



# **School of Pharmacy**

# **Student Handbook**

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## SCHOOL OF PHARMACY PERSONNEL

### ADMINISTRATIVE & PROFESSIONAL STAFF

<b>Rhonda Waskiewicz, Ed.D., OTR</b> Dean of Pharmacy	941-7122	PEAB 333H
<b>Travis Allen, M.Ed.</b> Assistant Dean of Assessment	941-7130	COMM 231
<b>Conrad Dhing, Ph.D.</b> Assistant Dean of Student Affairs and Associate Professor	991-1975	PEAB 333G
<b>Aaron Domina, Ph.D.</b> Assistant Dean of Academic Affairs and Associate Professor	992-4935	PEAB 333B
<b>Peter McLean, Pharm.D.</b> Director of Experiential Education	941-7089	PEAB 333D
<b>Liana Fellis, M.S., M.B.A.</b> Operations Manager for Experiential Education	941-1974	PEAB 333E
<b>Elizabeth Roboul, M.S.</b> Enrollment Manager	992-7163	PEAB 333F
<b>Patricia Menzie</b> Administrative Specialist	941-7166	PEAB 333H
<b>Kathy Allan</b> Administrative Assistant	404-5611	PEAB 333C

### DEPARTMENT OF BASIC PHARMACEUTICAL SCIENCES

<b>Shuhua Bai, Ph.D.</b> Associate Professor of Pharmaceutics	992-1949	PEAB 310A
<b>Samuel Caito, Ph.D.</b> Assistant Professor of Toxicology	973-1009	PEAB 310B
<b>William Lindblad, Ph.D.</b> Professor of Pharmacology; Director of Research & Scholarship	992-1958	PEAB 318B
<b>David Richards, Ph.D.</b> Associate Professor of Neuroscience	941-7110	PEAB 318A
<b>Tianzhi Yang, Ph.D.</b> Professor of Medicinal Chemistry	992-1946	PEAB 310C
<b>Tao Zhang, Ph.D.</b> Associate Professor of Pharmacokinetics	404-5607	PEAB 314B

**DEPARTMENT OF PHARMACY PRACTICE**

<b>Thomas J. Frail, Pharm.D., BCPS</b> Assistant Professor of Pharmacy Practice	941-7926	PEAB 223B
<b>Kacie Guerrette, Pharm.D.</b> Assistant Professor of Pharmacy Practice	992-1960	PEAB 314A
<b>Shannon James, Pharm.D.</b> Assistant Professor of Pharmacy Practice	992-1960	PEAB 348C
<b>Drew Lambert, Pharm.D.</b> Associate Professor of Pharmacy Practice	992-1978	PEAB 223A
<b>Angela Manzo, Pharm.D.</b> Assistant Professor of Pharmacy Practice	992-1959	PEAB 333A
<b>Brian McCullough, Pharm.D., BCPS</b> Assistant Professor of Pharmacy Practice	941-7656	PEAB 223A
<b>Kelsie Snow, Pharm.D.</b> Assistant Professor of Pharmacy Practice	404-5608	PEAB 310E
<b>James Singletary, B.S. Pharm</b> Instructor in Pharmacy Practice	941-7730	PEAB 314C
<b>Kristene Welch, Pharm.D.</b> Assistant Professor of Pharmacy Practice	992-1957	PEAB 310D
<b>Cassandra White, Pharm.D., BCACP, CGP</b> Associate Professor of Pharmacy Practice	941-7191	PEAB 223B

## 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.

### **Mission**

Husson University School of Pharmacy educates and mentors future practitioners in a collaborative and supportive environment to deliver and improve regional healthcare.

### **Visionary Goals**

1. The Husson University School of Pharmacy provides a well-resourced, student-focused program.
2. Faculty and administration are dedicated to fostering a supportive environment that meets the learning needs of all students.
3. Faculty have the qualifications, experience, and commitment to educate and mentor our students to become ethical, competent, and confident pharmacists.
4. Faculty and administration actively collaborate with university, community, and regional colleagues to influence and advance the work of the profession through teaching, scholarship, and service.

### **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](http://www.acpe-accredit.org).

## DOCTOR OF PHARMACY CURRICULUM

P1 Fall Semester			Credit	P1 Spring Semester			Credit	P1 Summer Semester		Credit
RX 303	Introduction to Pharmacy*	1	RX 312	Medical Physiology & Pathophysiology II	4	RX 350	IPPE 1: Community	4		
RX 310	Drug Infor & Clinical Research I	2	RX 322	Pharmaceutics II: Drug Delivery Systems with Lab	4					
RX 311	Medical Physiology & Pathophysiology I	4								
RX 321	Pharmaceutics I: Drug Characteristics & Calculations	3	RX 342	Medical Microbiology	3					
RX 351	Practice Skills Lab I	1	RX 357	Introduction to Therapeutics: Self Care / OTC	3					
RX 352	Communication and Ethics*	1	RX 362	Practice Skills Lab II: Rural Community Pharmacy Practice	1					
RX 361	Medical Biochemistry	3								
RX 371	Clinical Chemistry and Calculations	1	RX 372	Applied MPP II for Pharmacists	2					
		16			17					4
P2 Fall Semester			Credit	P2 Spring Semester			Credit	P2 Summer Semester		Credit
RX 411	Drug Infor & Clinical Research II	2	RX 422	Pharmacology & Medicinal Chemistry II	3	RX 450	IPPE 2: Institutional (Winter or Summer Term)	3		
RX 421	Pharmacology & Medicinal Chemistry I	3	RX 458	Pharmacoeconomics	3					
RX 433	Principles of Pharmacokinetics	3	RX 464	Practice Skills Lab IV	1					
RX 434	Practice Skills Lab III: Rural Health Systems Pharmacy	1	RX 475	Pharmacotherapeutics II	3					
RX 474	Pharmacotherapeutics I	3	RX 492	Applied Pharmacology and Pharmacotherapeutics II	2					
RX 491	Applied Pharmacology and Pharmacotherapeutics I	2	RX 456	Individualized Pharmacokinetic Dosing	2					
RX ____	Pharmacy Elective I	2	RX 453	Social & Behavioral Pharmacy	2					
		16			16					3
P3 Fall Semester			Credit	201X	P3 Spring Semester			Credit		
RX 503	Ambulatory Care/Management I IPPE	1	RX 504	Ambulatory Care/Management II IPPE	1					
RX 505	Practice Skills Lab V	1	RX 577	Pharmacotherapeutics IV	4					
RX 576	Pharmacotherapeutics III	4	RX 524	Pharmacology & Medicinal Chemistry IV	3					
RX 523	Pharmacology & Medicinal Chemistry III	3	RX 534	Practice Skills Lab VI	1					
RX 542	Clinical Calculations Capstone	2	RX 552	Pharmacy Law	3					
RX 551	Drug Infor & Clinical Research III	2	RX 564	Clinical Drug Interactions	2					
RX 571	Pharmacy Practice Management	3	RX 592	Applied Pharmacology and Pharmacotherapeutics IV	2					
RX 591	Applied Pharmacology and Pharmacotherapeutics III	2				RX ____	Pharmacy Elective II	2		
		18			18					
P4 Fall Semester			Credit	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					

## 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 of Student Academic Affairs 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](mailto: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:** (866) 228-2631

### **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 a grade equal to C- or lower 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 2.00.
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 of Student Affairs 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.

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 grade equal to C- or lower. A student is allowed up to a maximum of 2 didactic course remediations in two different/separate academic years within the PharmD program. A second grade of C- or lower 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 2.00 will be eligible to re-take one course per summer at the discretion of the Assistant Dean of Academic Affairs.

4. Academic Dismissal: A student shall be academically dismissed from the School of Pharmacy whenever one or more of the following conditions are met.
  - 2 or more course grades of C- or lower 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 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 of Student Affairs 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 (PDU<sub>s</sub>)

### Purpose

To enhance student exposure to ACPE 2016 Standards 3 and 4 and to meet accreditation expectations, Husson School of Pharmacy has established the following Professional Development Unit (PDU) requirements that a student must meet to progress through the program.

Key Elements of ACPE 2016 Standards 3 and 4:

- Problem solving
- Education
- Patient advocacy
- Interprofessional collaboration
- Cultural sensitivity
- Communication
- Self-awareness
- Leadership
- Innovation and Entrepreneurship
- Professionalism

### PDU Events

HUSOP will offer events that facilitate the engagement of each Key Element of ACPE Standards 3 and 4. The Co-Curricular coordinator will ensure PDU event offerings meet this need for each PDU window (see PDU Expectations below). Students will be informed of the projected schedule and the intended mapping.

PDU Expectations

Students are expected to earn five PDUs during each of the following PDU windows:

- P1 PDU window: Professional phase admission to start of spring break of the P1 year
- P2 PDU window: Start of spring break of the P1 year to start of spring break of the P2 year
- P3 PDU window: Start of spring break of the P2 year to start of spring break of the P3 year

For each PDU window, the student must ensure that the PDUs attended cover each Key Element in Standards 3 and 4 in a manner that allows for adequate reflection. Students are expected to document the elements covered over the course of a PDU window using the “Student PDU Tracking Sheet”. Each PDU can be used to address up to two Key Elements from Standards 3 and 4. At the discretion of the student’s academic advisor, PDU activities may be repeated from one year to the next, provided the student’s reflection(s) will exhibit further understanding of the Key Element as compared to the previous year. Students are encouraged to discuss any plans to repeat PDU activities with her/his advisor at the beginning of the PDU window.

### PDU Reflections

For each Key Element, students are required to write short paragraph answers for a series of prompts:

- Which of the PDU events that you have completed during this window address this element?
- How did the PDU event(s) mentioned above increase your understanding of this element and how did it impact your professional values?
- How does your increased understanding of this element provide new insight about yourself and your future career as a pharmacist?

By the end of each PDU window, students must have reflected upon all ten Key Elements of ACPE Standards 3 and 4. Each reflection must meet the appropriate expectation for the student’s point in the curriculum (see PDU Rubric).

## **PDU Reflection Submission**

### Fall Semester

For students in the P1 year, one PDU and two Key Element reflections must be submitted by October 31st. For students in the P2 and P3 years, two PDUs and four Key Element reflections must be submitted by October 31st. Additional Key Element reflections may also be submitted at this time.

For students who fail to meet the aforementioned requirement for the fall semester, an additional PDU activity with two corresponding Key Element reflections will be required prior to the end of the PDU window (i.e. 6 total PDUs and 12 Key Element reflections will now be required).

### Spring Semester

All remaining PDUs and Key Element reflections must be submitted prior to the start of the spring break in order to give the academic advisor adequate time to review the submissions prior to the spring advising period.

All PDU activities will be documented by the student in the PDU Tracking Sheet, which should be submitted along with the above reflections each semester.

## **PDU Reflection Assessment and Tracking**

The student's Academic Advisor will assess the Key Element reflections and will document whether the student has met the threshold in terms of PDU requirements and the appropriate performance level for each key element reflection. During the advising sessions, the student should be prepared to discuss all reflections submitted so that the advisor may provide the student feedback regarding her/his performance.

Students who fail to meet the aforementioned requirements for the entire PDU window must submit a written plan for how they will meet the requirement(s) prior to the end of the semester. This plan must be approved by the Academic Advisor and the Co-Curricular Coordinator.

Students who do not meet the targeted threshold by the end of the spring semester, will be referred to the Assistant Dean of Students for failing to meet the progression requirement. Students may not progress into the next year of the curriculum until the PDU requirement has been satisfied.

## **PDU Opportunities**

Students may earn PDUs in many ways, including options that are not included below. If a student would like to attend an event that would further their professional skill in any Key Element of standard 3 and 4, they should bring a written proposal prior to the event to the Co-Curricular coordinator for approval. This approval will be at the discretion of the Co-Curricular coordinator and proof of attendance may be requested. Once approved, the Co-Curricular coordinator will inform the student and the student's Academic Advisor by email.

Ongoing options include, but are not limited to:

- 1 PDU for attendance at a session of a professional pharmacy organization conference with appropriate alignment with Standard 3 and 4 Key Elements (up to 2 sessions per conference may be used to earn PDUs).
- 1 PDU will be awarded to students who participate and provide appropriate reflection on the topics listed below. For any activity that requires greater than two or more hours to complete, students may be awarded an additional PDU with the expectation that the activity will allow for the reflection upon at least one additional Key Element. For any particular PDU window, the earning of two PDUs per activity may only be applied once.
  - Peer Mentors program



- Guest Speakers (Dean's Events, Faculty Candidates, Organization Speakers)
- Pharmacy Career Fair Day (attending and interviewing)
- Student Tour
- Student Interviews (1 PDU per Interview Day)
- Class Officer
- Leadership position of a student organization (President, Vice President, Treasurer, Secretary, etc.)
- University or HUSOP Committee Member
- Local Standing Committee Officer or Member National/Regional
- Participation in approved patient care, patient education, or related events organized by the university, school, or student organizations.

Students must earn a minimum of five PDUs per PDU window. Please indicate the PDU activity (or activities) that were used to meet each Key Element. You should include this sheet with the reflection submission to assist your Academic Advisor's understanding of your work.

For each Key element, please write short paragraph answers for the following prompts:

- Which of the PDU events that you have completed during this window address this element?
- How did the PDU event(s) mentioned above increase your understanding of this element and how did it impact your professional values?
- How does your increased understanding of this element provide new insight about yourself and your future career as a pharmacist?

## 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 (AACP): <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.

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

#### **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 he/she may be unable to meet the Technical Standards, he/she should contact the Office of the HUSOP Assistant Dean for Student Affairs to discuss the issue.

The University's Office of Student Success or its designee will be responsible for evaluating a student's ability to meet the Technical Standards and provide recommendations for reasonable accommodations. 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.