



Roosevelt University  
Pharmacy Program

# STUDENT HANDBOOK 2023 - 2024

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Message from the Dean:



Welcome to the 2023-24 academic year! Your Pharmacy faculty and staff are fully committed to your education and development as a professional and we look forward to the opportunities that lie ahead. As members of the Roosevelt University community, we are challenged to live the mission of the founders of this institution: to promote mutual understanding, to value diversity and inclusion, and to take action toward social justice. As members of the College of Science, Health and Pharmacy, we must be **committed** to the values of **competent and compassionate** patient care. Now more than ever before, pharmacists are recognized as front-line health care providers. Community pharmacies remained open when physician offices were not—with pharmacists providing care and consultation through the initial months of the COVID-19 pandemic. Pharmacists led the country in the largest mass vaccination effort we have ever experienced, and continue to provide vaccinations, testing and treatment in the pharmacy. Inpatient pharmacists provide crucial services, as well, ensuring patients receive optimal medication therapy, based on the latest research. Pharmacists are called to contribute to the patient care team, to provide direct patient care through Medication Therapy Management and within the Patient-Centered Medical Home, as well as to join inter-professional, team-based health care initiatives. State and national efforts toward provider status for pharmacists have gained momentum and, when ratified, will dramatically expand the role of pharmacists. Your faculty and staff are dedicated to providing you the education and experiences to prepare you to provide excellent patient care in a variety of institutional and community practice settings and to be ready for new and emerging practice models.

This Student Handbook is effective Fall term 2023 until the beginning of Fall term 2024. It is provided to you as an important resource on policies and procedures followed in the Pharmacy Program and is a supplement to the University Student Handbook. Use it as a guide and a reference. Of course, if you have any questions about the Handbook, please ask us for assistance.

With best wishes for a challenging and enlightening year,

A handwritten signature in black ink that reads "Melissa Hogan". The signature is written in a cursive, flowing style.

Melissa Hogan, PharmD  
Dean, Roosevelt University College of Pharmacy

## **Pharmacy Student Handbook Use**

The Roosevelt University *Pharmacy Student Handbook* contains information, policies and procedures specific to students enrolled in the Doctor of Pharmacy program. General University information, policies, and procedures can be found in the [Roosevelt University Student Handbook on the University Policies Page](#) and [Graduate Student Catalog](#) (collectively “University Student Policies”). The Pharmacy Student Handbook serves as a supplement for Pharmacy students who are expected to adhere to both University Student Policies and the policies in the Pharmacy Student Handbook. Any changes made to policies will be emailed to students via their official Roosevelt email account and become effective on the date of that email.

Questions, issues, or concerns and requests for assistance can also be brought to the Associate Dean of Students of the Pharmacy Program.

## **Roosevelt University College of Pharmacy Pledge of Professionalism**

As a Doctor of Pharmacy student at the Roosevelt University College of Pharmacy, I pledge to display professionalism thorough my COMMITMENT, COMPETENCE, AND COMPASSION.

As a Doctor of Pharmacy Student, I will strive for **COMMITMENT** through continued self-development, taking pride in the profession of pharmacy, making ethically sound decisions, being prepared, displaying professional attire, manner, and conduct, and being respectful of myself and other persons at all times.

As a Doctor of Pharmacy Student, I will strive for **COMPETENCE** by acquiring requisite knowledge and skills, though creativity and innovation, by being conscientious and trustworthy, behaving with integrity, creating only original and/or properly attributed work, honoring patient confidentiality, being accountable, demonstrating leadership, and through effective and appropriate communication with patients, families, caregivers and other healthcare professionals at all times.

As a Doctor of Pharmacy Student, I will strive for **COMPASSION** through my service to the profession, participating in patient-centered care, showing empathy towards patients, families, caregivers, and by displaying cultural and psychosocial awareness at all times.

I take this pledge voluntarily to fulfill the responsibilities and expectations that are upon me in the academic program at Roosevelt University College of Pharmacy with the expectation that I will strive to uphold the principles herein, at all times.

## **Handbook Acknowledgement**

*By signing your acknowledgement of receipt and understanding of the RU PHARMACY Student Handbook you attest that you have read, understood, and will abide by all Pharmacy Program policies as listed in this Handbook. Failure to do so is considered a violation of the Roosevelt University Code of Student Conduct.*

## **Mission Statement**

The Roosevelt University Pharmacy Program embraces a patient-centered approach to learning that will produce graduates who are **competent, committed, and compassionate**. Roosevelt University pharmacists will be prepared to meet the universal vision of pharmacy practice, where they will be the health care professionals responsible for overall medication management to ensure optimal patient therapy outcomes.

## **Vision Statement**

In support of the University's vision to create socially conscious citizens, the Pharmacy Program is committed to providing outstanding pharmacy education and developing pharmacy leaders who will advance pharmacy practice and improve public health by serving their respective communities through our core values.

### ***Core Values***

- I. **Integrity and Civility:** Demonstrating these values through personal and professional actions
- II. **Professionalism and Ethics:** Serving as role models for students and professionals
- III. **Leadership:** Engaging in Inter-professional health care practices
- IV. **Teaching:** Providing integrated, innovative, and interactive educations with an emphasis on continuous/lifelong learning
- V. **Service and Community Outreach:** Partnering with professionals and local communities

### **Pharmacy Program Ceremonial Events**

Attendance at Pharmacy Program Ceremonial events is considered mandatory.

#### **White Coat Ceremony**

The White Coat Ceremony formally welcomes first-year students to the Pharmacy Profession as colleagues dedicated to patient care. The presentation of the white coat represents passage into the pharmacy profession, with all the associated rights, opportunities and responsibilities. During the ceremony, students recite the Pledge of Professionalism, committing their professional careers and practices to excellence in pharmacy. Along with first year students, faculty, staff, family and friends are invited to attend the event.

#### **Hooding and Commencement Ceremony**

The Roosevelt University Pharmacy Program holds one hooding and one commencement ceremony per year each Spring. Summer and Fall graduates will participate in the Spring commencement ceremonies

Students who plan to graduate and/or participate in the annual commencement ceremony must file the appropriate graduation forms with the Registrar's Office including the [graduation application form](#).

#### **Parking and Transportation Policy**

The Roosevelt University Pharmacy Program requires that all students provide their own transportation during their introductory, inter-professional and advanced pharmacy practice experiences. The Program cannot guarantee that students will be placed at sites within area public transportation. Transportation expenses such as gasoline, tolls, insurance, parking, and other automotive services are the student's responsibility.

Students may park in any available Schaumburg Roosevelt University parking space. Parking stickers are not required to park on campus. Students must follow all applicable parking rules and regulations.

### **Access to Pharmacy Facilities**

Normal business hours for each department in the Pharmacy program are 9:00 AM to 5:00 PM. All departments are open for online appointments in addition to in-person services. Students who require assistance in person should make an appointment.

### **Health Insurance**

Due to requirements of experiential practice sites, pharmacy students are required to attain current health insurance throughout their time in the program. Student will be required to provide proof of insurance at least annually.

### **COVID-19 University Policies**

Students are required to comply with all current University policies related to COVID-19, including, but not limited to: compliance with the COVID-19 vaccination policy, screenings, social distancing and masking. Policies may change based on changes in state and local guidance. Students should review the [COVID-19 Addendum to the Student Code of Conduct](#). Additional information regarding the University response to COVID-19 is found at the University COVID-19 website: <https://blogs.roosevelt.edu/coronavirus/>. All COVID-19 policies are in place and are strictly enforced in order to reduce the spread of COVID-19, but students enter campus at their own risk and should inform faculty and the Associate Dean of Students (Dr. Singla) if they cannot come to campus for any COVID-related reason. Accommodations will be made, such as a remote make-up opportunity or the option to complete the requirement at a time when COVID-19 is no longer a risk.

### **Vaccination Policy**

Roosevelt University offers a vaccination exemption process and provides academic accommodations as needed for vaccine-exempted students. However, long-term/non-medical vaccination exemptions are not available for students enrolled in health science programs with clinical training/experiential site requirements for degree completion (i.e., Nursing, Pharmacy). Affiliated experiential training sites mandate vaccination for all students in training programs without the option for exemption. Therefore, vaccine-exempted students would not be able to meet degree completion, accreditation or state licensing requirements for approved, in-person experiential training hours. **Compliance with all required vaccinations is a condition of enrollment in the Pharmacy program.**

## **Student Resources**

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### **Academic Calendar**

The academic calendar for the Pharmacy Program, which is different from the University Academic Calendar, can be found [HERE](#).

### **Approved Course Electives**

Elective courses will allow students to develop areas of personal interest or expand their understanding of a subject outside the core curriculum. An Elective Course Guide, along with the link to an Elective Course Request will be emailed to each student during the respective course enrollment period. Because some of the courses on the approved course elective list may not be offered through the Pharmacy Program and some Pharmacy courses have enrollment caps, course enrollment is not guaranteed.

### **Course Curriculum**

The comprehensive course curriculum can be found [here](#):

The Curriculum is divided into three academic blocks:

- Academic Block 1 is defined as Terms 1-4 and includes didactic coursework, IPE and IPPE I
- Academic Block 2 is defined as Terms 6-9 and includes didactic coursework and IPPE II-IV
- APPE Block is defined as Terms 10-12 and consists of APPE A - F.

### **Course Registration**

All students are block registered for required courses. For the academic terms in which electives are taken, students will submit their Elective Course Request electronically.

### **Laptop and Technology Support**

During PS1 Orientation, each student is issued a laptop for use throughout their course of study in the Pharmacy

Program (“Student Laptop”). Each Student Laptop comes with an Apple Care Warranty that covers things such as accidental damage to the laptop. Roosevelt University adheres to the terms and conditions of the warranty. The Apple Care Warranty can be found at [www.apple.com/support/products](http://www.apple.com/support/products).

The Student Laptop is owned by the University until graduation and use of the Student Laptop is subject to all University policies, including but not limited to the Student Code of Conduct. If at any point a student withdraws or is dismissed from the program the laptop and charger must be returned to the Office of Enrollment and Student Services. Students shall not install software to a Roosevelt issued device or alter it in any other way. The Roosevelt University Information Technology Services department is responsible for all service to the laptops. If at any time a laptop or any installed software is malfunctioning, the student should visit the Office of Enrollment and Student Services so that a work order may be generated for IT to evaluate your computer. A loaner laptop may be available for checkout. It is the student’s responsibility to ensure that the device and all installed software are functioning properly for all uses in the classroom, exams, and assignments.

For questions about the Pharmacy Laptop Program, contact the Students Services Specialist in Room 235.

### **Mode of Communication**

The primary mode of communication within the Pharmacy Program is through the Roosevelt University email system. The primary mode of communication regarding course-specific information is through Blackboard. It is the student’s responsibility to regularly and frequently check email and Blackboard.

### **Library and Learning Resources**

Access to the electronic learning resources for pharmacy students can be accessed [HERE](#). Printed texts and materials can be found in the library.

### **Lockers**

Each pharmacy student will be assigned a locker located in the College of Pharmacy to store textbooks, lab coats, and other personal belongings. Students must provide their own locks. No personal property should be left unattended or in the hallway. All personal property brought to Roosevelt University is brought at the owner’s risk.



### **Learning Commons**

The Learning Commons is located in SCH 517. It provides accommodations and academic support for Roosevelt University students. Information regarding services and hours is available [HERE](#).

### **Reasonable Accommodation Process**

Roosevelt University Pharmacy Program will engage in an interactive process with qualified individuals with disabilities who request accommodations for such disabilities, in a manner consistent with applicable federal, state, and local law. Roosevelt University Pharmacy Program reserves the right to deny admission to any applicant who cannot meet the Technical Standards, with or without reasonable accommodations. In the event that an enrolled student develops and/or demonstrates a disability that was not apparent when admitted and which adversely affects their ability to meet Technical Standard(s), the Program will engage in an interactive process to support the student. If the student cannot meet Technical Standards with reasonable accommodations, the Pharmacy Program will refer the matter to the University's Office of the Dean of Students and the University reserves the right to dismiss the student from the program.

### **Applicants/Students with Academic Accommodations**

Students who require academic accommodations must follow the procedure described in the [Roosevelt University Student Handbook](#) for requests for accommodations. Accommodations are provided for students on a term-by-term basis. Students who have been granted accommodations will be provided a letter from the Learning Commons that details their specific accommodations for that term ("Accommodation Letter"). The student is obligated to share their Accommodation Letter with the faculty member at the beginning of the term or as soon as the student receives the letter.

It is possible for a student to have been granted an accommodation by the Learning Commons, but to decline to exercise that accommodation in a particular class or for a particular activity. Thus, students retain the right to determine when to exercise their accommodations, but it is also the student's responsibility to communicate their intentions in a timely manner.

**In all cases, a student must allow 5 working days after the faculty is informed of their request for accommodations for that accommodation to be arranged. A student who fails to notify the faculty member of their desire to use an accommodation within this time period may not receive accommodations for that particular activity.**

### **Telehealth**

All current students can access licensed medical doctors and licensed therapists using their computer, phone, or other mobile devices from anywhere in the United States. Information regarding Timely Care services and hours is available here:

<https://timely.md/schools/index.html?school=roosevelt&>

### **General Program Information**

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### **Accreditation**

#### **College of Pharmacy Accreditation**

Roosevelt University College of Pharmacy's Doctor of Pharmacy program is accredited by the Accreditation Council for Pharmacy Education, 135 South LaSalle Street, Suite 4100, Chicago, IL, 60503, 312-664-3575; FAX 312-664-4652, website [www.acpe-accredit.org](http://www.acpe-accredit.org).

On June 20, 2011, the Higher Learning Commission, a Commission of the North Central Association, voted to extend Roosevelt University's accreditation to include the Doctor of Pharmacy program at the Schaumburg campus.

### University Accreditation

Roosevelt University is fully accredited by the Higher Learning Commission (HLC). The HLC is an independent corporation and is one of six regional institutional accreditors in the United States. Regional accreditors evaluate an institution's effectiveness in fulfilling its educational mission using a set of quality standards, also known as the criteria for accreditation, evaluating and accrediting institutions as a whole. Along with assessing formal educational activities, the HLC also evaluates governance and administration, student services, student learning, financial stability and institutional resources, institutional integrity, and relationships with internal and external constituencies. Accreditation is an indicator of quality, an important benefit to both prospective students and institutional stakeholders. Following a comprehensive evaluation and campus visit in 2015, Roosevelt's institutional accreditation was reaffirmed for 10 years.

### **Admissions Policies**

Admission to Roosevelt University College of Pharmacy is granted on a competitive basis and requires applicants to complete a comprehensive application and interview process. Interviews are limited and are offered to individuals based upon the Admission Review Committee's recommendation and invitation. Application review, interviews, and decision notifications are completed on a rolling basis. [Admissions policies and procedures](#) are posted on the Pharmacy Program website.

### **Transfer Student Policy**

Transfer applications are accepted for students who have completed the first year of didactic study at another accredited school of pharmacy and will be considered on a case-by-case basis. Transfer student may receive credit for work done beyond the first year of study. In addition to other application materials, applicants will be required to provide course syllabi for completed courses. Faculty will evaluate completed coursework for equivalency and will make recommendations for placement in our program. Students who left their program of study for academic or professionalism reasons may not be considered for transfer admission to the College of Science, Health & Pharmacy. Students must complete all doctor of pharmacy coursework within five years of initial matriculation. Students who cannot complete the doctor of pharmacy program within five years of the start date at their transfer institution will not be considered for transfer. For more information, please contact the Office of Enrollment and Student Services.

### **College of Pharmacy Terminology**

**APPE - Advanced Pharmacy Practice Experiences** - Clinical rotations performed by third-year pharmacy students

**CSHP - College of Science, Health and Pharmacy** - One of Roosevelt University's five academic colleges

**OESS - Office of Enrollment and Student Services**

**IPE – Inter-Professional Education** – run in conjunction with RUSH University’s Interprofessional Education course, students are placed on inter-professional patient-centered teams. The inter-professional (IP) curricular integration occurs during the students’ first year of study, and consists of workshops and supportive didactic online content.

**IPPE - Introductory Pharmacy Practice Experiences** - Supervised pharmacy experiences with a Preceptor, located primarily in community pharmacy sites and beginning the first year of pharmacy study.

**OEE – Office of Experiential Education**

**PharmD** – Doctor of Pharmacy degree

**Preceptor** - A practicing pharmacist who will supervise IPPE, IPE and APPE experiences.

**PS1** – First three terms (Terms 1 – 3) of pharmacy school. Students are referred to as P1s.

**PS2** - Second three terms (Terms 4 – 6) of pharmacy school. Students are referred to as P2s.

**PS3** - Third three terms (Terms 7 – 9) of pharmacy school. Students are referred to as P3s.

**PS4** – Final terms of pharmacy school in which students are on APPE rotations. Students are referred to as P4s.

### **Departmental Information**

#### **Office of the Dean**

The Dean serves as the College of Pharmacy's chief executive and academic officer and provides leadership for the College. As such, the Dean is responsible to the University's Provost and Executive Vice President (“Provost”) and to the President, for the effectiveness of all programs and responsibilities assigned to the College. The Dean represents the College of Science, Health and Pharmacy to the professional and external communities and to the broader University community. The Administrative Council reports to the Dean.

The Associate Dean of Students advises pharmacy students on various matters, particularly in cases of academic or personal difficulty. The Associate Dean oversees course scheduling and student registration in conjunction with the University Registrar’s office. The Associate Dean leads the Office of Enrollment and Student Services and provides direction and counsel to the Admissions, Curriculum, Assessment, and Promotion and Graduation Committees.

The Associate Dean of Experiential Education and Faculty is responsible for overseeing the Office of Experiential Education and is the Administrative Supervisor to all faculty. The Associate Dean leads the Office of Experiential Education and is responsible for all aspects of student experiential site placements and rotations. The Associate Dean also coordinates all employment-related issues for faculty. The Associate Dean serves on the following Pharmacy Program Committees: Assessment Committee, Professionalism Committee, Promotion and Graduation Committee, and Student Scholarship and Awards Committee.

#### **Office of Assessment and Administrative Services**

The Office of Assessment is responsible for curricular and programmatic assessment and outcomes management for the College. Led by a director, additional responsibilities with respect to curriculum assessment plan, coordinating assessment measures to collect information related to the attainment of desired student learning outcomes and formulating assessment policies.

### Office of Enrollment and Student Services

The Office of Enrollment and Student Services, led by an Associate Dean, is responsible for prospective student recruitment and enrollment, new and continuing student orientation, coordination of student services for continuing students, outreach to referring universities and colleges, and support of student organizations.

### Office of Experiential Education

The Office of Experiential Education is responsible for the development and coordination of introductory, and advanced pharmacy practice experiences. Led by an Associate Dean, the Office of Experiential Education is instrumental in identifying preceptors and practice sites, determining training needs of the preceptors, and maintaining the academic standards of the experiential education program and sites consistent with accreditation requirements, as well as Illinois Board of Pharmacy practice requirements.

### **Experiential Education**

The Experiential Education program at Roosevelt University Pharmacy Program has two levels that are integrated longitudinally in the curriculum: (1) Introductory Pharmacy Practice Experiences (“IPPE”); (2) Advanced Pharmacy Practice Experiences (“APPE”). The IPPE and APPE provide opportunities for the students to develop an array of skills including professionalism, communication, problem solving, critical thinking, and professional competence. Throughout the experiential curriculum, interprofessional practice is modeled, particularly in clinical rotations.

### **Introductory Pharmacy Practice Experiences (IPPE)**

IPPEs occur concurrently with the didactic curriculum. Students participate in four different IPPE rotations and complete 320 hours in both community and institutional settings. IPPEs are scheduled for eight hours on Fridays for 10 weeks of the term.

### **Interprofessional Practice Experiences (IPE)**

Students participate in didactic interprofessional courses during the first year of the pharmacy curriculum in conjunction with Rush University. Students work collaboratively through guided activities with other health discipline students including but not limited to, medicine, nursing, psychology and physical therapy, in order to develop the skills needed to work effectively in team-based, patient-centered care. Students gain interprofessional experience on their IPPE and APPE rotations.

### **Advanced Pharmacy Practice Experiences (APPE)**

The entire P4 year comprises APPEs. Students complete six 6-week rotations, for a minimum of 1440 APPE hours. There are four required pharmacy practice experiences: Community, Hospital or Health-System, Ambulatory Care, and General Medicine. In addition, there is a Special Populations Elective and an Elective that the student chooses. All APPE rotations take place in various pharmacy and other health care settings. These experiential sites include local, regional, and national locations. An individualized experiential schedule will be developed based on students’ experiences, preferences, and interests for future careers in pharmacy, as well as site availability.

### **Examination and Assignment Make-up Policy**

The Pharmacy's Examination Policy is at the back of this Handbook at [Appendix B](#). For all students that are granted approval for an excused absence, all make-up exams will be scheduled during the designated make-up exam times as listed on the Term Block Schedule. Students that need to make up more than 2 exams per term may need to forfeit their opportunity to take a remedial exam in lieu of taking a make-up exam and/or receive an Incomplete grade which may result in delayed progression.

For missed assignments, the Course Coordinator will determine how and when the student will make up the assignment, if appropriate. Students are responsible for timely follow-up with course coordinators for make-up of any material missed due to an excused absence.

### **Excused Absences:**

- Students must complete the [Pharmacy Student Absence Notification](#) form if they will be **missing class for 1 full day or more** due to a non-academic emergency situation. This form will come directly to the Associate Dean of Students to determine if the absence will be excused.
- If a student will miss less than a full day (only 1-2 classes) they must reach out directly to the Course Coordinator/Instructor.
- All exceptions made for students for exams, quizzes, labs, assignments and/or recitations are at the discretion of the course coordinator.
- Religious Holidays: Roosevelt University respects the rights of students to observe major religious holidays and will make accommodations, upon request, for such observances. The full policy is here: <http://www.roosevelt.edu/Policies/ReligiousHolidays.aspx>.
- It is the responsibility of the student to obtain any lecture material or assignments presented in class.

### **Time Limit for Completion of Program**

Students must complete the Doctor of Pharmacy program within five years of initial matriculation. If a student is unable to meet this timeframe the student will be irrevocably dismissed from the Pharmacy Program.

### **Leave of Absence**

Students who wish to take a leave of absence (LOA) for personal, medical, or other reasons must submit this request to the Associate Dean of Students. The LOA may be granted for up to one calendar year. If the LOA is for longer than one calendar year, the student must notify the Associate Dean of Students they wish to extend their leave. If a student is taking an LOA for greater than 2 years, they would need to restart the application process to enter the Pharmacy Program as new student. The Associate Dean of Students will notify the Promotion and Graduation Committee about any student who is granted an LOA. Students taking an LOA must vacate their lockers and return all University owned materials (lab coat, laptop & charger, and Roosevelt ID). Students returning to the curriculum after a leave of absence or deceleration for any time period greater than or equal to two (2) terms may need to complete all of the Pharmacy Programs normal admission and entry protocols prior to returning to the program, including but not limited to a background check and drug test.

### **Course Withdrawal**

Students considering course withdrawal should consult with the Associate Dean of Students. A course withdrawal will be considered only because of extraordinary non-academic circumstances. The decision to withdraw should not be taken lightly as it will delay program progression. A student withdrawing from coursework will work with the Associate Dean of Students to determine if a leave of absence or an individualized progression plan would be the most appropriate for continued course of study.

Please see [Course and credit information](#) in the University Academic Catalog. The tuition refund schedule can be found [on the Course and Term Deadlines web page](#).

#### Individualized Progression Plan

Issues may arise that necessitate a restructuring/reduction of a student's academic course load so that the student enters what is termed an individualized progression plan (IPP). Such a program rearranges the course schedule so that the normal time period for the program is extended, usually by one additional year. To qualify for an IPP, either one or both of the following conditions must be met:

1. *Personal hardship.* If a student is experiencing unusual stresses in life, the student may petition the Associate Dean of Students for an IPP. This petition is not automatically granted and is approved only in exceptional circumstances. The Associate Dean of Students will evaluate the request and may consult with the Promotion and Graduation Committee for a recommendation. The Associate Dean of Students will take the recommendation of Promotion and Graduation Committee into consideration and will inform the student of a final decision.
2. *Academic reasons.* A student may be placed in an IPP for academic reasons upon the recommendation of the Promotion and Graduation Committee. A student placed in an IPP for academic reasons is automatically placed on academic probation.

The Associate Dean of Students will create an IPP with the student, based on completed pre-requisite coursework, the student's individual circumstances, and the recommendations of the Promotion and Graduation Committee. If a student wishes to deviate from the proposed IPP in any way, the student must gain approval from the Promotion and Graduation Committee, which may request a meeting with the student. Students in an IPP are required to meet with the Associate Dean of Students at least once per term for academic counseling and to review progress in the extended program of study.

### **Standards**

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To maintain enrollment and successfully graduate from the Pharmacy program, a student must adhere to all of the University's policies and procedures, including its various standards (*e.g.*, conduct, technical, grade, and other academic standards). Those policies, procedures, and standards are generally located in four places: (1) the University's Graduate Academic Catalog, (2) the University's Student Handbook, (3) the University's Policies page, and (4) this Pharmacy Student Handbook. Below is a summary of those standards and the potential consequences for violating them.

#### **Student Conduct Standards**

The Roosevelt University Student Code of Conduct is available in the [Roosevelt University Student Handbook](#). All students of Roosevelt University, including College of Pharmacy Students, are held to these standards of student conduct, as well as to the Pharmacy's standards of student conduct

(including but not limited to its illicit drug policies and conduct standards described in the Technical Standards).

A student who is reasonably believed to have violated a conduct standard will be reported to the University's Office of the Dean of Students and subjected to the University's conduct process.

#### Alcohol, Cannabis and Illicit Substance Policies

Students enrolled in the Pharmacy Program are expected to follow Roosevelt University's Code of Student Conduct policy on alcohol and illicit substance use. This policy can be found in the [Roosevelt University Student Handbook](#).

In addition, students enrolled in the Pharmacy Program are expected to follow the Program's alcohol, cannabis and illicit substance policies. Drug screens are required prior to matriculation and throughout the Roosevelt University Pharmacy educational experience. Random drug screens may be conducted throughout the curriculum. Some rotation sites have additional drug screen requirements with which students must comply. Students will be notified when they have been selected for a drug screen via their official Roosevelt email and will be given detailed instructions on how to comply. All expenses associated with drug screens after matriculation are paid by the College unless a student tests positive for any illicit substances; in the event that a student tests positive, they are responsible for the cost of the test and any subsequent tests that are required.

#### ***Faculty and/or Preceptor Response to Suspected Intoxication***

If a preceptor or faculty member observes or receives information that a student is in possession of, using or may be under the influence of any substance, (e.g., cannabis, alcohol, drugs (illicit and/or prescription) while on campus or at an experiential site, they must take the following steps and/or follow their institution-specific policy:

1. Contact the Associate Dean of Students and/or the Associate Dean of Experiential Education and Faculty in the College of Science, Health and Pharmacy.
2. Remove the student from the classroom or experiential site.
3. Meet with the student in private and inform them of the behavior or performance that has been observed. When possible, the faculty and/or preceptor should include another person in the meeting (e.g., another faculty member or clinician) to serve as an independent observer and witness. During the meeting, the faculty member or preceptor should ask the student to disclose all alcohol or drugs that they have taken.
4. The preceptor or the Associate Dean may call 911 for transportation for the student to the nearest hospital emergency department.
5. The student may be subject to a drug and alcohol screen at the discretion of Associate Dean or the hospital if sent to the emergency department. The student must release results of any such drug/alcohol screen to the University. Refusal to take the drug and alcohol screen or release the results will be considered as admission of a positive test. A diluted specimen result must be retested immediately or will be considered a positive test.
6. If the test is positive for drugs or alcohol, or if a student refuse testing or refuses to release the results of the tests to the College of Science, Health and Pharmacy, the student shall be subject to immediate suspension pending an investigation through the Office of Student Rights and Responsibilities.
7. If the test is negative, the student shall be referred to the Associate Dean of Students.
8. The faculty member or preceptor will document, in writing, the behavior(s) or the performance issue/concerns observed including dates, times and names of all parties

involved. This written documentation must be provided to Associate Dean of Student as the College of Science, Health and Pharmacy. All written documentation and drug testing results are to be placed in the student's file.

9. Any student who displays behaviors consistent with being under the influence of a substance or is found to be in possession of alcohol, cannabis or an illicit drug while on campus will be reported to campus safety, the University Dean of Students Office and the Pharmacy Promotion and Graduation Committee.

#### ***Consequences of a Positive Test or Presumed Positive Test***

1. Information obtained in drug screens may prohibit students from completing introductory or advanced practice experiences and thus may delay graduation or may result in dismissal from the program.
2. Students who do not consent to a drug screen, refuse to provide information necessary to conduct a drug screen, do not provide samples within the specified time frame, or provide false or misleading information or samples in regard to the drug screen will be treated as if a positive drug screen result was reported.
3. Failure to comply with a drug screening, positive test results and presumed positive test results are considered University Code of Conduct violations and will be reported to the University Dean of Students office and are also a failure to meet the Technical Standards, and will be handled as described in this Handbook.
4. Drug screen results will be disclosed to experiential rotation sites if requested. The college will report positive drug test results to the Illinois Department of Financial and Professional Regulation and other state Boards of Pharmacy in which the student is licensed.

#### **Academic Integrity Standards**

All students are expected to adhere to the standards set forth in the University's Academic Integrity Policy is available on the [University's Policies page](#). A student's integrity obligations are also reinforced through the Pharmacy Program's requirement that students meet all of the Technical Standards.

#### **Technical Standards for Admission, Promotion and Graduation**

**Applicants to Pharmacy Program should review these Technical Standards carefully. Offers of admission are contingent upon applicant attestation that they are capable of complying with the Technical Standards.**

Roosevelt University complies with the Accreditation Council for Pharmacy Education ("ACPE"), the pharmacy accrediting agency, which requires that the University communicate the required skills, disclosures, and professional and technical standards required to matriculate and graduate from the program. The following technical standards for admission, promotion, and graduation – in addition to academic achievements – are those that Roosevelt University considers essential in order to earn the PharmD degree and to be able to practice within any field of pharmacy practice. The goal of the Roosevelt University Pharmacy Program is to matriculate, educate, and graduate pharmacists who are committed, competent, and compassionate. Earning a Doctor of Pharmacy (PharmD) degree requires the mastery of a coherent body of knowledge as well as the possession and development of superior and required technical skills. To the extent that a student is unable to meet a Technical Standard for a medical or physical reason, it is the student's obligation to request a reasonable



accommodation through the University Learning Commons. Each of the following is a “Technical Standard.”

- **Communication:** A pharmacy student must be able to communicate clearly, effectively, and efficiently with patients and their families, co-workers, and other members of a health care team. This includes the ability to ask questions, listen carefully to answers provided by patients and their families, co-workers, or other health care team members, and record information accurately. Essential communication skills include nonverbal, verbal, and written communications. Students also must be able to effectively and professionally communicate with and supervise technical support staff. Mastery of both written and spoken English is required.
- **Visual, Auditory, Tactile and Motor Competencies:** A pharmacy student must possess sufficient visual, auditory, tactile, and gross and fine motor skills to participate in various activities including, but not limited to: completing laboratory exercises in pharmaceutical compounding and preparing products to be dispensed to patients, performing cardiopulmonary resuscitation (“CPR”), demonstrating the use of devices for patient use (injection devices, blood pressure monitors, self-monitoring devices), measuring blood pressure using stethoscope and sphygmomanometer, compounding sterile products in a laminar flow hood, drawing up and administering injections using a needle and syringe, and performing a basic physical exam on patients (i.e. via palpation, auscultation, percussion and other diagnostic techniques). Such actions require coordination of both gross and fine muscular movement, equilibrium, and functional use of the senses of hearing, touch, and vision. Students must be able to execute motor movement to provide general care and emergency treatment to patients. Students must be able to observe experiments and demonstrations in the basic and clinical sciences. Students must also be able to observe a patient accurately at a distance and close at hand. Observation necessitates the functional use of the sense of vision, hearing, and touch.
- **Intellectual:** A pharmacy student must possess strong intellectual, conceptual, integrative and quantitative abilities to master a complex body of knowledge. The capacity to learn must be effective and efficient. Reasoning abilities must be strong enough to elicit, analyze and synthesize complex information from a wide array of source material. It is expected that a pharmacy student learns through a variety of instructional modalities, including classroom instruction, small group discussion, laboratory assignments, individual study of materials, written papers, individual and group assessments, clinical simulations with standardized patients, oral presentations, and computer-based technology.
- **Stamina:** A pharmacy student is expected to possess the physical, mental, and emotional stamina necessary to maintain a high level of productivity and accuracy under challenging workloads and stressful situations, and to be vigilant of patient safety. Pharmacy students will be expected to be available and capable of full participation in classes, labs, and exams between the hours of 7:00 a.m. and 7:00 p.m. Monday through Friday. Pharmacy students are expected to be available and capable of full participation in rotations for any shifts, including on weekends, as assigned by preceptors in conjunction with the Office of Experiential Education. Students will be notified if there are any expectations of availability outside the stated hours.
- **Behavior, Ethics, and Integrity:** A pharmacy student must consistently demonstrate collegiality, integrity, and ethical behavior. They must work collaboratively and effectively as

a member of a healthcare team and should be able to adapt and learn to function in an unpredictable clinical environment. Students must be able to work within the regulatory and/or institutional limits of their educational program along with state and federal laws, make decisions based on thoughtful and careful consideration of the facts, and modify behaviors based on constructive feedback from faculty and colleagues. Students must demonstrate compassion and a concern for others, motivation, and accept responsibility for his or her own personal actions (or in some case inactions) and decisions. They must be able to develop mature and collegial relationships with those whom they are working with including peers, faculty, staff, and preceptors.

- **Licensure:** All PharmD students in the Roosevelt University College of Science, Health and Pharmacy are required to obtain at matriculation, and maintain until graduation, an unrestricted active Pharmacy Student Technician license from the Illinois Department of Professional and Financial Regulation. Students completing rotations outside of the state of Illinois are required to obtain and maintain licensure according to the rules and regulations of that state. If at any time the student is reprimanded or their license is revoked, restricted or expired, the student must notify the Associate Dean of Experiential Education and Faculty in the Office of Experiential Education within 24 hours of loss of active licensure.

A student's failure to meet these Technical Standards may result in their referral to the Pharmacy Promotion and Graduation(P&G) Committee for review. Additionally, as required by the University, violations of Academic Integrity and potential violations of the University Code of Conduct will be reported to the Office of Student Rights and Responsibilities. If the P&G Committee determines that a Technical Standard has been violated, it may issue a sanction. Possible sanctions include but are not limited to: warning, behavioral probation, suspension, or dismissal from the College. Dismissal is the only P&G decision that is appealable. These appeals must be made to the Dean of the College of Science, Health and Pharmacy as described under "Appeals Procedure for Student Dismissals by the P&G Committee."

### **Appropriate Attire and Grooming Standards**

Upon acceptance and matriculation into Roosevelt University College of Science, Health and Pharmacy, students begin a process of developing the knowledge, skills and attitudes that comprise the fundamental core of the profession of Pharmacy. Although assimilation of competencies and transformation to Doctoral Pharmacy Practitioners takes several years, early initiation of professional behaviors facilitates the developmental and professionalization process.

Abiding by the standards of attire at the Roosevelt University Doctor of Pharmacy program is a component of the educational process that internalizes esteem and emphasizes professionalization.

To that end, the attire and grooming standards below apply to all students enrolled in Roosevelt University Pharmacy Program. Students have an obligation to regulate themselves to ensure that they are comporting with these standards of attire and grooming. However, if an instructor, coordinator, or site preceptor determines that a student has failed to meet these attire and grooming standards or such standards in the course syllabi or IPPE/IPE/APPE manuals will be considered unprofessional behavior, and the student may be disciplined in a number of ways, including through a written warning, by being sent home to address the attire or grooming issue, or by receiving a reduced grade for the assignment or for the course.

### General Standards

1. **Adequate precautions should be taken to maintain good personal hygiene.** These precautions include regular bathing, use of deodorants and regular dental hygiene.
2. **Hair maintenance:** Hair should be neat and clean, styled off the face and out of the eyes. If close contact with patient occurs (*e.g.*, physical assessment procedures), hair longer than shoulder length should be secured and tied back.
3. **Other personal care considerations:**
  - 3.1 Cologne, perfume or aftershave is not recommended in the patient care setting due to patient allergies and sensitivities.
  - 3.2 Make-up should be used in moderation.
  - 3.3 Nails should be well-groomed, clean, manicured, and of short to medium length to facilitate patient care activities.
  - 3.4 Jewelry and accessories should be modest and non-distracting.
  - 3.5 Beards and mustaches should be clean and well groomed.

### Standards in the Context of Patient Care or Public Interactions

Defined to include but not limited to the following situations:

- Advanced Pharmacy Practice Experiences (APPE)
- Introductory Pharmacy Practice Experiences (IPPE)
- Inter-professional Practice Experiences (IPE)
- Pharmaceutics Laboratories
- Pharmaceutical Care Laboratory Courses
- Patient care projects or health fairs
- Professional meetings
- When prior notification is given (*i.e.*, a patient or guest lecturer will be in class)
- Any context where the student is representing the college or university in public

In the event of a discrepancy between these standards and the IPPE/APPE Manual or site requirements, the APPE Manual or preceptor/site dress requirements shall supersede this standard for students on rotations.

1. **An approved Roosevelt University Pharmacy identification badge** must be worn on the student's person and visible at all times. (All students are expected to conform to this standard at all times). Students should NEVER wear a badge provided by an IPPE, IPE, or APPE rotation site outside that institution as it implies the student is employed by and represents that institution.
2. **Attire:** Students should wear clean, professionally styled clothing and shoes (*i.e.*, dresses or skirts should be knee length, non-denim tailored slacks, and appropriate tops; scarves or neckties should be secured). A clean, white, long-sleeved waist-length white coat is required in patient care settings. Open-toed or open-backed shoes are not appropriate in any of the above-described clinical settings.

**3. Items specifically not permitted under any condition while on experiential rotations:**

- 3.1 Hats, caps, or other items worn on the head (except garments considered a part of religious or cultural dress);
- 3.2 Denim clothing or jeans of any color;
- 3.3 Shorts, capri or cargo pants, yoga or athletic pants, skorts or mini-skirts;
- 3.4 Sweatpants, sweatshirts, T-shirts with or without print, or midriff tops
- 3.5 Open-toed or open-backed shoes are not appropriate in any clinical setting or patient care areas;
- 3.6 Scrubs (tops or pants) unless required by the site;
- 3.7 Leggings worn as pants;
- 3.8 Large jewelry or accessories that could interfere with patient care or safety;

**4. Exceptions:**

- 4.1 Activities in specific laboratories, courses and patient areas in which the instructors or institutional policy supersedes this policy.
- 4.2 Any medical conditions that inhibit adherence should be discussed with the individual course coordinators or preceptors.

**Professionalism during sessions with Guest Lecturers and Speakers**

In order to display professional courtesy at all times while guests are on campus and to project professionalism and respect, students should:

- Use electronic devices (i.e., laptops, tablets) only for educational purposes and refrain from other uses.
- Refrain from using cell phones in the classroom. If needed, the students should excuse themselves from the classroom to take an emergency phone call.
- Make all efforts to avoid disruptions to guest speakers.
  - Remove any needed belongings from the classroom for outside class hours
  - Arrive on time and leave at the appropriate time
  - Avoid conversations in the hallway that may be disruptive

**Promotion Standards**

Promotion is defined as progression from one Academic Block to the next Academic or APPE Block. In general, to be promoted, students must have **all** of the following:

- a. No outstanding grades of Withdraw or Incomplete; and
- b. No more than one grade below C- and no outstanding (un-remediated) grades of F; and
- c. No grade below C- in any Integrated Sequence Course, Principles of Drug Action, Pharmacy Calculations or Pharmacokinetics in Academic Block I; and
- d. Cumulative grade point average of at least 2.0.
- e. Students will not be permitted to enroll in the advanced pharmacy practice experience courses (APPE) until they pass all didactic coursework, introductory pharmacy practice experience courses (IPPE) and inter-professional experience courses (IPE) requirements of the Doctor of Pharmacy program.

A student's failure to meet each of the Promotion Standards will result in their referral to P&G committee for review. P&G Committee Review may result in required enrollment in remedial coursework, and/or required entry into an individualized progression plan or dismissal from the program. Students may not appeal required enrollment in remedial coursework or entry into an individualized progression plan. Students may appeal a P&G decision of dismissal from the pharmacy program to the Dean of the College of Science, Health and Pharmacy as described under "Appeals Procedure for Student Dismissals by the P&G Committee." Specific reasons for referral to P & G Committee or automatic required course remediation are below:

Academic Block I (Terms 1-4)

- The receipt of one F grade or two non-passing grades (any grade below C-) within Academic Block I will be referred to the P&G Committee for review.
- Receipt of any single grade of D in Academic Block I in Principles of Drug Action, Pharmacy Calculations, Pharmacokinetics or an Integrated Sequence Course MUST be remediated successfully in Summer Term 5. Remediation will be coordinated by the Associate Dean of Students.

Academic Block II (Terms 6-9)

- The receipt of one F grade or two non-passing grades (any grade below C-) within Academic Block II will be referred to the P&G Committee for review.
- Elective coursework (Terms 5-8)  
A non-passing grade in an elective course is not considered for progression decisions. However, students are required to pass with a grade of C- or higher a total of 9 credit hours of elective courses, of which at least 3 credit hours must be clinical, in order to progress to APPE Block. Failure to do so by completion of Term 9 will result in referral to P&G Committee.

APPE Block (terms 10-12)

- Students who earn a "D" grade on an APPE rotation will automatically be placed on Probation by the Promotion and Graduation Committee and be required to repeat the rotation.
- If a student earns an F or a second non- passing grade (D or F) for **academic** performance on an APPE rotation, they will be referred to P&G Committee for review.

If a student earns a non-passing grade on an IPPE or APPE rotation for a reason of **professionalism**, the student will be referred to P&G Committee for review. In such cases, P&G Committee will apply pertinent Pharmacy Technical Standards when considering action. Additionally, if the cause of the non-passing grade is considered a violation of the University Code of Conduct, the student will be referred to the Office of Student Rights and Responsibilities for a formal misconduct investigation.

Any experiential rotation hours completed on IPPE or APPE in which a grade lower than a C- was earned will not count toward the experiential hours for licensure or graduation. Any student who must repeat an IPPE or APPE rotation for any reason will be placed on a suitable make-up rotation based on site and preceptor availability and at the student's expense. An IPPE or APPE may only be repeated once. The need to repeat an IPPE or APPE rotation may result in delayed graduation.

Repeating courses/rotations are subject to the terms specified in the "Remediation" section below.

### Academic Standing Standards

Each College of Science, Health, and Pharmacy student has an academic standing determined by their Roosevelt cumulative grade point average and individual course grade performance. Student progression through the Pharmacy Program requires satisfactory completion of all didactic coursework and pharmacy practice experiential rotation courses: Introductory Pharmacy Practice Experience (IPPE), Interprofessional Pharmacy Experience (IPE), and Advanced Pharmacy Practice Experience (APPE) courses.

### The Promotion and Graduation Committee

The Pharmacy Promotion and Graduation Committee is responsible for the following: providing decisions regarding student progression when students fail to meet technical standards or promotion standards or when students meet dismissal criteria, making recommendations for student requests to enter an extended program of study for non-academic reasons, and providing decisions regarding student petitions for reinstatement.

In all cases of notifications received from the Promotion and Graduation Committee, students will be notified with a letter from the Promotion and Graduation Committee emailed to their Roosevelt University email account.

### Academic Standing and Dismissal Policy

The University Academic Standing Policy (which is located in the University Graduate Catalog) does not apply to the Pharmacy Program. The following is the Pharmacy Program Academic Standing and Dismissal Policy.

Didactic courses and pharmacy practice experiential rotation courses include all of the required and elective offerings that students complete within the pharmacy program. In order for students to graduate from the Pharmacy Program, they must meet both didactic course and pharmacy practice experiential rotation course requirements.

To be in "**good academic standing**" in the Pharmacy Program, students must meet the following criteria:

1. Maintain a cumulative Pharmacy Doctoral GPA of  $\geq 2.0$  and earn a grade of C- or above in every course;
2. Satisfactorily fulfill all Didactic course completion requirements; and
3. Satisfactorily fulfill all Professional Practice Experience course completion requirements.

### Procedure for Potential or Actual Loss of Good Academic Standing

When a student is at risk of failing or fails to meet any of the requirements for good academic standing (including if the student earns a low grade as described in the academic progression framework), the student will receive an email from the Pharmacy Promotion and Graduation Committee that indicates: (1) the aspect of academic standing at issue, (2) the consequence for violating that standard, and (3) any appeal rights available to the student. The following consequences shall apply:

1. A student who is earning less than a grade of C- in any course at midterm meets criteria for "**Academic Concern**". Students receiving an Academic Concern notification are referred to meet with their respective course coordinator(s). Students receiving two or more notifications are also referred to the Sr. Student

Services Specialist or to the Associate Dean of Students for academic counseling and monitoring.

2. A student will be placed on “academic probation” as described in this Handbook if they: (a) earn a final grade less than C- in any didactic course or experiential rotation for the first time, or (b) earn a GPA lower than 2.0 in any term or cumulatively.
3. A student may be dismissed by the Promotion and Graduation committee if they: (a) fail to meet promotion standards (b) earn an F grade in any course (didactic or experiential), (c) earn less than a C- in two or more courses in a single term, (d) earn a grade less than C- in any course for the 3<sup>rd</sup> time during Academic Block I or Academic Block II, (e) earn a grade less than C- on two APPE rotations, (f) earn less than a C- in any didactic course or experiential course during remediation or course repetition, (g) fail to comply with the terms of probation set forth by the Pharmacy program (h) are unable to complete the Doctor of Pharmacy program within five (5) years of initial matriculation, (I) have two or more violations of the Technical Standards, conduct standards, or integrity standards, or (j) have an egregious violation of the Technical Standards, conduct standards, or integrity standards. Dismissed students must vacate their lockers and return all University owned materials (lab coat, laptop & charger, and Roosevelt ID) within seven days of notification of dismissal.

### **Remediation**

Remediation is individualized, based on the term and Block in which the course is offered and/or on faculty/outside course availability, and is overseen by the Associate Dean of Students, who will inform students of the options available to them when P & G requires remediation. No grade higher than a C- will be awarded to a remediating student. A student who earns less than C- in any remedial coursework will be referred to P&G Committee for review. The following forms of remediation may be available:

#### 1. Remediation by Examination:

Non-experiential Pharmacy courses (except those listed in 1.e. below) will offer a one-time remediation exam during the term break immediately following for students earning 67% to < 70 % in the course. Successful completion of the Remediation Exam will be viewed as successful completion of the course and will not be considered in any future issues of progression.

- a) Students must achieve a remedial exam score of 70% or greater to pass the course.
- b) All remediation exams will be cumulative and of a similar format and length to the existing course exams.
- c) A maximum of two remedial exams can be taken per term.
- d) A maximum of three remedial exams will be allowed per each Academic Block.
- e) Remediation via examination is not available if a non-passing grade of 67% to < 70% was a result of disciplinary action due to a Technical Standards Violation or Academic Integrity Violation.
- f) Courses with built-in remediation exams or primarily skills-based courses are NOT eligible for remediation by examination.
- g) The Associate Dean of Students will inform students if they are eligible for Remediation by Examination.

## 2. Remediation Course:

Students will be **required** by P&G Committee to take a remediation course as per the terms listed above for Academic Blocks I and II. It is highly recommended that students who earn a D in any course pursue course remediation. To do so, students must **request** approval of the Associate Dean of Students to take a remediation course. Students attend remediation courses at their own, additional expense. Any failures of remedial coursework will result in referral to P&G committee for review. ***If a student takes any Remediation Course (whether or not it was required by P & G Committee) without approval from the Associate Dean of Students, it will NOT be considered in that student's promotion.***

The following are some types of remedial courses that may be approved by the Associate Dean of Students:

- Enrollment in a remedial course from another college of pharmacy (**MUST** be approved by the Associate Dean of Students prior to enrollment to meet course remediation required by P&G Committee)
- Participation in an RU Pharmacy remedial course: RU Pharmacy remedial courses are pass/fail courses. If a student passes the remedial course the original course grade will be change to the minimal passing standard for that course.
- Course repetition: Students may enroll in courses when they are offered the following year; Term 1 courses may be repeated in Term 5 without delayed progression (see course repetition below)
- APPE Block repetition (see course repetition below)

Remedial Coursework will be offered in the following Terms:

- Academic Block I: Summer Term 5
  - Maximum of 2 courses may be remediated,
  - Students taking remedial coursework will not be eligible to participate in PharmD/MBA coursework, or other dual degree/certification coursework available through the University. Enrollment in any Pharmacy electives in conjunction with remedial coursework is subject to approval by the Associate Dean of Students.
- Academic Block II: Fall Term 10 during APPE Block A/B
  - Maximum of 2 courses may be remediated
  - Degree conferment will be delayed based on rotation availability.
- APPE Block: Any student who must repeat an APPE rotation for any reason will be placed on a suitable make-up rotation based on preceptor availability and will result in delayed degree conferment.

## 3. Course Repetition

Course repetition may be included as a form of course remediation above or as part of an individualized progression plan. Students attend course repetition at additional expense.

For a course to be considered successfully repeated or remediated, the student must receive a grade no lower than C- or pass in a pass/fail course. If the student receives a grade lower than C- or a failure in a pass/fail course that student will be referred to the P&G committee for review. Please see [Course and credit information](#) in the University Graduate Catalog.



### **Academic/Behavioral Probation**

Probation is defined as a period of time during which a student's academic or behavioral progress will be closely monitored by the Associate Dean of Students. Probation is a serious matter and should serve as official notice to the student that their academic or behavioral performance must improve during the probationary period in order to remain eligible for continued enrollment. The terms of probation may include but are not limited to: prohibiting the student from serving as an officer of an official club or organization; prohibiting the student from engaging in college-related extracurricular activities; requiring periodic meetings with the Associate Dean of Students, requiring the student to meet with the Dean regarding professionalism expectations in the College.

### **Appeals Procedures**

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In the subsections below, we address various situations that may give rise to disciplinary action or dismissal from the College of Science, Health and Pharmacy, and the corresponding student appeal rights for those situations. If you have concerns not addressed below and are looking for guidance on how to resolve them, please contact the Associate Dean of Students and/or the Policy and Procedure on Student Grievances located in the back of this Handbook at [Appendix A](#).

#### **Appeal Procedures for Student Conduct**

A student who wishes to appeal a determination that they have violated the University Student Code of Conduct may follow the University Student Code of Conduct Appeals process, as outlined in the University Student Handbook. Decisions by the Promotion and Graduation Committee for violations of College Technical Standards are not appealable except for dismissals as described under "Appeals Procedure for Student Dismissals by the P&G Committee." Students are advised to consult with the Associate Dean of Students for guidance regarding the proper channel for appeals.

#### **Appeal Procedures for Grades**

A student who wishes to appeal a final grade decision (including a grade decision that was made as a result of a violation of the Academic Integrity or Technical Standards) should avail themselves of University's Final Grade Policy and Appeals Procedure, located on the [University's Policies page](#). Students are advised to consult with the Associate Dean of Students for guidance regarding the proper channel for appeals.

Please note the following deviations from the University Grade Appeal Policy as they pertain to Experiential Education Courses:

- During an Experiential Course grade appeal, the 1<sup>st</sup> step of the appeal goes directly to the Course Coordinator on record which is either the Assistant Director of Experiential Education or the Associate Dean of Experiential Education. The preceptor should NOT be contacted about a grade appeal. Contacting the preceptor directly is considered a Code of Conduct violation.
- APPE grade appeal requests differ from the University grade appeal request policy in that the grade appeal request must be submitted in writing to the coordinator within five (5) business days from the grade being posted in Blackboard.

### **Review/Regrade Requests**

If a student wishes to request a review and/or regrading of an assessment, the student must follow the following procedure:

1. Submit the request in writing to the instructor within five (5) business days from the grade being posted on Blackboard. The instructor shall make every effort to render a decision within three (3) days of receiving the request.
2. If the Course Coordinator is the instructor proceed to step 3. If the student is not satisfied with the outcome of the regrade request to the instructor, they may take the request to the Course Coordinator no later than three (3) business days from the conclusion of the regrade request with the instructor. The Course Coordinator shall make every effort to render a decision within three (3) days of receiving the request.
3. If the student is not satisfied with the outcome of the previous regrade request, they may take the request to the Chair of Teaching no later than three (3) business days from the conclusion of the regrade request with the instructor/Course Coordinator. The Chair of Teaching shall make every effort to render a decision within three (3) days of receiving the request. The decision of the Chair of Teaching is final.

### **Appeal Procedures for Integrity**

A student who wishes to appeal a determination relating to integrity may follow the University's Academic Integrity Policy and Appeals Procedure, located on the [University's Policies page](#). Students are advised to consult with the Associate Dean of Students for guidance regarding the proper channel for appeals.

### **Appeal Procedures for Student Dismissal by Promotion and Graduation Committee**

Students may appeal an academic, behavioral, or technical standards dismissal on the following grounds: failure to follow Pharmacy progression policy or other pertinent University or College policies.

To appeal in this manner, the student must submit to the Dean, within three (3) business days from receiving the decision of dismissal from the Promotion and Graduation Committee, a written appeal that specifies the grounds for appeal and provides information and documentation, if any, supporting the appeal. The Dean will make a final decision and no further dismissal appeals shall be available thereafter.

### **Appeal Procedures for Reinstatement**

A student who was academically dismissed may petition for reinstatement on the following grounds:

- Identification and resolution of personal challenge(s) that led to academic difficulty
- Other significant change in the student's situation that will support success.

Petition must be submitted no sooner than a full term following the term in which they were dismissed. Any student who is not able to complete the full course of study within the 5-year timeframe from matriculation, will be required to restart the full course of study if readmitted. The procedure for petition is as follows:

1. The student should provide the ground(s) for petition for reinstatement, along with evidence supporting this ground.
2. The student should write a narrative addressing their plan for their academic success. If appropriate, this narrative should discuss the student's academic problems that occurred, the steps the student has taken or will take to avoid these problems again and describe the resources that the student will use to meet academic goals.
3. The narrative, plus the statement of ground for petition and accompanying evidence, should be submitted to the Associate Dean of Students via university email, who will review the petition and provide it to the Promotion and Graduation Committee for consideration.
4. The Chair of the Promotion and Graduation Committee will respond to the student with a notice to appear for a hearing with the Promotion and Graduation Committee. The Promotion and Graduation Committee shall make a recommendation to the Dean within three (3) business days from the hearing. The Dean will make a final decision and no further appeals shall be available thereafter.
5. Timeframe for petitions: Materials must be received by the Associate Dean of Students one full term prior to the term in which the student wishes to be reinstated. Please refer to the College of Pharmacy Academic Calendar. If the student is petitioning for reinstatement to APPE rotations, timing of placement is dependent on preceptor and site availability.

## **APPENDIX A**

### **Student Complaints and Grievances**

In the event that a student disagrees with an action or policy of an instructor, course coordinator, staff member, or the actions of another student, the student is to consult the University's ***Policy and Procedure on Student Grievances*** (RU Policy No. 3.5), which is available on the [University's Policies page](#). College of Pharmacy students are subject to that Policy and Procedure. In addition, students should also note that a complaint sent to the Dean is considered a Formal Complaint and will be kept on file. An Accreditation Council for Pharmacy Education ("ACPE) representative may inspect all complaint records filed with the Roosevelt University College of Science, Health and Pharmacy during an on-site evaluation.

In addition to the issues and complaints described in RU Policy No.3.5, a student complaint related to the standards or the policies and procedures of ACPE must be submitted in writing to the Executive Director. Per the ACPE website, "ACPE has an obligation to assure itself that any institution which seeks or holds a pre-accreditation or accreditation status for its professional program(s) conducts its affairs with honesty and frankness. Complaints from other institutions, students, faculty, or the public against a college or school of pharmacy, including tuition and fee policies, and as related to ACPE standards, policies or procedures, shall be placed in writing in detail by the complainant and submitted to the ACPE office. The complaint shall be submitted to the institution for response. Requests for confidentiality shall be respected to the extent any such information is not necessary for the resolution of the complaint." For more information or to file a complaint about this program with ACPE, please see the [ACPE complaints procedure](#) at [www.acpe-accredit.org/complaints](http://www.acpe-accredit.org/complaints).

Lastly, in any situation where a student observes a student, staff member, faculty member, or any other person exhibiting concerning behaviors (*e.g.*, emotional distress, extreme classroom disruption, suicidal or homicidal thoughts, threats of harm, discrimination, harassment, bullying), the student should also contact the Behavioral Assessment Team at [bat@roosevelt.edu](mailto:bat@roosevelt.edu) or (312) 341-2323. For more information, please see: <https://www.roosevelt.edu/contact/report-concerning-behavior>.

## **APPENDIX B**



### **RUCOP Policy No. 1.1**

**Responsible Unit:** Office of the Dean, College of Pharmacy

**Consulted Unit(s):** Office of Academic Affairs

**Originally Issued:** 06/2016

**Last Revised:** 09/2019

**Revised Effective Date:** 09/2019

## ***Examination Policy***

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### **Policy Statement**

This Examination Policy describes the conditions to be observed during examinations in the College of Pharmacy ("COP") and serves to extend the Roosevelt University Code of Student Conduct described in the Roosevelt University Student Handbook.

The University reserves the right to modify or amend this Policy at any time, at its sole discretion. Any change to this Policy will become effective at the time designated above, and the changes will apply to both prospective students and those already enrolled. This Policy does not constitute an express or implied contract between Roosevelt University and any past, present, or prospective student, employee (including administrator, faculty, or staff), contractor, or volunteer. Unless otherwise stated, the term "Employee" as used in this Policy shall refer to all employees (including administrators, faculty, and staff), contractors, and volunteers.

### **Policy**

Students must take all quizzes and examinations in their assigned classroom unless otherwise authorized by the instructor. Students with testing accommodations will be proctored and follow this RUCOP Examination Policy during their exam.

All electronic quizzes and examinations will be administered in examination software provided by the COP (ExamSoft® or other examination software).

Proctors will be monitoring the room as students take their exam. If at any time a student is suspected of academic dishonesty their person, computer, and examination area will be examined.

Any violation of this Examination Policy is considered a violation of the Roosevelt University Code of Student Conduct. All violations of this Policy will be handled at course level by course coordinators and will be reported to the Roosevelt University Office of Student Conduct. Refer to the Roosevelt University Student Handbook for details on process and disciplinary actions for violations of the Code of Student Conduct.

**Before an examination or quiz in the COP, as a student you will:**

- Contact course coordinator prior to the start of the class/examination in the event you are unable to make it to an examination or a quiz at the scheduled time. Contact should be made by email, or by voicemail message if sending an email is not feasible immediately. If you arrive late to an examination or quiz, you will **not** be given any extra time and will **not** be allowed to begin an examination or quiz **once the first submission has been made**. *All consequences pertaining to this matter, particularly extenuating circumstances, are left at the discretion of the course coordinator.* For students that are granted an approval for excused absences, **make-up examinations or quizzes may be scheduled during finals week, at the instructor's discretion** (week 11 of the term). *Makeup examinations or quizzes for students with extenuating circumstances may be scheduled at the discretion of the course coordinator.* The content and format for all make-up examinations or quizzes will be at the discretion of the course coordinator, but will be similar in depth and breadth to the content that was missed.
  - ***Exception:*** *The rules above for arriving late to an examination/quiz do not apply to practical examinations. A student who arrives to the examination once the first group of students have seen the case will not be allowed to take the examination. Due to the nature of practical examinations, points lost due to an unexcused, late arrival or absence cannot be made up and are forfeited. A student with an excused absence cannot make up the examination, but will have the points for the excused examination exempted from their total grade.*
- Bring only your school-assigned laptop, laptop charger, and a writing utensil with you to the examination room. Screen covers, computer cases, and/or keyboard covers on laptops are not permitted during examinations/quizzes. They must be stored in the back of the exam room, and proctors are not responsible for loss/theft.
- Brimmed hats must be worn backwards or must be removed and placed at the back of the room with other belongings. Faculty have the right to ask students to empty all clothing pockets.
- Ensure your school-issued laptop is charged and functioning properly. Any known issues should be reported to the Office of Enrollment and Student Services to allow for the creation of an IT ticket in a timely manner.
- Ensure that the ExamSoft application is updated and that your designated examination or quiz is downloaded by the deadline provided by the instructor.
- Remove any electronics from your person including, but not limited to, cell phones, smart watches, etc. Store all cell phones, tablets, electronic watches, fitness tracking devices, mechanical and battery-powered watches, and any other device worn on the wrist in your locker, as they are prohibited during the examination. No devices that connect via Wi-Fi, Cellular, or Bluetooth (other than the COP-issued laptop) may be in your possession during an examination.

- ***For examinations only:***
  - You may bring your RU ID in a clear case, car keys and/or locker key only.
  - Store all other personal belongings in designated lockers. No personal effects such as book bags, purses, jackets, cell phones, watches etc. may be stored anywhere in the classroom or hallways.
  - Ensure that any food or drink you bring to the examination room is non-distracting, as determined by the proctor. Labels shall be removed from bottles and food shall be stored in clear storage bags only.
  - Enter the examination room beginning 15 minutes before the start of the examination.
- ***For quizzes only:***
  - Sit in the seat assigned by the proctor.
  - Clear your place at your desk and place all personal belongings against the wall in the classroom, if time does not permit you to store your belongings in your lockers before the quiz.

**During an examination or quiz in the COP, as a student you will:**

- Raise your hand to inform proctors of any technical complications experienced during the examination period.
- Make all examination/quiz-related calculations and annotations on paper provided by proctors, and then return the paper at the end of the examination/quiz. You must ensure that during an examination/quiz, the scratch paper is hidden from other students' view at all times.
- Raise your hands to be allowed to use the restroom; only one student may leave the testing room at any one time. You must sign-out to use the restroom, and must show that you have nothing in your pockets before proceeding to the bathroom.
- Submit examination and exit ExamSoft under the supervision of a proctor.
- Close your laptop upon completion of the examination.
  - You may leave the examination room with your laptop if all components of the examination are complete.
  - If a group examination is administered following an individual examination, you must remain with your laptop closed in the examination room until all components of the group examination are complete. Any use of the laptop after submission and before the team examination will result in forfeiting all points associated with the team exam."

- Exit the room when examination is submitted and proceed to the first floor when exams are given in the College of Pharmacy. Return to the 2nd floor or examination room only after the examination time has ended.

**Entities Affected by this Policy**

All units of the College of Pharmacy.

**Related Documents**

RUCOP Procedure No. 1.1 (Examination Procedure); RUCOP Form No. 1.1 (Examination Policy Acknowledgement).

**Implementation**

The Dean of the College of Pharmacy shall have the authority to establish any procedures necessary to implement this Policy.



## **APPENDIX C**



### **RUCOP Policy No. 1.3**

**Responsible Unit:** Office of the Dean,  
College of Pharmacy

**Consulted Unit(s):** Office of  
Academic Affairs

**Originally Issued:** 06/2017

**Last Revised:** 06/2017

**Revised Effective Date:** 08/2017

## ***Course Auditing Policy***

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### **Policy Statement**

This Course Auditing Policy describes the procedure that a College of Pharmacy student must follow to audit a course in that College.

The University reserves the right to modify or amend this Policy at any time, at its sole discretion. Any change to this Policy will become effective at the time designated above, and the changes will apply to both prospective students and those already enrolled. This Policy does not constitute an express or implied contract between Roosevelt University and any past, present, or prospective student, employee (including administrator, faculty, or staff), contractor, or volunteer. Unless otherwise stated, the term "Employee" as used in this Policy shall refer to all employees (including administrators, faculty, and staff), contractors, and volunteers.

### **Policy**

A student of the College of Pharmacy may audit a course only after receiving the prior written authorization of both the College of Pharmacy Promotion and Graduation Committee ("Committee") and the Office of the Dean. The student must request such permission no later than two (2) weeks before the start of the term in which the course(s) is offered.

The Committee shall require a student to **repeat** a course in which the student earns a grade of C- or below. The Committee will strongly recommend that a student **audit** an Integrated Sequence course if the student has been decelerated in the program due to academic performance; however, a student who has been decelerated in a program may choose to audit any course. An academically decelerated student may request permission to audit a course in the College of Pharmacy curriculum that the student has previously taken and for which the student has already received a grade.

Once a student has received the Committee's permission to audit a course, before returning to full-time status in the College of Pharmacy, the student must pay an auditing fee of \$100 per credit hour for each course the student wishes to audit.

### **Entities Affected by this Policy**

All units of the College of Pharmacy.

### **Related Documents**

None.

### **Implementation**

The Dean of the College of Pharmacy shall have the authority to establish any procedures necessary to implement this Policy.