



School of Pharmacy

Student Handbook

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SCHOOL OF PHARMACY PERSONNEL

ADMINISTRATIVE & PROFESSIONAL STAFF

Rhonda Waskiewicz, Ed.D., OTR (ret) Interim Dean	941-7122	Peab 333H
Conrad Dhing, Ph.D. Assistant Dean of Student Academic Affairs and Associate Professor	991-1975	Peab 333G
William Lindblad, Ph.D. Chair and Professor; Basic Pharmaceutical Sciences	992-1958	Peab 318B
Ronald Reed, Pharm.D., R.Ph. Chair and Associate Professor; Pharmacy Practice	992-1957	Peab 333D
Sandy Bartlett, Ph.D., Pharm.D., BCPS, BCCCP Vice-Chair and Associate Professor, Pharmacy Practice	941-7926	Peab 348C
Daniel Robinson, Pharm.D. Husson Fellow and Professor, Pharmacy Practice	404-5625	Peab 333F
Frank McGrady, Pharm.D., R.Ph., BCPS Director of Experiential Education and Assistant Professor, Pharmacy Practice	941-7089	Peab 217
Travis Allen, M.Ed. Director of Assessment	941-7130	LLC 126
Katie Rossignol, B.A., M.B.A. Operations Manager for Experiential Education	941-1974	Peab 219
Elizabeth Roboul, B.A., M.S. Executive Assistant to the Dean	992-7163	Peab 333H
Kathy Allan Administrative Assistant for Basic Pharmaceutical Sciences & Pharmacy Practice	404-5611	Peab 354C

DEPARTMENT OF BASIC PHARMACEUTICAL SCIENCES

Shuhua Bai, Ph.D. Associate Professor of Pharmaceutics	992-1949	310A
Samuel Caito, Ph.D. Assistant Professor of Toxicology	973-1009	310 E
Aaron Domina, Ph.D. Associate Professor of Biochemistry & Microbiology	992-4935	310C
Roger Phipps, Ph.D. Associate Professor of Pharmacology	992-1976	310B
David Richards, Ph.D. Associate Professor of Neuroscience	941-7110	318A
Tianzhi Yang, Ph.D. Associate Professor of Medicinal Chemistry	992-1946	314A
Tao Zhang, Ph.D., Assistant Professor of Pharmacokinetics	404-5607	314B

DEPARTMENT OF PHARMACY PRACTICE

Robert Baker, Pharm.D. Associate Professor of Pharmacy Practice	972-1045	Peab 333A
Gwen Bartlett, Pharm.D., BCPS, BCCCP Assistant Professor of Pharmacy Practice	404-5608	Peab 310D
Gregory Cameron, B.S. Pharm Assistant Professor of Pharmacy Practice	404-5606	Peab 314C
Anthony Casapao, Pharm.D. Assistant Professor of Pharmacy Practice	941-7751	Peab 223A
Drew Lambert, Pharm.D. Assistant Professor of Pharmacy Practice	992-1978	Peab 348B
Dan Moellentin, Pharm.D., BCPS Associate Professor of Pharmacy Practice	404-7752	Peab 221
Ying-Tang Ng, Pharm.D., BCPPS Assistant Professor of Pharmacy Practice	941-7656	Peab 223B
Stephanie Nichols, Pharm.D., BCPS, BCPP Associate Professor of Pharmacy Practice	941-7946	Peab 223B
Cassandra Parsons, Pharm.D., BCACP, CGP Assistant Professor of Pharmacy Practice	941-7191	Peab 223B
John Scolaro, Pharm.D. Assistant Professor of Pharmacy Practice	992-4915	Peab 223A
James Singletary, B.S. Pharm Instructor in Pharmacy Practice	941-7730	Peab 314C
Jennifer Thomas, Pharm.D., AAHIVP Assistant Professor of Pharmacy Practice	992-4923	Peab 310D

THE SCHOOL

Husson University is the largest private educator of Maine students. Husson offers an array of doctoral, masters and bachelor's degrees in the field of health through its schools of health, pharmacy, science and humanities, business and education.

Husson University prides itself as a teaching institution. However, the importance of faculty scholarship and research to contemporary pharmacy education is not overlooked. With the hiring of the first year faculty the School of Pharmacy has been able to attract nationally renowned educators with expertise in alcohol research, wound healing, and national board certification in the specialty areas of pharmacotherapy and psychiatric pharmacy.

The Husson University Trustees have designated approximately 25,000 square feet in the Peabody/Commons academic complex for the School of Pharmacy. The School will adjoin all of the institution's science labs as well as those facilities dedicated to the pre-pharmacy program and the doctoral program in Physical Therapy. Renovations include faculty/staff offices; four 40-seat classrooms; two 80-seat classrooms; one 20-seat classrooms; a 40-seat cognitive skills laboratory with an adjoining patient counseling/assessment room; a dispensing laboratory including a simulated IV/sterile compounding area; and a basic pharmaceutical sciences research laboratory.

Vision

Husson University's School of Pharmacy will be the regional leader in integrative pharmacy education, committed to advancing the practice and science of pharmacy and rural health care delivery.

Mission

The Husson University School of Pharmacy will educate pharmacy professionals who deliver high-quality, evidence based, interprofessional, patient-centered pharmaceutical care and advance the public health.

Goals

Husson University's School of Pharmacy will:

- be the preferred choice for students who seek specialized, novel, career-enhancing education targeted to patient- and population-centered pharmaceutical care;
- create an environment that instills professionalism and the highest professional obligation to the patient;
- endeavor to build a culture that values service to our patients, community, and profession;
- be a stimulating, student-centered academic environment that values reflective analysis, life-long learning, and a commitment to personal and professional growth;
- strive for excellence in teaching, scholarship, and service to the university, local, regional, and professional communities;
- align its practices and allocate its resources in support of its core values of excellence, learning, and opportunity; and
- be the premier educational partner for collaborative health care opportunities and applied research ventures with communities, agencies, businesses, and industries in rural Maine.

Accreditation Status

Husson University School of Pharmacy's Doctor of Pharmacy program is accredited by the Accreditation Council for Pharmacy Education (ACPE). For further information contact the Accreditation Council for Pharmacy Education, 135 S. LaSalle Street, Suite 4100, Chicago, IL, 60603-4810; 312-644-3575; FAX 312-664-4652, web site www.acpe-accredit.org.

DOCTOR OF PHARMACY CURRICULUM

201X	P1 Fall Semester	Credit	201X	P1 J-Term	Credit	201X	P1 Spring Semester	Credit
RX 311	Medical Pathology & Pathophysiology I	4				RX 302	Introduction to Pharmacology & Toxicology	2
RX 321	Pharmaceutics I: Drug Characteristics	3				RX 312	Medical Pathology & Pathophysiology II	4
RX 341	Self Care I	2				RX 322	Pharmaceutics II: Drug Delivery Systems with Lab	4
RX 351	Rural Community Pharmacy Practice with Skills Lab	3				RX 342	Medical Microbiology	3
RX 361	Medical Biochemistry	3				RX 350	IPPE 1: Community *	3
RX 371	MPP I Recitation	1				RX 352	Communication & Ethics	2
						RX 362	Practice Skills Lab I	1
						RX 372	MPP II Recitation	2
		16						21
201X	P2 Fall Semester	Credit	201X	P2 J-Term	Credit	201X	P2 Spring Semester	Credit
RX 403	Self Care II	2	RX 450	IPPE II: Institutional **	3	RX 411	Clinical Research Design	3
RX 421	Pharmacology & Medicinal Chemistry I	4				RX 412	Pharmacogenomics & Biotechnology	3
RX 433	Principles of Pharmacokinetics	3				RX 422	Pharmacology & Medicinal Chemistry II	4
RX 434	Rural Health Systems Pharmacy Practice with Skills Lab II	3				RX 464	Practice Skills Lab II	1
RX 491	PMC I Recitation	2				RX 474	Pharmacotherapeutics I	3
RX ___	Elective I	2				RX 492	Integrated Recitations: PMC II & Therapeutics I	2
						RX ___	Elective II	2
		16			3			18
201X	P3 Fall Semester	Credit	201X	P3 J-Term	Credit	201X	P3 Spring Semester	Credit
RX 501	Social & Behavioral Pharmacy	2				RX 512	Ambulatory Care/Management II IPPE	1.5
RX 511	Ambulatory Care/Management I IPPE	1.5				RX 522	Pharmacotherapeutics III	4
RX 521	Pharmacotherapeutics II	4				RX 534	Practice Skills Lab III	1
RX 533	Individualized Kinetics Dosing Lab	1				RX 535	Pharmacoeconomics	3
RX 551	Drug Information	3				RX 542	Pharmacy Capstone Recitation	2
RX 571	Pharmacy Practice Management	3				RX 552	Pharmacy Law	3
RX 591	Applied Pharmacotherapeutics I Recitation	2				RX 592	Applied Pharmacotherapeutics II Recitation	2
RX ___	Elective III	2				RX ___	Elective IV	2
		18.5						18.5
201X	P4 Fall Semester	Credit	201X	P4 J-Term	Credit	201X	P4 Spring Semester	Credit
RX 601	Inpatient/Acute Care	6				RX 604	Community Pharmacy	6
RX 602	Hospital/Health Systems	6				RX 6__	APPE Elective I	6
RX 603	Ambulatory Care	6				RX 6__	APPE Elective II	6
						RX 650	Transition into the Profession	1
		18						19

* RX 350 IPPE 1: Community will be done during the summer semester

** RX 450 IPPE 2: Institutional may be done during the winter term OR summer semester

TOTAL CREDITS: 148

CODE OF ETHICS

These principles of professional conduct are established to guide pharmacists in relationships with patients, fellow practitioners, other health professionals, and the public.

PREAMBLE

Pharmacists are health professionals who assist individuals in making the best use of medications. This Code, prepared and supported by pharmacists, is intended to state publicly the principles that form the fundamental basis of the roles and responsibilities of pharmacists. These principles, based on moral obligations and virtues, are established to guide pharmacists in relationships with patients, health professionals, and society.

*A **PHARMACIST** respects the covenantal relationship between the patient and pharmacist. Considering the patient-pharmacist relationship as a covenant means that a pharmacist has moral obligations in response to the gift of trust received from society. In return for this gift, a pharmacist promises to help individuals achieve optimum benefit from their medications, to be committed to their welfare, and to maintain their trust.*

*A **PHARMACIST** promotes the good of every patient in a caring, compassionate, and confidential manner. A pharmacist places concern for the well-being of the patient at the center of professional practice. In doing so, a pharmacist considers needs stated by the patient as well as those defined by health science. A pharmacist is dedicated to protecting the dignity of the patient. With a caring attitude and a compassionate spirit, a pharmacist focuses on serving the patient in a private and confidential manner.*

*A **PHARMACIST** respects the autonomy and dignity of each patient. A pharmacist promotes the right of self-determination and recognizes individual self-worth by encouraging patients to participate in decisions about their health. A pharmacist communicates with patients in terms that are understandable. In all cases, a pharmacist respects personal and cultural differences among patients.*

*A **PHARMACIST** acts with honesty and integrity in professional relationships. A pharmacist has a duty to tell the truth and to act with conviction of conscience. A pharmacist avoids discriminatory practices, behavior or work conditions that impair professional judgment, and actions that compromise dedication to the best interests of patients.*

*A **PHARMACIST** maintains professional competence. A pharmacist has a duty to maintain knowledge and abilities as new medications, devices, and technologies become available and as health information advances.*

*A **PHARMACIST** respects the values and abilities of colleagues and other health professionals. When appropriate, a pharmacist asks for the consultation of colleagues or other health professionals or refers the patient. A pharmacist acknowledges that colleagues and other health professionals may differ in the beliefs and values they apply to the care of the patient.*

*A **PHARMACIST** serves individual, community, and societal needs. The primary obligation of a pharmacist is to individual patients. However, the obligations of a pharmacist may at times extend beyond the individual to the community and society. In these situations, the pharmacist recognizes the responsibilities that accompany these obligations and acts accordingly.*

*A **PHARMACIST** seeks justice in the distribution of health resources. When health resources are allocated, a pharmacist is fair and equitable, balancing the needs of patients and society.*

Adopted by the American Pharmaceutical Association, January, 1995

POLICIES AND PROCEDURES

Academic Advisor

Each student will be assigned an academic advisor when (s)he enters the program. The role of the advisor may include, but is not limited to the following:

1. Guide the student in selecting appropriate elective options that fit the individual goals of the student.
2. Provide guidance for career or further education options.
3. Monitor the academic progress of the student.
4. Review of required student portfolio written assignments.

Grade Appeals

In administering the Academic Standards Policies, student appeals relating to grades received in a course will be handled in accordance with the University Grade Appeal System; student appeals relating to administration of the policies themselves will be referred to the Office of the Assistant Dean of Student Academic Affairs.

According to Husson University Academic Policies, as published in the university catalog; “If a student believes he or she has received an improper grade for a course, he or she must present the case to the instructor within one week from the beginning of the next regular semester (e.g. fall, spring). If the matter is not resolved with two weeks of discussion with the instructor, the student may appeal the matter in writing with supportive evidence and rationale to the Dean of the School offering the course. The Dean will consider only issues of procedure and fair treatment and will not review the academic judgment used in determining a grade. The Dean’s decision on matters pertaining to grade appeals is final. Certain procedural variations may exist depending upon the student’s course of study.”

Attendance Policy

Class attendance is recommended but may be required in some instances. Absences may result in academic penalties. A student who will not be attending class must inform the Assistant Dean of Student Academic Affairs by telephone or email, in advance of the class meeting time. The Assistant Dean will make a judgment as to the legitimacy of the request and inform the faculty teaching the affected classes. In extraordinary circumstances, the Assistant Dean may be consulted after-the-fact. Lack of consultation with the Assistant Dean will be deemed an unexcused absence. In general, excused absences are defined as absences resulting from medical emergencies, sickness, or death in the immediate family. Illnesses that extend beyond one day will require verification from a physician.

Students, who will miss an evaluation due to school-sanctioned travel, must contact the professor no less than two weeks before the event. The professor’s policies and procedures regarding this matter should be stated in the course syllabus.

Punctuality to class is also essential: late arrival is disruptive and interrupts the learning process. Excessive tardiness is not acceptable and may result in an unexcused absence. Instructors will have the discretion to determine if students can make-up missed quizzes or assignments due to tardiness.

Complaints

Any person may file a formal complaint regarding Husson University’s School of Pharmacy although such complaints should be first brought to the attention (preferably in writing) of an appropriate school representative (e.g., Dean, Associate Dean, Assistant Dean, Department Chair, or individual faculty member). If the School is unable to address the issue, or it is not addressed to the student’s satisfaction, then the student will be directed to the appropriate University office or personnel for further redress. The School of Pharmacy encourages persons with complaints about the Doctor of Pharmacy educational program to seek informal resolution of their complaints prior to initiating a formal process. Complaints include, but are not limited to, admissions policies, inappropriate faculty or student conduct, inequities in grading, and/or failure

to comply with collegiate policy. It is the responsibility of the Assistant Dean to manage and provide responses to formal complaints.

A formal complaint is initiated by providing a written, signed and dated statement including full contact information of the person submitting the complaint. Formal complaints will be reviewed upon receipt by the Assistant Dean and referred to the appropriate collegiate committee or administrative office within the School or University for information, advice and/or response. Complaints may require meetings or hearings with the complaining party or other members of the school or university. The person submitting the complaint will receive a response or update on its status within 30 days. All effort will be made to provide timely responses to time sensitive complaints. Completed complaint forms will be kept in a locked file.

Outcomes of complaints that result in decisions by School of Pharmacy Committees may be appealed to the School of Pharmacy Assistant Dean. Complaint actions or decisions by the Assistant Dean may be appealed to the Dean of the School of Pharmacy. University related complaints may be appealed through Husson University policies and procedures.

Complaints will be logged chronologically by the HUSOP Office of the Assistant Dean, along with details on who addressed the complaint, how it was addressed, and the results of the review and all complaints will be archived.

ACPE also has a procedure to receive 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. Such complaints shall be placed in writing in detail by the complainant and submitted to the ACPE office whereupon the complaint will 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. Anyone wishing to file a complaint against the school of pharmacy relating to the standards or the policies and procedures of ACPE must submit the complaint in writing to the Executive Director. For further information go to the ACPE website at:

- <http://www.acpe-accredit.org/students/complaints.asp>
- or email csinfo@acpe-accredit.org
- **You may also contact us via mail, phone, or fax at:**
Accreditation Council for Pharmacy Education
135 S. LaSalle Street, Suite 4100
Chicago, Illinois 60603-4810
Phone: (312) 664-3575
Fax: (312) 664-4652 or (312) 664-7008

Criminal Background Check

All students are required to undergo a criminal background check through an approved vendor per School of Pharmacy admission procedures. Criminal background checks and/or drug screening prior to participation as a health care worker, a trainee, student, or as an instructor is a prerequisite of most experiential sites. You are responsible for obtaining and paying for background checks, immunization certification and drug screens. Refusal to submit to the required background check, immunization certification or drug screening may be grounds for withdrawing a letter of offer or disenrollment from the program. Adverse results may also impact continued enrollment in the professional curriculum or future licensure.

Vaccination Requirements

You are responsible for complying with each site's policies, the guidelines set forth by the School of Pharmacy and state law concerning infection control. You should have a copy of your immunization records readily available and must be able to provide this information upon the request of proof of immunization status by your site, clinical coordinator, or preceptor.

Medical/Philosophical/Religious Exemptions: Submit a dated, signed statement from your doctor requesting a medical exemption. Other reasons for exemption must be written in a formal request and attached to this form. It must be understood that all students who are exempt for any reason will be required to leave the university/site if there is an outbreak of any disease for which an exemption has been given.

Required immunizations or immunity documentation for each student prior to registration for the first academic semester are listed below.

Tetanus/Diphtheria/Pertussis

One dose of vaccine within the past 10 years (valid through projected graduation date)

Measles

Two doses of measles vaccine administered since January 1, 1968, and on or after your first birthday and at least 28 days apart

Rubella

One dose of rubella vaccine administered on or after your first birthday

Mumps

One dose of mumps vaccine administered on or after your first birthday (serological confirmation of immunity is acceptable in lieu of vaccination series)

Varicella

One dose for students, who received this vaccine prior to 13 years of age; OR two doses for students who were not vaccinated before their thirteenth birthday; OR proof of exposure or a positive titer

Hepatitis B

A completed series of 3 doses of vaccine (the third dose of the vaccine must be completed by January 1 of the P1 year; serological confirmation of immunity or serological evidence of infection is acceptable in lieu of vaccination)

PPD

Results of annual tuberculosis (TB) skin test are required by the first day of classes for the P1, P2, and P3 years. This test must be received and read no later than June 1st or the first day of class. Students progressing to the P4 year must receive their TB test during the month of May of the P3 year

Polio

Proof of vaccine is required

* Exceptions require medical documentation.

** Note: Students with immune compromised conditions or chronic diseases such as cardiovascular disease or diabetes mellitus are strongly encouraged to consider obtaining pneumococcal vaccinations and annual influenza vaccinations (to be taken when available each fall). All costs associated with obtaining immunizations are the sole responsibility of the student.

*** Female students are advised that pregnancy is a contraindication to administration of certain vaccinations and should consult their physician for specific and additional information regarding vaccine administration.

**** If a student has a positive skin test, additional diagnostics steps are required. Contact the Director of Experiential Education for more information.

Drug and Substance Abuse Policy

It is a violation of law, professional practice standards and University policy for any student enrolled in the School of Pharmacy or any program under the jurisdiction of the School of Pharmacy to engage in the

synthesis, manufacture, distribution or sale of a controlled substance for unlawful purposes. Drug testing will be required periodically. Any student found to have violated this policy will be dismissed from the School of Pharmacy and any program administered by its departments.

Alcoholism and drug abuse are recognized as treatable illnesses and such treatment is encouraged by the University. Any student requiring assistance with an alcohol or other chemical dependency problem is encouraged to contact the Medical Professional Health Program (MPHP) by calling 207-623-9266. MPHP is a confidential, proactive program that advocates for colleagues whose health problems may compromise their professional and personal lives and the lives of their patients. This program is in compliance with all applicable state laws. All requests for information and/or assistance are held in strict confidence. An individual's chemical dependency problem is not reported to the board unless the impairment may result in patient harm.

Family Leave Policy

Situations may arise that require students to leave the pharmacy program for extended periods to deal with family, health, military and other substantial obligations. To facilitate the decision-making process, students should begin the process of exploring a leave request by discussing their situation with their faculty advisor. Faculty advisors will assist students through the leave request process. Students requesting a leave from the School of Pharmacy should provide the Assistant Dean of Student Academic Affairs with a written leave request that includes reason for the leave request, estimation of duration of leave, and any other relevant information. The Assistant Dean will forward a recommendation to the Dean for review. If approved, the Assistant Dean will supply the student with a letter summarizing the details of the leave, including duration, required timetable for communication, point of reentry in the curriculum, etc. Two signed copies of this letter will be maintained: one by the School of Pharmacy; one by the student.

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the students' education records within 45 days of the day Husson receives a request for access.
2. The right to request the amendment of the student's education records that the student believes is inaccurate.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Husson University to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Students who wish to inspect or review records should make their requests known in writing to the registrar, dean, head of the academic department or other appropriate official.

Students, who wish to have their academic record amended, unless instructed otherwise in the catalog, must make such a request in writing to the Registrar. The written request for amendment should clearly identify the part of the record the student wants changed and specify why it is inaccurate. Husson will notify the student of its decision.

Please note that personally identifiable information with respect to academic or other records may be

disclosed to school officials with legitimate educational interests. A school official is a person employed by Husson in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or University agents); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Please also note, that Husson, for various reasons consistent with its mission, releases directory information internally and externally whether in writing, verbally, or electronically. Directory information includes, but is not limited to the student's name, address, telephone listing, electronic mail address, date and place of birth, major, participation in officially recognized activities, dates of attendance, degrees and awards received. Students have the right to refuse to let Husson, its agents, or designees publish such student information. Such refusal must be made in writing to the Registrar.

HIPAA

Out of respect for patients and in compliance with the Health Information Portability and Accountability Act (HIPAA), you will respect confidences revealed during your assignment including patient medical records, pharmacy records, fee systems, etc. Patient names, medical record numbers, social security numbers, dates of birth, and other patient identifiers will not be used in any and all forms of communication or discussion of cases outside the private setting of the practice site.

In addition, you will not discuss patient care or patient cases with anyone, including other healthcare providers, who are not participating in the patient's care, except for permissible communication on behalf of the patient's continuity of care or for permissible educational purposes. You must be careful to discuss permissible case information in private areas only. Proprietary information of the site, including fees and special formulations, must also be kept confidential.

Students will be expected to pass an annual HIPAA Compliance learning module each year and must complete necessary paperwork required by each practice site.

Inclement Weather

The School of Pharmacy will cancel classes in conjunction with Husson University in the event of inclement weather. You are responsible for listening to the announcements on radio and/or television for such cancellations. Official cancellations and closures are also posted to the Husson website and via university e-mails.

Personal Health Insurance

The Husson University School of Pharmacy requires that each student have health insurance while enrolled in all courses. It is the student's responsibility to insure that he/she is fully covered throughout all coursework, on and off campus. Information on low-cost health insurance is available through the University Student Accounts Office (941-7150) on the first floor of the O'Donnell Commons.

Progressions, Remediation & Graduation Policy

Students are required to meet the following criteria to successfully complete and graduate from the pharmacy program:

1. Progressions: A student must meet all the following progressions criteria in order to proceed to the next academic year:
 - retake any course for which an F grade was earned;
 - an elective course may not be retaken, unless permission is granted from the instructor;
 - successfully complete the require core courses and practice experience with a minimum annual GPA of 2.000;
 - a course for which a grade equal to or greater than C has been earned cannot be repeated.
2. Academic Probation: A student who must retake one or more courses as detailed above will be place on academic probation. The student must then meet with the Assistant Dean to develop a plan to retake course(s) and to discuss issues regarding the student's performance, resources that are available to students, and consequences of earning further unsatisfactory grades. This plan will be documented in writing and signed by the student agreeing to the terms and condition of the contract. Failure to meet the terms and conditions of this contract may result in academic dismissal at the discretion of the Assistant Dean.

A student on academic probation is also not permitted to serve in any student leadership position or in HUSOP committees. In addition, the student will not be granted permission to miss class time in order to attend outside school-sanctioned events (e.g. conferences, etc.) The student will be removed from academic probation when he/she has successfully remediated their course(s).

3. Remediation: A student is eligible to remediate one (1) didactic course per academic in which he/she has received a failing grade (F). A student is allowed up to a maximum of 2 didactic course remediations in two different/separate academic years within the PharmD program. The second failing grade (F) will result in academic dismissal, and the student must appeal for readmission into the program before being allowed to remediate the course.

A student whose year-end cumulative GPA is less than 2.000 will be eligible to re-take one course per summer at the discretion of the Assistant Dean and the Department Chairs.

4. Academic Dismissal: A student shall be academically dismissed from the School of Pharmacy whenever one or more of the following conditions are met.
 - Failure of 2 or more courses in the professional program;
 - Failure to graduate within 6 years from matriculation date.
5. Dismissal Appeal: Students who are dismissed from the School of Pharmacy for academic reasons may appeal in writing to a committee comprised of the Dean, Assistant Dean and Chairs of the School of Pharmacy with the final decision relative to the appeal resting with the Dean of the School of Pharmacy.
6. Academic Withdrawal: Should a student decide to leave the program for personal or medical reasons, an appointment must be made with the School's Assistant Dean to address options and review university policy and requirements.
7. Graduation: Upon completion of the specified requirements, the Doctor of Pharmacy degree will be awarded. Candidates for this degree must all these requirements:
 - a. Successfully complete all courses contained in the Doctor of Pharmacy curriculum;
 - b. Maintain a cumulative GPA of at least 2.00; and

- c. Be recommended for the Doctor of Pharmacy degree by the faculty of the School of Pharmacy based upon academic performance, ethical and professional standards.

Withdraw & Refund Policy

In accordance with Husson University guidelines, the following policies have been established pertaining to withdrawal from classes and any applicable tuition refunds.

Withdrawal - A student who withdraws must file a withdrawal notice in writing. Any applicable refund credits will be computed from the date the signed withdrawal notice is received by the School of Pharmacy. Nonattendance of classes does not constitute an official withdrawal. Laboratory and application fees are not refundable.

Refund Policy - Students are enrolled for the entire semester, not for a period of attendance; and the fact that fees are sometimes paid in installments does not constitute a fractional contract. Refund credit will be prorated on the balance of tuition, after deducting the tuition deposit and other nonrefundable fees, according to the following schedule:

Standard 15-Week Term (Terms of different lengths will have different pro rata refund schedules.)

During the First Week	90%
During the Second Week	80%
During the Third Week	70%
During the Fourth Week	60%
During the Fifth Week	50%
During the Sixth Week	40%
During the Seventh Week	30%
During the Eighth Week	20%
During the Ninth Week	10%
After the Ninth Week	0%

Financial aid will be proportionately charged back in accordance with government regulations.

Full tuition credits will be given for individual course withdrawals during the standard add/drop period each term. For individual course withdrawals after the standard add/drop period, tuition and fees will not be adjusted.

Non-pharmacy Husson courses petitioned for professional credit will be charged at the current pharmacy tuition rate.

PROFESSIONAL DEVELOPMENT UNITS (PDUs)

Definition of PDUs

Since students in the School of Pharmacy are licensed interns, the School has established the following Professional Development Unit (PDU) requirements that a student must meet to progress through the program. Students will be required to complete not less than 10 Professional Development Units (PDUs) before progressing to the next professional year. For purposes of progression, PDUs are awarded for participation in approved activities from April 1st through March 30th of the following year. Students who are held back for academic reasons will have their previously earned PDUs applied for purposes of progression when appropriate.

Types of PDUs

Leadership Roles

- a. One (1) PDU will be awarded to students who are Committee Members in a student organization.
- b. Two (2) PDUs will be awarded to students who are Chairs of a student organization
- c. Three (3) PDUs will be awarded to students who are:
 - Class Officer
 - HUSOP Standing Committee Member
 - Student Organization Officer (President, Vice President, Treasurer, or Secretary)
 - Local Standing Committee Officer or Member
 - National/Regional Standing Committee Officer or Member

Student Organizations

- a. Two (2) PDUs will be earned for each ACTIVE membership (to be determined by each organization) in a professional pharmacy organization. The membership year will be September 1 through August 31 and will be prorated accordingly for participation of less than one year.

Attendance at Professional Conference/Meeting

- a. Three (3) PDUs per day (up to a maximum of 6 PDUs per conference or per year) for attendance to professional pharmacy organization conferences/meetings.
- b. Two (2) additional PDUs for each poster or platform presentations at local, regional, or national meetings that are not a part of coursework.

HUSOP/Professional Events/Activities

- a. Three (3) PDUs for Peer Mentors program
- b. One (1) PDU will be awarded to students who participate in:
 - Guest Speakers (Dean's Events, Faculty Candidates, Organization Speakers)
 - Pharmacy Career Fair Day (attending and interviewing)
 - Student Tours (3 tours per PDU).
 - Student Interviews (Interview day, not per interview).
 - Volunteering for Academic Development Projects (eg. 4C Lab).
 - White Coat Ceremony
 - Orientation Days (1 per day)
- c. One (1) PDU/hour (maximum 2 per event) will be awarded to students who participate in approved patient care, patient education, or related events organized by the university, school and/ student organizations.

PDU Waivers

The PDU requirements for progressions may be waived, upon written application, if it is determined the failure of the student to attain the required PDUs was due to the student's disability, military service, absence from Maine, or a circumstance beyond the control of the student which the committee considers good and sufficient.

Tracking PDU

Student advisors will maintain responsibility for tracking earned PDUs for his/her advisees and will be responsible for signing off that each of his/her advisees has met the PDU requirements for academic progression. Students progressing into the P2.1, P3.1 and P4.1 years may be blocked from registration until evidence of sign-off by his/her advisor is presented.

PHARMACY ORGANIZATIONS

State Board of Pharmacy

<http://www.maine.gov/pfr/professionallicensing/professions/pharmacy/index.htm>

Student Organizations

The School of Pharmacy plans on starting the following professional student organizations at Husson University.

- American Pharmacists Association/Academy of Student Pharmacists (APhA/ASP): established fall 2009
- Maine Pharmacy Association (MPA): established fall 2009
- Phi Delta Chi Pharmacy Fraternity: established fall 2010
- American Society of Health-System Pharmacists (ASHP): established fall 2010
- National Community Pharmacists Association (NCPA): established fall 2011
- Phi Lambda Sigma Leadership Society: established fall 2011
- Kappa Psi Pharmaceutical Fraternity: established spring 2014
- Rho Chi Honor Society: established spring 2015
- American College of Clinical Pharmacy (ACCP): established in fall 2016

Professional Organizations

Academy of Managed Care Pharmacy (AMCP): <http://www.amcp.org/>

American Association of Colleges of Pharmacy (AACCP): <http://www.aacp.org/>

American Association of Pharmaceutical Scientists (AAPS): <http://www.aapspharmaceutica.com/>

American College of Clinical Pharmacy (ACCP): <http://www.accp.com/>

American Pharmacist Association (APhA): <http://www.pharmacist.com/>

American Society of Consultant Pharmacists (ASCP): <http://www.ascp.com/>

American Society of Health-System Pharmacists (ASHP): <http://www.ashp.org/>

Maine Healthcare Workforce Development: <http://www.MaineHealthCareers.com/>

Maine Society of Health-System Pharmacists (MEHSP): <http://www.meshp.org/>

Maine Pharmacists Association (MPA): <http://www.mparx.com/>

National Association of Boards of Pharmacy (NABP): <http://www.nabp.net/>

National Association of Chain Drug Stores (NACDS): <http://www.nacds.org/>

MISCONDUCT POLICY

Preamble

Pharmacists are expected to conduct themselves with integrity personally, professionally, and academically. It is the obligation of the Husson University School of Pharmacy (referred to as HUSOP or School) to uphold these standards. Failure to uphold integrity in any of these domains will likely result in penalty or punitive action from the Board of Pharmacy or other legal authority. The Maine Board of Pharmacy oversees and licenses pharmacy students as interns. Student pharmacists should be held to the same high personal, professional, and academic standards in their conduct. As trusted professionals and healthcare providers, pharmacy students are held to a higher standard than other students. Therefore, any breach of proper behavior, whether academically, professionally, or personally should be considered misconduct and be included in the Misconduct Policy. This policy will provide a basis to report, investigate, and address misconduct of students enrolled in the School.

Types of Misconduct & Definitions

Academic Misconduct

Husson University strives to promote and preserve an academic environment that facilitates learning throughout students' undergraduate and graduate experience.

Additionally, all students matriculating into the School of Pharmacy implicitly and personally subscribe to the Code of Professional and Academic Conduct in accepting admission. Each student is responsible for his/her own integrity, and is likewise responsible for reporting possible violation of the Code by others. The faculty shall take all reasonable steps to prevent violations of the Code of Professional and Academic Conduct, and each faculty member likewise is responsible for reporting possible violations. The following are examples of conduct for which disciplinary action may be taken. These are merely examples and are not to be considered all-inclusive.

- Cheating - sharing, providing, obtaining or submitting information, whether verbally, electronically or by other means, with the intent of fraudulently improving course grades.
- Dishonesty which includes, but is not limited to, gaining unauthorized access to an examination or to obtain unfair advantage, using unauthorized sources of information during an examination, assisting a fellow student in committing an act of cheating, collaborating on assignments without explicit permission of the instructor, entering an office or building to obtain unfair advantage, taking an examination for another candidate, or altering grade reports.
- Fabrication - presenting information as fact that has not been verified or cannot be substantiated by reference to professional material or the scientific process.
- Falsification - altering or causing documents or records, official or otherwise, to reflect a false representation regarding work, credentials, or accomplishments.
- Plagiarism, which is using, stating, offering, or reporting as one's own, an idea, expression, or product of another without the proper credit to its source. As defined by Webster, plagiarism is "an act or instance of stealing or passing off the ideas or words of another as one's own, using a created production without crediting the source, or presenting as new and original an idea or product derived from an existing source." (*Webster's Collegiate Dictionary*). A direct quote should be cited and placed in quotation marks. However, the student should also know that if the ideas of others are used, these must be referenced or the student is guilty of an act of plagiarism. All students are required to complete the Indiana University Bloomington School of Education online plagiarism module and present their certificate of completion when asked.

- Misrepresentation (e.g., forgery, alteration), which is defined as giving false or misleading representation generally with intent to be unfair or deceive.
- Reusing previously submitted work, procuring, distributing, or accepting confidential academic materials, or selling and/or purchasing assignments.
- A student who witnesses any of the above or who is approached with an offer to gain unfair advantage is obligated by the Misconduct Policy to report that violation to the appropriate authority. Failure to do so may result in disciplinary action.

Each instructor is empowered to determine the appropriate sanction based on a violation of academic misconduct, including failure in the course. If an instructor determines that a violation of academic integrity has transpired, the instructor will memorialize the finding in a report and meet with the student to discuss the findings and proposed sanctions. It is the policy of the School that any acts of academic misconduct, on any assignment, quiz, or examination, may result in a course grade of zero (0) and the potential for other sanctions. The failing grade and incident of academic misconduct will be reported to the Assistant Dean of Student Academic Affairs for possible additional sanctions. The appeals process for grade appeals is outlined in the Student Handbook.

In all course syllabi, faculty should outline any requirements or expectations that differ from this policy. Faculty are encouraged to reference a standardized definition in their syllabi; those not using a standardized definition of plagiarism should explain the definition of plagiarism for their class. Additionally, faculty are strongly encouraged to use all of the tools available to them to find instances of plagiarism.

Personal & Professional Misconduct

Students are expected to abide by the Husson University Community Code as outlined in the Husson Student Life handbook. As pharmacists must follow Federal and State laws, rules, and regulations, pharmacy students must also abide by these professional standards. The HUSOP Student handbook outlines expectations for professionalism and personal conduct. HUSOP reserves the right to take additional action based on standards of behavior or conduct of the profession and the Accreditation Council for Pharmacy Education (ACPE) for any deviation from these standards in any setting.

Professionalism

Pharmacists are highly respected professionals in the community. The public expects professionals to maintain high standards in communication, hygiene and professional attire. As a part of the School of Pharmacy a student's personal appearance is an extension of the school. Students in the professional program should not only demonstrate appropriate professional and ethical behaviors but should also expect such behaviors from fellow students.

The following are examples of conduct for which disciplinary action may be taken. These are merely examples and are not to be considered all-inclusive.

- Unprofessional conduct – conduct falling below the standard expectations of the faculty and fellow classmates, including noncompliance with reasonable requests of the faculty, staff, and administrators.
- Breaching patient confidentiality or HIPAA.
- Any conduct unbecoming to the profession of pharmacy.
- Failure to maintain a Maine State Board of Pharmacy Intern License in good standing

Personal Conduct

Personal conduct on University property, at affiliated practice sites, or School or University sponsored events is subject to disciplinary jurisdiction of the School of Pharmacy. The School of Pharmacy may also enforce its own disciplinary policy and procedures when personal/professional conduct, regardless of where it occurs, is deemed incompatible with the overall mission, program, or other functions of the School of Pharmacy. Action of non-university authorities in response to any violation of statutes does not prohibit the School

from reviewing the matter independently. If, at the time of graduation, unresolved criminal charges or proceedings are pending against a candidate which, in the sole opinion of the Dean, prevent the university from conferring a degree of pharmacy, the Dean may withhold the degree.-The following are examples of conduct for which disciplinary action may be taken. These are merely examples and are not to be considered all-inclusive.

- Alcohol – The possession or consumption of alcoholic beverages must be within the guidelines established by Federal & State law, municipal & county ordinance, and Husson University policy. Use, abuse of, or impairment from alcohol in any clinical or classroom setting is not permitted.
- Drugs – illegal use (as defined by the stricter of Federal or State law), possession, sale, or distribution of any drug, chemical compound, or controlled substance or paraphernalia. Students found responsible of violating this section may be subject to immediate expulsion from the School of Pharmacy.
- Drug testing – testing positive or refusing to be tested as required to participate in the academic program.
- Weapons and dangerous items - illegal use or possession of weapons, firearms, ammunition, fireworks, explosives, noxious materials, incendiary devices or other dangerous substances.
- Theft or damage - theft of, or damage to, property of the university or university-affiliate, other students, other members of the university community, or of campus visitors. Possession of property known to be stolen.
- Disorderly conduct – hostile behavior, disorderly conduct, indecent conduct, harassment, inappropriate intimidation, excessive pressure, humiliation, coercion, stalking, hazing, overtly reckless behavior, false alarms, failure to comply with lawful directions of university officials, unauthorized entry or use of university or university-affiliated property, unauthorized use of university name, logo, or symbols.
- Failure to respond to notification - failure by a student or organization to respond to notification to appear before the Dean or Assistant Dean during any stage of a disciplinary proceeding. Failure to appear will not prevent the Dean from proceeding with disciplinary action in the absence of the candidate.
- Misuse or abuse of university equipment, programs, or data, or unauthorized access to or copying or distributing of data, records, or programs; or attempting to alter or modify records, data, or programs.

Misconduct Policy Procedures

Complaints and Student Affairs Committee (SAC) Hearings

1. Any person may file a complaint against a student for violations of the Misconduct Policy. Complaints will be directed to the Assistant Dean for Student Academic Affairs. Any complaint should be submitted in writing using the Incident Report Form as soon as possible after the event takes place.
2. The Assistant Dean for Student Academic Affairs may conduct an investigation to determine if the complaint has merit and/or if it can be disposed of administratively by mutual consent of the parties involved. If the complaint cannot be resolved by mutual consent, the matter will be brought before the SAC Hearing Panel. If the student admits violating institutional rules, but sanctions are not agreed to, subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s).
3. All complaints determined to have merit and unresolved by the Assistant Dean for Student Academic Affairs shall proceed to a SAC Hearing. The Assistant Dean for Student Academic Affairs will appoint a SAC Hearing Panel of three individuals, with one selected as chairperson, drawn from the voting members of the SAC. Any member of the SAC who has a conflict of interest regarding the complaint is not eligible to sit on the SAC Hearing Panel. One of the student members of the SAC may be appointed as a fourth non-voting member of the SAC Hearing Panel if deemed appropriate by the Assistant Dean for Student Academic Affairs. A date, time and location shall be set for a SAC Hearing, not less than 2

nor more than 10 business days after all parties have been notified. Maximum time limits for scheduling of SAC Hearings may be extended at the discretion of the Assistant Dean for Student Academic Affairs.

4. SAC Hearings shall be conducted according to the following guidelines provided below:
 - a. SAC Hearings normally shall be conducted in private. All educational records are covered under FERPA. HUSOP will take appropriate action to maintain the privacy of the involved individuals.
 - b. The Complainant, Accused Student and their advisors, if any, shall be allowed to attend the entire portion of the SAC Hearing at which information is received (excluding deliberations).
 - c. In SAC Hearings involving more than one Accused Student, the Assistant Dean for Student Academic Affairs, in his or her discretion, may permit SAC Hearings concerning each student to be conducted either separately or jointly.
 - d. The Complainant and the Accused Student have the right to be assisted by an advisor they choose, at their own expense. The advisor must be a member of Husson University community and may not be an attorney. The Complainant and/or the Accused Student is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any SAC Hearing.
 - e. The Complainant, the Accused Student and the SAC Hearing Panel may arrange for witnesses to present pertinent information to the SAC Hearing Panel. The School will try to arrange the attendance of possible witnesses who are members of the University community, if reasonably possible. Witnesses will provide information to and answer questions from the SAC Hearing Panel. Questions may be suggested by the Accused Student and/or Complainant to be answered by each other or by other witnesses. This will be conducted by the SAC Hearing Panel with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved in the discretion of the chairperson of the SAC Hearing Panel.
 - f. Pertinent records, exhibits, and written statements (including Student Impact Statements) may be accepted as information for consideration by the SAC Hearing Panel at the discretion of the chairperson.
 - g. All procedural questions are subject to the final decision of the chairperson of the SAC Hearing Panel.
 - h. After the portion of the SAC Hearing concludes in which all pertinent information has been received, the SAC Hearing Panel shall determine (by majority vote) whether the Accused Student has violated the Misconduct Policy.
 - i. The SAC Hearing Panel's determination shall be made on the basis of whether it is more likely than not that the Accused Student violated the Misconduct Policy.
 - j. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in SAC Hearing proceedings.
 - k. There shall be a single record, such as a tape recording or minutes, of all SAC Hearings before a Student Conduct Board (not including deliberations). Deliberations shall not be recorded. The record shall be the property of the School.

If an Accused Student, with notice, does not appear before a SAC Hearing, the information in support of the charges shall be presented and considered even if the Accused Student is not present.

The SAC Hearing Panel may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Accused Student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of Assistant Dean for Student Academic Affairs to be appropriate.

Sanctions

The SAC Hearing Panel reserves the right to recommend additional sanctions above and beyond those imposed by other persons or entities for violations of the Misconduct Policy. These sanctions will be consummate with the offense and the offender's history; multiple offenses may warrant more severe sanctions.

Faculty are encouraged to consult the SAC and the Assistant Dean of Academic Affairs regarding severity and types of penalties for academic misconduct. Faculty must inform the Assistant Dean for Student Academic Affairs of any breaches of the Misconduct policy and any sanction assessed to the student(s).

1. The following sanctions may be imposed in no particular order upon any student found to have violated the Misconduct Policy:
 - a. Warning—A notice in writing to the student that the student is violating or has violated institutional regulations.
 - b. Probation—A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
 - c. Loss of Privileges—Denial of specified privileges for a designated period of time.
 - d. Restitution—Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - e. Discretionary Sanctions—Work assignments, essays, service to the University, or other related discretionary assignments.
 - f. Suspension—Separation of the student from the School of Pharmacy for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - g. Expulsion—Permanent separation of the student from the School of Pharmacy.
 - h. Revocation of Admission and/or Degree—The Committee may recommend to the Dean's Office that the admission to or a degree awarded from the University be revoked for fraud, misrepresentation, or other violation of School standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
 - i. Withholding Degree—The School may withhold awarding a degree otherwise earned until the completion of the process set forth in this Misconduct Policy, including the completion of all sanctions imposed, if any.
2. More than one of the sanctions listed above may be imposed for any single violation.
3. (a) Other than School expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions other than residence hall expulsion, University suspension, University expulsion, or revocation or withholding of a degree, upon application to the Assistant Dean for Student Academic Affairs. Cases involving the imposition of sanctions other than residence hall expulsion, University suspension, University expulsion or revocation or withholding of a degree shall be expunged from the student's confidential record 6 years after final disposition of the case.
(b) In situations involving both an Accused Student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the Accused Student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.
4. The following sanctions may be imposed upon groups or organizations:
 - a. Those sanctions listed above in 1 (a) – (j)
 - b. Loss of selected rights and privileges for a specified period of time.
 - c. Deactivation – Loss of all privileges, including University recognition, for a specified period of time.
5. In each case in which a SAC Hearing Panel determines that a student and/or group or organization has violated the Student Code, the sanction(s) shall be determined and imposed by the SAC Hearing Panel in

conjunction with the Assistant Dean for Student Academic Affairs. The Assistant Dean for Student Academic Affairs is not limited to sanctions recommended by members of the SAC Hearing Panel. Following the SAC Hearing, the SAC Hearing Panel and the Assistant Dean for Student Academic Affairs shall advise the Accused Student, group and/or organization (and a complaining student who believes s/he was the victim of another student's conduct) in writing of its determination and of the sanction(s) imposed, if any.

Student Rights & Responsibilities

Students will be required to read the Misconduct Policy and sign a Student Conduct policy form yearly. The Student Conduct policy will outline student's expected professional, personal, and academic behavior during the time they are enrolled in the HUSOP program. It is their responsibility to address any incidents in a timely manner. Failure to do so will be treated as accepting the incident. The student has the right to appeal each incident according to the procedures outlined below.

Appeal of SAC Hearing Panel Decisions:

Both parties shall have the right to appeal the outcome of the SAC Hearing Panel decision on any of the following grounds:

1. To consider new information, sufficient to alter the decision, or other relevant facts not brought out in the original hearing, because such information was not known or knowable to the person appealing during the time of the hearing.
2. To allege a procedural error within the hearing process that may have substantially impacted the fairness of the hearing.
3. To allege that finding was inconsistent with the weight of the information.
4. To appeal the sanctions.

Appeals must be submitted in writing to the Dean within 5 business days after the parties are notified of the outcome of the hearing. The Dean will review the appeal and issue a decision within 10 business days of receipt of the appeal. The Dean may examine all documentation and seek other information to determine if there is a reasonable basis for changing the outcome. The Dean will issue a written determination of the appeal, which may include: affirming the original finding and sanction; affirming the original finding but issuing a new sanction, which may be of greater or lesser severity; remanding the case back to the SAC Hearing Panel to correct a procedural or factual defect; or, dismissing the case if there was a procedural or factual defect that cannot be remedied by remand. However, the outcome of a remanded case may be appealed again under this provision. Both parties will receive written notification of the outcome of the appeal.

Husson University School of Pharmacy

Misconduct Incident Report Form

Name: _____

Date: _____

Student's Name: _____

(Use a separate form for each student/incident.)

Date and Time of Incident: _____

Course Involved (if applicable): _____

Description of Incident (attach separate sheet of paper, if necessary):

Penalty Enforced (or being considered, if applicable):

Signature

Date

TECHNICAL STANDARDS FOR ADMISSION, PROGRESSION & GRADUATION

The Husson University School of Pharmacy (HUSOP) requires all students entering, progressing through, and graduating from the program to be able to meet the Technical Standards described below. These technical standards are guided by the values, skills and expectations deemed essential to the function of a pharmacist in the patient care setting. It is the policy of Husson University and of HUSOP to provide reasonable accommodation to students with documented disabilities (see Disabilities and Health, below).

Each student is expected to meet the technical standards throughout the pharmacy program, and to be able to perform in an independent manner at all times, with or without reasonable accommodation. HUSOP reserves the right to:

- Deny admission to any applicant who cannot meet the Technical Standards as determined during the application process and on-site interview
- Dismiss any student who falls out of compliance with the Technical Standards at any time after admission into the program

Technical Standards

Examples provided for each category are not all inclusive, and may not address all situations.

1. Observation

A student must be able to combine the functional use of visual, auditory and somatic senses to observe demonstrations, experiments and skills presented in the classroom, laboratory and practice settings.

Examples include the ability to:

- Observe a patient accurately at a distance and close at hand
- Read and interpret information on a computer monitor or other electronic display
- Read printed or handwritten words and numbers on a prescription, a physician's order and other printed or extemporaneously prepared documents

2. Communication

A student must be able to speak, hear and observe patients and other healthcare professionals in order to elicit both verbal and non-verbal information. They must be able to communicate effectively and sensitively with and about patients. Communication includes speech, reading, writing and computer literacy. The student must be able to perceive and respond appropriately to all types of communication from faculty, staff, patients, caregivers, members of the healthcare team and the public in order to complete the didactic and clinical portions of the curriculum. Examples include the ability to:

- Communicate effectively in English (reading, writing, speaking and comprehending)
- Give and receive information through telephone conversations and electronic media
- Communicate complex findings in a manner understandable by patients and others
- Read and record observations and care plans legibly and accurately

3. Sensory/Motor

A student must possess sufficient coordination ability and functional use of senses of touch and vision to execute movements to provide care in the practice of pharmacy. Examples include the ability to:

- Stand, walk, reach and lift items
- Carry out all functions involved in filling and dispensing prescriptions
- Prepare intravenous products and administer subcutaneous and intramuscular vaccinations
- Perform a physical assessment of a patient by palpation, auscultation, measurement of blood pressure, and other diagnostic maneuvers in the clinical setting
- Perform first aid and cardiopulmonary resuscitation in the clinical setting
- Transport him or herself to off-site meetings and experiential locations in a timely manner
- Exhibit the stamina needed to work for extended periods

4. Intellectual, Conceptual, Integrative and Quantitative Abilities

A student must possess sufficient intellectual, conceptual, integrative and quantitative abilities to complete a rigorous didactic and experiential curriculum. The abilities include measurement, calculation, reasoning, analysis, judgment, information integration and solution synthesis. Examples include the abilities to:

- Perform rapid calculations for a variety of patient-care situations
- Read, assimilate and interpret data from different sources (patient history, laboratory data, physical assessment, published literature)
- Perform problem-solving, a critical skill demanded of all pharmacists
- Accurately and independently evaluate his/her own performance and formulate strategies to address deficiencies and improve professional skills

5. Behavioral and Social

A student must possess the physical and emotional health required for full utilization of their abilities, the exercise good judgment, the prompt completion of all responsibilities, and the development of effective and sensitive relationships with patients. Compassion, integrity, honesty, concern for others, patience, good interpersonal skills, professionalism, interest and motivation are qualities required. Examples include the ability to:

- Identify and demonstrate appropriate behavior to protect the safety and well being of patients, faculty, peers, staff and colleagues
- Identify and take responsibility for actions in the academic and experiential settings
- Handle situations appropriately and professionally when those situations may be physically, emotionally or intellectually stressful
- Maintain a level of behavior, demeanor, personal hygiene and dress that is expected in the classroom, laboratory and experiential sites

Disabilities and Health

Individuals with some kinds of disabilities, as defined by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (as amended by the ADA Amendments Act of 2008), are qualified to study and work as health care professionals and scientists with the use of reasonable accommodations. To be qualified for the pharmacy program at HUSOP, those individuals must be able to meet the academic standards and the technical standards, with or without reasonable accommodations.

Some individuals with disabilities may need reasonable accommodations to meet the Technical Standards, while others may not. Individuals without disabilities are not eligible for accommodation. It is the policy of HUSOP to provide reasonable accommodation to qualified students with a disability so they can meet these technical standards. Whether or not a requested accommodation is reasonable will be determined on an individual basis. Determining what is a reasonable accommodation is an interactive process, which the candidate must initiate with the HUSOP Assistant Dean for Student Academic Affairs and with the Husson University's Dean of Students or his or her designee.

Certain illnesses impair a student's performance. Examples include active drug and/or alcohol addiction, severe depression, and other psychiatric illnesses. It is not permissible for students to interact with patients while impaired by such conditions. It is the policy of HUSOP to encourage recognition of these conditions and to support treatment so that the student may resume their professional studies.

Licensing

Students must be able to obtain and maintain a valid Pharmacist Intern license in the State of Maine. This includes passing all tests and trainings required by the Maine Board of Pharmacy regulations, Maine law, and HUSOP affiliated experiential sites.

Procedure

It is recognized that the on-site interview may not adequately evaluate a student's ability to meet the Technical Standards. If an applicant believes they may be unable to meet the Technical Standards, they should contact the Office of the HUSOP Assistant Dean for Student Academic Affairs to discuss the issue.

The HUSOP Assistant Dean and the University's Dean of Students Success or his or her designee will be responsible for evaluating whether a student is proficient in the Technical Standards. When judging whether a student can meet the technical standards, with or without reasonable accommodation, patient safety is the ultimate consideration.

Students who are found not to meet the Technical Standards will be notified by the Assistant Dean and will have 30 days to become compliant or to file an appeal with the HUSOP Student Affairs Committee. If this appeal is denied, the student may appeal the decision to the Dean of HUSOP.