



TEXAS SOUTHERN UNIVERSITY

Joan M. Lafleur
College of Pharmacy & Health Sciences

Student Handbook

ACADEMIC YEARS 2024 - 2026

Joan M. LaFleur College of Pharmacy & Health Sciences

TEXAS SOUTHERN UNIVERSITY | 3100 CLEBURNE ST, GRAY HALL 134, HOUSTON, TX 77002

STUDENT HANDBOOK

TEXAS SOUTHERN UNIVERSITY
COLLEGE OF PHARMACY & HEALTH SCIENCES

This Handbook provides information about the Pharmacy and Health Sciences programs at Texas Southern University. The College, faculty, administration, and the University Board of Regents have authorized statements presented in this Handbook as indicating current requirements, practices and procedures for matriculation in the College of Pharmacy and Health Sciences (COPHS).

It is the responsibility of the student to be familiar with the information presented in this Handbook. Responsibility for following these policies, procedures, rules and regulations and meeting all requirements and deadlines for the pharmacy and health sciences programs rests with the student. Student enrollment in COPHS programs signifies an agreement to comply with all regulations and policies of the University.

Acceptance of registration by Texas Southern University and admission to any educational program of the University does not constitute a contract of warranty that the University will continue to offer the program in which the student is enrolled. The College of Pharmacy and Health Sciences expressly reserves the right to change, phase out or discontinue any program.

The listing of courses contained in any university bulletin, catalog or schedule is by way of announcement only and shall not be regarded as an offer of contract. The College expressly reserves the right to (1) add or delete courses or programs, (2) change times or locations of courses or programs, (3) change academic calendars without notice, (4) cancel any course for insufficient registration, or (5) revise or change rules, charges, fees, schedules, courses, requirements for degrees and any other policy or regulation affecting students, including but not limited to evaluation standards, whenever the same is considered to be in the best interest of the University.


Rules and regulations have been established in the TSU Code of Conduct to protect all TSU students. Students in the college are required to comply with the University Code, which includes state and federal laws. All students of the College of Pharmacy and Health Sciences are encouraged to make themselves familiar with the University Code. The TSU Code of Conduct is provided through the Vice President of Student Services and Dean of Students Office and is located on the TSU website.

Office of The Dean

Dear COPHS Student:

We are pleased to introduce the College of Pharmacy and Health Sciences Student Handbook. The Handbook contains academic policies, procedures, rules and regulations formulated and approved by the faculty of the College and it is your responsibility to read the contents of the Handbook thoroughly. It is also your responsibility to direct any questions regarding information contained in this handbook to the appropriate faculty or administrators within the College. The Student Handbook edition is effective beginning fall 2023. The Handbook is intended to educate and inform you about the provisions for academic progression in the College's degree programs. The high expectations and standards for academic performance and professional conduct are consistent with the tenets of the health professions and the public's expectations for competent, ethical, professional, and highly skilled health professions graduates and practitioners. On behalf of the faculty and staff of the College, please accept our very best wishes for successful completion of your degree program in the College of Pharmacy and Health Sciences at Texas Southern University.

Sincerely,



Rashid Mosavin, RPh, PhD, MBA

Dean

College Administration

Rashid Mosavin, RPh, Ph.D., MBA Dean
Cyril Abobo, Pharm.D., B.S. Interim 4Associate Dean of Pharmacy Academic Affairs
Zivar Yousefipour, Ph.D.....Interim Associate Dean of Health Sciences Academic Affairs
Dong Liang, Ph.D. Interim Associate Dean of Research
Abel Davila, RPh, Ed.D..... Assistant Dean of Practice Programs
John R. Harrell II, Ed.D., MBA Assistant Dean of Student Services
Ya Fatou Njie Mbye, Ph.D. Interim Chair, Department of Pharmaceutical Sciences
China Jenkins, Ph.D. Executive Director, TEAM Center
Cynthia Johnson, M.Ed..... Director of Administration
Christopher Hubbard, MBA.....Assistant Director of Administration

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General Information

Definitions

When used herein, “College” shall mean College of Pharmacy and Health Sciences (hereinafter COPHS); “Faculty” shall mean faculty of the COPHS; “Dean” shall mean Dean of the COPHS; “Office of the Dean” shall mean Dean of the COPHS, or where appropriate “Assistant Dean or Associate Dean”; “Instructor” shall mean any member of the instructional staff of the COPHS; “Academic Dean” shall mean Associate Dean for Academic Affairs.

University Regulations

All Pharmacy and Health Sciences students shall be subject to general regulations of the University and to the authority of the University administration and officials on matters not specifically covered by the regulations of the COPHS.

The College complies with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C., Section 1232g, and the Texas Public Information Act, Texas Government Code, Chapter 552. The provisions and websites for these federal and state laws are included in the Appendix of this Handbook.

Internal Classification of Students

Undergraduate Student Types

Pre-Professional Program Student

A pre-professional program student is a student who has declared one of the undergraduate COPHS majors but has not been admitted to and enrolled in the professional academic portion of the Doctor of Pharmacy (Pharm.D.) degree program in Pharmacy or the professional phase of one of the B.S. degree programs in Health Sciences.

Professional Program Student

A professional program student is a student who has been admitted to and enrolled in the professional academic portion of the Doctor of Pharmacy (Pharm.D.) degree program in Pharmacy or the professional phase of one of the B.S. degree programs in Health Sciences.

Academic Procedures for Course Offerings

Course Load

Regular Semesters (Fall, Spring)

Minimum Course Load - A minimum of twelve (12) semester credit hours is the required course load for maintaining full-time enrollment status.

Maximum Course Load - The maximum course load that may be taken by students enrolled in the professional curriculum is nineteen (19) hours for the long term (Fall and Spring semesters) unless otherwise indicated in a particular semester in the curriculum outline. In exceptional cases, a student with at least a 3.00 cumulative grade point average may take up to twenty-one (21) hours with the approval of the Associate Dean for Academic Affairs.

University Policy

The maximum load limit in a regular semester for any student is 21 hours (see "Academic Regulations" in undergraduate catalog).

Summer Session

Minimum Course Load - A minimum of six (6) semester credit hours is the required course load for maintaining full-time enrollment during the summer. Full-time enrollment for summer sessions is not required of all professional students.

Maximum Course Load - The normal maximum course load that may be taken by students:

- Seven (7) hours for each five (5) week summer session
- Twelve (12) hours for a ten (10) week summer session
- Fourteen (14) hours for a twelve (12) week summer session

*Under no circumstances may a student earn more than 14 semester hours

Students repeating courses shall receive permission from the appropriate Academic Dean to enroll for a ten (10) week summer session.

Experiential Course Enrollment

Students who are not cleared to progress to internship practice experiences, at least two (2) weeks prior to the rotation start date, and officially registered for the course(s) through the University Registrar at the beginning of the academic term, will not be permitted to begin a practice experience. Students shall be enrolled in their classes at the beginning of the academic term for all scheduled courses.

Changes in Program/Courses

Adding/Dropping and Withdrawing from Courses - To add or drop a course, a student shall execute the proper add/drop forms which shall be signed by an advisor and Academic Dean where applicable. These forms can be received from the Office of Student Services (OSS) in the College of Pharmacy and Health Sciences and completed by the student. OSS will not accept nor process petitions for change in program, including adding and dropping courses after the stated University deadline. At this time, all student-initiated changes in programs shall be transacted with the University Registrar's office according to current registration guidelines and practices. The student is advised to proceed as follows:

- Obtain add/drop form from the OSS and complete the form (if not completing online through self-registration).

- Withdrawing/Dropping courses shall be completed in accordance with university requirements and the deadline set forth by the University Academic calendar. Students will not be allowed to attend class, take examinations, or otherwise participate in a course after dropping or withdrawing from a course.

Withdrawal from the University - To withdraw from the University, a student in good academic standing shall visit OSS and complete the withdrawal form. A conference with the appropriate academic Associate Dean may be requested before submission of the form to the Registrar's office. A student requesting withdrawal from the University shall return all library books, surrender his/her access card, internship card (if applicable) and otherwise clear him/herself with all appropriate offices of the University. To be eligible for any return of fees, the student shall comply with the University's prescribed deadline for withdrawal.

Academic Offerings for Credit

Courses Requiring an Examination

Courses in the College of Pharmacy and Health Sciences are regular academic offerings for credit where the instructor evaluates the student's performance in the course by some type of examination. The examination is usually administered to a group but may be administered to an individual where a student has postponed the examination for a valid reason.

Independent Study or Special Problems

Independent Study or Special Problems courses are academic offerings for credit in which a student usually studies on a one-on-one basis with an instructor. The student may be evaluated by examination, by completion of a specified learning activity, by the quality of research performed and documented, or a combination thereof. The appropriate Department Chair and the Dean's Office shall approve the following items prior to enrollment in an Independent Study/Special Problems course:

- A course plan describing learning activities in which the student will be engaged;
- A schedule of didactic, laboratory, or other assignments the student(s) shall complete; and
- The requisite grading scale, which will be utilized to evaluate the student's performance in the course.

Faculty members who intend to offer Independent Study or Special Problems courses should submit the aforementioned material along with course documentation to the Department Chair immediately prior to registration each semester for approval. Department Chairs should then submit the request to the Dean's office. An Independent Study or Special Problems course will not be approved if these requirements are not met. Students will not be allowed to enroll in more than eight (8) semester credit hours of independent study or special problems courses during their matriculation in the COPHS.

Grading System

Passing and Non-Passing Grades in the College of Pharmacy and Health Sciences

Texas Southern University uses a four-point grading system. Each letter grade carries the following meaning and quality points.

Letter Grade	Meaning	Grade or Quality Points Per Credit
A+, A	Excellent	4.00
A-	Intermediate Grade	3.67
B+	Intermediate Grade	3.33
B	Good	3.00
B-	Intermediate Grade	2.67
C+	Intermediate Grade	2.33
C	Satisfactory	2.00
C-	Intermediate Grade	1.67
D+	Intermediate Grade	1.33
D	Marginal	1.00
D-	Intermediate Grade	0.67
F	Failure	0.00
I	Incomplete	0.00
P	Passing	0.00
R	In Progress	0.00
S	Satisfactory	0.00
U	Unsatisfactory	0.00
W	Withdrawal	0.00

Grades and Grade Point Averages Required for Graduation

Applicants for graduation from the College of Pharmacy and Health Sciences shall have a major GPA of 2.00 or better. In cases where students repeat courses, the best grade earned shall be used in the determination of the student's official grade point average at all stages and in the determination of eligibility for graduation. The terms "grade point average (GPA)" and "quality point average" are used interchangeably. In all cases, these averages are calculated by dividing the total quality points earned (see chart above) by the total semester credit hours attempted.

Request for Review and/or Change of Grade

Grade Review

Any student who was enrolled in a course in the COPHS and who believes that he or she received an improper grade in a course may request a conference with the instructor of record for the purpose of reviewing that grade.

Change of Grade (Including Appeal Process)

Once the faculty has submitted a final letter grade, the following procedures shall be followed in order to change the grade.

Faculty Initiated - A faculty member, who on his or her own initiative, desires to change a submitted grade shall comply with the following procedures. The faculty member shall complete a "Change of Grade" form. Upon approval by the Department Chair, Associate Dean for Academic Affairs, and Dean, the form is then submitted by the Dean to the Office of the Registrar where the new grade will be entered into the student's records. Associate Dean for Academic Affairs gives a copy to Office of Student Services for student's file.

Student Initiated - A student may petition his/her instructor for a grade change. If a satisfactory solution cannot be reached between the instructor and the student within five (5) business days of the request, an appeal may be made to the department chair. If the matter is not satisfactorily resolved at that level, within five (5) business days, an appeal may be made to the Associate Dean for Academic Affairs. If the matter is not resolved at that level, within five (5) business days, the student may file a grievance through the Office of Student Services. A grade change may be recommended only when it can be shown by clear and convincing evidence that a computational or clerical error has been made or when the grade assigned by the instructor is grossly and arbitrarily inconsistent with grading standards of the course and with those applied to other members of the same class.

Time Limitation for Requesting a Review of Final Grade

Students and faculty should make every effort to submit a petition for grade change before the start of the next consecutive semester.

Incomplete "I" Grades

The grade of "I" is given only when a student's work is satisfactory in quality, but due to reasons beyond his/her control, the work has not been completed. The missing work may be a major quiz, a final examination, a term paper, or other work. It is not given in lieu of a non-passing grade. The instructor will stipulate, in writing, at the time the grade is given, the conditions under which the "I" may be removed. The faculty assigning an "I" grade shall complete an "I" grade removal form. Semester hours for the temporary grade of "I" are not considered in the computation of the quality-point average. Removal shall be completed no later than the next semester that the student is enrolled. However, it is strongly recommended that students seek to remove "I" grades before the beginning of the semester following the assignment of the "I" grade. "I" grades not removed within one semester will be considered an attempt to pass the course.

In the event a student who earns a grade of "I" decides to retake the course, the student is required to pay for that course a second time.

Examinations

Student's Responsibility During an Examination:

- A student shall not communicate in any form with anyone except the examination proctor(s). This would include the borrowing of pencils, erasers, or calculators from one's neighbor or asking him/her the time, etc.
- A student shall exercise the self-discipline needed to correct behaviors and mannerisms that might create the appearance of cheating; for example, eye movements directed toward another student's examination, assuming a posture that facilitates copying of examination information from another student, etc.
- A student should do a self-inspection of personal belongings as well as his/her surroundings to ensure that nothing is brought into the examination room that would compromise his/her integrity. Unauthorized

materials includes but is not limited to, cell phones, smart watches, PDAs, MP3s, scraps of paper and notes as well as writing on desktops, etc. Students should also refer to the course syllabus for guidelines of unauthorized material. It is the student's responsibility to inform the proctor if a nearby student is inadvertently exposing information. If the student notices suspicious activity in his/her vicinity during an examination, the student is encouraged to seek relocation by a proctor. Failing to exercise proper judgment in such matters, the student accepts full responsibility for such occurrences. Students should know in advance that no one will be permitted to leave the exam room for any reason once the examination has begun, until he/she has completed the examination. Only in extreme circumstances, to be interpreted by the proctoring faculty, will an exception be made.

The following will govern classroom and laboratory decorum relating to examinations:

- No study material and/or resources (e.g., calculators) are to be brought into the examination room without the permission of the instructor. If the student is found to have done so, it will be assumed that he/she intended to use the materials and resources, and he/she will be penalized accordingly with an "F" grade for the examination and course. Furthermore, electronic communication devices such as cellular phones should be turned off while an examination is in progress. A repeated offense may subject the student to suspension or expulsion.
- A student who communicates with anyone during the course of the test or an examination, unless with the permission of the proctor, will be immediately dismissed from the examination site and given the grade of "F" in the course. Such communication includes attempts to read from another student's paper. A repeated offense may subject the student to suspension or expulsion.
- A student arriving late to an examination will be allowed to take the examination only at the discretion of the instructor of record.

Types of Examinations

Standard Examination - A standard examination is one conducted in the College of Pharmacy and Health Sciences at a time and place scheduled by the respective academic department. All students enrolled in the normal course offering take the examination at the same time and in assigned sites. Standard exams may occur in person or online. If using personal laptop or computer, students shall make sure that it meets requirements to complete the exam. Personal technology usage is at the discretion of the Instructor of record.

Take-Home Examination - A take-home examination is written at any location not prohibited by the instructor. The student picks up the examination and returns it at a specific time fixed by the instructor, which falls within the regular examination period. Take-home examinations may include online examinations that are not proctored.

Other Types of Examinations - In addition to standard course examinations, students will be required to take formative, summative, comprehensive, and objective structured clinical examinations (OSCE) at various phases of the curriculum.

Special Requirements

Testing Out of Courses - It is the practice of the College of Pharmacy and Health Sciences to allow the testing out of courses only in rare circumstances. Each such request will be reviewed on a case-by-case basis and shall be presented to the Academic Standards Committee for recommendation to the Dean. If the committee makes such a recommendation, final approval shall come from the Office of the Dean of the College of Pharmacy and Health Sciences. University policies pertaining to testing out of courses (e.g., fee payment) must also be adhered to.

Postponed Examination:

- General Rule - On the basis of an EXTREMELY compelling justification, as decided on a case-by-case basis, a student may be permitted to postpone taking an examination only after securing documented approval from the course instructor prior to the examination, if possible.
- Extremely Compelling Justification (Student Emergency) When a student needs to postpone an examination prior to the
- scheduled examination period, he/she shall be required to provide the Office of Student Services with the student
- emergency form and appropriate documentation. In emergency situations where there is not adequate time to give
- notification, the student shall make all reasonable efforts to inform 1) the course instructor/ preceptor, 2) the Office of Student Services (OSS), 3) Office of Experiential Training (OET), and 4) Office of Dean, if applicable, within twenty- four (24) hours of the scheduled examination.
- All supporting documentation shall be on original letterhead/stationery of the facility and/or treating physician's office.

Examples of acceptable documentation may include:

- Death Certificate
- Flight Itinerary
- Medical Letter

Make-Up Examination

No make-up examinations will be given, unless otherwise stipulated in the course syllabus. Any student who has not received permission to postpone a scheduled examination, or who fails to appear without giving adequate justification, shall receive a grade of "F." Falsification of any provided documentation will lead to a Code of Conduct violation.

Retention of Examination Papers

The respective instructors shall retain final Examination papers for two semesters or until the student graduates, whichever occurs first.

Student Right of Review

A student maintains the right, upon request, to a review and consultation with the instructor of said course concerning his/her evaluation and performance on an examination. A request to review a regular examination or quiz should be made to the instructor or course coordinator within one week of the examination results. The student's right of review of the final examination shall be exercised within thirty-days of posting of the course grade.

Academic Standards

General Guidelines

Academic Advisement

Each College of Pharmacy and Health Sciences student is assigned a professional advisor within the Office of Student Services and a faculty advisor. The College of Pharmacy and Health Sciences faculty and staff, together with the University Administration, are dedicated to assisting students in program planning, schedule structure, and academic counseling throughout their college attendance. However, the student shall accept the ultimate responsibility to assure that courses enrolled in are in accordance with the specific program curriculum requirements. Students should regularly evaluate and seek assistance from their assigned advisors relative to course sequencing, enrollment policies and progress. It is recommended that this occur at least once each semester, prior to the registration period. At the beginning of the registration period for each semester, it is required that every student with less than ninety (90) semester credit hours earned towards their degree will meet with their Academic Advisor in the Office of Student Services and professional students with more than 90 hours shall meet with their faculty advisor prior to selecting courses for registration. Students who are not meeting academic standards will be considered “at-risk” and may be required to participate in the college’s academic intervention programs. Students who self-register out of course sequence without proper prerequisites or approval will be dropped.

Academic Standing - If a student is on academic probation, they shall complete academic appeal form and meet with their Academic Advisor.

Orientation - All students are expected to attend the annual COPHS, OSS, and OET orientations.

Student Success - All students who are unsuccessful on examinations may be require to work with faculty, the student academic support center (T.E.A.M. Center), along with meeting any other stipulations as identified by the College to ensure their success in the course (s) and their respective program.

Class Attendance

General Rule - Mandatory class attendance is the official policy of the COPHS and applies to all students enrolled in courses offered through the college. Students are required by university policy to attend classes and he or she has the responsibility for performance of the work of the course, including the taking of examinations at the time they are administered to the entire class. A student shall complete all classroom assignments even though he or she might not have been in class when the assignment was made. Instructors are not obligated to give any “make-up work.” Students missing tests or assignments due to absence from class are a cause for failure in that course.

Unavoidable absences because of illness or other emergencies do not relieve the student of any academic responsibilities. The student shall make arrangements with his/her instructor to obtain any classroom materials or information that was missed. Students are required to arrive on time to class. Instructors are expected to keep accurate attendance records, report absences, and inform the student and the Assistant Dean for Student Services whenever absences are threatening a student’s academic standing.

Experiential Courses - Students are expected to be at site for eight (8) to ten (10) hours per day. The preceptor determines the student’s schedule, which varies depending on the preceptor’s schedule. Unexcused absences are not allowed for internships, preceptorships, and other experiential courses. Excused absences are required to be made up in its entirety. The make-up schedule is at the discretion of the preceptor but shall not infringe upon any other rotation. Hours that cannot be made up within the time of the current rotation can only be completed during the following semester. This may delay progression and graduation.

Note: Students will not be scheduled for practice experiences (i.e. they will no longer be able to make-up any missed hours) during the designated rotation off period due to mandatory training and other COPHS requirements.

Absences due to illness - There are no "sick" days built into the practice experience. The student shall notify the preceptor and the Assistant Dean of Practice Programs immediately if they will be absent due to an illness and it shall be documented appropriately on the timesheet. The preceptor will determine, along with the assistance of the Assistant Dean of Practice Programs if needed, how and when the student will make up the time. After the 2nd day of an illness, a written notification from the treating physician is required for any additional absences. Please note that routine medical or dental visits do not meet these criteria. Students should schedule these appointments after rotation hours.

Absences of forty (40) hours or more may require the student to be removed from the current practice experience. If this occurs, the student may be placed back on rotations for the following APPE. If this occurs, the student will be required to complete the practice experience in its entirety the following semester. Any accrued hours will not be applied. Written notification from the treating physician is required before being placed back on rotation for the following practice experience.

Any other absences from the site (e.g. maternity leave) require approval from the Office of Experiential Training after submission of documents. Students who are pregnant shall notify the Office of Experiential Training at least three (3) months prior to their estimated delivery date in order to be scheduled appropriately. This applies to fathers as well.

Note: If there are complications with the pregnancy, the student will be removed from the rotation to allow for proper medical care. Student may be placed on the next rotation block after the treating physician has provided a written release. Students repeating a rotation will not receive any accrued hours from the repeated rotation.

Leaving the site early, or unauthorized, without preceptor permission, and/or the Office of Experiential Training approval and lack of attendance at required functions are considered unexcused absences. Unexcused absences will result in immediate removal from the site and a failing grade for that site.

Tardiness - Tardiness may be defined as arriving late and failure to notify the professor or preceptor in a timely manner. Four (4) tardies equal an unexcused absence. Refer to course syllabus for didactic courses.

Extended Leave

Extended Leave from Program: If a student is to leave the professional program for an extended period (not to exceed one year) because of illness, military service, or other extenuating circumstances, the student shall notify the Assistant Dean for Student Services and the Academic Dean in writing. The student shall obtain prior written approval from the Academic Dean. The Academic Dean shall then send the student written notice of the terms governing the student's return to class. In exceptional cases, withdrawal from the course may be necessary. Notification of the Assistant and Academic Deans shall occur prior to commencement of the leave. See also Article VII Section 1E for Leave of Absence.

Prior to returning to the professional program, a student who withdraws for health reasons shall have the following:

- Letter of clearance from the treating physician or other qualified healthcare provider
- DD214 for military and/or
- Other documentation as required

Extended Leave from Class - A student who misses more than three consecutive days at a time shall comply with the Extended Leave from Program policy.

Classification of COPHS Students

Pre-Professional Students - Pre-professional students are those students who have declared one of the following as a major: Clinical Laboratory Science, Environmental Health, Health Administration, Health Information Management Respiratory Therapy, or Nutritional Sciences and Dietetics. These students are enrolled in the classes for the respective curricula, having met all requirements for admission to the university. Additionally, these students shall earn a minimum grade of "C" or better and maintain an overall GPA of 2.0.

Professional Pharmacy Students - First-Year Pharm.D. (P1): students who have been approved for admission to the professional program by the Admissions and Academic Standards Committee.

Second-Year Pharm.D. (P2) - Students who have successfully completed all prescribed first-year courses with a grade of "C" or better, completed the P1 formative exam, and P1 co- curricular requirements.

Third-Year Pharm D. (P3) - Students who have completed all prescribed first and second-year courses with a grade of "C" or better, completed the P2 formative exam, and P2 co- curricular requirements.

Fourth-Year Pharm D. (P4) - Students who have successfully completed first, second and third year prescribed courses with a grade of "C" or better, passed P3 summative examination, and P3 co-curricular requirements. All students shall have completed all prerequisites prior to the beginning of their P4 year in order to begin advanced pharmacy practice experiences.

Professional Phase Health Science Students - Students enrolled in the professional phase of a health sciences program.

Admissions & Academic Standards Committee

The purpose of the Admissions and Academic Standards Committee is to evaluate and review applications for admission to the respective professional programs in pharmacy and health sciences; monitor and make recommendations for changes to the admissions standards and policies for academic progression in the professional programs; and perform other duties as described in the Student Handbook, including review of time in study, and hearing dismissal appeals. The committee may consist of pharmacy and health sciences faculty, staff, students, and alumni.

Requirements for Good Standing

The grade point average (GPA) of each student shall be reviewed at the conclusion of each semester, and each student shall satisfy the following academic requirements in order to remain in good standing. A student in Good Standing in College of Pharmacy and Health Sciences is defined as a student with a semester GPA of 2.0 and an overall GPA in the professional program of at least 2.0 and not on academic or non-academic probation, continued probation or non- academic suspension.

Minimum GPA - All Pharmacy and Health Sciences students who have been admitted to professional curricula shall maintain a grade point average (GPA) of 2.0 or above in their respective curricula.

Below Minimum GPA - Failure to maintain a GPA of 2.0 or above shall place the student on probation, continued probation, or dismissal.

Progression Guidelines

Progression through the Curriculum - All COPHS professional students shall enroll in and complete courses in sequence as they appear in the curriculum, adhering at each level to all prerequisites. No professional pharmacy student will be permitted to take courses out of sequence or enroll in a course without having satisfied the prerequisites unless approved by the Associate Dean for Pharm.D. Academic Affairs. Any Health Sciences professional student who needs to take a course out of sequence shall obtain approval from the appropriate party through the Office of Student Services.

Sequenced Courses and Concurrent Enrollment

Students will not proceed to the next sequence in the next professional level until a passing grade ("C" or better) in the preceding sequence or concurrently enrolled course has been achieved.

Repeating Courses

If a professional program student fails to successfully complete a required course with a "C" (2.00) or better in any given semester of his/her enrollment, the following rules are applicable:

- Students failing a course will only be allowed to repeat the same course two times. To continue in the program, a student shall successfully pass third/final attempt.
- The student may petition the Associate Dean for Academic Affairs to repeat the course for a third/final attempt at any other accredited university. Prior to the Academic Dean's approval, TSU faculty of record or course coordinator involved in teaching the course material shall certify that the course is equivalent in competencies taught and examined, or the student is subject to having to pass an equivalency examination before the course is accepted in lieu of a TSU course. A student who is not in good standing (e.g., probation, continued probation, non-academic suspension, GPA less than 2.00, etc.) will not be approved to enroll in professional courses at another institution.
- When enrolling in the professional program, students shall be required to register for any course that needs to be repeated, if the course is offered during the semester for which the student is seeking enrollment. Otherwise, the student may be dismissed if already on probation.

Probation

A Pharm.D. student will be placed on academic probation if any of the following occurs:

- If he/she receives a grade of "C-" or below in at least two courses in any one semester or ten week summer term.
- If at the end of any semester or ten week summer term the student's grade point average for coursework taken during that semester falls below 2.0.
- If a student fails to pass the same professional course with a grade of ("C" or above) within two additional attempts (includes "W" but excludes emergency withdrawals). Only one withdrawal for non-academic reasons will be considered. An "I" grade that is not removed within one semester will be considered an attempt to pass the course.

NOTE: There is a six (6) year limitation for time in study for the Entry Level Pharm.D. degree. Withdrawals for academic or non-academic reasons do not extend the limitation for time in study.

A student on probation as discussed above has two (2) semesters to bring their overall GPA up to 2.0 or they may be dismissed from the program (See Article V, Section 8A&B). Students on academic probation for two unsuccessful attempts in the same professional course shall pass the course on the next attempt, or will be dismissed from the program.

Continued Probation

A Pharm.D. student will be placed on continued probation if any of the following occurs:

- A student on probation attains a 2.0 grade point average or above in the professional courses taken during the probationary semester or ten week summer term of enrollment, fails (i.e., grade less than “C”) not more than one course but fails to achieve an overall cumulative grade point average of 2.0 (i.e., cumulative GPA), he/she shall continue on probation for the next semester (see Schemes A and B).
- If by the end of the semester of continued probation a student’s overall grade point average is less than 2.0, the student receives a C- or less in any professional course during the semester, or summer session of enrollment, he/she will be dismissed from the College of Pharmacy and Health Sciences. A student on continued probation that fails (i.e., grade less than “C”) any professional course will be dismissed from the College of Pharmacy and Health Sciences.

Dismissal (Academic)

A student will be dismissed from the program/college if any of the following occurs:

- A student has not satisfactorily completed the conditions of the probation and/or continued probation options.
- A student does not successfully complete a professional course upon the third attempt. An “I” grade that is not removed within one semester will be considered an attempt to pass the course.
- A student receives a grade of “C-” or less in a total of four (4) or more professional courses in an academic year (not including “W” or “I” grades).
- A student not in good academic standing is unable to satisfy any other requirement for continuation in an academic program (See Article VII). In this case, the student will be administratively withdrawn from the professional program upon the recommendation of the Admissions and Academic Standards Committee to the Dean. The decision of the Dean is final.
- A student exceeds the time allowed to complete degree requirements.
- A student repeatedly involved in academic misconduct may be subject to dismissal.

A Pharm.D. student who has been dismissed or administratively withdrawn is eligible to reapply for admission only as a new student. A dismissed student will not be eligible to apply for admission no sooner than one academic year (Fall/Spring semesters) from the date of dismissal. Students who have been dismissed shall follow the additional admissions requirements approved by the Admissions and Academic Standards Committee.

Other dismissal policies as cited in specific program Internship manuals will also apply.

The Appellate Process for Dismissal

A student who is dismissed from an academic program in the College may appeal in writing to the Chairperson of the Dismissal Appeals Committee. The dismissal will be effective immediately and remains in effect during the appellate process. The appeal shall be made within thirty-days (30) from the receipt of notification of dismissal by standard mail, certified mail, and e-mail. The committee will hear the appeal and render a decision within 21 days of the appeal submission. If the committee doesn’t render a decision within the designated time the appeal is automatically denied. If a student’s appeal is denied the student may escalate their appeal to the Dean or their designee.

The Dean will make a decision within twenty-one days (21 days). The decision of the Dean of the College of Pharmacy and Health Sciences will be final.

Standards for Graduation

Students should carefully review their degree plan and check-in with the Office of Student Services after earning 15, 30, 45, 60, 75, and 90 semester credit hours to monitor progress towards degree completion.

Curriculum

Courses Required for Graduation from the Entry Level

Credit for Professional Courses Taken Outside the College of Pharmacy and Health Sciences by Students Currently Enrolled.

Approval Requirements - Students desiring to take a pharmacy, health sciences or other courses off campus or in other departments of the University shall secure permission from the Dean or Associate Dean for Academic Affairs of the College prior to registration. Pharmacy and Health sciences courses are defined as those listed in the current Texas Southern University Catalog.

Regulations Governing the Transfer of Courses:

- Prior to enrollment in a course at another college or university, a student should do their due diligence to seek advisement from OSS regarding course applicability.
- A student shall provide an official transcript from the transfer institution of the grade received mailed directly from the institution to Texas Southern University. Additionally, provide a copy of the transcript to the Office of Student Services, Gray Hall Room 134.

Transfer Hours as They Affect the Cumulative Average - Grades transferred to the College of Pharmacy and Health Sciences for courses that were taken at another university/college of pharmacy or health sciences program will be included in the determination of the pharmacy or health sciences grade point average.

Requirement for the Degree and Honors

General Requirements

Certification of Graduation - Candidates for graduation will be recommended for certification by the Assistant Dean of Student Services or their designee in collaboration with the Academic Associate Deans and Program Directors. Recommendation for certification shall be made subject to the candidate's successful fulfillment of the degree requirements.

Completion of Required Courses - Students are required to enroll in and complete courses in sequence as they appear in the curriculum, adhering at each level to all prerequisites.

Time in Study

College of Pharmacy (Maximum) - A professional student shall complete all requirements for graduation within six (6) years from the date of entry in the professional program.

Leave of Absence - The Program's Admissions and Academic Standards Committee, with the concurrence of the Dean, may upon presentation of a written petition by a student, grant a special leave of absence which shall be considered outside of the six (6) year requirement for the pharmacy degree and four (4) year requirement for the degree in any of the health sciences. The authority granting the leave must be in writing (See Article V, Section 1C).

Additional Requirements

Professional Fees - Pharmacy and Health Sciences Fees. In addition to standard tuition and fees, students shall pay professional fees associated with required exams or courses to attain professional certifications and supplemental resources.

Formative Summative and Exit Examinations

Pharmacy - Students will be required to take formative and summative examinations at various phases during the curriculum. During the third professional year of study, students shall successfully complete a summative examination where the score is validated by the Faculty. Students who do not successfully complete the summative examination after the maximum number of attempts and any required remediation will be dismissed from the program. During the fourth professional year of study, students shall successfully complete a comprehensive examination where the Faculty validates the score. Students who do not successfully complete the comprehensive examination after the maximum number of attempts and any required remediation will be dismissed from the program. In addition, a score of 75% in Texas Jurisprudence is required in order to be approved for graduation. Graduation shall occur within one year of successful completion of the Comprehensive Examination, or the Comprehensive Examination shall be repeated.

Environmental Health - Students shall pass a comprehensive examination prior to graduation with a score or 75%. The examination is administered during the senior year after candidates for graduation have initiated the graduation application process. Persons with prior certification in an environmental health profession or who have pursued certification examinations during the course of their studies from internationally acknowledged organizations, such as the National Environmental Health Association (NEHA), may be exempt from this requirement based upon positive outcomes. Students who do not successfully complete the comprehensive examination after the maximum number of attempts and any required remediation will be dismissed from the program.

Health Administration - A comprehensive examination is required of all students to complete this program. They shall pass this examination, which is given during their senior year, and they shall have the approval of the Program Director before attempting the examination.

Health Information Management - A comprehensive examination is required of all students to complete this program. They shall pass this examination, which is given during their senior year, with a score of 75% or better; and they shall have the approval of the Program Director before attempting the examination. Once the examination is completed, students are individually issued a Certificate of Completion in Health Information Management; and they may petition to take the American Health Information Management Association Board Examination. Students who do not successfully complete the comprehensive examination after the maximum number of attempts and any required remediation will be dismissed from the program.

Clinical Laboratory Science - All students in this program are required to pass five (5) comprehensive subject examinations during their senior year with a score of 75% or better on each exam prior to graduation. Students failing any of the comprehensive examinations will be required to complete remedial activities and/or course work prior to re-examination. In the case of failure, graduation shall occur within one year of successful completion of the examination(s), or all sections of the examination shall be repeated. Students will only be allowed to repeat the comprehensive examination(s) twice. Students who do not successfully complete the comprehensive examination after the maximum number of attempts and any required remediation will be dismissed from the program.

Students approved for graduation may also petition to take a national certification examination administered by The American Society for Clinical Pathology Board of Registry or the American Medical Technologists exam.

Respiratory Therapy - Two program comprehensive examinations are required of all students for receipt of the program's Special Certificate of Completion in Respiratory Therapy. The two parts consist of the Certified Respiratory Therapist (CRT) examination and the Registered Respiratory Therapist (RRT) examination. The certificate obligates the student to successfully attempt the professional board examinations as a requisite to graduation. Students shall be approved by the Program Director to attempt the comprehensive examinations.

Successful completion of both comprehensive examinations qualifies students to take the professional National Board of Respiratory Care Entry board examination to become a Certified Respiratory Therapist (CRT) and Registered Respiratory Therapist (RRT). The CRT comprehensive examination shall be passed prior to attempting the RRT comprehensive examination. The passing score for both examinations is accord with national passing rates, which require a scaled score of 70%. Students failing any part or parts of the program’s comprehensive examinations will be required to enroll in documented recapitulative course work prior to re-examination. Students who do not successfully complete the comprehensive examination after the maximum number of attempts and any required remediation will be dismissed from the program

Doctor of Pharmacy Co-curricular Requirements

As required by the 2016 ACPE standards, co-curricular activities complement and advance the learning that occurs within the formal didactic and experiential curriculum. They also create opportunities for students to document competency in the affective domain-related expectations. Pharmacy students are expected to participate in at least three co-curricular activities their P1- P3 years and one their P4 year as outlined in the table below. Additionally, students must earn at least seven service-learning hours annually. All co-curricular activities must be documented in students’ e-portfolios as they are completed. A review of the e-portfolios will occur annually to ensure students are meeting the requirements.

	P1	P2	P3	P4
Education				
Patient Advocacy				
Interprofessional Collaboration				
Cultural Sensitivity				
Self-Awareness				
Leadership				
Innovation & Entrepreneurship				
Professionalism				
Co-curricular annual activities	3	3	3	1
Co-curricular cumulative activities	3	6	9	10
Service-learning annual hours	7	7	7	N/A
Service-learning cumulative hours	7	14	21	N/A

**Students must complete a minimum of 1 activity in each of the elements listed. To meet the co-curricular requirements, students will have more than 1 activity in some domains based on student interest.*

Student Accountability

IPPE hours - Students will be required to earn 21 hours of service learning. These hours will be counted in the cumulative 300 IPPE hours students must earn to progress to APPE.

Travel - Prior to being approved for travel, students must be current with co-curricular requirements. The Assistant Dean for Student Services will provide a list of students who are out of compliance to student organization faculty advisors annually.

Recommendation letters - Prior to completing any letters of recommendation, faculty will review students’ level of completion with co-curricular requirements and take their status into consideration when completing an evaluation.

Technical Standards for Admission, Retention, and Graduation

A student shall be able to meet and comply with certain technical standards for admission and fulfillment of the Doctor of Pharmacy, Respiratory Therapy and Clinical Laboratory Science Degrees. Technical standards, as distinguished from academic standards, refer to those physical, cognitive, and behavioral abilities required for

satisfactory completion of all aspects of the curriculum, and the development of professional attributes required by the faculty of all students at graduation. The essential abilities required by the curriculum are the following areas: motor, sensory, verbal and written communication in English, intellectual (conceptual, integrative, and quantitative abilities from problem solving and decision making), and the behavioral characteristics and social skills necessary for practice of the abovementioned programs. The technical standards outlined below (“Technical Standards”), in conjunction with established academic standards, are followed by the Admissions Committee to select students who possess the intelligence, integrity, physical, and personal as well as emotional characteristics that are necessary to become an effective practitioner.

The academic and technical standards established by the faculty require that all students accepted by the College of Pharmacy and Health Sciences possess physical, cognitive, and behavioral abilities that insure that they will be able to complete all aspects of the curriculum.

All applicants are held to the same academic and technical standards of admission and training, with reasonable accommodations as needed for students with disabilities.

Although the College of Pharmacy and Health Sciences will engage in an interactive process with applicants with disabilities, the College of Pharmacy and Health Sciences reserves the right not to admit any applicant who, upon completion of the interactive process, cannot meet the Technical Standards set forth below, with reasonable accommodations.

Additionally, those individuals who would constitute a direct threat to the health or safety of others are not considered suitable candidates for admission.

The awarding of the Pharm. D., Clinical Laboratory Science, and Respiratory Therapy degrees signifies that the holder is prepared for entry into the practice of pharmacy and health sciences. It follows that graduates shall have the knowledge and skills to practice and function in a wide variety of settings and situations. Students with the abovementioned degrees shall be able to perform specific essential functions that the faculty deem requisite for the practice of pharmacy and health sciences. These functions fall into several broad categories, including: observation; communication; motor; conceptual; integrative; qualitative; and quantitative; and behavioral and social. Candidates shall also have the physical and emotional stamina to function in a competent manner in a setting that may involve heavy workloads, stressful situations and be able to adapt to an environment, which may change rapidly without warning and/or in unpredictable ways.

Pharm. D. Technical Standards:

Observation - Students shall be able to observe demonstrations and experiments in the basic and pharmaceutical sciences, medical illustrations and models, microscopic studies of microorganisms and tissues in normal and pathologic states. They shall be able to directly and accurately see a patient’s physical condition, shall be able to obtain a history and perform appropriate physical assessments and to correctly integrate the information derived from these observations to develop an accurate plan. They shall be able to prepare medications for dispensing to patients and observe the activities of technical staff operating under their supervision in accordance with State law. These skills require the functional use of vision and somatic sensation.

Communication - Students shall be able to communicate with, understand, and observe patients in a clinical setting. They shall be able to record information accurately and clearly, communicate fluently in, and understand the English language, and communicate effectively with sensitivity to patients. The student shall be capable of responsive empathetic listening to establish rapport in a way that promotes openness on issues of concern and shows sensitivity to potential cultural differences. Students shall also be able to communicate effectively with other members of the healthcare team in oral and written form, and in patient care

settings in which decisions based upon those communications may be made rapidly, in which time available is limited. They shall be able to effectively communicate with and supervise technical support staff.

Motor - Students shall possess the motor function sufficient to accurately compound and prepare prescription products for dispensing to patients. They shall have sufficient motor function to elicit information from patients using basic patient assessment skills such as palpation, auscultation, percussion and other diagnostic maneuvers. They shall possess the motor function sufficient to perform basic laboratory tests such as glucose monitoring or venipuncture for laboratory testing needed for therapeutic monitoring and they shall be able to operate under a laminar airflow hood for sterile compounding. They shall be able to use computer-based information systems.

Interpretative, Conceptual, and Quantitative - Students shall have effective and efficient learning techniques and habits that allow mastery of the pharmacy curriculum. They shall be able to learn through a variety of modalities including, but not limited to, classroom instruction, small group activities, individual study, preparation, and presentation of reports, and use of computer technology. They shall be able to memorize measure, calculate, reason, analyze, and synthesize. They shall also be able to comprehend spatial relationships and three-dimensional models.

Behavioral, Ethical, and Social Attributes - Students shall understand the legal and ethical aspects of the practice of pharmacy and function within the guidelines established by the law and by the ethical standards of the pharmacy profession. The College has the responsibility to the public to assure that its graduates will be fully competent pharmacists who adhere to the American Pharmacists Association's Code of Ethics. Students shall be able to relate to patients and their families, colleagues, and other members of the healthcare team with courtesy, maturity, and respect for the dignity of individuals. This requires that they place the welfare of their patients foremost, and demonstrate honesty, integrity, dedication, compassion, and nondiscrimination in the care of their patients. They shall at all times demonstrate the emotional stability to be able to exercise good judgment, and carry out prompt completion of all of the responsibilities attendant to the care of their patients in a sensitive and effective manner. This sensitivity includes self-examination of personal attitudes, perceptions, and stereotypes in order to avoid potential negative impacts on relationships and patient care. Students shall be able to adapt to changing environments, display flexibility and professional responsibility to their patients, and to learn to function in an environment of uncertainty, in which changes may occur rapidly and without warning. All of these personal qualities will be assessed during the admission and educational process.

Students shall be able to meet the State Board of Pharmacy Licensing requirements to obtain a valid Texas Intern License, which is required to complete off-campus internship courses. Inability to obtain a Texas Intern License may prevent completion of off-campus internships and prevent a student from continuing in the program and completing the requirements for graduation.

All standards pertaining to on-campus coursework also applies to all off-campus practicum internships. In addition, practicum sites will have their own requirements. Inability to attain a practicum placement or to satisfactorily complete a practicum experience may result in removal from the COPHS Program.

Clinical Laboratory Sciences & Respiratory Therapy Technical Standards:

Physical Demands - Candidates shall be able to display the medium strength rating, as described by the Dictionary for Occupational Titles, which reflects the ability to exert 20 to 50 pounds of force occasionally (occasionally: activity of condition exists up to 1/3 of the time), and/or 10 to 25 pounds of force frequently (frequently: activity or condition exists from 1/3 to 2/3 of the time), and/or greater than negligible up to 10 pounds of force constantly (constantly: activity or condition exists 2/3 or more of the time) to move objects.

Motor Skills - Shall possess sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other evaluation procedures. Candidates shall be able to execute motor movements including the physical/dexterity strength to stand and ambulate and possess the physical/dexterity strength to lift and transfer patients. Candidates shall also have the physical strength to perform cardiopulmonary resuscitation. Respiratory therapy procedures require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision. For this reason, candidates for admission to the Program of Respiratory Therapy shall have manual dexterity and the ability to engage in procedures involving grasping, pushing, pulling, holding, manipulating, extending and rotating.

Sensory/Observational Skills - Candidates shall be able to observe demonstrations and participate in laboratory experiments as required in the curriculum. Candidates shall be able to observe patients and be able to obtain an appropriate medical history directly from the patient or guardian. Such observation requires the functional use of vision, hearing, and other sensory modalities. Candidates shall have visual perception, which includes depth and acuity.

Communication Skills - Candidates shall be able to communicate in English effectively and sensitively with patients. In addition, candidates shall be able to communicate in English in oral and handwritten form with faculty, allied personnel, and peers in the classroom, laboratory, and clinical settings. Candidates shall also be sensitive to multicultural and multilingual needs. Such communication skills include not only speech, but also reading and writing in English. Candidates shall have the ability to complete written assignments and maintain written records. Candidates shall have the ability to complete assessment exercises. Candidates shall also have the ability to use therapeutic communication, such as attending, clarifying, coaching, facilitating, and touching. These skills shall be performed in clinical settings, as well as the didactic and laboratory environments.

Experiential Requirements

Practice Program Experiences Requirements - Texas Southern University College of Pharmacy and Health Sciences Experiential Program is a structured, college-directed teaching and learning experience whereby the student applies the knowledge of their healthcare field in a practice setting that allows the student to develop and demonstrate the skills required for professional practice. Please note according to contractual arrangements with various healthcare facilities, a student shall meet specified requirements before he or she is permitted to participate in the experiential program. These requirements include but are not limited to immunizations, cardiopulmonary resuscitation certification (CPR), health insurance, drug testing and criminal background checks (social security number required), HIPAA and blood borne pathogen training. Students who fail to comply with these requirements will not be allowed to participate in internship practice experiences which may impact or delay the student's graduation. Not complying with any requirement may result in immediate release from the experiential program.

Texas State Board of Pharmacy Internship Card TSBP Internship Requirements - The Texas State Board of Pharmacy (TSBP) rules allow for an undergraduate pharmacy student enrolled and having successfully completed the first professional year and obtained a minimum of 30 hours towards a professional degree in pharmacy to be designated as a "student pharmacist- intern." Hours earned by this process may NOT replace the school-based internship program hours. Please note that the Texas State Board of Pharmacy requires each prospective pharmacy internship student to apply for a TSBP-issued internship card before beginning any pharmacy internship experience. Students who are unable to satisfy the TSBP application requirement for pharmacy internship will not be admitted to the Pharmacy program. TSBP's application process includes having a legitimate United States social security number to perform a TSBP- administered criminal background check. Any past negative to deny a student from obtaining a TSBP internship card,

thereby preventing the student from entering or completing this institution's pharmacy program. For additional information on TSBP disciplinary guidelines, visit the website <http://www.pharmacy.texas.gov/>

Professional Liability Insurance - All student interns are required to carry professional liability insurance covering the time that the student intern is enrolled in the Texas Southern University College of Pharmacy and Health Sciences experiential program. The current cost is \$14.75 per student (subject to change) for one academic year, which can be paid in the Bursar's Office. Ask to purchase "Student Liability Insurance." You will receive two (2) copies of your receipt. Submit one copy of the receipt to the Office of Experiential Training. COPHS students should upload a copy of your receipt to E*Value (under the Immunizations and Certifications tab).

The college-endorsed student liability insurance policy DOES NOT cover Professional liability insurance is required by all students in the College of Pharmacy and Health Sciences (COPHS) who are enrolled in practice experiences and is a condition of the affiliation agreements we have with our participating institutions. students practicing as pharmacy technicians, serving as pharmacist-interns outside of the College's program, or graduates continuing their internship status prior to licensure.

Immunizations - Students are required to have current immunization records on file with Castle Branch Document Tracker. Each student is required to have appropriate immunizations and medical documentation of immunizations before beginning rotations.

- Student interns enrolled in health-related courses that involve patient contact; they shall comply with the immunization requirements outlined in Title 25, Health Services, Chapter 97, Section 97.61-97.72 of the Texas Administrative Code and shall be current as part of their admission requirements and continued enrollment. Although not required by Title 25, COPHS also requires the following immunizations: Hepatitis B; a negative TB skin test or chest x-ray; and influenza. The negative TB test and influenza immunization are required annually.
- Students are required to have appropriate immunizations; with the completed series, before beginning their practice experiences. The current list includes but is not limited to compliance, PPD (TB) Skin test (annually) or Chest x-ray (whichever is applicable), and Meningitis (as required by the University). Immunizations are an ongoing requirement and shall be current throughout the entire program.

CPR Training- Certification is required in basic life support covering the time that the student intern is enrolled in the professional program. Students in clinical programs are required to successfully complete the American Heart Association (AHA) BLS (Basic Life Support) for Healthcare Professionals CPR (cardiopulmonary resuscitation) training prior to beginning experiential rotations. No other CPR program will be accepted other than AHA.

- Students who complete the AHA BLS for Healthcare Providers CPR training will receive a pocket card to demonstrate successful completion. The student shall upload a copy of the front and back of the pocket card to E*Value (under the Immunizations and Certifications tab) as well as their Portfolio within 48 hours of completing the training. The student shall keep this pocket card on his or her person at all times. The student shall also keep his or her AHA BLS for Healthcare Providers up-to-date by renewing before the recommended renewal date listed on the pocket card.
- All students are required to complete training and become certified in adult and pediatric cardiopulmonary resuscitation/basic life support (CPR/BLS) for the healthcare professional prior to the initial placement of the practice experiences. CPR Training is an ongoing requirement and shall be current throughout the entire program.

Universal Precautions - All students will be required to complete Blood borne Pathogens Training certification, through Pharmacist Letter or other designated resource, upon admissions to the COPHS. Proof of certification will be required prior to the initial placement of the practice experience. All students are required to complete Blood borne Pathogens Training prior to the initial placement of the practice experiences.

Confidentiality - The student intern is obligated to respect all confidences revealed during the training period including Protected Health Information (PHI), patient records, pharmacy records, proprietary information, pricing systems, professional policies, personnel records, etc. Do not leave patient profiles or other documents in public areas. Patient charts are to remain located on the nursing unit and reproduction of the charts is prohibited. Videotaping, picture taking, photocopying, or storing of information on flash drives, etc. of patients or patients' information are also prohibited. Prior to each rotation, students are required to sign a Statement of Confidentiality with a copy of the statement to become part of the student's portfolio. Policies of the practice site regarding confidentiality shall be followed by the student intern. Discussion of any identifiable information regarding patients or providers outside the care delivery team is prohibited. This includes, but is not limited to, verbal conversation, texting, or posting to social media.

Health Insurance Portability and Accountability Act (HIPAA) - Students shall adhere to HIPAA guidelines governing patient confidentiality on or off the rotation site. Any breach of site or patient confidentiality is grounds for immediate dismissal from the experiential program and may also result in additional disciplinary action as deemed necessary by the College of Pharmacy and Health Sciences and Texas Southern University.

To ensure uniform knowledge and understanding of confidentiality rules, all student interns will complete mandatory general instruction on HIPAA. Health Insurance Portability and Accountability Act (HIPAA) –All student interns are required to complete Health Insurance Portability and Accountability Act (HIPAA) training and any refresher training through, Pharmacist Letter or other resources as designated, upon admissions to the COPHS, as well as all refresher courses throughout the matriculation, and obtain a certificate which is to be upload to the student's Portfolio in E*Value. Student interns may be required to fulfill individual site expectations regarding HIPAA training on each practice experience. All students are required to complete Health Insurance Portability and Accountability Act training prior to the initial placement of the practice experience and obtain a certificate.

Health and Accident Insurance- All student interns shall carry and maintain health insurance throughout their program. This may be provided through a personal policy or through plans available through Texas Southern University. Health insurance that covers inpatient and outpatient services, including needle stick coverage, is required. Proof of this coverage shall be uploaded to E*Value (under the Immunizations and Certifications tab) prior to beginning experiential rotations and throughout their program. Compliance with this policy is to meet requirements of experiential sites, which necessary require health insurance as a condition for accepting and precepting our students for experiential training. If students fail to obtain health insurance, they will not be eligible to start their rotation or be removed from site. Refer to University Student Health Plans.

This is a requirement of all students participating in pharmacy practice experiences. The insurance shall cover services, including needle stick coverage for injuries sustained or diseases contracted while on rotations. Proof of this coverage shall be provided to the Office of Experiential Training prior to the initial placement of the practice experiences.

Drug and Alcohol Screenings - It is a requirement for students participating in practice experiences as part of the experiential program of the College to complete a drug and alcohol screening. This requirement is due to contractual obligations from our affiliates and their accrediting bodies. Information obtained may inhibit students from completing their practice experiences thus delaying matriculation or hindering graduation. Students will be required to sign a waiver to communicate this information to the site for their consideration of

accepting this student for a practice experience. Rotation sites may request additional drug and/or alcohol screens.

Rotation sites may request drug screens. Information obtained in drug screens may inhibit students from completing practice experiences thus delaying or hindering graduation. The drug screen shall be completed prior to the initial placement of the practice experience.

Background Checks - It is a requirement for students participating in practice experiences as part of the experiential program of the College to complete a background check. This requirement is due to contractual obligations from our affiliates and their accrediting bodies. Currently, the COPHS background check reviews the following:

- Nationwide Criminal
- National Sexual Offender Registry
- Social Security Alert
- Residence History
- Alias and Maiden Names
- Nationwide Healthcare Fraud and Abuse Scan which includes the following: Medicare & Medicaid Sanctioned, Excluded Individuals, Office of Research Integrity (ORI), Office of Regulatory Affairs (ORA), FDA Debarment Check, Office of Inspector General (OIG)-List of Excluded Individuals/Entities, General Services Administration (GSA)- Excluded Parties List
- U.S. Patriot Act which includes the following: Terrorism Sanction Regulations, Office of Foreign Asset Control (OFAC), List of Specially Designated Nationals (SDN), U.S. Treasury, Department of State Trade Control (DTC) Debarred Parties

Requirements of the background checks may change depending on the contractual agreements with our affiliates, regulatory agencies, and/or accreditation entities. Any negative information obtained may disqualify an individual from participating in a practice experience at our affiliate's facilities.

In order to complete the background check, students are directed to the following website for Castle Branch, an on-line third party vendor: www.castlebranch.com prior to practice experiences. Students are responsible for the current cost of the background check, which is paid on-line to Castle Branch.

Additional charges include the following:

- Alias or maiden names - Students with alias or maiden names used within the past 7 years will incur an additional cost for these records searched
- Nationwide search - For students in which additional residences are found outside of Texas within the previous 7 years (from your residency history), additional county criminal searches will be performed at an additional charge.

In the event there are findings on any area listed above, the rotation sites will be notified and requested to make decisions on whether the student will be allowed to complete a rotation at the site. Information obtained in background checks may inhibit students from completing their practice experiences thus delaying matriculation and hindering graduation. Students will be required to sign a waiver to communicate this information to the site for their consideration of accepting this student for a practice experience.

Background Checks and Drug Screens:

- Initial check – upon admission to all professional degree programs

- Spring semester of 2nd professional year
- Spring semester of 3rd professional year; where applicable

Note: Internship eligibility required prior to placement for all programs

Graduation with Honors

The following honors shall be awarded in recognition of superior scholarship in the work leading to the Pharm. D. degree inclusive of student with a prior degree. These honors are awarded at Commencement and are shown on the diplomas of the recipients. The three honors and the quality point average for each are as follows:

- Summa Cum Laude is awarded to the candidate for graduation whose cumulative grade point average is 3.75 or above.
- Magna Cum Laude is awarded to the candidate for graduation whose cumulative grade point average is between 3.50 and 3.74 inclusive.
- Cum Laude is awarded to the candidate for graduation whose cumulative grade average is between 3.25 and 3.49 inclusive.

Student Organizations & Leaders / Student Travel

Class Representatives/Officers

Elected class officers represent each class in the professional program. The officers address issues and concerns of the class and serve as liaisons to the administration, faculty, and staff. Officers of professional student organizations and class officers constitute a group of “student leaders” that meet regularly with the Assistant Dean of Student Services or Dean of COPHS.

Student Organizations

The following professional organizations exist within the college. Students shall have a grade point average of at least 2.50 to hold office in any student organization.

Student organizations must register and remain in good standing with Texas Southern University annually to be recognized by the college and must comply with the policies of the University and College. Recognized student organizations can meet and use university space for events and are eligible to fundraise. Organizations may lose recognition and privileges for illegal fundraising, student organization misconduct, misuse of funds or not fulfilling the annual organization requirements.

Important information, organization registration and the most up-to-date contact information for the TSU Office of Student Life can be found at <http://www.tsu.edu/students-services/departments/office-of-student-life/campus-organizations.html>. For all COPHS specific questions please contact cophsoutreach@tsu.edu.

RSOs are:

- Academy of Managed Care Pharmacy (AMCP)
- African Pharmacy Students Association
- American Pharmaceutical Association (APhA)
- Clinical Laboratory Science Association
- Environmental Health Association
- Health Administration Association
- Health Information Management Association
- Industry Pharmacists Organization (IPhO)
- Kappa Psi Pharmaceutical Fraternity
- Lambda Kappa Sigma Pharmacy Fraternity
- Phi Delta Chi Pharmacy Fraternity
- Phi Lambda Sigma Pharmacy Leadership Society
- Pre-Health Professions Club
- Respiratory Therapy Association
- Respiratory Therapy Lambda Beta National Honor Society
- Rho Chi Pharmacy Honor Society
- Student Healthcare Executive Association (SHEA)
- Student National Pharmaceutical Association (SNPhA)
- Student Society of Health Systems Pharmacists (SSHP)
- Texas Pharmaceutical Association
- Vietnamese American Pharmacy Student Society (VAPSS)

Student Organization Legal Responsibilities

As an organization, it is important to understand your legal responsibilities when talking about these issues. Texas Southern University has a Student Code of Conduct that outlines appropriate and expected behavior for all students. It is important to protect your members from any misconduct, while at the same time, protecting your organization from any legal fallout that could come from such incidents.

Hazing

Hazing is a criminal violation under Texas law. An organization found guilty of hazing may be fined \$5,000-\$10,000 for incidents causing personal injury or property damage, an amount which is double toe loss or expenses incurred because of the hazing incident.

This state law does not limit or affect an education institution's right to enforce its own penalties against hazing.

The Education Code defines hazing as "any intentional, knowing, or reckless act occurring on or off the campus of an educational institution by one person or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization." The statute contains a list of conduct which constitutes hazing.

Student Organization Meetings, Activities & Events

All student organization activities (meetings, fundraisers, etc.) must be approved by organization advisor and the College prior to the event. Instructions for how to request event approval are available in the college Blackboard Organization, COPHS Student Leadership MS Team (for org e-boards), and on the COPHS website.

Event requests should be received at least 14 business days in advance of the requested event or activity. Organization advisors must be present during activities.

TSU keeps a calendar for permissible programming and some periods during the year are scheduled Bye Weeks where no programming may occur.

Student Travel

Texas Southern University is supportive of student co-curricular activities both on and off campus, but also recognizes that the safety of its students is of the utmost importance, Travel processes apply to an activity or event located more than 25 miles from the University or outside of the Houston area, when the activity is sponsored and/or funded by the University.

The requirements for travel include:

- Student Organizations interested in traveling throughout the semester must have one member or advisor who is traveling attend Risk Management Training
- Organizations must complete the Student Travel Packet and Individual Travel Forms for all travel 10 a minimum of 14 business days prior to traveling.
- Students traveling must be enrolled, in good standing, and at least 18 years of age
- Coach bus or Rental vehicles are preferred (Must set up through University Transportation Department)
- Must have personal automobile insurance and registration as required by state law if personal vehicle to be used
- Students must comply with Student Code of Conduct at all times

Any student who travels on behalf of Texas Southern University shall complete the required travel forms as outlined in the COPHS Student Travel Manual. Travel forms are required for ALL students even if financial assistance is not requested. Students seeking financial assistance shall meet the following criteria:

- Students shall be presenting, competing, speaking, or running for a regional or national office at a conference or meeting.

- Student shall have a cumulative GPA of 2.5 or higher and be enrolled in the semester that the travel occurs.
- Student shall not be on probation, continued probation, or have any disciplinary issues.
- Student shall be an officer, executive board member, or delegate.

All requests for student travel are directed to the Assistant Dean of Student Services at least six weeks in advance of the travel by the faculty/staff advisor if student organization and student if travelling outside of a student organization (reimbursement is contingent upon availability of funds).

Instructions for how to request event approval are available in the college Blackboard Organization, COPHS Student Leadership MS Team (for org e-boards), and on the COPHS website.

Special Requirements

Licensure

Pharmacy Licensure

To become a registered pharmacist in the State of Texas, a person shall have an earned Doctor of Pharmacy (Pharm.D.) degree from an accredited college of pharmacy in the United States; shall obtain a passing grade (75%) on the North American Pharmacist Licensure Examination (NAPLEX); and shall earn a passing grade on the Multi-state Pharmacy Jurisprudence examination. In order to qualify to take the NAPLEX in Texas, a person shall be a graduate of an accredited college of pharmacy with a Doctor of Pharmacy degree, be at least 21 years of age, be of good moral character, and fulfill the practical experience requirement. The College of Pharmacy and Health Sciences has a structured practical experience program, approved by the Texas State Board of Pharmacy that satisfies the practical experience requirement for licensure.

Health Sciences Licensure/Certification

Clinical Laboratory Scientist Licensure - Persons desiring to become registered clinical laboratory scientists in Texas shall pass a national board examination administered by the Board of Registry of the American Society of Clinical Pathologists and/or the National Certification Agency for

Medical Laboratory Personnel - Upon completion of all academic and professional work in clinical laboratory sciences, students are eligible to receive both the B.S. degree in clinical laboratory sciences and a Certificate of Completion in Clinical Laboratory Sciences, as well as apply to take the national certification examination.

Respiratory Therapy Licensure - The Bachelor of Science Degree in Respiratory Therapy is awarded upon successful completion of the program's comprehensive exams and senior year curriculum. Graduates of the program must pass the National Board for Respiratory Care's Therapist Multiple Choice exam to be eligible for a state license. In Texas, graduates must apply for a license to practice through the Texas Medical Board. Registry Examination for Advanced Respiratory Therapists - (WRE) and the Clinical Simulation Examination (CSE) to become a Registered Respiratory Therapist (RRT).

Environmental Health Licensure - Persons completing the program of study in Environmental Health are eligible to apply for registration/certification with the National Environmental Health Association (NEHA), the Air Pollution Training Institute (APTI), the National Safety Council (NSC), the American Conference of Governmental Industrial Hygienists (ACGIH), the National Society of Health Physics (NSHP), the Texas Environmental Health Association (TEHA), and the Texas Commission on Environmental Quality (TCEQ). The curriculum of study prepares students for successful completion of registration/certification examinations for Environmental Quality Specialist, Hazardous Substance Professional, Industrial Hygienist, and Health Physicist.

Health Information Management Licensure - The Bachelor of Science Degree is awarded to students upon successful completion of the curriculum in Health Information Management. Once students earn this degree, they are eligible to

apply for registration as Health Information Managers through the American Health Information Management Association.

Students Requiring Accommodations

Students with Disabilities - Students with a disability, which may require accommodations, should contact the Office of Student Services upon admission to the professional program or upon realization of the disability. Students with disabilities are accommodated according to the Americans with Disabilities Act (ADA) and

section 504 of the Rehabilitation Act. Reasonable accommodations will be made for students with ADA/504 disabilities if they would allow the student to effectively participate in COPHS programs. Students should contact the Assistant Dean for Student Services in the COPHS, who will work with the Office of Student Disabilities in providing accommodations.

Other Accommodations - Students requiring accommodations for other reasons (e.g., religious, etc.) should request the accommodation through the Assistant Dean for Student Services at the beginning of each semester that an accommodation is desired.

Students with a disability, which may require accommodations that may have some impact on their ability to perform a practice experience should contact the Office of Student Services and the Office of Experiential Training so that reasonable accommodations may be made prior to the start of the practice experience. TSU COPHS and the Office of Experiential Training cannot guarantee fulfillment of the required experiences mandated for graduation and licensure based upon site requirements of affiliated partners.

Rules and Regulations: The University & College of Pharmacy and Health Sciences

University Rules and Regulations

The University Student Code of Conduct establishes the University's internal disciplinary system and has been developed for the express purpose of acquainting students with the rules and regulations of Texas Southern University necessary to ensure the orderly conduct of its students while attaining its lawful goals and objectives. The rules generally cover activities of a non-academic nature. Rules and regulations of the University do not govern academic standards for graduation for each individual school or college. All students of the College of Pharmacy and Health Sciences are encouraged to make themselves familiar with the TSU Code of Conduct, which is provided through University's Office of Student Services by the Vice President of Student Services and is located on the TSU website.

Administration of Student Discipline - Authority to administer the Student Code of Conduct and student judiciary systems for the University is delegated to the Vice President of Student Services, who shall have the primary responsibility for A) the development of policies affecting student life; B) the promulgation and enforcement of institutional rules that govern student conduct, and C) the administration of student discipline on campus; and the supervision and development of student out-of-class programs and the activities of all student organizations.

College of Pharmacy and Health Sciences Rules and Regulations

Administration of Student Discipline - The Assistant Dean of Student Services in the College of Pharmacy and Health Sciences is responsible for all aspects of student life in the college and will work with the Dean of Students, Vice President of Student Services to resolve all matters related to misconduct.

General classroom expectations include:

- No food or drink is to be brought into the classroom.
- The student shall arrive to class prepared and on time.
- Talking and other disruptive activities shall not be engaged in while in class.
- Active phones, smart watches, and similar devices shall be turned off while in class. A student will be dismissed from the room if sounds from any such device are heard while class, lab or exam is in session.
- Students shall maintain professional behavior and exercise respect in the classroom with faculty, staff, and other students.

Conduct Violations

Conduct Subject to Sanctions -The COPHS deems unprofessional conduct of any type as unacceptable and will subject the violator to disciplinary action. Examples of "Unprofessional Conduct" or "Academic Misconduct" shall include but not be limited to the following. This shall apply to practice experiences. Any violation of University rules or regulations as stated in the Student Code of Conduct, or violation of rules and regulations of affiliated institutions, any conduct of a felony grade or any misdemeanor involving moral turpitude that violates municipal, county, state, or federal laws.

Plagiarism - the appropriation of passages, either word-for-word or in substance from the writings of another and the incorporation of these as one's own written work offered for credit. It is always assumed that the written work offered for credit is the student's own unless proper credit is given the original author by the use of quotation marks and footnotes or other explanatory quotes.

Collusion - working with another person in the preparation of notes, homework, laboratory exercises, reports, papers, or other written work offered for credit unless such collaboration is specially approved in advance by the instructor.

Cheating on an Examination or Quiz - giving or receiving, offering or soliciting information, or using prepared material in an examination or a quiz. On examination and quizzes, students shall refrain from talking, from bringing notes and books into the examination room, or looking around the room during examination. Any use of aids that have been permitted such as: calculators, cell phones, electronic devices, and the internet.

Impersonation - allowing another person to attend classes, take examinations or authoring graded assignments for an enrolled student under the enrolled student's name is strictly forbidden.

Intimidation - Conduct that inhibits student or employee behavior or makes students or employees fearful because of threats, either written, spoken, or implied.

Violations of the "Student of the College of Pharmacy and Health Sciences Pledges of Professionalism include:

- Violation of Conduct in the Classroom Policies both onsite and online
- Self-enrollment in classes without written approval of the academic advisor
- Any other act which impedes the academic goals and objectives of the College of Pharmacy and Health Sciences; including but not limited to forgery, theft, buying or selling work, falsification of documentations, carrying of weapons at practice sites or while engaged in practice experiences, etc.

Types of Sanctions for Violations

The Assistant Dean of Student Services with the concurrence of the Dean of the College and in consultation with the university Dean of Students, and Vice President of Student Services will make a recommendation of sanctions to be imposed to the college grievance committee. The recommendation will follow the adjudication process as outlined in the grievance section of this document. Possible sanctions include but are not limited to the following:

- Disciplinary Probation - A student is allowed to continue his/her academic work for a specified period of time during which the student's conduct is monitored and a written reprimand is given. Disciplinary probation may include a loss of privileges as outlined in the Student Code of Conduct.
- Disciplinary Reprimand - An official written notification to a student that his/her behavior is unacceptable and inappropriate.
- Disciplinary Warning - An official written notice of unacceptable behavior, emphasizing the fact that further misconduct will result in the more serious disciplinary sanction of probation, suspension, or expulsion.
- Suspension - A student will be separated from the College of Pharmacy and Health Sciences for a designated period of time, not to exceed two semesters.
- Dismissal - A student will be dismissed (withdrawn) from the College of Pharmacy and Health Sciences; A dismissed student is eligible to apply for admission only as a new student. A dismissed student will not be eligible to apply for admission no sooner than one academic year (Fall/Spring) from the date of.
- Expulsion - Expulsion is a permanent release from the University without the privilege of re-admission.
- Loss of privileges: Denial of specific privileges for designated period of time.

Any other sanction deemed appropriate to administer a fair standard of discipline for violations not listed in the Student Code of Conduct and more than one sanction stated above may be imposed for a single violation.

Filing an Incident of Unprofessional Conduct or Academic Misconduct

1. Complete the Incident Report Form
2. Academic Departments will submit the form to the Course Coordinator/Instructor of Record and Department Chair
3. Department Chair will submit to the appropriate academic Associate Dean
4. Non-academic departments or students will submit form directly to the Assistant Dean of Student Services

Grievances

The College of Pharmacy and Health Sciences Grievance Committee shall hear grievances, cases related to academic dishonesty, and unprofessional student conduct.

Purpose - The purpose of the Grievance Committee shall be to conduct a fact-finding hearing and render a final decision. A complaint may arise from any student, group of students, or faculty member.

Committee Composition - The College has two grievance committees the non-academic/professionalism grievance committee, and the Academic Grievance Committee. The Chairperson of the Grievance Committees shall be present at the hearings, unless his/her presence constitutes a conflict of interest. If a member of the committee cannot attend the hearing, that member shall immediately notify the Chairperson or Assistant Dean of Student Services. The Grievance Committee may disqualify a committee member, or a member may disqualify himself/herself if there is a conflict of interest. A majority vote by the Committee will constitute a majority for a decision. A majority also constitutes a quorum.

Hearing Procedures for matters adjudicated by Grievance Committees

Prior to formally bringing a matter before a grievance committee, the parties are encouraged to make every effort to resolve the conflict informally. The conflict resolution process should occur within thirty-days (30) of the date of the alleged occurrences. Parties should provide written documentation of these efforts. If unresolved at this level, a formal grievance or incident report may be filed with the Assistant Dean of Student Services. Students filing a written appeal shall be expected to abide by the final decision of the committee, as provided for in these procedures.

- Academic conflicts should be resolved by starting with the Instructor of Record/Course Coordinator, then the Department Chair, and lastly the appropriate academic Associate Dean.
- All other conflicts should be discussed with the Office of Student Services for resolution options.

The adjudication process is initiated by filing the appropriate document with the Assistant Dean of Student Services. The filing shall be initiated within sixty-days (60) of the alleged occurrences upon which the filing is based. The letter or petition should set forth the alleged facts involved and the events leading to the grievance and the solution sought. All documents submitted shall be dated and signed by the person submitting the grievance/report or by a representative of the group where a group is involved. After the grievance/report is properly filed, the Assistant Dean of Student Services shall review said matter and render a written opinion for resolution if possible within 30 days from the date of the completion of filing. If the Assistant Dean of Student Services is unable to resolve the matter through mediation, further consideration of said matter is set forth below.

If the matter is not resolved at the level of the Assistant Dean of Student Services, the matter will be set for a hearing before the Grievance Committee. The Assistant Dean of Student Services will notify all parties involved by e-mail and/or certified mail of the date, time, and place of the hearing. All parties have the right to present evidence and witnesses on their behalf and the student also has the right to select an advisor of his/her own choosing. The Advisor may not serve as the legal representative of the student. The letter or

petition submitted to the office of the Assistant Dean of Student Services by the person or persons bringing the grievance as well as the answer or response, if any, from the person or persons against whom the grievance is brought shall be available for inspection in the office of the Assistant Dean of Student Services. If a request is made of the party or the administration against whom a complaint is made to appear before the Grievance Committee, it is hoped that party or, if the administration, a representative, will appear. The party against whom a grievance or incident report has been lodged has the same right as the person making the complaint to have witnesses appear in his/her behalf and to present evidence to the committee. The committee has the authority to recall any party for clarification of information during the hearing.

Results of Grievance Hearings

After due deliberations have occurred and a decision has been made by the Committee, the result shall be recorded and kept in the Office of the Assistant Dean of Student Services for a period of two years or until the student graduates, whichever occurs first. The Assistant Dean of Student Services shall be responsible for notifying all parties involved in the matter of the result of the Committee's deliberation, along with sending a copy to the Dean. Should the student disagree with the decision of the committee, they may make an appeal to the Dean of the college. The Dean will review the process undergone by the committee and may render one of the follow decisions.

- Refer the matter back to the appropriate Assistant/Associate Dean for further review.
- Refer the matter back to the committee due to process related discrepancies.
- Uphold the decision of the committee.

In most cases the decision of the Dean is final, but should the student feel that the outcome of the matter was egregiously erroneous they may seek additional guidance from the university ombudsperson.

Title IX

Texas Southern University (TSU) is a strong proponent of Title IX enforcement and in ensuring that sex discrimination and sexual violence is eradicated. Title IX is a Federal law that prohibits sex discrimination under any education program or activity receiving Federal financial assistance. In accordance with Title IX, TSU policies prohibit sex discrimination and sexual misconduct (which includes: sexual harassment, sexual assaults, dating violence, domestic violence, sexual exploitation and stalking). Please review the University Title IX Grievance Procedure (MAPP 02.05.09) and familiarize yourself with its content.

Procedures for resolving complaints of Title IX can be found at the abovementioned Title IX Grievance Procedure. <http://www.tsu.edu/mapp/pdf/human-resources/020509-title-ix-grievance-proc.pdf>

Accreditation Council for Pharmacy Education (ACPE) Complaint Policy for Pharmacy Majors

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

The Executive Director shall, based upon the complaint, the response, and information from such further investigation deemed necessary, promptly determine the facts surrounding the issue, determine the validity of the complaint, and resolve the issue; provided, however, where the Executive Director deems it necessary or appropriate, the matter shall be considered at the next regular meeting of the Council. The time frame for resolution is generally within six months. A record of complaints regarding a specific college or school of

pharmacy, including student complaints received or made available, is kept for consideration on file at the Council office. Such record of complaints is considered during scheduled evaluations, or a special evaluation, as the case may require.

The procedure shall provide for treatment of complaints in a timely manner that is fair and equitable to all parties. The complainant shall be advised of the decision or action as soon as possible. When ACPE has cause to believe that any institution with which it is concerned is acting in an unethical manner or is deliberately misrepresenting itself to students or the public, it will investigate the matter and provide the institution an opportunity to respond to the allegations. If, on the basis of such investigation, after notice to the institution and opportunity for institutional response, ACPE finds an institution has engaged in unethical conduct or that its integrity has been seriously undermined, ACPE will either: Request that the institution show cause, within a stated time period, why adverse action should not be taken, or in extreme cases, immediately discontinue its relationship with the institution by denying or withdrawing pre-accreditation or accreditation status.

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

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

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

ACPE has an obligation to respond to any complaints which may be lodged against it by any institution, student, faculty or third party in respect to the application of ACPE's standards, policies and procedures where the complaining party is directly affected thereby. Any such complaint shall be submitted in writing. The Executive Director shall promptly determine the facts surrounding the issues and shall attempt to resolve the matter in consultation with the Public Interest Panel established pursuant to Article V of the ACPE By-Laws. Complaints which cannot be resolved by the Executive Director shall be considered and resolved at the next regular meeting of the Council. The time frame for resolution is generally within six months.

If you wish to file a complaint, please submit the electronic form online at <https://www.acpe-accredit.org/complaints/>

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

School officials with legitimate educational interest; Other schools to which a student is transferring; Specified officials for audit or evaluation purposes;

Appropriate parties in connection with financial aid to a student; Organizations conducting certain studies for or on behalf of the school; Accrediting organizations;

To comply with a judicial order or lawfully issued subpoena; Appropriate officials in cases of health and safety emergencies; and

State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.

However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service or you may contact us at the following address: Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-8520

For information regarding FERPA specific to the University please refer to the University's Catalog.



Professionalism & Harmonious Relationships Pledge

Preamble:

The health profession industry is one that mandates adherence to a professional set of ethics, principles and guidelines. As students, staff and faculty of the College of Pharmacy and Health Sciences, professionalism will be a recognized standard of operation and practice. Unprofessional conduct includes, but shall not be limited to, one or more of the following:

- A. Inappropriate and/or threatening behavior and/or comments made toward faculty, staff and students, other university employees, rotation preceptors, others involved with instruction and/or student support services, and/or the patients/clients we serve will not be tolerated.
- B. Any professional relationships that does not reinforce and build a community of professional identity, integrity and honor between students, faculty, staff and the patients/clients we serve will not be tolerated.
- C. Plagiarism, cheating, dishonesty, and all unethical behaviors will not be tolerated.

Pledge:

We the members of the TSUCOPHS are committed to the highest level of moral and ethical character as it relates to all faculty, students, staff, colleagues, preceptors, and patients. Therefore, we pledge to *be the exception* through honesty, integrity, respect, and compassion in all aspects of our academic and professional pursuits. We believe that the foundation of positive professional relationships begins not only within the COPHS but extend to the communities we serve.

To accomplish this goal of professional development, the TSUCOPHS members will:

DEVELOP a sense of loyalty and duty to the profession by contributing to the well-being of others and by enthusiastically accepting responsibility and accountability for membership in our respective professions.

FOSTER professional competency through lifelong learning by striving for high ideals, teamwork, and unity within our respective professions in order to provide optimal patient care.

SUPPORT our colleagues by actively encouraging personal commitment to the Oath and/or the Code of Ethics as set forth by our respective professions.

DEDICATE our lives and practice to excellence through an ongoing reassessment of personal and professional values within our respective professions.

MAINTAIN the highest ideals and professional attributes to ensure and facilitate the covenantal relationship required of our respective professions.¹

Identify Your Role: Faculty Staff Student

Select Your Major: Pre-Health Pre-Pharm HA HIM CLS RT MHCA EH PHARM D Pharm. Sci. Ph.D.

Printed Name: _____ Date: _____

Signature: _____

As modified from: ¹ 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
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