providing direction when there are questions regarding policy and procedures;



- Reviewing findings and determinations regarding policy and procedures;
- Maintaining case records;
- Submitting annually to the University community a report on honor violations and sanctions, omitting any identifying information from the cases, and;
- Responding to requests for information, when permissible by law or by the relevant parties, from internal and external sources.

Academic Integrity Officer

Under the direction of the Honor System Administrator or alternate Administrator, an Academic Integrity Officer will have responsibility for:

- Investigating all Honor System allegations;
- Completing the investigation and issuing a determination within 30 calendar days of being assigned a case;
- Assigning sanctions or referring the case to the Honor System;
- Presenting the facts in regard to the investigation, determination and evidence at Honor System hearings, and;
- Preparing and keeping a deidentified record of pertinent facts on each case.

Honor Council

Honor Council members shall be current VCU students and faculty who are elected, selected or appointed. Faculty appointments will take into account the diversity of the VCU faculty and input from the Faculty Senate. Student appointments will take into account the diversity of the student body and input from the Student Government Associations. In order to serve, students must be in good academic and disciplinary standing, not have a pending honors violation and not have been found guilty previously of an honors violation. All Honor Council members shall receive training prior to acting officially in any Honor System capacity.

Procedure

Filing of possible violation: If a member of the VCU community identifies a possible violation, an initial description of the possible violation must be filed in writing with the Honor System Administrator within 30 calendar days of discovery. Discovery occurs only when the accuser possesses sufficient proof of a possible violation. At any point after a case has been filed, it may be withdrawn. A possible violation that is filed after the 30-day deadline will not be considered.

The accused, the accuser and the course instructor shall be notified in writing via VCU email, the U.S. Postal Service and/or other appropriate means of communication that a notice of a possible violation has been filed and that an investigation will occur. The accused and the accuser shall each be assigned and/or shall select an Honor Council member who may serve as an advisor. Additionally, the accused and the accuser each have the right to select someone other than an Honor Council member, not an attorney, to be an advisor. The accused and the accuser will each be encouraged to meet with an advisor to review the Honor System and his/her rights and responsibilities. The



Academic Integrity Officer shall also inform the accused and accuser of all rights and responsibilities. The accused shall be informed that the University will not issue a degree to any student accused of a possible violation of the Honor System until a case has been investigated and adjudicated completely, including appeals.

Investigation of possible violation: The Academic Integrity Officer will undertake an investigation and issue a determination. The investigation may include, but is not limited to, meeting with and taking statements from the accuser and the accused, seeking information from other students, faculty or staff, reviewing the accused's transcript, exams, papers and other relevant material, and conducting other actions as appropriate. All parties involved in the investigation shall maintain confidentiality regarding information and all documents shall be maintained in a secure file.

Determination of possible violation: Within 30 calendar days of being assigned a case the Academic Integrity Officer shall complete an investigation and issue a determination. The 30-day deadline can be extended by the Honor System Administrator in special circumstances when parties required for completion of the investigation are unavailable during that time period. The determination shall include a finding as to whether the student is innocent or guilty of an honor violation and, if found guilty, assign a sanction. The accused, the accuser and the course instructor shall be notified of the determination within five days, excluding weekends and University holidays.

A case will be referred to the Honor Council if the accused is on Honor Probation, there are multiple possible violations or if the Academic Integrity Officer determines that the possible violation could warrant a sanction of Suspension, Expulsion or Revocation. In these cases, an Honor Council hearing shall be convened to determine whether the student is innocent or guilty of an honor violation and, if found guilty, assign a sanction.

If it is determined that the accused has not violated the Honor System, and there is no appeal by the accused or the accuser, the case shall be finalized. All documents related to the case shall be returned to the original sources and/or destroyed. The accused, the accuser and the course instructor shall be notified in writing of the determination within five days, excluding weekends and University holidays.

If it is determined that the accused has violated the Honor System, and there is no appeal by the accused or the accuser, the case shall be finalized. The accused, the accuser and the course instructor shall be notified in writing of the determination within five days, excluding weekends and University holidays. Sanctions assigned by the Honor System shall go into effect when the case becomes final.

Appeals of Academic Integrity Officer determination: The accused and the accuser have the right to request that the determination of the Academic Integrity Officer be appealed to the Honor Council. The request must be filed with the Honor System Administrator within five days of receipt of the



determination notification, excluding weekends and University holidays. Upon receipt of an appeal, an Honor Council hearing shall be convened.

Hearings

An Honor Council hearing panel shall consist of five members: three students, two faculty and one non-voting Chair. An Executive Board student member shall serve as the non-voting Chair. The Administrator or alternate shall attend the hearing to assist the Chair. The required number of Honor Council members must be present in order to hold the hearing.

The three student members shall be of the same classification as the accused (i.e., undergraduate or graduate/professional). One of the student members shall be, if possible, from the accused's school. Honor Council members shall disqualify themselves from a hearing in which they have a conflict of interest with either the accuser or the accused. In these instances, an alternate member shall be assigned.

Honor Council hearings shall be flexible enough to provide for the consideration of all information. If the accused does not appear for a hearing either through refusal to attend, failure to locate following a good-faith attempt to do so, or by withdrawal from the University, the hearing shall proceed without the accused.

The following general format used for Honor Council hearings shall include, but is not limited to:

- Introduction of Honor Council members and participants in the case;
- Statement of the date, time, and location of the hearing;
- Brief summary of the possible violation;
- Reminder to the accused and the accuser of all afforded rights and responsibilities;
- Reminder to the accused that it is an honor violation to make knowingly false statements to the Honor Council;
- Reminder that the accused is considered not in violation of the Honor System unless there is clear and convincing evidence. Clear and convincing evidence requires that the evidence presented by the accuser must convince the Honor Council that it is substantially more likely than not that the accused has violated the Honor System;
- Reminder that the University community considers violations of the Honor System to be serious infractions;
- Reminder that the Honor System exists to protect honest students and alumni from those who gain, or seek to gain, an unfair advantage in an academic setting;
- Reminder that the hearing, but not the deliberations, is being recorded;
- Questions by the Honor Council, accused or accuser at any time;
- Presentation of evidence and witnesses by the accuser;
- Presentation of the investigation, the determination, and evidence by the Academic Integrity Officer;



- Presentation of evidence or witnesses by the accused or accused's advisor;
- Closing statement by the accuser, and;
- Closing statement by the accused or accused's advisor.

Honor Council Deliberations

After the hearing, the Honor Council goes into closed-session deliberations. The Administrator or designee shall not be present for the deliberations. The purposes of the deliberations are to apply the standard of clear and convincing evidence to determine if the accused is guilty of violating the Honor System and, if there has been a violation, to assess a sanction. If there are multiple possible violations, the members shall determine if the accused is guilty on each possible violation. Members will state their opinions on each possible violation. Four of the five members must concur to determine that the accused is in violation of the Honor System. When there is a determination that a violation has been committed, there shall be a discussion of the sanction.

Members shall state their opinions and rationale regarding the sanction. Three of the five voting members must concur to determine the sanction. The Chair shall notify the Administrator or designee of the Honor Council's determination. The decision shall be to the accused, the accuser, the course instructor, and the dean of the accused's school within five days, excluding weekends and University holidays.

Appeal of Honor Council Finding

If the accused is determined by an Honor Council hearing to have violated the Honor System, the accused may request, within five days of receipt of notification, excluding weekends and University holidays, that the case be sent to the University Appeal Board. A University Appeal Board hearing shall be convened and all parties shall be notified. The Chair shall represent the Honor Council before the Appeal Board and the accused and accuser may be accompanied by an advisor, not a lawyer serving as legal counsel, who may participate in the appeal hearing.

In considering an appeal, the University Appeal Board shall consider only the following issues:

- Whether the Honor Council's process was conducted fairly and in accordance with prescribed procedures;
- Whether there is new evidence or relevant information not available at the time of the Honor Council hearing that, if consequential, may result in a remanding of the case to an Honor Council;
- Whether the original decision was supported by substantial evidence;
- Whether the Honor System was improperly interpreted or misapplied by The Honor Council, or;
- Whether the sanction imposed was proportionate to the gravity of the violation.

The University Appeal Board can recommend dismissal of some or all of the possible violation, assignment of the same or different sanction, remanding the case to the Honor Council, and/or



affirm the Honor Council's decision. The University Appeal Board cannot recommend imposition of a higher sanction than was assigned by the Honor Council. The University Appeal Board's recommendation and the case material shall be submitted to the President, or designee, for review and action. The decision of the President is final. If the President upholds the finding of guilt and the sanction, the sanction shall take effect retroactive to the initial determination of being in violation of the Honor System.

Records

All Honor System records shall be maintained with sufficient safeguards to ensure confidentiality. An annual summary report of all cases, with all identifying information removed, shall be made available to the VCU Board of Visitors. The summary report may be made available upon request to internal or external sources at the University's discretion. With respect for confidentiality and regardless of the finding of guilt or innocence, the Academic Integrity Officer or the Honor System Administrator shall prepare and keep a record of pertinent facts on each case. Deidentified cases and composite data will serve the purpose of honor education for the University community.

All records of Honor System violations and sanctions assessed not involving Suspension or Expulsion shall be kept at least until completion of the academic program in which the student is enrolled at the time of the violation or three academic years following the violation, whichever is longer. A transcript notation that is assigned by the Honor System will remain on the student's transcript. No earlier than five years from the date the sanction was assessed, a student may request removal of transcript notations except those for Suspension, Expulsion or Revocation. All records of violations and sanctions involving Suspension, Expulsion or Revocation shall be maintained permanently by the Provost and Vice President for Academic Affairs, or designee, with sufficient safeguards to ensure confidentiality.

Amendments

The Executive Board shall review annually all procedures and may make recommended changes to the Provost and Vice President for Academic Affairs. The Provost and Vice President for Academic Affairs may appoint a committee to conduct a complete review of the Honor System at any time, but at least every five years. The Provost and Vice President for Academic Affairs shall forward all proposed revisions to the Honor System to the University community, including the Faculty Senate and the Monroe Park Campus and MCV Campus Student Government Associations, for review and comment. Final revisions shall be submitted to the University Council for action in accordance with its normal procedures. Revisions as approved by the University Council shall be forwarded to the Board of Visitors for final approval and will become effective as soon as practical following BOV approval.



SATELLITE CAMPUSES (INOVA & UVA)

Equivalency Policies, Procedures, and Exceptions

Whenever possible, policies and procedures for students on the Inova and UVA Campuses will be the same as those for students at the Richmond campus. In certain circumstances, there may be a need to alter a policy and procedure for Inova or UVA (e.g., inclement weather may necessitate the canceling of classes at Inova or UVA even though the Richmond campus is open).

Student Selection & Designation

The VCU School of Pharmacy will operate satellite campuses in Northern Virginia and Charlottesville. Doctor of Pharmacy degree-seeking students who meet selection criteria will have the opportunity to complete their P3 and P4 years on a satellite campus.

The VCU School of Pharmacy's Northern Virginia operations will be headquartered on the campus of Inova Fairfax Hospital in Fairfax, VA. The VCU School of Pharmacy's UVA operations will be headquartered on the campus of the University of Virginia Health System. The School will have an Assistant Dean for each satellite campus to maintain administrative oversight.

A maximum of 25 students in each of the P3 and P4 years may be enrolled in the Northern Virginia program and 15 students in each of the P-3 and P-4 years may be enrolled in the UVA program.

Applicants to the VCU School of Pharmacy who are invited to the MCV campus for a personal interview have the option of indicating their interest in the satellite programs at the time of their initial interview. Students will be notified of their selection into a specific satellite program during their initial acceptance to VCU.

The final selection process for the satellite programs will begin during the Fall Semester of the P2 year. All students will have the opportunity to indicate their current interest in going to the one of the satellite programs.

Students who indicated interest in a specific satellite campus at the time of their initial interview will have first priority for acceptance into the satellite campus. When these students subsequently remain committed to a satellite campus for their P3 year, they will also have priority placement in the same satellite campus geographic area for their P4 APPEs assignments.

Students who indicated their interest in a specific satellite campus at the time of their initial interview may have the option of changing their minds and completing their P3 year in Richmond. However, priority placement for their P4 APPEs in the satellite campus geographic area is lost and APPE assignments in that area are subject to preceptor availability.



Students who did not indicate interest in a satellite program at the time of their initial interview, but have since decided they would rather complete their P3 and P4 years at a satellite location will have the option to do so, as long as space is available and they meet the selection criteria.

Any student accepted into a satellite program will be expected to complete both their P3 and P4 years in the identified program. Students who do not go to a satellite program for their P3 year will not have priority placement for their P4 APPEs in a satellite campus geographic area, and instead will be subject to preceptor availability in that area for their APPE assignments.

If there are more students who wish to go to a satellite program during their P3 and P4 years than space allows, the Dean of the School will make the selection of which students will be included.

Any student assigned to a satellite campus is responsible for finding a student replacement from his or her class if he or she decides at any time after admission they do not wish to be assigned to a satellite campus.

If a student starts their P3 year in a specific satellite program, but at some point decides they need/want to return to the program in Richmond, they must petition the Dean of the School for approval, and their P4 APPE assignments will be subject to preceptor availability.

SCHOLASTIC STANDING & PROGRESSION

Academic Performance Assessment & Outcomes

The Academic Performance Committee reviews the academic performance of each Doctor of Pharmacy degree candidate at the end of the Fall and Spring academic semesters to make recommendations to the Dean for approving promotion, probation or dismissal. Careful consideration is given during the promotions process not only to the student's grades but also to his or her probity, industry, and scholastic ability. Consideration will be given to pertinent information and extenuating circumstances for individual cases.

At the end of the fourth year the entire faculty will decide whether or not students have satisfied all requirements for graduation. A student must have passed all courses from the first three years of the curriculum to qualify for entry into the final year of the program.

The Academic Performance Committee thoroughly reviews the academic record of each student who fails to pass a course, receives a "D" grade, does not maintain a grade point average of 2.0 or better for the year or semester in question, or is on probation. Following this review, the committee may recommend promotion on a probationary basis, require a repeat of all or a part of previous work or terminate the student's enrollment.



A student may fail no more than 2 courses during the P1-P3 years. A student failing more than 2 course in the P1-P3 years will be subject to dismissal. dismissed from the program. Only one failing APPE course grade is permitted. A student with a second failing APPE grade will be subject to dismissal.”

A student who earns “D” and/or “F” grades in any semester and/or a cumulative GPA of less than 2.0 will be subject to academic probation, dismissal or may be asked to repeat the year.

Students will be subject to academic probation, dismissal, or may be asked to repeat the year if they earn more than one “D” or “F” grade in any one of the following sequences of related courses: medicinal chemistry, pharmacy and pharmaceuticals, pharmacotherapy and pharmacy administration. Students who fail to meet conditions of probation will be required to withdraw or repeat a year’s work. Students will not be allowed to repeat more than one year of the didactic curriculum, unless readmitted to the program following dismissal.

Documented special circumstances for individual students will be considered during the academic performance committee review. Examples of special circumstances include major health problems, newly diagnosed disabilities, acute personal crisis at or near exam periods, documented disability with evidence of seeking assistance. Students at risk for dismissal will be invited to submit written documentation of any special circumstances that the committee should consider before a recommendation is made by the committee.

Mid-semester Grade Reports

Faculty assist the student advising system by reporting mid-semester grades. Mid-semester reports are requested during the eighth week of the semester. Course coordinators report the names and progress grades of students with an academic performance level equivalent to a grade of “D” or less to the Associate Dean for Admissions and Student Services.

Students should make an appointment with the course coordinator to discuss their difficulty with the course content and potential resolution. This information is also shared with the Assistant Deans at the Inova and UVa campuses who will schedule a time to meet with P3 students. Students on the Richmond Campus will meet with the Director of Student Affairs.

Mid-semester reports are used solely for academic advising purposes and not as criteria for eligibility for extra-curricular activities.

Course Repeat Guidelines

The Doctor of Pharmacy degree is intended to be completed within four academic calendar years, unless a student is completing the degree concurrent with another approved degree. Any student seeking the Doctor of Pharmacy degree will enroll for classes beginning in the Fall semester of the first year of study and ending with the Spring semester of the fourth year of study.



A Doctor of Pharmacy degree seeking student who does not pass a course must take the course again during the next offering, with the approval of the Academic Performance Committee. In selected circumstances, a course coordinator may determine that the entire course does not need to be repeated and will identify an action plan for repeating the segment/s of the course for evaluation. A grade of “C” or better must be earned for a repeat course. When a course is repeated, the original “F” grade remains on the student transcript and a second section of the original course is initiated with the VCU Registrar by the Dean’s Office to accommodate a second grade.

Any student required to repeat an advanced pharmacy practice experience rotation will repeat the course based upon preceptor availability and any terms associated with his or her academic probation, medical leave of absence or administrative leave of absence. A student must complete all advanced pharmacy practice experience rotations within two academic calendar years. If a student fails to meet this timetable, he or she will be subject to dismissal from the program. In situations where this requirement is beyond the student’s control, the Academic Performance Committee will identify selected courses from the P-1, P-2 and P-3 years of study to repeat, prior to being allowed to enroll in any additional advanced pharmacy practice experience rotations.

Appeals Process

Students have a right to appeal a committee decision they consider to have been arbitrarily or capriciously reached without regard for the criteria, requirements and procedures followed by the Academic Performance Committee.

A student wishing to appeal an Academic Performance Committee decision shall submit a written appeal with pertinent documentation, through the Office of Admissions and Student Services.

An appeal will be considered only if there is sufficient evidence in the view of the Committee members. Examples include, but are not limited to instructor bias and previously unreported mitigating circumstances contributing to the student’s performance.

It is the student’s responsibility to maintain contact with the School’s Office of Admissions and Student Services to ensure the reliability of all communications. The Committee will consider any and all grades previously earned as a pharmacy student.

Students may appeal, in writing, the decision of the Committee to the Dean. The Dean may choose to appoint an independent panel of faculty to review the merits of the appeal.

The final authority for acceptance, modification or rejection of the Academic Performance Committee resides with the Dean. Following an appeal, the Dean’s decision is the highest level of due process. Additional appeals will not be considered.



Grade Notification

Faculty provide examination scores to students to facilitate the learning process. Grades are posted after all students have taken an examination. The posting of grades is accommodated by eLearning (Blackboard) to assure confidentiality. Final exam grades are posted by faculty using the Banner system with student access provided on VCU's eServices.

Probation Regulations

The Academic Performance Committee reviews the academic performance of each Doctor of Pharmacy degree candidate at the end of the Fall and Spring academic semesters. Academic probation regulations delineate the course of action stipulated by the Academic Performance Committee and the Dean when a student has academic performance deficiencies.

The following prohibitions apply to students on academic probation.

- Students are not allowed to hold an elected office in a student association or serve as an elected class officer.
- Students are not eligible to be nominated for offices in a student association.
- Students are not eligible for appointment by the Dean to serve on school committees
- Students are not permitted to represent the School in extracurricular activities (e.g., representation at a local, regional, or national association meeting or another professional event).
- Students are expected to discontinue all employment during the academic year.
- Students are not eligible to pledge a professional fraternity.
- Students are encouraged to avail themselves of special tutoring and counseling services for improving their academic performance.
- P4 students must complete all required and elective advanced pharmacy practice experiential rotations at sites within the VCU School of Pharmacy system within the Commonwealth. Such sites must have an ongoing affiliated relationship with the VCU School of Pharmacy and the preceptor must have a current faculty appointment.

Expiration of probationary status occurs following the equivalent of an academic year (i.e., two consecutive fall or spring semesters of successful academic performance during the first three professional years and upon the successful completion of all advanced pharmacy practice experiential rotations in the fourth year).

Grade Review Procedure

Students have a right to appeal course grades they consider to have been arbitrarily or capriciously assigned or grades assigned without regard for the criteria, requirements and procedures of the course stated in the syllabus or guidelines for assignments. Grades determined by actions under authority of the Virginia Commonwealth University Honor System may not be appealed through this procedure.



The faculty member (or members, in the case of a jointly taught course) bear the responsibility for specifying in writing at the beginning of each class section the formal requirements of the course and the weights that will be employed in determining the final course grade. The faculty member(s) shall apply relevant grading criteria uniformly to all members of the class.

When a student has evidence that a final grade has not been assigned in accordance with the stated criteria, the student shall discuss it first with the faculty member. The faculty member will explain how the final grade was determined. If the student continues to feel that the grade was incorrectly assigned, a written appeal may be submitted to the chair of the department in which the course was taught. Students appealing grades assume the burden of proof. The appeal shall state and support with all available evidence the reasons why the student believes the grade should be changed.

For grades awarded for the fall semester, the written appeal must be submitted no later than 30 calendar days after the beginning of the spring semester. For grades awarded for the spring semester or summer sessions, the written appeal must be submitted no later than 14 days after the first day of the fall semester.

The grade issued by the faculty member shall remain in effect throughout the appeal procedure. With some exceptions, students shall be permitted to register for any course for which they are otherwise qualified and for which a prerequisite is successful completion of the course that is being appealed. If the committee upholds a failing grade in the prerequisite course, the student shall be dropped from the course without financial penalty. If academic suspension then results from the grade which was upheld, it shall be carried out at the end of the grade appeal procedure. In instances in which the failing grade is in a prerequisite course in which safety or well-being of clients, patients or the public is involved, the student shall not be allowed to enroll in the subsequent courses in which safety and well-being may be at issue until and unless the appeal is resolved in the student's favor. In these cases, the student who wishes to appeal is advised to do so as soon as possible and it is the responsibility of the school to move the appeal process expeditiously.

The chair of the department shall attempt to mediate an amicable solution within two weeks of receipt of the written appeal. If the complaint is not resolved, the chair shall forward the student's appeal to the dean. The chair shall also submit to the dean in writing the recommendation made to the two parties regarding the appropriateness of the grade.

If the grade being appealed was assigned by the chair of the department, the dean shall assume the mediation responsibility. If the grade being appealed was assigned by the dean, the mediation responsibility will fall to the vice president of the MCV campus.

If mediation is not successful, the dean shall form a Grade Review Committee and designate the chair. The committee has the option of either raising the grade or leaving the grade unchanged.

The committee shall consist of one non-voting faculty chair, two faculty members, and two students selected by the dean from disciplines whose methods and techniques of teaching and testing are as similar as possible to those of the discipline of the course in question. If the course is multi-



disciplinary and the instructor(s) whose grade is being appealed does not belong administratively in the school in which the course was taught, the committee shall have at least one of the faculty members from the instructor's school.

Either party may challenge the committee's membership for cause within a week of being informed of the membership. The dean shall determine if there is sufficient cause to remove the challenged committee member.

The committee shall meet initially to examine the written appeal and the department chair's recommendation. It can require the faculty member(s) to turn over to the committee grade records for that class or section and any tests, papers, and examinations by students of that class which they may possess. The committee may require the student bringing the appeal to turn over all tests, papers, or other evaluations that have been returned and all existing evidence that an improper grade was awarded. The committee shall disregard any claim that a test or paper that has been returned to a student was unjustly graded unless that test or paper is produced for the committee's inspection.

After examining the materials, the committee may, by a majority vote, decline to hear an appeal that it judges to be patently without merit. Otherwise, the committee will authorize its chair to arrange a date for a hearing. The chair of the committee shall meet with each party prior to the hearing to explain the rules and procedures of the hearing.

Grade appeal hearings will be open, closed, or partially open (i.e., a few close associates of each party may attend) by agreement of the appealing student and the faculty member(s) and the chair of the committee of the appealing student. In case of disagreement, the committee shall decide. The chair has the option to declare closed an open or partially open hearing in cases of disruption or in order to ensure necessary confidentiality.

Both parties may have with them an advisor of their choice (who may not be an attorney), with whom they may consult but who will not participate in the questioning of witnesses and presentation of evidence unless the opposing party and chair agree to it. The committee shall ask any member of the VCU community whose testimony it deems relevant to be available at an agreed-upon time to give testimony.

Either party may present additional witnesses as long as they remain within their allotted time and their testimony is directly relevant to the course at issue. Performance in other courses is not relevant. Witnesses other than the appealing student and the faculty member(s) shall be excluded from the hearing except when testifying.

A hearing shall begin with the student outlining the reasons for the appeal and all evidence that exists of an improper grade. The faculty member(s) shall then explain the criteria used for the original grade assigned. Each party will have a time period not to exceed two hours in which to present a position.



The committee shall determine in executive session whether the grade was justified according to the course in which the grade was given. If the evidence is that the grade was determined according to the stated objectives, criteria and grading procedures of the course, the committee shall uphold the grade.

The committee should also take into account that purposes, methods, requirements and grading criteria differ from course to course and that difference is a legitimate characteristic of a university and its faculty. Further, the grade in some courses may be partly or solely determined by a faculty member's professional judgment, which in itself cannot be overturned without evidence that the judgment was arbitrarily or capriciously rendered. The committee shall consider (a) whether the faculty member(s) articulated the criteria to be used (some criteria may be implicit within the discipline), (b) whether those criteria were actually used to determine the final grade, and (c) whether the results of the evaluation were communicated to the student.

No grade may be changed except by a vote of at least three out of four voting members. When the committee has reached a decision, the committee chair shall submit to the dean in writing the decision and the reasons for it. The dean shall communicate in writing the decision of the committee to the appealing student, faculty member(s), and the department chair. If the grade has been changed, the dean shall also notify the registrar.

The evidence, proceedings, and the final decision of the committee shall remain confidential. All documents shall be held in a confidential file by the dean for one year. The party from whom a document was obtained may request that it be returned at the end of the year. All documentation not returned shall be destroyed by the dean one year later.

Making sense of it all

What to do if you are at risk of or have received a grade of "D" or "F" in a course...

IF YOU ARE AT RISK OF A GRADE OF D OR F

Don't panic. Identify the causes for your poor performance. Did you attend classes? Were you actively engaged? Are you putting enough time on learning tasks? Are you using best practices for studying? Are you getting enough sleep? Are you working too much? Have you over committed to extracurricular activities? You cannot fix a problem if you do not know the cause.

Contact the course instructor and your MAPS mentor to discuss strategies for improving performance on future assignments or grades.

Contact the Division for Academic Success (<http://das.vcu.edu/>) for study tips and/or consultation about barriers to learning.

Contact the Associate Dean for Admissions and Student Services to seek guidance.



Commit to improving your performance. Many successful students and graduates of this PharmD program have been in your shoes in the past and have improved their grades. You can do it too.

IF YOU HAVE RECEIVED A GRADE OF D OR F

Don't panic. You can recover from this, but don't take these grades lightly. These are serious warning flags about your ability to succeed in the PharmD program.

Recognize that there is a fair process to help you get back on track. The Academic Performance Committee reviews the performance of PharmD candidates in academic distress at least once a semester. It makes recommendations to the Dean regarding progression, warning, probation, or dismissal based upon school records and student feedback. As mentioned above, this committee uses this information and the following policies to guide their decisions.

[<http://bulletin.vcu.edu/professional-studies/pharmacy/pharmacy-pharmd/#text20162017>\Academic Progression - Approved 9-7-2016.pdf]

Understand what you need to do to recover and do it. What you have to do depends on the grades you received.

1. **If you received a D:** D grades are passing but indicate a significant need for improvement. Students who receive a grade of D in any required or elective class will receive an academic warning letter from the Associate Dean for Admissions and Student Services. You will be allowed to progress to the next semester, but the letter will warn that additional grades of D or F will result in academic probation or other academic performance sanctions. Most students who receive a warning letter have no further problems and graduate on time.
2. **If you received two Ds:** D grades are passing but two Ds indicate a more serious performance problem. Students who earn two Ds in any classes will receive an academic probation letter from the Associate Dean for Admissions and Student Services. The letter will state that you will be allowed to progress to the next semester, but that your scholarship is deficient and needs to improve. Students may come off of probation if they have no additional Ds or Fs for two successive semesters of attendance.
3. **If you received three Ds:** This is a rare situation that should be talked over with the Associate Dean for Admissions and Student Services.
4. **If you received a F:** Students who receive a grade of F in a course will receive an academic probation letter stating that they have been placed on academic probation, and they must repeat the failed course with a passing grade. The letter will state that you will be allowed to progress to the next semester, but that you must repeat the failed course at a time of the course coordinator's discretion. If you fail a second time, you will be dismissed from the program.



5. **If you received two Fs in one semester:** Students who receive a grade of F in two courses will receive an academic probation letter stating that they will be placed on academic probation and be required to repeat the semester. Due to the sequential nature of learning in the PharmD program, you will not be able to continue in the program until you complete the semester. If you receive any additional F's in the program, you will be dismissed.
6. **If you received three Fs:** A student who receives a grade of F in three courses will receive a letter from the Dean's office dismissing them from the program. Students who wish to appeal the dismissal should contact the Associate Dean for Admissions and Student Services to discuss the process.
7. **If you received some combination of Ds and Fs:** The response from the Dean's office depends on the number of D's and F's in the combination. The number of F's received will determine the minimum response to inadequate performance. Therefore, a D and an F will at least result being placed on academic probation and repeating all or any portion of the failed course with a passing grade. Contact the Associate Dean for Admissions and Student Services to discuss it.

PROBLEMS WE HAVE SEEN

- Not taking action until it is too late
- Not responding to offers from the Office of Admissions & Student Services to help
- Failing to act on the recommendations of the Dean's office
- Thinking that you can fix things by yourself
- Being unwilling to change the bad habits and behaviors causing the poor performance

TAKING ACTION

Many successful pharmacists have received D's and F's in pharmacy school. If you are having academic performance problems, we want to help. However, it is your responsibility to do what is necessary to succeed. This is what we expect of professionals.

SCHOOL EVENTS & ACTIVITIES

Career Development Activities

To assist graduating students with their search for employment, the School will hold a Career Fair each fall. The Office of Admissions and Student Services will organize the event and all P-4 students looking for employment will be invited to return to Richmond to participate. Students will have the opportunity to schedule individual interviews with participating community, hospital, and other pharmacy organizations (e.g., managed care organizations, military branches, Public Health Service).



In the spring of each year the School will host an Internship Fair to allow pharmacies and pharmacy organizations to come and meet with P-1 and P-2 students about their summer employment opportunities. This event will also be organized by the Office of Admissions and Student Services.

Dean's Hour

A specific time period will be reserved in each semester's schedule for all P-1, P-2 and P-3 students on Wednesdays during the Fall and Spring semesters from 11:00 – 11:50 A.M. for a student assembly.

Student organizations are encouraged to organize programs with invited speakers that will benefit the entire student body. The Student Executive Council approves programs to be presented. All students are invited to attend. Requests for dates will be coordinated by the receptionist in the Dean's Office. Events will be properly announced to all students in advance by the SEC President.

Classes or other related academic functions such as organization business meetings are not permitted to be held during this time period.

Student/Faculty Social Events

In addition to the many social events held by student organizations during the year, the School shall sponsor or co-sponsor several events each year where all students and faculty are invited. These events shall include, but not be limited to the Fall Picnic, Spring Picnic, and Fireside Chats. The School will provide financial assistance for these events as available.

Required Recognition Ceremonies

Required Recognition Ceremonies for the School of Pharmacy will consist of at least four events: the White Coat Ceremony, the Senior Banquet, the School's Hooding and Diploma Ceremony and the VCU Commencement.

The **White Coat Ceremony** for incoming P-1 students will be held in Richmond metropolitan area near the beginning of the P-1 year (e.g., within 1-3 weeks after the P-1 Class Orientation).

The **Senior Banquet** will be held at a time near the VCU Commencement at a location in the Richmond metropolitan area. Graduating students will be admitted at no charge, and depending on the accommodations of the event's facility, family and friends will be able to attend for a nominal charge.

The **VCU Commencement Ceremony** is held on the morning of graduation at the Richmond Coliseum in Downtown Richmond.

The **School's Hooding and Diploma Ceremony** is usually held on the afternoon preceding graduation, depending on facility availability. Although there is usually no limit on the number of



guests that a student may bring to these events, in case of capacity limits, an equitable method of distributing tickets will be devised.

Graduation is a serious event and students will be asked to remind their families and friends of such. Cowbells, air horns, and other noise makers are not allowed in the church, nor are balloons or “silly string.”

Any student who has a valid reason to miss any of the events shall submit to the Dean a written request to be excused.

Open House for P1 Students

The VCU School of Pharmacy holds an annual Open House for incoming students and their families and friends.

The Open House will be held on a Saturday early in the school year, to include tours of the School and information about School Organizations and activities. Whenever possible, the Open House will be held on the same day as the P-1 White Coat Ceremony. The event will be open to all incoming students, their families and friends.

Although attendance at the White Coat Ceremony is required, attendance at the Open House is optional for P-1 students. Students are strongly encouraged to attend.

STUDENT LIFE

Alcohol at School of Pharmacy Sanctioned Functions

The authorization procedures for the use and distribution of alcohol at on- campus and off-campus events must be followed without exception. A copy of the legal requirements of the Virginia Alcoholic Beverage Control Board and additional requirements of the University for both on-campus and private off-campus events are available at:

<https://policy.vcu.edu/sites/default/files/Alcohol%20and%20Other%20Drugs.pdf>

The sponsor (e.g., class or student organization officer) is required to submit written notification to the Associate Dean for Admissions and Student Services, no later than 72 hours before any event involving the use of alcohol, assuring that all authorization procedures have been appropriately followed.

Any activity involving the use of alcohol by an individual student or a group of students conducting a non-sanctioned School event will be the sole responsibility of each individual involved. Any legal infraction(s), on or off campus, will be referred to university officials in accordance with the VCU Rules and Procedures.



Animals in School of Pharmacy Buildings

Pets and other animals, except trained service animals, are not permitted in School of Pharmacy buildings at any time due to the potential risk (e.g., viruses) to research animals housed in these buildings and the potential risk (e.g., allergies, distractions) to students, staff and faculty.

Students, faculty and staff will not be permitted to bring pets (e.g., dogs, cats, turtles, ferrets, monkeys) into School of Pharmacy buildings at any time. Students will not be permitted to bring pets to class at any time. Students will not be permitted to bring pets into the Smith Building for care by staff or faculty while attending class.

Trained service animals will be permitted in School of Pharmacy buildings, following notification by the VCU Division of Animal Resources.

Book Store

The Barnes & Noble @ VCU Medical Center offers textbooks and materials required for university studies and maintains a large selection of medical reference books. The store carries a large selection of medical, nursing and health care equipment and instruments. In addition, a special-order service is available for any book in print. The store offers a full line of scrubs, office supplies, lab apparel, greeting cards and licensed VCU memorabilia. Snacks, coffee and cold beverages also are available. The bookstore is accessible to people with disabilities.

Committee Appointments

When appropriate, the Dean shall appoint students to serve on School Committees. Students will not be asked to serve on School Committees that may discuss confidential student information (e.g., Academic Performance Committee).

To be eligible to serve on School Committees, students must be in good academic standing and have no record of VCU Honor Code violations.

Dress Code

Since appearance is a critical element of nonverbal communications, all students are expected to exhibit a neat, clean and appropriate appearance to convey the image that the School must project to its visitors and public. Good appearance, like manners, always remains in style.

The Student Executive Council has addressed this issue during the past 20 years and suggests the following guidelines as minimum standards for appropriate dress while attending classes:

- Skirts and shorts must be modest in length (e.g., the bottom end of the clothing should extend at least to the wearers fingertips when arms are normally placed at one's side)
- Shirts or blouses must fully cover the midsection of the body (i.e., no bare midriffs)
- Hair should be neat, clean and conservative in style; beards and mustaches should be groomed



- Hats should not be worn inside buildings
- Atypical body adornments (e.g., studded bracelets, nose rings, and male earrings) should be avoided
- Shoes should be worn at all times

Student attention to these guidelines is highly recommended. Professional attire is required for any professional settings (e.g., IPPEs and APPEs) and defined in other documents (e.g., course syllabi).

Drug Free Schools & Workplace Policy

In accordance with the federal Drug Free Workplace Act of 1988, the federal Drug Free Schools and Communities Act of 1989, and the Commonwealth of Virginia's Policy on Alcohol and Other Drugs, it is the policy of Virginia Commonwealth University that the unlawful or unauthorized manufacture, distribution, dispensation, possession or use of alcohol and illicit drugs by employees and students on University property or as part of any University activity is prohibited. Any employee or student who violates this policy is subject to disciplinary action up to and including termination of employment, expulsion from the University, referral for prosecution, and/or referral for satisfactory participation in an appropriate evaluation or rehabilitation program.

The purpose of this policy is to protect the health, safety and welfare of members of the University community and the public being served by the University.

Financial Aid

Applying for Financial Aid

The Free Application for Federal Student Aid (FAFSA) is the only application required by VCU and must be filed annually, designating VCU (school code 003735) to receive the results. The VCU Office of Financial Aid recommends electronically filing the FAFSA by March 1* (FAFSA on the Web can be found online at www.fafsa.ed.gov). Students should complete the FAFSA using data from their completed tax returns. If necessary, you may use estimated tax return data in order to meet the VCU priority filing date but should be prepared to submit a copy of their completed tax returns and W2 forms to VCU as soon as possible.

Pharmacy students may provide both student and parental information. Although parental information is not required for consideration of Department of Education Title IV loan funds, students who submit parental data will be considered for additional financial aid sources including Title VII Department of Health and Human Services aid programs. Including parental information will not adversely impact eligibility for other financial aid programs.

Entering pharmacy students, even those who do not hold a baccalaureate degree should enter "graduate or professional degree" in response to the grade level question.

Additional hints for completing the FAFSA on the Web, as well as the overall application process, is available on the VCU Office of Financial Aid web site.



Students who have not applied for financial aid in a timely manner should expect financial aid funding delays and may want to participate in the VCU Installment Payment Plan, which budgets each semester's bill over four payments. Information about this plan can be found on the Student Accounting Department's web site.

Students are encouraged to use eServices, a password-protected service for viewing VCU student records online, to check the status of their financial aid application and award package. Email is considered the official means of communication from the financial aid office. Students are required to obtain an official VCU student email account within one week of the beginning of their first semester of enrollment. Students are responsible for reading in a timely fashion University-related communications sent to their official VCU student email account. The VCU Office of Financial Aid uses email to provide financial aid information, to request documentation to support financial aid application data, and to provide financial aid application status and award information.

School of Pharmacy Government Fee

Students enrolled in the VCU School of Pharmacy shall be assessed a semester fee to support the activities of the School's student government. Students shall be assessed a fee of \$25.00 per semester, payable to the University with other applicable tuition, fees and expenses.

The student government fees will be maintained in accounts in the Dean's Office.

Each class shall have the ability to determine the expenditure of funds collected from their class, upon approval by the Office of Student Services. A consensus of opinion, facilitated by the class president, will serve as the approval mechanism for the disbursement of student government funds. Use of student government fees must be applicable to all members of the class (e.g., graduation expenses, student activities). The class president shall submit a request for any expenditure greater than \$100.00 to the Office of Student Services to facilitate payment. A twenty-day notice is generally considered minimal notification for processing payment requests. Any contractual agreement or function requiring the expenditure of more than \$5,000 will require a minimal notification of four to six weeks for University review and approval.

A discretionary fund will be available for each class in the amount of \$100.00. A cash advance or reimbursement will be provided to the class treasurer upon submission of a request to the Office of Student Services. An original receipt for goods or services must be provided. A minimum of one business day will be required to obtain funds.

It is not permissible for a Pharmacy student to establish a financial account on behalf of their class using the name or tax-exempt status of the School or University. All external funds generated on behalf of a class of students enrolled in the School of Pharmacy shall be deposited by the class treasurer for holding in a School account.

Each class president shall receive a financial summary of their account on a semester basis. All accounts will be subject to audit by the School's Assistant Dean for Finance.

Unless designated for other purposes, any funds remaining in a graduating class account shall be transferred to the School of Pharmacy for application to unfunded student service activities associated with the class during their four years of enrollment.

Food & Drink in Classrooms or Laboratories

Food and drink are not permitted in classrooms without prior approval of the Office of the Vice-President of Health Sciences. The individual in charge of a class or activity is responsible for the condition in which a classroom is left and must make certain that the room is in order for the next class.

Prior approval to allow food and drink in a classroom must be obtained from the Department Chair and the Dean for department seminars or other special events.

Food and drink are prohibited in all Smith Building second floor teaching laboratory space at all times, without exception.

Health Insurance

All students must be covered by medical insurance. Neither the School of Pharmacy or Introductory/Advanced Pharmacy Practice Experience (IPPE/APPE) sites will be liable for any medical expenses incurred by any student enrolled in the Doctor of Pharmacy degree program. The student must determine ahead of time if any of their IPPE/APPE rotation sites specifically require students to have their own individual health insurance coverage. If the site has provided this information to the Office of Experiential Education, it is listed in the experiential education software system's site description.

Students assigned to the Inova and UVA satellite campuses during the P-3 and P-4 years are required to have personal health insurance to cover their medical needs. Any other insurance needs (e.g., automobile insurance) are the responsibility of the student.

Immunization Requirements

The University requirements for health science students mandates that all full-time students provide documentation of their immunizations. The USHS is responsible for tracking the documentation received from all students and students who do not provide the required documentation will have a "hold" put on their registration. Proof of the following immunizations are required:

- 2 measles
- 2 mumps
- 2 rubella
- 1 Tdap within the past 10 years



- 1 meningococcal meningitis or signed waiver
- 3 hepatitis B or signed waiver
- 2 varicella vaccines or a positive titer
- 1 influenza vaccine annually
- 2-step tuberculosis skin test (TST) or IGRA at admission, and annual TST thereafter; chest x-ray required if testing is positive

The VCU Certificate of Immunization must be completed; it is available on-line or also available from University Student Health Services (USHS) offices. Vaccines are available for a fee at USHS for incoming students; however, vaccine administration prior to arriving on campus is encouraged, as USHS does not bill health insurance.

Students should send their completed Certificate of Immunization via the web portal at <https://students.vcu.edu/health/immunizations/>.

Inclement Weather & Emergency Notifications

The operations of the School of Pharmacy may cease in times of inclement weather and in emergency conditions, as determined by the President of Virginia Commonwealth University. The President recommends a course of action and communicates the decision to a representative of the University News Service who then provides closing status information to the major radio and television stations. Information is also available by calling 278-1727 or VCU-OPEN (828-6736); or by going to the VCU Inclement Weather website at www.vcu.edu/weather or the VCU Alert Website at www.vcu.edu/alert.

One of two plans will be enacted in the event of inclement weather or emergency conditions. These include:

- **Plan 1:** All day classes at both the Monroe Park and MCV Campuses are canceled. All faculty and staff offices are closed.
- **Plan 2:** All day classes at both the Monroe Park and MCV Campuses are delayed until a specified announced time.

Classes, as well as examinations, will be rescheduled in the event of the School's closing. In the event of an announced closing, students will not be permitted to begin an examination regardless of the number of students in attendance.

The decisions of VCU to close due to inclement weather do not apply to students on IPPE and APPE rotations. In the event of inclement weather when students are on rotations, the Student must adhere to the instructions of the preceptor and site. If the preceptor excuses the Student due to weather conditions, the time missed should be made up before the end of the rotation.



Since the majority of classes on the Inova campus are videocast from Richmond, the closing of the Richmond campus may necessitate the cancellation of most classes at Inova and UVA. Electives and other courses being held only on the Inova or UVA campuses may still meet if the weather permits. It will be the responsibility of the Assistant Deans on the satellite campuses to decide whether or not to cancel classes at that location.

So that parking lots can be cleared during inclement weather closings, students with valid VCU parking decals should park in either the 8th Street Deck (A or I Lot Subscribers) or N Deck (I Lot Subscribers).

Lost & Found

Lost and found items may be turned in or claimed from the receptionist desk on the 5th floor (in front of the elevators). Items not claimed within 30 days may be destroyed or donated to a charitable organization.

Lockers

An individual locker will be maintained for each Doctor of Pharmacy degree seeking student. Student lockers will be assigned by the Office of Admissions and Student Services during the P-1 orientation period. Students will be assigned a locker for the duration of his or her P-1, P-2 and P-3 year. Students must provide his or her own lock. At the completion of the Spring semester of the P-3 year, all P-3 students must remove the lock from his or her assigned locker and clear the contents of the locker. Any student failing to respond to such notification will have his or her lock removed and the contents will be removed for disposal.

Since P-4 students are not routinely on the MCV campus, P-4 students will be provided with a locker only upon request.

The School does not assume responsibility for any missing items from lockers.

It shall be a violation of the Honor Code to remove items from another student's locker without his or her expressed approval.

Mailboxes

An individual mailbox will be maintained for each Doctor of Pharmacy degree seeking student. Student mailboxes will be grouped by class and arranged alphabetically by last name. Mailboxes will be located at the south end of the second floor of the Smith building.

Students are responsible for periodically checking his or her mailbox and removing items. The mailboxes are not considered secure and the School does not assume responsibility for any missing items from mailboxes. It shall be considered a violation of the Honor Code to remove items from another student's mailbox without his or her expressed approval.



Parking & Transportation

VCU Parking and Transportation Services manage and maintain all university-owned and -leased parking facilities and university transit services, and enforce parking policies and procedures. All VCU-controlled facilities have signs at their entrances indicating subscriber type.

Parking permits are available to students on the MCV Campus and are sold on a first-come, first-served basis. Commuter students can buy parking decals per semester for the following convenient parking locations:

- I Lot, on Seventh Street across from the ramps to Interstates 95 and 64.
- A Lot, at Main Street Station, 15th and Franklin
- Eighth Street Parking Deck, at the corner of 8th and Duval
- R Lot, 508 S. 14th Street

Housing students living in university-operated housing (proof of residency required) may purchase two 24-hour subscriptions on a per-semester basis to the Henry Street Decks, at the corner of Grace and Henry Streets.

Available parking choices may change due to construction or maintenance projects. Check with VCU Parking (see link below) to obtain an up-to-date list of parking options and prices.

The most convenient way to purchase parking decals is online through the VCU Parking website. Parking decals may also be purchased at the VCU Parking Offices.

VCU Transit Services (RamRide) provides service to these parking facilities as well as the Monroe Park Campus free of charge to students with a valid VCU ID card. See the VCU Parking and Transportation website for bus routes, and the “RamRide Bus Tracker” mobile app.

Contact Information:

<http://www.parking.vcu.edu/>

VCU-PARK (828-7275) • West Broad St. Deck

Monroe Park Campus: 828-8726 • 1111 W. Broad St., Suite A

MCV Campus: 828-0501 • 1008 E. Clay St., Basement

Smoke Free Environment

Smoking is prohibited anywhere within the R.Blackwell Smith Building and anywhere on the entire MCV Campus. The area between Brook Street, I-95, 10th Street and 14th Street is considered a smoke-free environment.

Students, faculty, and staff who smoke are encouraged to try alternative behavior strategies to discontinue smoking. Referrals to smoking cessation programs will be provided by contacting the Dean’s Office.

Office of Admissions & Student Services

410 North 12th Street, Suite 500

Richmond, VA 23298-0581

Email: pharmacy@vcu.edu



Smoking within a smoke-free environment is considered a violation of Virginia Law (15.2:2800-2810) which prohibits smoking in a designated No-smoking area associated with a state building. Failure to comply with the law constitutes a civil violation and a monetary penalty can be assessed. VCU Police are required to enforce this law. Additionally, violation of the smoke-free environments may result in disciplinary action.

VCUCard (Student Identification)

The VCUCard is the official VCU and Health System ID card. While on campus, all students, faculty and staff members are required to carry their VCUCard. It can be used in over 35 off-campus locations and helps make available many services that students need.

Lost cards must be reported immediately to a VCUCard office or through the VCUCard Online Card Office. There is a replacement fee if lost or stolen.

RamBucks

Students may deposit money into their RamBucks account that is part of the VCUCard. It is a convenient, cashless way to pay for purchases on- and off-campus. Examples of places where you can use your RamBucks on MCV campus include paying for photocopies at the library, Hideaway Café, Jonah's, Starbucks, Student Health and more. For a complete current list of locations that accept RamBucks please visit <http://vcucard.vcu.edu/index.html>

Contact Information:

<http://vcucard.vcu.edu/index.html>

VCUCard Office, MCV Campus:

628-CARD (2273)

Sanger Hall, 1101 E. Marshall St., room B1-018

Hours: Monday – Friday 8 a.m. – 4:30 p.m.

STUDENT ORGANIZATIONS

Approved Student Organizations & Website Parameters

VCU School of Pharmacy recognizes several student organizations. Voluntary participation in the student organizations gives students an opportunity to volunteer, socialize, and network with other pharmacy students, faculty members and professionals throughout the nation. Several of the organizations are student chapters of a larger national or state organization.

Official VCU School of Pharmacy Student Organizations will be listed on the School's website (www.pharmacy.vcu.edu). The Associate Dean for Admissions and Student Services will make the decision as to which Pharmacy Student Organizations will be allowed to utilize the School's website.

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VCU

School of Pharmacy

The current approved list of Pharmacy Student Organizations includes:

1. P-1 Class
2. P-2 Class
3. P-3 Class
4. P-4 Class
5. Christian Pharmacists Fellowship International
6. Inter-Fraternity Council
7. Kappa Epsilon
8. Kappa Psi
9. Phi Delta Chi
10. Phi Lambda Sigma
11. Rho Chi
12. Student Chapter of the National Community Pharmacists Association
13. Student National Pharmaceutical Association
14. Student Chapter of the Virginia Society of Health-System Pharmacists
15. Virginia Academy of Student Pharmacists
16. Student Association of Consultant and Geriatric Pharmacists
17. Student Industry Pharmacists Organization
18. The Capsule
19. Student Pharmacist Policy and Advocacy Association
20. Student Pediatric Pharmacy Advocacy Group

Each Student Organization shall be responsible for assuring that no objectionable material appears on their organization's webpage. Each Student Organization shall be responsible for the content and update of their organization's webpage.

Class Elections

Each class will hold elections once a year and vote for the following class officers:

- President
- Vice-President
- Secretary
- Treasurer
- Historian (2)
- SGA Representatives (3)
- Social Chair (2)
- Honor Council Representatives (2)
- Intramural Representatives (2)

The P-1 Class shall hold their election 4-6 weeks after the start of their first semester. P-2, P-3, and P-4 Class Officers will be elected in the spring of each year for office the following year (e.g., P-2 class officers elected during Spring of P-1 year).



Candidates for each office will have the opportunity to give a brief presentation to their class of their credentials and/or campaign platform and to post information on the Class website on Blackboard. Voting will be done on Blackboard and overseen by the Associate Dean for Admissions and Student Services.

In addition, a Student Body President, Vice-President and Secretary will be elected with students in all classes having the opportunity to vote.

Office Space

Room 124-A located on the first floor of the Smith building is allocated for student organization office space. The office is secured through the use of a keyless combination lock. The room provides storage area for each of the organizations, an area to meet, and a photocopier for student organization use. The access code to the room shall be given to the president and vice-president of each student organization.

Student Executive Council

The Student Executive Council serves as an advisory group to the Dean to express and exchange ideas and concerns expressed by the student body.

The Student Executive Council is chaired by the Student Body President, a position elected annually by the student body of the School. Communications concerning the activities of the Student Executive Council shall be the responsibility of the Student Body Vice-President, a position elected annually by the student body of the School.

Members of the Student Executive Council include:

- Student Body President
- Student Body Vice-President
- Student Body Secretary
- P-1, P-2, P-3 and P-4 Class Presidents
- Inter-fraternity Council President
- Rho Chi President
- Student National Pharmaceutical Association President
- Virginia Academy of Students of Pharmacy President
- Student Chapter of the Virginia Society of Health-system Pharmacists President
- Student Association of Community Pharmacists President
- Student Association of Consultant and Geriatric Pharmacists President
- Student Industry Pharmacists Organization
- Student Pediatric Pharmacy Advocacy Group
- Christian Pharmacists Fellowship International President
- Phi Lambda Sigma President
- Kappa Epsilon President
- Kappa Psi President



- Phi Delta Chi President
- The Capsule Editor
- Student Policy and Advocacy Association
- Pediatric Pharmacy Student Group

Meetings will be held monthly during the Fall and Spring semesters.

Student Solicitation of Funds

Student organization should be judicious in their solicitation of funds from pharmaceutical companies or pharmacy corporations. No requests for money or other items should in any way imply that the company involved will receive any special treatment from the School. Companies that donate money to student events may be appropriately acknowledged (e.g., company supervisors recognized at an event, their name included on a printed sponsor list). Any organizations asking for funds from a corporation should contact the Associate Dean for Admissions and Student Services before seeking funds or other resources from a corporation.

STUDENT SERVICES

Counseling Services

University Counseling Services (UCS) provides sessions in both Individual and Group Psychotherapy.

INDIVIDUAL PSYCHOTHERAPY

- provides an opportunity to resolve personal and interpersonal issues
- offers a safe place to explore issues and receive feedback
- helps with resolving feelings from the past
- generally meet for 50 minutes one-on-one with a counselor
- helps you to develop more effective coping strategies

GROUP PSYCHOTHERAPY

- offers opportunity to share with others who have similar concerns and/or similar family backgrounds
- generally meets once a week for one and one-half hours
- offers a safe place to try new ways of relating to others
- offers honest, gentle feedback about ways that you may be behaving that are hurtful to yourself or to others

APPOINTMENTS

Appointments for therapy can be made on either the MCV or Monroe Park Campus.

Monroe Park Campus

Office of Admissions & Student Services
 410 North 12th Street, Suite 500
 Richmond, VA 23298-0581
 Email: pharmacy@vcu.edu

University Student Commons, Room 238; 907 Floyd Avenue; (804) 828-6200; Monday-Friday: 8 a.m. – 5 p.m.; Summer Hours: 8 a.m. – 4:30 p.m.

MCV Campus

VMI Building, Room 412, 1000 E. Marshall St.; (804) 828-3964

T, W, Th, F: 8 a.m. – 5 p.m.; Monday: 11 a.m. – 8 p.m.

Summer Hours: 8 a.m. – 4:30 p.m.

After hours Emergency

Please call VCU Police Dispatcher: (804) 828-1234 and ask to speak to a therapist.

WHAT TO EXPECT

You will be asked to complete some initial paperwork. Once the paperwork is completed you will be scheduled for an initial intake session. The therapist will ask questions that will help to clarify immediate issues, as well as provide a review of services offered, describing the usefulness and limitations of the short-term model.

The therapist will help develop the optimal treatment plan with you which may include a recommendation for short-term individual therapy, long-term group therapy, expressive psychotherapy with a psychiatry resident, or helping you to locate a professional therapist off campus.

University Counseling Services is a short-term, focused treatment agency. UCS services are free to all currently enrolled VCU students up to 12 sessions per academic year. On average, most students meet their needs within six to ten sessions. If it appears at the time of the intake appointment or at any later time, that long-term treatment is more appropriate for you; your therapist will help you in transferring to either group therapy, expressive psychotherapy with a psychiatry resident (if appropriate) or locating professional assistance off-campus.

Students located on satellite campuses during the P-3 and P-4 years have access to commensurate services, as well as the ability to use the services on the Richmond campus.

Drug & Alcohol Abuse Prevention, Treatment and Rehabilitation Resources

Students enrolled in the School of Pharmacy will be provided with formal instruction about the resources available for drug and alcohol counseling, treatment and rehabilitation. The School will provide a presentation to all students about drug and alcohol abuse prevention and the services available to pharmacy students.

Resources within the professional community and university include, but are not limited to:

Virginia Pharmacists Aiding Pharmacists Program

- Contact: email VaPAPP@virginiapharmacists.org

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University Counseling Services

- Link: <https://students.vcu.edu/counseling/>

University Student Health Services:

- Link: <http://www.students.vcu.edu/health/>

The School recognizes the Virginia Pharmacists Aiding Pharmacists Program (VAPAPP) as the preferred group to serve a student in need of substance abuse treatment and rehabilitation. Students will be responsible for the costs of treatment and rehabilitation, including routine laboratory testing.

Disability Support Services

The Office of Disability Support Services determines appropriate academic adjustments such as program and exam modifications, classroom accommodations and auxiliary aids.

Students with disabilities are responsible for self-identification prior to requesting services and may do so at any time by presenting documentation to their campus coordinator. The mission of the VCU Disability Support Services (DSS) Office is to assist Virginia Commonwealth University in creating a learning environment where all students have equal access to every aspect of the University's programs, services and activities. They cooperate through partnerships with students, faculty and staff to promote students' independence and to ensure the recognition of students' abilities, not disabilities.

Objectives of the Office of Disability Support Services

- Provide support services to students with disabilities, including but not limited to advocacy, adapted materials, alternative testing, and career advising.
- Make recommendations for program accommodations in accordance with recent documentation.
- Assist the University in complying with the provisions of the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973.
- Provide liaison activities between faculty and students with disabilities.
- Maintain and protect the confidentiality of student records as required by law and university policy.
- Provide technical assistance to University departments.
- Serve as an information and referral service on disability-related issues by providing current and accurate information regarding disability-related products, programs and services to current students, prospective students, faculty and staff.
- Consult with public school special education personnel, rehabilitation or high school counselors, parents and prospective students concerning the University's services for students with disabilities.
- Provide an open and welcoming atmosphere by creating a place for students to meet, share, study, organize and obtain information related to disability related issues and opportunities.

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Disability Support Services will not:

- Perform psycho-educational diagnostic assessments.
- Offer self-contained classes or training programs for students with learning disabilities.
- Ask faculty to compromise the quality of instruction or evaluation or sacrifice academic standards.
- Provide persons with disabilities personal devices or assistance for personal use. This includes but is not limited to wheelchairs, eye glasses, hearing aids, transportation, personal assistance for eating, dressing or other personal services or readers or scribes for personal use.

Internship Application Process

The Office of Admissions and Student Services will coordinate the Pharmacy Intern license application process for the P-1 class. Students will be provided Pharmacy Intern applications to complete during the Fall Semester of their P-1 year. Students will return their completed applications to the School.

The Associate Dean for Admissions and Student Services will certify on each application that the applicant is indeed a student at the School and return the application to the Board of Pharmacy.

Upon receipt of the application, the Board of Pharmacy will post each applicant's name in their electronic registry as a pharmacy intern for the sole purpose of not being considered a pharmacy technician if the applicant is working in a pharmacy at the time of a board inspection. The inspector will recognize that the applicant is enrolled as a student pharmacist in the VCU School of Pharmacy and will not require the usual continuing education requirements of a certified pharmacy technician. Applicants do not become a pharmacy intern, according to the regulations of the Virginia Board of Pharmacy, until he or she has successfully completed the P1 year.

Although intern licenses will be provided by the Virginia Board of Pharmacy they are not considered valid until the end of the final examination period in early May of the P-1 academic year. If a supervisor does not understand this regulation, please encourage him or her to contact the Virginia Board of Pharmacy.

Students will not receive credit from the Board of Pharmacy for internship hours until after they have completed their P-1 year. Students will be responsible for documenting their outside practical experience with the Board of Pharmacy.

Pharmacist Licensure Application Process

The Office of Admissions and Student Services will coordinate the Pharmacist licensure application process for all P-4 students seeking pharmacist licensure in Virginia. Students will be provided Virginia Pharmacist Licensure applications to complete during the Spring Semester of the P-4 year. The Associate Dean for Admissions and Student Services will certify on each application that the applicant has completed all graduation requirements for the School.

Office of Admissions & Student Services

410 North 12th Street, Suite 500

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Students will return their completed Virginia Pharmacist Licensure applications to the Virginia Board of Pharmacy, along with a passport sized photo and on-line payment for the application fee. Students are responsible for registering for the NAPLEX Pharmacist licensing exam directly with the National Association of Boards of Pharmacy.

Reasonable Accommodations and Academic Adjustments

VCU students with disabilities should have the opportunity to participate in educational programs and activities in the most integrated setting appropriate. To document the need for academic adjustments or accommodations, students must first contact the Coordinator of Disability Support Services for the medical campus at 804-828-9782 or 804-828-4608(TTY).

Students with documented disabilities who are requesting learning accommodations should schedule an office visit with the course coordinator within the first three weeks of the semester.

Student Health Services

The services of the VCU Student Health Service are available to students of the School of Pharmacy. The mission of the University Student Health Services (USHS) is to provide quality outpatient medical care and public health services including health education programming, which empowers students to become full participants in their health care. USHS accomplishes this mission by targeting services in the following areas: medical services, public health, preventive medicine, and health education.

Students of the School of Pharmacy are eligible to see Primary Care Providers at the USHS. Primary care includes diagnosis and treatment of acute and chronic illnesses, health promotion, disease prevention, health maintenance, and patient education. Primary care is performed and managed by a health care professional and referrals are made to outside providers or specialists as appropriate. At both the Monroe Park Campus Clinic and the MCV Campus Clinic students are seen by appointment, but true emergencies are always given priority.

Routine women's health annual exams include pelvic PAP smears, breast exams and sexually transmitted infection (STI) screening as appropriate and upon request. Students may seek contraceptive guidance and pregnancy counseling as well as evaluation and treatment for many common women's health issues such as sexually transmitted infections (STI), vaginal infections, and urinary tract infections. Providers will refer patients to appropriate community resources for services not available at USHS. Appointments are required.

Pharmacy services are provided for USHS patients. The Monroe Park Campus Clinic includes a pharmacy on-site staffed by a full-time pharmacist. Students are responsible for paying for all medications dispensed. Insurance cards are not accepted; however, the cost of these medications is generally less than what is charged in community pharmacies.



Counseling on all prescriptions is available upon request. Students on the MCV Campus use the Monroe Park Campus Pharmacy through a courier system that delivers to the MCV Campus Clinic daily or students may go to the Monroe Park clinic to fill prescriptions. Prescriptions written by outside providers require a scheduled appointment with a USHS practitioner to be rewritten.

Tutor Program

The School of Pharmacy will offer tutoring services for any full-time Doctor of Pharmacy degree seeking student to successfully meet the requirements of a specific course by providing technical expertise and reinforcement of classroom instruction.

Any full-time Doctor of Pharmacy degree seeking student may request a tutor by submitting a written request to the Associate Dean for Admissions and Student Services. A "Request for Tutor" form is available in the Dean's Office, Room 500, Smith. A student's request for tutoring services will be evaluated by the Associate Dean for Admissions and Student Services for approval on one or more of the following criteria:

- a demonstrated lack of proficiency in a particular subject area (e.g., an overall grade of less than "C" prior to the mid-point of the semester; a grade less than "C" in similar subject matter during a previous semester);
- a specific request of the course coordinator; or,
- a documented need associated with missing class due to illness or other situations beyond the student's control (e.g., documented learning disability).

Usually, tutors will be volunteers from the Rho Chi Society. Peer tutors (P-2, P-3 or P-4 students) may be selected if the following qualifications have been met:

- must have earned a grade of "B" or better in the course to be tutored;
- must have an overall grade point average of 3.3 or better in all completed pharmacy courses;
- must be at least one academic year senior to the student being tutored;
- must demonstrate effective interpersonal communication skills; and
- must display a sense of dedication and commitment to helping other students.

Responsibilities of a tutor include:

- assisting students to apply the material taught in a specific course;
- conducting sessions that will not exceed two hours in duration;
- meeting with course instructors to discuss course content and assignments, if needed;
- demonstrating the ability to communicate the instructor's expectations to students;
- attending lectures for the specific course, if his/her personal schedule permits;
- arranging a suitable room or meeting area for the tutoring session;
- documenting student attendance at the conclusion of each session for reporting purposes at the end of the semester;



- accepting more than one student in a tutoring session to promote interaction and to assist students in becoming independent learners; and,
- maintaining confidentiality at all times.

Responsibilities of student seeking tutoring services includes:

- contacting the assigned tutor to arrange a mutually convenient meeting time;
- preparing for each session by attending class and completing all course assignments;
- assuming primary responsibility for learning by arriving at each tutoring session with questions and comments;
- understanding that the tutor is a facilitator for learning and not someone to do homework assignments; and,
- being prompt in attending each prearranged tutoring session.

Virginia Board of Pharmacy

The School will work collaboratively with the Virginia Board of Pharmacy, a Division of the Virginia Department of Health Professions, which is the state agency that oversees the training, licensure, and activities of all pharmacists, and pharmacy interns in the Commonwealth of Virginia.

The Associate Dean for Admissions and Student Services will serve as the main liaison for the School in dealings with the Board of Pharmacy.

The Office of Admissions and Student Services will assist students in the completion and certification of the aforementioned paperwork in regards to applying for Intern Licenses and Pharmacist Licenses. Students will be responsible for completing their own paperwork for the Board of Pharmacy for practical experience gained outside of the School.

Withdrawal from Classes

Students finding it necessary to withdraw from the School of Pharmacy must submit written notification to the Dean’s Office in advance of their withdrawal. A formal request for withdrawal must be submitted in the form of a letter of resignation. If the student plans to return to the Doctor of Pharmacy degree program, the letter must indicate the reason for the withdrawal. In cases of a medical leave of absence, a letter from a credentialed health care provider is required.

Upon approval of a withdrawal request by the Dean, a certified letter will be mailed to the student stipulating the terms and conditions for readmission.

Students withdrawing without approval and failing to check out laboratory equipment will be assessed a fee and any charges resulting from the need to replenish the contents of the lockers.

Withdrawal deadlines specified by the University will be adhered to for the determination of final grades, except when mitigating circumstances prevail.

Technical and Behavioral Standards for Admission & Graduation

The VCU School of Pharmacy is responsible for providing education without regard to disability while assuring that academic and technical standards are met. Academic standards are met by successfully completing the curriculum for the Doctor of Pharmacy degree. Technical standards represent the essential non-academic requirements that a student must demonstrate to successfully participate in the Doctor of Pharmacy degree program and become employable upon graduation. An applicant and candidate for the Doctor of Pharmacy degree must have demonstrated aptitude, abilities and skills in the following categories: sensory, mobility, learning and behavioral. The technical standards for each category identified below are consistent with the expectations of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Within the scope of the Academic Performance Committee's charge, the members of the Committee may recommend sanctions, including dismissal, for students who fail to meet technical and behavioral standards. All students, upon matriculation, are required to review the standards below and affirm that they have read, understood and can meet the standards.

SENSORY

- Ability to observe demonstrations and experiments (e.g., laboratory exercises in pharmacy, pharmacology, pharmaceuticals and medicinal chemistry)
- Ability to verbally communicate in the English language to elicit information from and provide information to patients and other health professionals
- Ability to communicate in written English with patients and other health professionals
- Ability to comprehend written communications (i.e., read, understand and follow directions in the English language) to fulfill the usual tasks and duties of a pharmacist in training
- Ability to hear with or without assistance devices to elicit information from patients and other health professionals

MOBILITY

- Ability to coordinate gross and fine muscular movements, equilibrium and the functional use of the senses of touch and vision reasonably required to prepare and compound medications (e.g., fill, label and dispense a prescription; prepare an intravenous admixture solution; compound an ointment) using the hands and fingers
- Ability to perform physical assessment maneuvers and related activities consistent with pharmaceutical care (e.g., check a patient's blood pressure, analyze the concentration of a drug in a biological fluid using a diagnostic kit, administer an immunization injection)
- Ability to maneuver in the pharmacy practice setting (e.g., community pharmacy, hospital pharmacy) and the patient care setting (e.g., hospital, nursing home)

LEARNING

- Ability to measure, calculate, reason, analyze and synthesize to solve problems
- Ability to understand basic scientific principles and methods for the cognitive application of information



BEHAVIORAL

- Ability to tolerate and function effectively under stress
- Ability to concentrate in the presence of distracting conditions
- Ability to concentrate for prolonged periods
- Ability to demonstrate adherence to all laws governing the possession and use of controlled substances as defined in the Drug Control Act of the Commonwealth of Virginia
- Ability to demonstrate professional behavior and attitudes when dealing with faculty, staff, students, patients, other health professionals and administrators
- Ability to relate in a professional manner to patients and other health professionals
- Ability to accept criticism and respond by appropriate modification of behavior

TECHNOLOGY

Computer Ethics Policy

Virginia Commonwealth University provides and maintains computer and network resources to support its faculty, staff, and students in their education, research, patient care, and work activities. All individuals receiving a university computing account, or using VCU computer and network resources, are expected to comply with this Computer and Network Resources Use policy. All users of these resources are expected to restrict their use of VCU computer and network resources to university-related responsibilities and actions. Limited personal use of the university's computer and network resources is permitted only when it does not interfere with the performance of the user's job or other university responsibilities or other university functions and is otherwise in accordance with this policy. Use of the university's computer and network resources for an individual's business or for personal commercial purposes is not authorized. Further limits may be imposed upon personal use in accordance with accepted management principles.

All users of VCU computer and network resources are expected to act in a responsible, ethical, and legal manner. VCU computer and network resource users must respect the rights and privacy of other users, share computer and network resources equitably and follow VCU policies and local, state, and federal laws relating to copyrights, privacy, security, and other uses of computer, networks, or electronic media. University employees are specifically prohibited from using VCU computers, networks, or electronic media in contravention of Va. Code Section 2.2-2827 as detailed at:

<https://policy.vcu.edu/sites/default/files/Computer%20and%20Network%20Resources%20Use.pdf>.

Computer Lab

The Student Learning Technology center, located in room 346 of the Smith Building, is reserved for student use only. Only Pharmacy students will have 24-hour access to this room with their student VCU ID card. Tables, chairs, electrical outlets for laptop cords, scanner and remote printers are



available for student use. This room has wireless internet access and twenty hard wired computers for you to use. No food or drink is allowed in this area.

E-Mail

To facilitate timely communication among students, faculty, and staff in the VCU School of Pharmacy, all Doctor of Pharmacy degree candidates will be issued a VCU e-mail account to check regularly for e-mail messages.

One of the major methods for the School to communicate messages to students is through e-mail, so students should check their VCU e-mail messages on a regular basis. Students should not forward their VCU e-mail account to another e-mail server (e.g., Yahoo, Hot Mail), but use their VCU e-mail account for all e-mail communication with the school.

Routinely checking emails will prevent you from missing required activities or failing to complete required paperwork.

Software, drug information resources, and technology support

All students will have access to the latest version of Microsoft Office and the latest version of Windows through the [Microsoft Office 365 portal](#). All students will have access to the Google Apps Suite known as G Suite which provides students with a VCU Gateway to many of Google's cloud services.

Students will have access to numerous drug information resources via the "Resources" section of the school's website.

Students can request assistance for the majority of the challenges they may face with technology by submitting a service request using [KBOX](#) or by visiting the Phartech Office located in room 346 of the Smith Building.

Laptop Computer Requirement

Doctor of Pharmacy degree candidates are required to own their own laptop computer which meets minimum configuration standards for use during and outside of class.

VCU requires all students at the University to own a computer, and the School of Pharmacy instituted a specific requirement in 2003 specifying that incoming students must have their own laptop computer (this fulfills the University requirement). The Student Laptop Initiative (SLI) requires incoming Pharm.D. students to purchase laptops for convenient, portable, and flexible access to the array of learning resources available at the University and on the internet. It is our goal to provide an educational environment that allows students to develop the knowledge and skills needed to thrive in the technologically advanced environments in which they will work.



Students who wish to provide their own laptop computer should review the specifications for previously owned computers to verify they meet minimum configuration standards. Standards for minimum configurations provide acceptable access to the University network and the Internet. However, for optimal performance and to operate effectively in the VCU computing environment, it may be necessary to upgrade or replace your computer within 12 to 24 months of arriving on campus.

The School decided that the best way to control costs, provide equal access, and ensure the quality of technology services and support was to adopt School computer standards. Standardization minimizes numerous problems that result from hardware and software incompatibilities. RamTech provides students with a way to purchase their computer with standardized options. Information about the most recent requirements can be found on the School's website.

Members of Phartech, the School's Academic Technology support service (School of Pharmacy IT Team) and RamTech (VCU IT Team) are available to assist students with any technical problems you have regarding your RamTech purchased equipment. Phartech cannot image computers or assist with hardware related issues for computers purchased outside of RamTech. Students who purchase a laptop from a local retailer or another vendor will be directed to the vendor for support or to the repair center at fixIT@VCU.

PROFESSIONALISM

Pledge of Professionalism

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

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

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

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

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



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

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

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

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

PROFESSIONALISM POLICY

Policy

The University is a community of learners. Students are entitled to receive instruction free from interference by other members of the class, a premise which supports an expectation that courtesy and consideration will be extended to one's fellow students and the instructor.

Procedures

In order for faculty members to provide and students to receive effective instruction in classrooms, laboratories, online courses, and other learning environments, students are expected to:

- a. Exhibit professional behavior at all times
- b. Adhere to the School's attendance policy and dress code
- c. Prepare in advance for all assignments
- d. Understand that professors' lecture outlines, slide presentations, audio/video media and examinations are protected as copyrighted materials and require permission for duplication
- e. Submit constructive comments on course and instructor evaluations

Certain behaviors should be avoided during class time such as:

- Loud or prolonged side conversations. Waiting until the breaks between learning sessions to converse with colleagues is the accepted way to discuss issues.
- Arriving late or walking in and out of the classroom during learning sessions. The expectation is that students should arrive on-time and remain in the classroom during learning sessions.



- Ringing cell phones or pagers. These should be turned off during classes, labs, and presentations.
- Sleeping in class. This is very distracting to fellow students and the instructor.
- Inappropriate laptop/computer/personal digital assistant use. During class, computers and personal digital assistants shall only be used for course-related activities. Activities such as e-mailing, texting, watching movies, using chat programs, searching the internet, etc. for non-course related purposes will not be permitted during class.
- Inattentiveness or distracting behavior. Engaging in activities not directly related to the current class session is not appropriate. Class times are forums for discussion; therefore, colleagues' questions and comments should be respected. Students should refrain from entering classrooms or laboratories while class is in session for courses in which they are not enrolled and eating meals which can be distracting to others.
- Monopolizing class time with inappropriate questions.

Students seeking specific information not generally relevant to the topic being discussed should approach the instructor after class to ask these questions. Students should have already attempted to answer the question(s) themselves. Students should make sure information they are inquiring about is not included in information already provided.

Students are encouraged to discuss behavior that is disruptive to learning directly with the person or people and/or the faculty member. If a faculty member believes that a student's behavior is disrupting the class and interfering with instruction, the faculty member can direct the student to leave the class for the remainder of the class period. Disruptive behavior on the part of the student may result in the completion of a Professionalism Concern Form.

Attributes of Professionalism

The following describes the attributes of professionalism expected from faculty, students, and staff in the School of Pharmacy.

- **Scholarship & Commitment to Excellence:** Actively engaged; demonstrates strong work ethic; strives to exceed minimum requirements; punctual; prepared; conscientious; seeks additional knowledge and skills
- **Accountability & Initiative:** Accepts personal responsibility; demonstrates reliability and follows through with commitments in a timely manner; accountable for his/her performance; recognizes limitations and seeks help when necessary; addresses individuals who demonstrate unacceptable behavior
- **Self-Growth & Self-Care:** Commits to life-long learning; seeks and applies feedback for improvement; sets and achieves realistic goals; maintains personal health and well-being; avoids harmful behaviors

- Responsibility & Sense of Duty: Contributes to the profession; provides service to the community; follows established policies
- Compassion & Respect for Others: Displays empathy; considerate; cooperative; sensitive; respectful of different socioeconomic backgrounds, cultural traditions, values and belief systems; avoids promoting gossip and rumor; respects authority
- Integrity & Trustworthiness: Demonstrates a high degree of integrity, truthfulness, and fairness; adheres to ethical standards; maintains confidentiality
- Teamwork & Professional Demeanor: Interacts effectively with others; listens and communicates effectively; willing to assist others; flexible; nonjudgmental; controls emotions appropriately; inspires trust; carries oneself with professional presence
- Concern for the Welfare of Patients: Treats patients and families with dignity; respects patient privacy; advocates for patients; places patients' needs above their own; promotes a culture of safety

Note: The Attributes of Professionalism are the basis for the professional behaviors evaluation for student performance on IPPE and APPE rotations. Failure of the professional behaviors evaluation will cause the student to fail the rotation, regardless of the student's performance of professional competencies.

SCHOLARSHIPS AND AWARDS

Overview

Scholarships are an excellent way to help finance educational costs. The VCU Office of Financial Aid web site has links to a variety of scholarship search engines. The American Association of Colleges of Pharmacy (AACP) also has information on scholarships, grants, loans, and fellowships, which can be found at: <http://www.aacp.org/resources/student/financialaid/Pages/default.aspx>

American Association of Colleges of Pharmacy
 1727 King Street
 Alexandria VA 22314
 Phone: (703) 739-2330
 Fax: (703) 836-8982

Numerous scholarships are available through the School of Pharmacy for P1- P4 students. Information describing available School of Pharmacy scholarships and the application process can be found at: <https://scholarships.pharmacy.vcu.edu/scholarships>

For questions relating to financial aid, records and registration, and student accounting, contact the:

Office of Admissions & Student Services
 410 North 12th Street, Suite 500
 Richmond, VA 23298-0581
 Email: pharmacy@vcu.edu



Student Services Center -- MCV Campus
PO Box 980277
1000 E. Marshall Street
VMI Building, Room 420
Richmond, VA 23298
(804) 828-2702

A financial aid counselor is available Monday through Thursday, 9 AM to 1 PM, and Friday, Noon to 1PM for walk-ins.

Note: The timing and process steps of School of Pharmacy scholarships is changing, so that scholarship processing can be automated, and the scholarships issued earlier each year. As such, do not rely on this handbook for timing deadlines; the information in this handbook should be considered a general overview.

Scholarship Process & Timeline

Typically, over \$700,000 in scholarship awards are made by the VCU School of Pharmacy to students of the School each year. Applications for scholarships available through the School of Pharmacy may be submitted during the beginning of Fall Semester of each year. Applications submitted after the announced deadline will not be considered. Students selected to receive scholarship funds will be notified of the amount of their award before the end of the Fall semester.

Each academic year the Dean will appoint a specified number of faculty to the School's Scholarship and Awards Committee. The Committee will meet during the Fall Semester of each year to review the scholarship applications, select scholarship recipients, and determine the amount of each recipient's award.

Criteria used in making these selections may include: academic performance (grades), financial need, class year, leadership and involvement in School Activities, and Community Service. Specific scholarships may only be available to specific subgroups of students (e.g., a married student from Petersburg who is in the top 25% of the class). If there are no students who meet the criteria for a specific type of scholarships, an award will not be made for the year.

The Committee will make scholarship recommendations to the Dean and awardees will be notified after approval by the Dean.

Selection Process

In addition to scholarships, there are a number of student awards that are presented annually to students. Since most of the awards are designated for graduating students (i.e. P4's), the award presentations are made in May during the Senior Graduation Banquet.



Early in the Spring Semester of each year, the Chairman of the Scholarship and Awards Committee will send out a list of awards and the selection criteria to all full-time and affiliate faculty. Faculty will submit nominations of deserving students to the committee for consideration for the various awards.

The full Committee will meet and recommend recipients for each award. All award selections must be approved by the Dean.

SECURITY & SAFETY

Alert System

VCU Alert sends out text messaging alerts to notify students of immediate campus emergencies via their cell phone. To sign up for the VCU alert text messaging system visit: www.vcu.edu/alert/notify.

Be sure to include your area code with your cell phone number and provide information about your carrier provider when signing up for this service. Please verify that your cell phone account can receive SMS test messages. You will have to validate your cell phone number to sign up for this service. If you have problems with registering your phone number please visit my.vcu.edu and use the link in the resources tab. Detailed emergency information will be reported on the VCU Alert Web page and/or sent to your VCU e-mail account.

Yellow VCU Alert notification boxes can be found in classrooms and hallways in the Smith building. Text messages will appear on the display to alert students of immediate campus emergencies.

The VCU Alert Web page, www.vcu.edu/alert, provides current information on:

- Inclement Weather and Office Closing Information
- VCU Buildings Status
- Parking Facility Status
- Transit Service Status

Campus Security Escort Service

804-828-WALK (9255)

Both campuses: 5 p.m. – 8 a.m. nightly

This free service provides security escorts for the safety of members of the university community traveling to or from university-related activities. This service is provided on campus and in some off-campus areas adjacent to the campuses. The escort drivers wear distinctive uniforms and are in constant radio contact 828-WALK. You may also use one of the emergency response telephones, and present a VCUCard when the security escort arrives.



Emergency Response Telephones (ERTS) & Sirens

ERTS: These telephones are for the VCU community to use when campus police assistance is needed. Outdoor ERTS are yellow, some with flashing amber lights above them. When you lift the receiver, or push the button, you can automatically give a message to a trained communication officer. If you cannot give a message, your location is pinpointed on a call directory and a police officer is sent to your location.

Sirens: When a non-test siren sounds, an emergency has occurred or is imminent:

1. If you are in a building on-campus, remain where you are and seek additional information about what is happening and how to respond.
2. If you are outside but on-campus, go to the nearest university building and seek additional information about what is happening.
3. If you are off-campus, do not come to campus, but seek additional information about what is happening.

Emergency Directory

Fire, Police, or Medical:	828-1234
Bomb Threat:	828-1234
Sexual Assault:	828-1234
Poison Control:	828-9123
Chemical/Radiological:	828-9834
Electrical/Mechanical:	828-9364
Security Escort Service:	828-WALK/9255
Telecommunications Device for the Deaf:	Voice: 1-800-828-1140 TTY : 1-800-828-1120

Police

www.vcu.edu/police

828-1234 for emergencies

828-1196 for non-emergency dispatcher

The VCU Police Department, which consists of sworn police officers and security personnel, has jurisdiction on both VCU campuses. VCU Police cars are identifiable by gold reflective stripes on white vehicles. Services are available 24 hours a day.

Office of Admissions & Student Services

410 North 12th Street, Suite 500

Richmond, VA 23298-0581

Email: pharmacy@vcu.edu



VCU

School of Pharmacy

PHARMACIST OATH

Each year at the School's White Coat Ceremony, one of the pharmacist faculty members, or another designated pharmacist, shall lead the Pharm.D. P1 class in the reciting of the Oath of a Student Pharmacist.

Oath of a Student Pharmacist

The Oath of a Student Pharmacist is recited by all members of the P-1 class during the School's annual White Coat Ceremony.

At this time, I pledge to develop a sense of loyalty and duty to the profession of pharmacy by enthusiastically accepting the responsibility and accountability of membership in the profession.

I will consider the patient's welfare as my primary concern.

I will seek to gain knowledge, skills and experience to provide me with the necessary competence to function as an integral member of the health care team in order to provide optimal patient care.

I will foster professional competency through a continuous process of life-long learning and an ongoing reassessment of personal and professional values.

I will maintain the highest principles of moral, ethical and legal conduct.

I will embrace and advocate change in the profession of pharmacy that results in improved patient care.

I take this oath voluntarily and will strive to uphold these commitments as I advance towards full membership in the profession.

A student's participation in the recitation of the Oath is voluntary, and there shall be no sanctions against a student if they do not wish to participate.

Each year at the School's Hooding and Diploma Ceremony, one of the pharmacist faculty members, or another designated pharmacist, shall lead the Pharm.D. graduates in the reciting of the Oath of a Pharmacist.



Oath of a Pharmacist

I promise to devote myself to a lifetime of service to others through the profession of pharmacy. In fulfilling this vow:

I will consider the welfare of humanity and relief of human suffering my primary concerns.

I will apply my knowledge, experience, and skills to the best of my ability to assure optimal drug therapy outcomes for my patients.

I will respect and protect all personal and health information entrusted to me.

I accept the lifelong obligation to improve my professional knowledge and competence.

I will hold myself and my colleagues to the highest principles of moral, ethical and legal conduct.

I will embrace and advocate change in the profession of pharmacy that improves patient care.

I will utilize my knowledge, skills, experiences, and values to fulfill my obligation to educate and train the next generation of pharmacists.

I take these vows voluntarily with the full realization of the responsibility with which I am entrusted by the public.

A student's participation in the recitation of the Oath is voluntary, and there shall be no sanctions against a student if they do not wish to participate.



UNIVERSITY DIRECTORY

Anderson Gallery	www.vcu.edu/artweb/gallery	828-1522
Athletics	www.vcuathletics.com	828-4000 Tickets:828-RAMS
Bookstores	www.bsv.vcu.edu/retailstr	MPC: 828-1678 MCV: 828-0336
Campus Police	www.vcu.edu/police	Emergency: 828-1234 Non-Emergency: 828-1196
Communications & Public Relations	www.news.vcu.edu	828-1231
Dining Services	www.bsv.vcu.edu/vcufood	828-1148
Disability Support Services	www.students.vcu.edu/dss	828-2253
Financial Aid	http://finaid.vcu.edu/	828-2702
Graduate School	www.graduate.vcu.edu	828-6916
Housing, Campus	www.housing.vcu.edu	828-7666
Housing, Off-Campus	www.usca.vcu.edu/offcampus	828-7205
Human Resource Division	www.hr.vcu.edu	828-0177
Libraries (VCU Libraries)	www.library.vcu.edu	828-1101 or (866) VCU-BOOK
Mail Services	http://www.bsv.vcu.edu/mailservices	828-1343
Parking & Transportation	www.bsv.vcu.edu/vcupark	828-8726
Pharmacy, School of	www.pharmacy.vcu.edu	828-3000
Police	www.vcu.edu/police	Emergency: 828-1234 Non-Emergency: 828-1196
RamCam	www.vcu.edu/ramcam	828-1177
Records & Registration	www.vcu.edu/enroll/rar	828-1349
Recreational Sports	www.recsports.vcu.edu	827-1100
Sports Center	www.vcu.edu/sportscenter	828-7821
Student Accounting	http://accounting.vcu.edu/	828-2228
Student Services Centers	www.vcu.edu/enroll/ssc	828-1349
Technology Services Help Desk	www.ts.vcu.edu/helpdesk	828-2227
University Career Center	www.students.vcu.edu/careers	828-1645
University Counseling Services	www.students.vcu.edu/counseling	828-6200
University Student Commons & Activities	www.usca.vcu.edu	828-1981
University Student Health Services	www.students.vcu.edu/health	MPC: 828-8828 MCV: 828-9220
VCUCard	www.vcucard.com	MPC: 827-CARD(2273) MCV: 628-CARD(2273)
VCU Libraries	www.library.vcu.edu	828-1101 or (866) VCU-BOOK
Wellness Resource Center	www.thewell.vcu.edu	828-9355

NOTA BENE

This handbook is not considered an official VCU School of Pharmacy publication. It serves as a resource guide for Doctor of Pharmacy students, containing a synopsis of School and University policies and other helpful information which is available on the School and University websites or routinely distributed to students during the academic year. Questions about the handbook should be directed to the Associate Dean for Admissions and Student Services.

