



HIGH POINT UNIVERSITY

R_x Fred Wilson School of Pharmacy

Preparing healthcare professionals for the world as it is going to be.

2024-2025 Student Handbook

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Preface

The Fred Wilson School of Pharmacy (FWSOP) Student Handbook provides information regarding policies, procedures and requirements specific to the Doctor of Pharmacy (PharmD) program. This handbook is designed to assure transparency of expectations and FWSOP policies and procedures. Students should use this document as a resource for help and reference as they progress through the PharmD Program. Students should also refer to the FWSOP Experiential Education Manual, the High Point University Graduate and Professional School Bulletin (<https://www.highpoint.edu/graduate/bulletins/>) and the High Point University Student Guide to Campus Life (<https://www.highpoint.edu/studentlife/studentguidetocampuslife/>) for additional information and policies.

All FWSOP students and faculty should read the FWSOP Student Handbook carefully as they are expected to be familiar with all the information provided in this handbook and will acknowledge such by signing an acknowledge form annually. Failure to read this handbook does not excuse students and faculty from the rules and procedures described herein. Personal factors, illness, or contradictory advice from any source are not acceptable grounds for seeking exemption from these rules and procedures.

The provisions of this Student Handbook do not constitute a contract, expressed or implied, between any applicant, student, or faculty member and the FWSOP. The FWSOP and HPU reserves the right to dismiss a student who does not attain and maintain adequate academic or clinical performance or who does not exhibit the personal and professional qualifications required for the practice of pharmacy.

This handbook is intended to be as current as possible. However, the policies and other information contained in this handbook are subject to change at any time. The official FWSOP Student Handbook is maintained by the FWSOP Office of Student and Professional Affairs. In the event of any discrepancy between the online policies and the official FWSOP Student Handbook, the language in the official version shall supersede.

High Point University (HPU) and the FWSOP reserve the right to make changes to policies and procedures, course offerings, fees, tuition, academic calendars, curricula, degree requirements, graduation procedures, and any other requirements affecting students without notice. Changes will become effective whenever the proper authorities so determine and will apply to both prospective students and those already enrolled.

Questions related to the content of this handbook should be directed to the FWSOP Dean and/or the Assistant / Associate Dean of Student and Professional Affairs.

Accreditation Status

The Doctor of Pharmacy program at High Point University is accredited by the Accreditation Council for Pharmacy Education, 190 South LaSalle Street, Suite 3000, Chicago, IL 60603-3499, (312) 664-3575; FAX (866) 228-2631, website <https://www.acpe-accredit.org>

Should a student have concerns that the school is not in compliance with [Accreditation Standards](#), the student should file a complaint through the outlined process here: <https://www.acpe-accredit.org/complaints/>. ACPE will review the written complaint and forward it to the School for review and response. With a full set of information, ACPE will render a course of action related to the complaint and forward it to the School for review and response.

FWSOP Leadership Team

Dean



Dr. Mary Jayne Kennedy is the Dean of the FWSOP. In this capacity, Dr. Kennedy bears overall responsibility for leadership of the educational, research and clinical activities within the FWSOP.

Associate Dean of Academic Affairs



Dr. Patti Black is the Associate Dean of Academic Affairs. Dr. Black is responsible for overseeing all academic course pathways in the FWSOP and leading programmatic and assessment efforts in collaboration with the FWSOP Assessment Committee.

Assistant Dean of Student and Professional Affairs



Dr. Betsy Abbot is the Assistant Dean of Student and Professional Affairs. She is responsible for coordinating the admissions process within the FWSOP and overseeing the Office of Student and Professional Affairs.

Associate Dean of Experiential Education



Dr. Joy Greene is the Associate Dean of Experiential Education. In this capacity, Dr. Greene provides primary oversight of all operational aspects of the Office of Experiential Education including developing, maintaining and all overseeing experiential sites, student placements and clinical affiliation agreements.

Chair, Department of Clinical Sciences



Dr. Julie Cooper is the Chair of the Department of Clinical Sciences. Dr. Cooper is responsible for oversight and leadership of all departmental activities including recruitment, retention and development of Clinical Sciences faculty.

Interim Chair, Department of Basic Pharmaceutical Sciences



Dr. Kent Stewart is the Interim Chair of the Department of Basic Pharmaceutical Sciences. Dr. Stewart is responsible for oversight and leadership of all departmental activities including recruitment, retention and development of Basic Pharmaceutical Sciences faculty.

Director of Standardized Client Program Experiences



Dr. Diamond Melendez is the Director of Standardized Client Program Experiences. Dr. Melendez is responsible for overseeing the Standardized Client program, developing SC program policies and procedures and designing and scheduling individual assessment events, with the input of faculty and practitioners.

Director of Clinical Skills Laboratory



Dr. Sarah Rhodes is the Director of Clinical Skills Laboratory. In this capacity, Dr. Rhodes provides primary oversight of the Clinical Skills Laboratory course series.

Director of Teaching and Learning



Dr. Courtney Bradley is the Director of Teaching and Learning. Dr. Bradley assists Department Chairs in fostering an environment that values and promotes educational programs, serving as the chief advocate for investment and improvement in these programs. She also oversees faculty-development activities related to education.

Director of Interprofessional Education



Dr. Shaina Schwartz is the Director of Interprofessional Education. Dr. Schwartz is responsible for overseeing all interprofessional education activities and events, identifying new opportunities for interprofessional learning and developing and fostering interprofessional collaborations and partnerships.

Co-Curricular Program Director



Dr. Jordan Smith is the Co-Curricular Program Director. Dr. Smith is responsible for overseeing the FWSOP Co-Curriculum, identifying co-curricular opportunities and developing and fostering collaborations and partnerships that support co-curricular activities.

FWSOP Faculty and Staff Directory

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FWSOP Mission, Vision, Goals and Educational Philosophy

Date Created: September 24, 2015

Date of Last Review: May 15, 2024

Date of Last Update: September 24, 2015

Responsible Committee: Strategic Planning

Date Next Review/Update Due: May 15, 2025

Mission: To provide an extraordinary pharmacy education through the integration of biomedical and clinical sciences that enables future pharmacists to excel in a dynamic healthcare environment as a member of the healthcare team.

Vision: To be a premier school of pharmacy advancing education and research that prepares compassionate and inspired healthcare leaders for the local and global community.

Goals

1. Provide students with a comprehensive pharmacy education that carefully integrates basic and clinical sciences.
2. Develop within students the process of analytical thought, enabling them to reason through clinical and scientific problems.
3. Promote for all faculty and students, a passion for clinical and scientific discovery to advance healthcare.
4. Maintain an environment of caring and acceptance for personal and cultural differences, to develop kind, compassionate, and accepting pharmacy practitioners.
5. Expose students to real-world situations that prepare them to function effectively within health care environments.

Educational Philosophy: To utilize a closely integrated basic and clinical science curriculum to promote student application of the full range of skills necessary to provide patient-centered pharmaceutical care. Our teaching methods will utilize evidence-based techniques that promote long-term learning and expand the ability to synthesize the rapidly changing knowledge in healthcare.

Commitment to Diversity, Inclusion and Belonging

FWSOP Statement: The FWSOP is committed to fostering an inclusive community and affirming our commitment to racial equality, equity, and justice. As educators, researchers, and healthcare professionals, the FWSOP is committed to the principles of diversity, equity, inclusion, accessibility, justice and anti-racism and will seek opportunities to eradicate structural and systemic racism to address social determinants of health, diminish health disparities, and promote racial equity. (Adapted from a statement approved by the AACP House of Delegates, July 16, 2020.)

HPU Statement: HPU's statement of commitment to diversity, inclusion and belonging can be accessed via the following link: <https://www.highpoint.edu/diversity/>

Non-Discrimination Policy

In accordance with Title IX, 34 CFR Part 106, and university standards, HPU is committed to operating educational programs and activities that are free from sex-based and gender-based discrimination and sexual misconduct. This mission also extends to admissions and employment. See the [High Point University's Title IX](#) Site for more information.

Accommodations

At the beginning of each term, students must request academic accommodations from the HPU Office of Accessibility Resources and Services (OARS - [Office of Accessibility Resources and Services](#)). In order to request accommodations, students must follow the process outlined by OARS at the link above. Accommodations are not retroactive; therefore students with approved accommodations should request notifications be sent to instructors at the beginning of the semester or as soon as the student has been approved for accommodations.

Students must be able to perform the FWSOP technical standards without reasonable accommodations. If a student, with or without reasonable accommodations, cannot satisfy the FWSOP Technical Standards then the student may be dismissed from the program. Accommodations are in place only after the instructors is notified and the student discusses arrangements to be made with the instructor.

Grievances

Date Created: October 19, 2016

Date of Last Review: May 15, 2024

Date of Last Update: October 19, 2016

Responsible Committee: Office of Student and Professional Affairs

Date Next Review/Update Due: May 15, 2025

Definitions

1. A “grievance” is a statement by a student that he/she has been wronged by either a failure to follow, or a breach by the FWSOP, of its established policies and practices which includes, but is not limited to, discrimination on the basis of race, color, creed, place of national origin, gender, sexual orientation, age or disability. Complaints regarding faculty judgement of academic performance which do not allege discrimination on any basis listed above are not subject to a grievance procedure.
2. A “student” is anyone who was properly enrolled in the University at the time the perceived wrong occurred.
3. A “complaint” is the formal statement of his/her grievance that a student files with the Assistant / Associate Dean for Student and Professional Affairs.

Time Limits

1. Grievances must be filed within **thirty days** after the situation took place.
2. Anyone who cannot perform some procedural step on time must ask the Assistant / Associate Dean for Student and Professional Affairs for an extension before the time limit has been exceeded. Failure on the part of the student to observe any time limit or to receive an extension shall be taken to mean that the student has abandoned his/her complaint, and no further action on the matter shall be allowed. Failure on the part of someone named in a complaint either to observe a time limit or to receive an extension shall be taken to indicate that person’s agreement with all statements in the complaints.

Process

1. Student completes the Student Grievance Form and submits the completed form to the Assistant / Associate Dean of Student and Professional Affairs. The Student Grievance form is located on the FWSOP Student Blackboard site.
2. The Assistant / Associate Dean of Student and Professional Affairs will forward the completed Student Grievance Form to the FWSOP Executive Committee.
3. If the complaint pertains to instructional or academic issues it will be reviewed by the FWSOP Executive Committee. The FWSOP Executive Committee may refer to a FWSOP standing committee for proposed resolution(s).

4. The FWSOP Executive Committee will review any proposed resolutions and yield a decision.
5. The student filing the grievance will be informed by the office of the Assistant / Associate Dean of Student and Professional Affairs via email when the grievance has been addressed.
6. If the complaint pertains to any form of discrimination the student will be directed to the University non-discrimination statement for aid in resolution and contact information.

Appeals

1. A student may appeal the decision of the FWSOP Executive Committee to the HPU Provost.

The FWSOP will maintain a record of written student complaints via the Student Grievance Form, the process used to address each complaint, and the actions taken regarding each complaint. These files will be maintained in a secure location in the administrative offices of the FWSOP and will be available for review by ACPE and SACS. Should a matter of student complaint or grievance result in a legal proceeding, the FWSOP will provide full disclosure of the proceedings including the outcome of the case, when possible.

GENERAL INFORMATION

Tuition and Fees

For current tuition and fees information, please visit <https://www.highpoint.edu/graduate/fees/>

Refund of Tuition and Fees

For the HPU policy on crediting any charges paid based on date of withdrawal, please refer to the information on <https://www.highpoint.edu/studentaccounts/withdrawal-information/>.

Financial Planning

The HPU [Office of Student Financial Planning](#) supports pharmacy students in the identification of need, procurement of grants and loans, debt management, and repayment scheduling. The Office works to assist students and their families in their pursuit of a professional education at HPU. The Office works with students to maximize their resources and help determine if other resources exist from which they might benefit.

Student Course Registration

Students will be registered for classes each semester by the FWSOP Manager of Operations pursuant to notification from the Assistant / Associate Dean of Academic Affairs. Students may consult with their advisor regarding their progress and selection of elective courses. Students may also consult with their advisor and the Assistant / Associate Dean for Experiential Education for selection of experiential courses.

Academic Calendar

The current FWSOP academic calendar is available at the following link: <https://www.highpoint.edu/pharmacy/files/2023/08/School-of-Pharmacy-Academic-Calendar.pdf>

Housing and Transportation

Students are responsible for providing their own housing while attending the FWSOP. The FWSOP offers Introductory and Advanced Pharmacy Practice Experiences (IPPEs and APPEs) in a variety of regions of North Carolina and different states/countries. It is the student's responsibility to secure and pay for housing while completing IPPE and APPE rotations. Student housing during IPPE and APPE rotations is **not** provided by the FWSOP. Students should plan, in advance, where they desire to live and how they will secure housing during these off-campus experiences.

Students are responsible for their own transportation to and from classes/labs and experiential rotations regardless of location. It is reasonable for a student to travel up to an hour (and sometimes longer) to a pharmacy practice site to complete a rotation. Transportation to and from pharmacy practice sites is the responsibility of the student. Although the City of High Point does have a public transportation system (<https://www.highpointnc.gov/transit>), it is the preference of the FWSOP that students have their own car to use for transportation. Students must plan, in advance, their mode of transportation to and from their assigned IPPE/ APPE site.

Withdrawal and Leave of Absence Policy

Date Created: April 20, 2017

Date of Last Review: May 15, 2024

Date of Last Update: June 29, 2020

Responsible Committee: Office of Student and Professional Affairs

Date Next Review/Update Due: May 15, 2025

Withdrawals: A student may permanently withdraw from the FWSOP by following the process:

- Student meets with Assistant /Associate Dean of Student and Professional Affairs (ADSPA) to discuss withdrawal from the FWSOP.
- After meeting with the ADSPA, if the student wishes to withdraw from the program, they will complete a withdrawal form from the HPU Office of Graduate Operations and the student will be withdrawn from all courses.
- For the HPU policy on crediting any charges paid based on date of withdrawal, please refer to the information on <https://www.highpoint.edu/studentaccounts/withdrawal-information/>.
- Students who withdraw from the FWSOP without an approved leave of absence must reapply to the program if they decide to return.

Students in the FWSOP may only withdraw from individual courses under extenuating circumstances such as, but not limited, to family or medical emergencies and the request must be approved by the ADSPA. The course withdrawal should be carefully considered as it will likely place a student into an extended course of study. The process for course withdrawal is detailed below:

- Student submits a written course withdrawal request to the ADSPA, including any relevant documentation.
- Student meets with ADSPA to discuss the reasons for the withdrawal request and the potential impact on the student's course of study.
- If course withdrawal request is approved by the ADSPA, then the student will be withdrawn from the course with the following outcomes:
 - For withdrawal during the first five class days of the semester, there will be no academic record for that course.
 - For withdrawal after the first five class days until 4 weeks after the first day of the semester, a grade of "W" will be assigned for the course.
 - For withdrawal later than 4 weeks after the first day of the semester and before reading day, a grade of "WP" or "WF" will be assigned for the course.

- The ADSPA will work with the Assistant / Associate Dean of Academic Affairs and the FWSOP Academic Standards Committee to develop a plan for the student's course of study.

Leave of Absence: A student in good academic standing may request a leave of absence using the following procedure:

- Student submits a formal written leave of absence request, including documentation of the related extenuating circumstances, to the ADSPA.
- Student meets with ADSPA to discuss the reasons for the requested leave.
- The ADSPA presents the request to the FWSOP Executive Committee, who will decide whether to grant a leave of absence.
- The ADSPA will send an official letter to the student indicating the status of the requested leave of absence and if approved, specifying the terms of the leave.
- Upon approval the student must follow the process detailed above for withdrawal from the FWSOP.
- Student will also provide documentation, including the defined terms for the leave of absence, to the appropriate HPU offices to complete the administrative leave of absence processes related to financial aid, student accounts, and registration status.
- Prior to returning from the leave of absence, the student completes a readmission request form and returns it to the HPU Office of Graduate Admissions.

In the event the student is incapacitated and unable to initiate the request, the ADSPA may facilitate this process. Any tuition reimbursement will be in accordance with the HPU's refund policy ([https://www.highpoint.edu/studentaccounts/withdrawal- information/](https://www.highpoint.edu/studentaccounts/withdrawal-information/)).

Communications

All official communication from the FWSOP will be conducted through your HPU email account. No communication through social media will be considered official. Students must communicate with and staff using one of the following methods unless otherwise stated in a course syllabus:

- Email to HPU email account
- In person by appointment
- Office telephone

Faculty will make every effort to respond to emails within one (1) business day. Students should make every effort to respond to emails within one (1) business day.

When questions and/or concerns arise, as a general rule, students should:

1. First reach out to instructors and/or course coordinators with course-specific questions and concerns.
2. Seek council from their faculty advisor and review the FWSOP student handbook when seeking answers to general questions and related FWSOP policies and procedures.
3. Contact the appropriate Director or Department Chair for specific questions or resource needs.
4. Contact the appropriate Assistant / Associate Dean for matters that do not fit into the above criteria or for issues that are not resolved by steps 1-3 above.
5. Contact the Dean for matters that do not fit into the above criteria or for issues that are not resolved by steps 1-4 above.

In summary, the most appropriate order of points of contact for students to follow is generally:

1. Instructor
2. Course Coordinator
3. Faculty Advisor
4. Department Chair
5. Assistant / Associate Dean
6. Dean

Access to Student Records

After a student is admitted to the FWSOP a permanent file is created that contains the application. The file is stored in the Dean's suite under double lock. Official information, such as grades, class registration, records checks, and other official documents are maintained in this file. Full time faculty have access to students' academic records for legitimate educational interest. The student has the right to review the contents of their file upon request.

Inclement Weather

The policy of HPU is to conduct scheduled classes, keep offices open, and carry-on normal college operations under conditions deemed to be reasonably safe. Class cancellations / postponements and suspension of University services (i.e., shuttles, library) will be communicated via the Campus Concierge and the Office of Communications. HPU will not issue a Panther ALERT/ADVISORY for winter weather unless there is an emergency situation where immediate notification is needed.

Emergency situations (i.e., tornado warnings) are communicated via the Panther ALERT/ADVISORY system. This includes emergency text/voice messaging, emails, desktop alerts and campus sirens (when necessary). It is the responsibility of the student to ensure that the university has the student's up-to-date contact information.

In the event that FWSOP classes and activities are not cancelled during inclement weather, students should not attempt to travel under hazardous conditions or to take unnecessary risk if they must travel some distance to get to campus. The Assistant / Associate Dean for Student and Professional Affairs should be notified if the student is unable to attend class or other activity due to the weather. In some instances, students may be required to submit documentation (e.g., photos) of hazardous weather conditions or circumstances.

Remote Learning Procedure

Remote learning, including short-term remote access, is not permitted within the FWSOP Doctor of Pharmacy program. All FWSOP students are required to attend classes and activities in person to maintain the integrity of the collaborative and immersive learning environment. Students who are unable to attend class due to personal illness or other reason should follow the process for requesting an excused absence outlined in the FWSOP Attendance and Participation policy.

Exceptions to this policy will only be considered in cases where remote access for an extended period is approved as an academic accommodation by the HPU Office of Accessibility Resources and Services (OARS - [Office of Accessibility Resources and Services](#)). In order to request remote access as an academic accommodation for an extended period, students must follow the process outlined by OARS at the link above.

If a student is approved for extended remote access as an academic accommodation by OARS, remote access will be considered on a course-by-course basis by the Assistant / Associate Dean for Academic Affairs (ADAA). Extended remote access may be approved by the ADAA for courses where remote participation does **not** fundamentally alter the nature of the course. Students will be required to attend in person any courses for which remote participation will fundamentally alter the nature of the course. If a student is unable to attend in person any course that is determined to be ineligible for remote learning, an academic plan will be provided that may result in delayed graduation.

When necessitated by extenuating or emergency circumstances, such as natural disasters, public health emergencies or other unforeseen events that disrupt normal operations, the FWSOP may shift delivery of all courses to a temporary remote or hybrid learning model. Activation of program-wide remote learning during such emergencies will be strictly limited to the duration of the disruption.

Any time remote access to courses is allowed, students must have access to the following:

- A computer that meets the technology requirements detailed in the FWSOP Student Handbook
- A working camera and microphone (built in or external)
- Internet access

If a student does not have the ability to provide an appropriate remote working environment, then they should contact the Assistant / Associate Dean for Student Professional Affairs (ADSPA) to assist in identifying resources that are available.

Students are also reminded that integrity is key to the profession of pharmacy. As such, students must abide by the following parameters for completion of course work and assessments when permitted to attend classes remotely.

- Students MUST follow the instructor's guidance on assessments. This includes whether the assessment should be completed:
 - Individually or in collaboration with others
 - With or without the use of resources (notes, books, internet)
- Students MUST NOT (unless specifically stated by the instructor that they may do so):
 - Take pictures/screenshots of exams, questions, or performance-based assessments
 - Write down exam questions and response options, or information from performance- based assessments
 - Post assessment questions and/or answers in forums

Any violation will be considered professional misconduct and will be handled according to the FWSOP Conduct Process.

Safety, Standard Precautions and Post-Exposure / Injury Protocol

All FWSOP students, faculty and staff must adhere to all established High Point University and FWSOP safety policies (<https://www.highpoint.edu/safety/>).

All faculty, staff, and students must also follow CDC and OSHA Standard Precautions. Links to these standards are provided below.

- **CDC Standard Precautions:** <https://www.cdc.gov/infection-control/hcp/basics/standard-precautions.html>
- **OSHA Standard Precautions:** <https://www.cdc.gov/niosh/learning/safetyculturehc/module-5/5.html>

Students are required to complete the [OSHA Blood Borne Pathogens module in the CITI training program](#) in the P1 Fall semester and again before starting Advanced Pharmacy Practice Experiences (APPEs). Students are required to upload documentation of training completion to CORE. Students are also required to complete any clinical site-specific safety or security training requirements in preparation for supervised clinical practice rotations.

Failure to observe and practice CDC and OSHA Standard Precautions may result in disciplinary action and /or referral to the Academic and Professional Conduct Committee for unprofessional behavior.

In the event of a needle stick, sharps injury or exposure to blood or other body fluid, students should follow the steps recommended by the CDC (<https://www.cdc.gov/nora/councils/hcsa/stopsticks/whattodo.html>) as outlined below:

1. **Provide immediate care to the exposure site(s)**

- Wash puncture and small wounds with soap and water for 15 minutes
- Apply direct pressure to lacerations to control bleeding and seek medical attention
- Flush mucous membranes with water as described below
 - Mouth - Rinse several times with water
 - Eyes
 - Remove contact lenses.
 - If eye wash station available, flush eyes for 15 minutes.
 - If eye wash station not available, flush under the sink with water (preferably tepid) for 15 minutes or as tolerated. Keep the eyes open and rotate the eyeballs in all directions to remove contamination from around the eyes. Help may be needed to hold the eyelids open.

2. Seek medical care

- If the incident occurs on the HPU campus during regular working hours, the student should immediately go to HPU Student Health.
- If the incident occurs outside of regular working hours or at any time during an off-campus FWSOP sanctioned service event, the student should immediately go to the nearest emergency room for initial evaluation with follow-up provided by HPU Student Health.
- If the incident occurs at an IPPE or APPE site, the student should follow the process of that facility with follow-up provided by HPU Student Health.
- Students are financially responsible for all health care services they may require related to a needlestick, sharps injury or exposure to blood or body fluid

3. Notify appropriate individual(s)

- Students must notify the Assistant / Associate Dean for Student and Professional Affairs as soon as possible of any needlestick, sharps injury or exposure to blood or other bod fluids.
- If the exposure occurs while the student is on a clinical rotation (IPPE or APPE), students must also notify their preceptor and the Assistant / Associate Dean of Experiential Education.

Health Insurance

Students are financially responsible for the cost of all health care services they may require while enrolled in the program, including any health care services required as a result of their participation in scheduled program activities (e.g., drug and criminal background check testing, TB testing, immunizations, treatment of injuries, pathogen exposure evaluation and treatment).

Health insurance is available to all FWSOP students for a premium that is billed each semester. Information about enrolling in and opting out of this insurance is available at the following link:

<https://www.highpoint.edu/studentaccounts/student-insurance/>.

Any student who does not submit a waiver to opt out of the coverage by the date specified in the link above will automatically be enrolled in the coverage and the charge will remain on their accounts. If late waivers are submitted, students will be charged for months of coverage prior to the first of the month following the date of the submitted waiver. Premiums charged/paid prior to the waiver being accepted are non-refundable.

Professional Liability Insurance

FWSOP students participating in Introductory and Advanced Pharmacy Practice Experiences and in school-sponsored clinical service and outreach events are covered under HPU's general liability and medical professional liability coverages. Under these policies, the student is covered up to a maximum of \$4,000,000 for each occurrence and \$6,000,000 aggregate. Coverage is terminated when the student graduates or is dismissed / withdrawn from the Doctor of Pharmacy program.

North Carolina Pharmacy Intern Registration

A "pharmacy intern" is "any person who is registered with the Board under the internship program of the Board to acquire pharmacy experience or enrolled in approved academic internship programs." A qualified pharmacy intern "may, while under supervision [of a licensed pharmacist], perform all acts constituting the practice of pharmacy." any person who wishes to serve as a pharmacy intern and obtain practical experience in North Carolina must register with the Board. A person may not, and will not, receive credit for any practical experience required for licensure and obtained in North Carolina unless and until registered as a pharmacy intern.

Pharmacy intern registration instructions for incoming and currently enrolled pharmacy students may be found on the NC Board of Pharmacy website at the following link: <https://www.ncbop.org/pharmacy-intern.html>

North Carolina Pharmacist Licensure Requirements

Requirements for licensure as a pharmacist in the State of North Carolina may be found on the NC Board of Pharmacy website at the following link: <https://www.ncbop.org/licensurebyexam.html>

Students interested in licensure in other states are encouraged to contact those states' Boards of Pharmacy directly.

Neither acceptance to nor graduation from the FWSOP guarantees licensure by the North Carolina Board of Pharmacy or any other Board of Pharmacy.

ADMISSIONS

Admission Criteria

Date Created: October 19, 2016
Date of Last Review: May 15, 2024
Date of Last Update: January 31, 2024
Responsible Committee: Admissions
Date Next Review/Update Due: May 15, 2025

The FWSOP follows a holistic approach to consideration of applicants to our program. The FWSOP utilizes PharmCAS® for online applications for first-time admission to the FWSOP.

Students who have not been enrolled in the FWSOP for at least one academic semester (including the summer semester) should follow the process for readmission outlined in the FWSOP Progression Policy in the FWSOP student handbook. Situations that may lead to non- continuous enrollment may include but are not limited to dismissal (academic and/or non-academic), administrative withdrawal and leaves of absence (medical or non-medical).

Admission to the FWSOP requires that applicants meet the requirements outlined in the PharmCAS system and the High Point University Graduate and Professional School Bulletin (<https://www.highpoint.edu/graduate/bulletins/>) prior to matriculation into the program. Applicants must also comply with all policies and guidelines outlined in the PharmCAS system and the High Point University Graduate and Professional School Bulletin. Offers for admission may be denied or rescinded if an applicant fails to meet the admission requirements and/or does not follow all policies and guidelines outlined in the PharmCAS system and the High Point University Graduate and Professional School Bulletin within the required timeline.

In order to be admitted to the FWSOP, applicants must be in good standing with the North Carolina Board of Pharmacy and the National Association of Boards of Pharmacy (NABP) and eligible for registration as a pharmacy intern and licensure as a pharmacist. Applicants must also undergo a criminal background and sex offender (CBSO) check and the results of the check must be received and reviewed by the Assistant / Associate Dean for Student and Professional Affairs prior to matriculation into the program. Offers for admission may be denied or rescinded if the results of the CBSO check are (1) not received prior to matriculation into the program and/or (2) reveal charges, convictions, institutional violations and/or sanctions.

All applicants to the FWSOP are also required to undergo a drug screen prior to matriculation as outlined in the FWSOP Student Drug Screen Policy. All drug screen results must be received and reviewed by the Assistant / Associate Dean for Student and Professional Affairs prior to matriculation of the applicant into the program. Offers for admission may be denied or rescinded if the results of the drug screen are (1) not received prior to matriculation into the program and/or (2) reveal non-negative results.

Grade Point Averages (GPA) are calculated for all pre-pharmacy courses (Cumulative GPA) and for a subgroup of math and science courses (chemistry, biology, and math) which is considered the Core GPA. The minimum preferred Cumulative and Core GPAs to be considered for admission are 2.50 on a 4.00 scale. Nonacademic factors also considered for admission include written communication skills, individual and group interview performance, letters of reference, diversity, pharmacy practice experience, leadership, involvement in extracurricular activities, and meeting all technical standards established by the FWSOP. All admission performance records are maintained in the FWSOP for a minimum of three years.

Transfer and Course Waiver Policy

Date Created: May 18, 2018

Date of Last Review: May 15, 2024

Date of Last Update: August 3, 2023

Responsible Committee: Admissions

Date Next Review / update Due: May 15, 2025

Applicants desiring to transfer into the FWSOP will be considered for transfer into the Pharm.D. program. An applicant requesting to transfer into the FWSOP from another ACPE-accredited pharmacy school must send a letter to the Assistant / Associate Dean of Student and Professional Affairs (ADSPA) stating his/her desire to transfer. If space is available in the class the applicant must submit:

1. An official transcript from the colleges and universities from which they have received course credits including the school of pharmacy from which they are transferring;
2. The PharmCAS application that was submitted to his/her previous School of Pharmacy, if available;
3. Completed High Point University Norcross Graduate School on-line application;
4. Completed Application for Transfer of Credit Hours to the FWSOP, if applicable

An applicant seeking to transfer must meet the FWSOP's pre-pharmacy course requirements and the School's current admission standards in order to be considered. If the applicant meets these requirements, the applicant will be invited to interview with the School.

Following the interview, the Admissions Committee will decide whether or not to allow the transfer.

Course Equivalency: In determining course credit transfer, most courses from an ACPE accredited institution in which a minimum grade of "B" is was earned will be considered for acceptance. Because of differences in pharmacy schools' curricula and course content, some or all course credits may not transfer at the same professional level and, therefore, the applicant seeking a transfer may not be eligible for the same professional standing in the FWSOP that the applicant had at his/her previous pharmacy school. Typically the maximum number of semester hour credits accepted for transfer into the professional program will not exceed 37.

In order to determine the equivalency of courses, the applicant shall submit the syllabi of all courses for which the applicant is seeking transfer credit to the ADSPA. The ADSPA will receive the syllabi and consult with the appropriate department chair(s) to determine course equivalence. The ADSPA will notify the applicant regarding the courses for which they will receive credit and determine if the applicant desires to continue the process for transfer. If the applicant accepts the course equivalence decisions and wishes to continue the transfer process, the ADSPA will provide the recommendations regarding course equivalence to the Admissions Committee for a final decision.

NON-ACADEMIC PROGRAM REQUIREMENTS

Technical Standards

Date Created: July 21, 2016

Date of Last Review: May 15, 2024

Date of Last Update: January 31, 2023

Responsible Committee: Admissions

Date Next Review / update Due: May 15, 2025

The educational mission of the FWSOP is to educate and graduate competent practitioners to provide pharmaceutical care in a variety of pharmacy practice settings. Students admitted to the FWSOP must also meet the technical standards for admissions. These technical standards outline the essential functions that candidates for the Doctor of Pharmacy degree must be able to perform. These essential functions reside in the following categories: Eligibility; Observation; Communication; Motor; Intellectual; and Behavioral/Social.

The FWSOP recognizes that individuals may vary in their abilities regarding these functions and the FWSOP is committed to supporting its students in order to complete their course of study. A candidate must successfully complete introductory and advanced pharmacy practice experiences (IPPE and APPE rotations) where accommodations cannot be reasonably provided.

Technical Standards for FWSOP Doctor of Pharmacy Students

- **Eligibility:** A candidate must be in good standing with the North Carolina Board of Pharmacy and the National Association of Boards of Pharmacy (NABP) and eligible for registration as a pharmacy intern and licensure as a pharmacist.
- **Observation:** A candidate must be able to observe demonstrations and experiments in the basic sciences, which may include, but is not limited to, physiological and pharmacological demonstrations in animals, evaluation of microbiological cultures, and microscopic studies of microorganisms and tissues in normal and pathological states. A candidate must be able to observe a patient accurately at a distance and close at hand. Observation necessitates the functional use of the sense of vision and other sensory modalities.
- **Communication:** A candidate must be able to communicate effectively and sensitively with patients. Communication includes speech, reading, writing and computer literacy. The focus of this communication is to elicit information, describe changes in mood, activity and posture, and perceive nonverbal communication. A candidate must be able to communicate effectively and efficiently in oral and written forms with all members of the health care team in a timely manner. For example, students should be able to participate in large and small group discussions as well as interact with patients individually and in groups.
- **Sensory/Motor:** A candidate must have sufficient motor function to perform function that require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision. A candidate must be able to execute motor movements to provide general care and emergency treatments to patients. For example, students should be able to provide first aid treatments, perform cardiopulmonary resuscitation, administer immunizations, and compound medications inclusive of using techniques for preparing sterile solutions.

- **Intellectual (Conceptual, Integrative and Quantitative Abilities):** A candidate must have the ability to measure, calculate, reason, and analyze. A candidate must be able to synthesize and apply complex information promptly and accurately. A candidate must be fully alert and attentive at all times in clinical settings.
- **Behavioral/Social Attributes:** A candidate must possess the emotional health required for full utilization of his or her intellectual abilities and the exercise of good judgment. A candidate must possess the ability to develop mature, sensitive, and effective relationships with patients. A candidate must be able to tolerate emotionally and physically taxing workloads and to function effectively under stress. A candidate must be able to adapt to changing environments, to display flexibility, and learn to function in the face of uncertainties inherent in the clinical problems of many patients. A candidate must possess compassion, integrity, interpersonal skills, and motivation to excel in pharmacy practice.

Technology Requirements

All students in the FWSOP must own and bring a fully-charged laptop computer to classes and exams **each** day. Examinations will be administered using electronic testing software and the student's personal laptop. All students are allocated 1 TB of cloud storage on university resources. Minimum computer recommendations maybe found at the following link: <https://www.highpoint.edu/welcomeweek/computer-purchases/>

In addition, FWSOP students should have the following:

- Webcam (no phones as cameras)
- Microphone
- Screen resolution should be 1280 x 768 or higher
- Access to internet: 2Mbps upload speed
- Adobe Reader <https://get.adobe.com/reader>
- Battery backup sufficient to charge laptop fully
- For on-site support with ExamSoft, a working USB port is required. (Newer devices may require an adaptor)

FWSOP students qualify for educational discounts when purchasing computers directly from the following manufacturers:

1. [Dell Computer Purchase Program](#)
2. [Lenovo Computer Purchase Program](#)
3. [Apple Computer Purchase Program](#)

Immunizations and Screening Requirements

Students must be current on all required immunizations and screenings. Students must upload either a record of immunization or serologic proof of immunity for all required immunizations and screenings to Verified Credentials (VCI) at <http://scholar.verifiedcredentials.com/highpoint> with the required time frames.

Failure to complete all required immunizations and screenings and/or upload or provide requested documentation by the required deadline(s) may result in a delay in academic progression, a delay or cancellation of IPPE / APPE rotations, disciplinary action and /or referral to the Academic and Professional Conduct Committee for unprofessional behavior.

The following immunizations and screenings are required for all FWSOP students:

- **Influenza**: Must obtain influenza immunization annually while enrolled in the program.
- **Hepatitis B**: Records of a two or three-dose immunization series against Hepatitis B. This series must be started within 30 days of matriculation. Following completion of the Hepatitis B series, a positive (immune) titer must be provided. Nonconverters may require additional immunizations per the CDC recommendations.
- **Measles**: 2-dose live attenuated vaccines or two MMRs administered on schedule of which first must be given after one year of age.
- **Mumps**: 2-dose live attenuated mumps vaccine or two MMRs administered on schedule of which first must be given after one year of age.
- **Rubella**: 1-dose live attenuated rubella vaccine or one MMR administered after one year of age.
- **Varicella**: 2-dose vaccine series being administered on schedule. Note: History of previous infection is not sufficient evidence of immunity. In these cases, titer validating current immunity must be included.
- **Diphtheria/Tetanus/Pertussis**: Documentation of a completed primary series. All students must get a one-time dose of Tdap as soon as possible if they have not received Tdap previously (regardless of when previous dose of Td was received) and must get Td boosters every 10 years thereafter.
- **Meningitis**: 2 or 3-dose vaccine series (depending on the product) administered on schedule.
- **Tuberculosis**: All students must have baseline tuberculosis screening in the form of a two-step tuberculosis skin test (TST) or Quantiferon testing (preferred) performed in accordance with CDC guidelines within six months of matriculation and annually thereafter. Additionally, certain

clinical sites may have more stringent requirements. If any TB testing is positive, evaluation (and treatment if indicated) must be completed in accordance with CDC guidelines. As an alternative to the TST, students who have been vaccinated with BCG, may opt to have a blood test to detect TB infection.

Students may occasionally be involved in patient care activities that require additional immunizations or disease prophylaxis (e.g. international rotations). It is the responsibility of the student to consult with the ADEE to determine if any additional immunizations and/or screenings are necessary.

CPR Requirements

All FWSOP students are required to complete American Heart Association (AHA) Cardiopulmonary Resuscitation (CPR) training at the level of Basic Life Support (BLS) and maintain current BLS certification during their enrollment in the FWSOP. The FWSOP provides BLS training opportunities for students in the Fall of the P1 and P3 years. Students may opt to take the training provided by the FWSOP or to seek training opportunities elsewhere at their own expense. Students must upload documentation of their current BLS certification to Verified Credentials (VCI) at <http://scholar.verifiedcredentials.com/highpoint>.

Failure to complete required BLS training and/or upload or provide requested documentation by the required deadline(s) may result in delay or cancellation of IPPE / APPE rotations, disciplinary action and /or referral to the Academic and Professional Conduct Committee for unprofessional behavior.

Blood Borne Pathogens Training

Students are required to complete the [OSHA Blood Borne Pathogens module in the CITI training program](#) in the P1 Fall semester and again before starting Advanced Pharmacy Practice Experiences (APPEs). Students are required to upload documentation of training completion to CORE.

Failure to complete all required blood borne pathogen training and/or upload or provide requested documentation by the required deadline(s) may result in a delay in academic progression, a delay or cancellation of IPPE / APPE rotations, disciplinary action and /or referral to the Academic and Professional Conduct Committee for unprofessional behavior.

Co-Curricular Requirements

Students are required to complete all Co-Curricular requirements (including co-curricular hours) by April 15th of each academic year. Details regarding Co-Curricular requirements and documentation are located in the FWSOP Co-Curricular plan which is available on the FWSOP Student Blackboard site.

Failure to complete all co-curricular requirements and/or upload or provide requested documentation by the required deadline(s) may result in a delay in academic progression, a delay or cancellation of IPPE / APPE rotations, disciplinary action and /or referral to the Academic and Professional Conduct Committee for unprofessional behavior.

Student Background Check Requirements

Information regarding student background check requirements may be found in the Code of Conduct section of the FWSOP Student Handbook. Failure to complete and meet all student background check requirements and/or upload or provide requested documentation by the required deadline(s) may result in a rescension of an admissions offer, delay in academic progression (including graduation), cancellation of IPPE / APPE rotations, disciplinary action and /or referral to the Academic and Professional Conduct Committee for unprofessional behavior.

Student Drug Screen Requirements

Information regarding student drug screen requirements may be found in the Code of Conduct section of the FWSOP Student Handbook. Failure to complete and meet all student drug screen requirements and/or upload or provide requested documentation by the required deadline(s) may result in a rescension of an admissions offer, delay in academic progression (including graduation), cancellation of IPPE / APPE rotations, disciplinary action and /or referral to the Academic and Professional Conduct Committee for unprofessional behavior.

ACADEMICS

FWSOP Educational Outcomes

Outcome Number	Outcome Description
DOMAIN 1: FOUNDATIONAL KNOWLEDGE	
1.01	Explain and apply the scientific, technical, and legal concepts required to prepare and dispense medications
1.02	Evaluate prescriptions for appropriateness in terms of indication, drug selection, dose, route of administration, safety and drug interactions and formulate an action plan to resolve concerns
1.03	Explain and apply the scientific, intellectual, safety, and legal principles needed to compound nonsterile extemporaneous products
1.04	Explain and apply the scientific, intellectual, safety, and legal principles needed to prepare sterile and cytotoxic agents
1.05	Explain the regulatory and organizational procedures required to assure the safe manufacture, storage, and distribution of drug products
1.06	Explain and apply policies, procedures, and technology that health systems, pharmacies, and payers use to assure safe and cost-effective approaches to drug storage, acquisition, distribution, and administration
1.07	Explain and apply the principles of pharmaceuticals, biopharmaceuticals, pharmacokinetics and pharmacodynamics in pharmacy practice
1.08	Explain and apply the principles of basic and clinical pharmacology in pharmacy practice
1.09	Explain and apply the principles of medicinal chemistry in pharmacy practice
1.10	Explain and apply the principles of clinical chemistry in pharmacy practice
1.11	Explain and apply basic principles of biochemistry in pharmacy practice
1.12	Explain and apply fundamental knowledge of anatomy and physiology in pharmacy practice
1.13	Explain and apply basic principles of immunology in pharmacy practice
1.14	Explain and apply knowledge of genetics, genomics and molecular biology in pharmacy practice
1.15	Explain and apply knowledge of microbiology in pharmacy practice
1.16	Explain, interpret and apply basic statistical principles in scientific and clinical applications
1.17	Explain and execute the necessary steps required to receive, interpret, and appropriately respond to drug information requests from patients and other health care providers and to effectively and efficiently retrieve information from appropriate sources
1.18	Develop expertise in the interpretation, analysis and critique of primary, secondary and tertiary literature sources
1.19	Develop a working knowledge of local, state, and federal laws regulating the practice of pharmacy
1.20	Develop a working knowledge of how to develop and implement basic, clinical and practice-based research including the creation of innovative practice models
1.21	Accurately perform calculations which are essential to pharmacy practice including: product preparation, drug dosing, and physiologic markers needed for patient care
1.22	Develop an ability to recognize, analyze, and resolve ethical dilemmas

DOMAIN 2: INDIVIDUALIZED PATIENT CARE BASED ON POPULATION-DRIVEN DATA	
2.01	Provide patient-centered care as the medication expert
2.02	Collect, interpret, prioritize and apply essential patient information using an organized and comprehensive approach
2.03	Explain and apply the knowledge and skills necessary to individualize therapeutic (pharmacologic and nonpharmacologic) interventions
2.04	Recommend appropriate therapeutic interventions for targeted medical emergencies, urgencies, or poisonings
2.05	Incorporate patient culture and values into clinical decision making in order to ensure the best patient outcomes and patient-pharmacist relationship
2.06	Design strategies for prevention, intervention and education for individuals and communities to manage chronic disease and improve health and wellness.
2.07	Be conversant on major public health issues (e.g. obesity, diabetes, substance abuse, medical noncompliance) and apply corrective measures within the scope of pharmacy practice
2.08	Explain and demonstrate the ability to use population-based data to provide optimal individual care and minimize health-related risks while improving quality of life
2.09	Recognize social determinants of health to diminish disparities and inequities in access to quality care (cultural sensitivity).
2.10	Describe how population-based care influences patient-centered care and influences the development of practice guidelines and evidenced-based best practices.
DOMAIN 3: COMMUNICATION AND INTERPROFESSIONAL COLLABORATION	
3.01	Recognize and use appropriate communication strategies, instructional aids and motivation techniques.
3.02	Document actions and information in an effective, accurate, and appropriate manner and assure that patients' best interests are represented (advocacy)
3.03	Communicate appropriately and effectively with faculty, preceptors, pharmacy students, and interprofessional practitioners and students
3.04	Understand the roles of other healthcare professionals and optimal approaches to participate in an inter-professional team
3.05	Adapt instruction to audience needs and assess target audience comprehension of the information
DOMAIN 4: HEALTHCARE MODELS AND POLICIES, ENTREPRENEURSHIP, ECONOMIC, BUSINESS, AND ADMINISTRATIVE PRINCIPLES	
4.01	Understand health care delivery and payment models and demonstrate ability to provide pharmaceutical services within those frameworks
4.02	Explain the range and diversity of pharmacy roles throughout the health care system and describe the role of the pharmacist in medication use management
4.03	Describe and apply administrative processes and techniques for management of drug selection, supply, and costs
4.04	Manage patient healthcare needs using human, financial, technological and physical resources to optimize the safety and efficacy of medication use systems.
4.05	Describe quality assurance techniques, including implementation, monitoring, and assessment, and perform activities related to quality assurance in selected circumstances
4.06	Understand, assess, and apply business, management, and entrepreneurial principles necessary for pharmacy practice

DOMAIN 5: PERSONAL AND PROFESSIONAL DEVELOPMENT	
5.01	Respect other perspectives and needs and demonstrate professional behaviors and actions in all personal, professional, and ethical situations including differences in cultures, values, and opinions
5.02	Explain and design a plan for lifelong learning and maintaining professional competence while maintaining an appropriate work-life balance
5.03	Practice pharmacy in compliance with local, state, and federal laws while exhibiting ethical and professional behavior
5.04	Examine and reflect on personal knowledge, skills, abilities, beliefs, biases, motivation and emotions that could enhance or limit personal and professional growth (self awareness)
5.05	Demonstrate responsibility for creating and achieving shared goals, regardless of position (leadership)
5.06	Engage in innovative activities by using creative thinking to envision better ways of accomplishing professional goals (entrepreneurship)
5.07	Understand the history of pharmacy and its evolution to a patient-focused profession.

Professional Pharmacy Curriculum

The FWSOP Doctor of Pharmacy Professional Curriculum is outlined in the HPU Graduate and Professional School Bulletin located at the following link: <https://www.highpoint.edu/graduate/bulletins/>

FWSOP Course Descriptions

The FWSOP Doctor of Pharmacy course descriptions may be found in the HPU Graduate and Professional School Bulletin located at the following link: <https://www.highpoint.edu/graduate/bulletins/>

Graduation Requirements

Date Created: July 21, 2016

Date of Last Review: May 15, 2024

Date of Last Update: May 24, 2022

Responsible Committee: Academic Standards

Date Next Review / update Due: May 15, 2025

To graduate from the FWSOP a student must:

- Be accepted to the FWSOP.
- Complete all required didactic courses in the FWSOP curriculum with a final grade of “C” or above.
- Pass six hours of elective didactic courses including a minimum of two hours from both departments in the School of Pharmacy. Electives from outside the School of Pharmacy must be approved by the Associate Dean for Student and Professional Affairs.
- Pass all experiential courses.
- Complete all required co-curricular activities.
- Not be on academic probation or have outstanding professionalism violations at the conclusion of all courses.
- Be in good financial standing with High Point University.
- Consistent with the policy outlined in the Graduate Bulletin, the Pharm.D. degree must be completed within six calendar years from the date on which students first enrolled in coursework in the Fred Wilson School of Pharmacy. Under exceptional circumstances, a student may request an extension of one semester to complete the requirements for a degree. A request for an extension must be finalized before the expiration of the original time limit. If approved, an extension is limited to one semester immediately following the expired time limit. The appropriate paperwork required for such extensions is available in the Office of Graduate Operations.

Co-Curricular Plan

The FWSOP Co-Curricular Plan is located on the FWSOP student Blackboard site.

Interprofessional Education Plan

The FWSOP Interprofessional Education (IPE) plan is located on the FWSOP student Blackboard site.

Progression Policy

Date Created: October 19, 2016

Date of Last Review: May 15, 2024

Date of Last Update: August 1, 2024

Responsible Committee: Academic Standards

Date Next Review / update Due: May 15, 2025

Overview:

Review of academic performance in HPU's Fred Wilson School of Pharmacy (FWSOP) is the responsibility of the Academic Standards Committee. This committee is responsible to the faculty for maintaining the academic standards within the FWSOP. Included in this committee's purview is student progression, which is reviewed at the end of each semester. The committee recommends regulations and policies to the Faculty of Pharmacy concerning academic standing, matriculation processes, degree requirements, and grading systems.

Process and Procedures:

At the end of each semester, the Assistant/Associate Dean for Academic Affairs (ADAA) will provide the Chair of the Academic Standards Committee with a report of all students who failed to meet the requirements for progression (defined below). This report will be provided to the Committee Chair within seven (7) days of the date that the University Registrar records final course grades in order to facilitate a prompt review. The ADAA will also contact each student failing to meet the requirements for progression and provide them with the opportunity to submit a written statement, with the option of appearing in person, to the committee that will be included in the review process.

The Committee will convene prior to the start of the next semester to review students failing to meet the progression standards. The faculty member issuing a failing grade is invited to address the Committee. Final decisions by the Committee regarding a student's academic standing and progression and the appeal process will be presented to the student in writing and via an email message sent by the ADAA on behalf of the Academic Standards Committee. The Committee will also report its final decision regarding a student's progression to the Dean. Students have the right to appeal the Academic Standards Committee's final decision to the Dean based on the Appeals section of this policy.

Criteria for Academic Progression: The following academic progression criteria must be met at the end of each semester in order for a student to remain in good standing within the FWSOP:

1. Earn a grade of “C” or higher in all professional coursework (didactic or experiential, required and elective) and a grade of P in Pass (P)/ Fail (F) courses;
2. Maintain a cumulative and semester GPA of at least 2.00;
3. Complete all co-curricular (including all co-curricular hours) and programmatic requirements by April 15 of each academic year; and

Additional Academic Criteria for Progression to IPPE and APPE rotation courses:

- Students with an outstanding grade of F in any course in the First Professional Year (P1) Fall or Spring semesters must successfully remediate (pass or grade of C or better) the failed course prior to being allowed to enroll in PEX7300 Introductory Pharmacy Practice Experience (IPPE) in Community.
- Students with an outstanding grade of F in any course in the Second Professional Year (P2) Fall or Spring semesters must successfully remediate (pass or grade of C or better) the failed course prior to being allowed to enroll in PEX7800 Introductory Pharmacy Practice Experience (IPPE) in Hospital Pharmacy.
- Students with an outstanding grade of F in any course in the first three professional years (P1-P3) of the curriculum (including PEX7300 and PEX7800) must successfully remediate (pass or grade of C or better) the failed course prior to being allowed to advance to any Advanced Pharmacy Practice Experience (APPE) courses.

The following may also be considered in determining progression:

- Students with ongoing sanction(s) as described by the Student Handbook, levied by the Academic and Professional Conduct Committee.

Students who do not meet the Criteria for Academic Progression are not considered to be in good standing in the FWSOP and must meet all actions required by the Academic Standards Committee. Those actions may be selected from the grid below. Other actions may be considered based on the individual case.

Progression Criteria	One or More Actions
Student does not meet any single (1) criteria for academic progression	• Probation • Written Admonition • Progress • Remediation
1 F in experiential course	• Probation • Repeat course with Remediation Preceptor

	• Repeat entire semester or year • Suspension • Dismiss
Student does not meet multiple (≥ 2) academic progression criteria	• Probation • Remediation • Suspension • Dismiss
2 F's in same class	• Dismiss
2 F's in any of the following individual course series: pharmacotherapy; medicinal chemistry; integrated pharmaceutical science; or experiential education	• Probation • Remediation • Repeat entire semester or year • Dismiss
3 F's (across entire curriculum)	• Dismiss
Additional F grade with previous probation	• Probation • Remediation • Repeat entire semester or year • Dismiss

The Academic Standards Committee will make one or more recommendations based on review of the student's academic performance, in conjunction with information provided by the student, faculty member(s), and the Academic and Professional Conduct Committee. The Academic Standards Committee may deviate from the guidelines when making academic sanction decisions after reviewing any special considerations.

Students on probation are not considered "in good standing" and are expected to focus on academic improvement. While on probation they are not allowed to hold student offices or to receive college stipends for travel to professional meetings or other college- sponsored events.

To return to good standing a student must:

- Have no outstanding grades of F; and
- Achieve at least a 2.00 GPA in the next semester; and
- Have a cumulative GPA of 2.00 or above after the next semester; and
- Have no ongoing sanctions levied by the Academic and Professional Conduct Committee.

Prior probation will also be considered when determining a student's academic performance and any prior academic or conduct letters will be reviewed when making final recommendations. Any other documents

relevant to a student's matriculation, such as leaves of absence (medical or administrative), may also be reviewed. Decisions will be made without consideration of an ongoing academic or conduct appeal.

Appeals:

To ensure students' right to due process, they may appeal a decision of the Academic Standards Committee to the FWSOP Dean. The Dean will consider an appeal when a student presents evidence that policies of the Student Handbook were not followed. Examples of appeals that will not be considered include, but are not limited to:

- Dispute regarding the quality of academic work, adherence to technical standards, or professional performance;
- Dispute regarding the legitimacy of published college/program policies;
- Differences between classroom policies or grading schemes in different courses unless the policy or grading scheme violates FWSOP policies;
- Effect of the action on a student's future earning potential, timeline for graduation and beginning their career as a pharmacist, or eligibility for veterans' benefits. Students wishing to appeal a committee decision to the Dean must submit a formal letter citing pertinent evidence within five (5) business days of being notified of the committee's decision. The Dean will consider all appeals and will make the final decision regarding any appeal cases.

Remediation:

The FWSOP defines remediation as repeating a course in which a student received a failing grade. The earliest this typically occurs is the subsequent academic year.

If a student receives a failing grade for any course, didactic or experiential, the failing grade for the original course remains on the student's transcript after remediation. Remediation may result in delayed graduation.

Administrative Withdrawal, Short-Term Voluntary Withdrawal, and Reactivation: Students may need to be administratively withdrawn for one or more academic semesters to satisfy the requirements of the Academic Plan issued by the Academic Standards Committee. Such students will be inactive during the semesters in which they are withdrawn. Prior to re-enrollment in courses in the Pharm.D. program, students must complete the reactivation process. Initiation of the reactivation process must occur at least 45 calendar days prior to the start of the semester in which the student is petitioning to begin coursework. This process is initiated via submission of the required reactivation form, which can be provided to the student by the ADAA or the Coordinator of Graduate Programs.

Students who have voluntarily withdrawn from the program may also be eligible to apply for reactivation. If the student was in good academic standing at the time of withdrawal and has been inactive for three or fewer consecutive semesters (including the semester in which the student withdrew), the reactivation process may be completed for program reentry, as described above. (Note that summer semester is included in the "three or fewer consecutive semesters" rule stated above.)

Readmission After Academic Dismissal: Students applying for readmission after academic dismissal are required to submit a complete application to the Graduate School. In addition, a formal letter must be sent to the ADAA and Assistant/Associate Dean of Student and Professional Affairs (ADSPA) of the FWSOP notifying them of the intent to seek readmission. Prior academic record from the FWSOP Pharm.D. program and all academic work completed since last enrollment will be considered in the admissions process, in addition to standard information and documentation of the admissions process. Students who are readmitted after academic dismissal will be subject to the following stipulations: (1) placed on academic probation for the duration of the program; (2) dismissed without recourse for subsequent readmission for earning a semester grade point average (GPA) of less than 2.00 or earning a grade of “F” in any course following readmission. Students not readmitted will be without recourse for subsequent readmission.

Readmission After Long-Term Voluntary Withdrawal: Students applying for readmission after voluntary withdrawal from the program (with greater than three consecutive inactive semesters including the semester in which the student withdrew), are required to submit a complete application to the Graduate School. In addition, a formal letter must be sent to the ADAA and Assistant/Associate Dean of Student and Professional Affairs (ADSPA) of the FWSOP notifying them of the intent to seek readmission. Prior academic record from the FWSOP Pharm.D. program and all academic work completed since last enrollment will be considered in the admissions process, in addition to standard information and documentation of the admissions process.

Readmission After Non-Academic Dismissal: Students applying for readmission after non-academic dismissal are required to submit a complete application to the Graduate School. In addition, a formal letter must be sent to the ADAA and Assistant/Associate Dean of Student and Professional Affairs (ADSPA) of the FWSOP notifying them of the intent to seek readmission. Prior academic record from the FWSOP Pharm.D. program and all academic work completed since last enrollment will be considered in the admissions process, in addition to standard information and documentation of the admissions process. Students who are readmitted after non-academic dismissal will be subject to the following stipulations: (1) placed on probation in accordance with the Academic and Professional Conduct Policy for the duration of the program; (2) dismissed without recourse for future readmission for any subsequent violations of the Academic and Professional Conduct Policy for which students are found accountable (i.e., a “Responsible” verdict) by the Academic and Professional Conduct Committee.

FWSOP Grading Scale

Date Created: October 19, 2016
Date of Last Review: May 15, 2024
Date of Last Update: August 1, 2024
Responsible Committee: Academic Standards
Date Next Review / update Due: May 15, 2025

The grading scale for the Fred Wilson School of Pharmacy (FWSOP) is defined as follows:

- A: 90 – 100 %
 - B: 80 - 89 %
 - C: 70 - 79 %
 - F: Less than 70 %
- No grades of D are assigned in the School of Pharmacy.

Additionally, some courses may include high-stakes assessments in the course syllabi. If these types of assessments are present, students must achieve the stated threshold to receive a passing final course grade.

Total End-of-Course Percentage Rounding: Percentage based on total points earned in a course versus total available points will be rounded to a whole percentage point as follows: (1) Decimals of 0.50 or higher will be rounded up to the nearest whole percentage point (ex 89.50 rounds up to 90 %). (2) Decimals of < 0.50 will be rounded down to the nearest whole number (e.g., 89.49 rounds down to 89%).

Pass/Fail Courses: For pass/fail courses in the FWSOP, students must earn a minimum grade of 70% to pass.

Grade Point Average: A student's Grade Point Average (GPA) is calculated using the following method:

1. The number of semester credit hours for a course is multiplied by the grade points earned for the course using the following multipliers.

• A = 4.0 • B= 3.0 • C=2.0 • F =0.0

2. The grade points for all courses are totaled and divided by the total number of credit hours taken to yield a GPA.

If a student is required to repeat a course, grades for both attempts will remain on the transcript and are used to calculate the student's semester GPA in which each course was completed and the cumulative GPA.

Withdrawals: Withdrawal is awarded only in accordance with the FWSOP Withdrawal and Leave of Absence Policy and grade designations are defined as follows:

- The grade of "W" (Withdraw) is not considered in the calculation of students' GPAs.

- The grade of “WP” (Withdrawal Pass) is assigned if a student withdraws from a course after the published withdrawal date and is passing the course at the time of withdrawal. The grade of “WP” is not considered in the calculation of students’ GPA.
- The grade of “WF” (Withdrawal Fail) is assigned if a student withdraws from a course after the published withdrawal date and is failing the course at the time of withdrawal. The grade of “WF” counts as an “F” in students’ GPA.

Grade Appeal Policy

Date Created: October 19, 2016

Date of Last Review: May 15, 2024

Date of Last Update: May 18, 2017

Responsible Committee: Academic Standards

Date Next Review / update Due: May 15, 2025

A student has the right to appeal a graded assessment or a final grade in a course. Student appeals may relate to, but are not limited to, a course coordinator, faculty member, or preceptor not abiding by grading policies stated in the course syllabus, Student Handbook, or Preceptor Handbook. Student disagreement with faculty or preceptor judgment in the assessment process is not grounds for appeal. A student desiring to appeal a grade should:

- Initially, contact in writing (email attachments accepted) the specific faculty member who was responsible for the assignment or examination.
- The student must submit the appeal to the faculty member no more than five (5) business days following return of the assignment/exam to the student or formal review of the assignment/exam, whichever occurs first. Such appeals must occur in writing with at least two references that support the student's appeal.
- The faculty member should act on the appeal within ten (10) business days.

If the grade dispute is not settled with the faculty member, the student has the option to then address an appeal to the course coordinator if the faculty member is not also the course coordinator. If the dispute is still not resolved the student may appeal to the department chair in which the course resides who will make the final decision regarding the appeal. If the faculty member is also the course coordinator and the department chair, the grade appeal should be made directly to the Dean.

If the grade dispute originates in an experiential course, grade appeals will be adjudicated by the Dean.

Student Examination Policy

Date Created: February 21, 2017

Date of Last Review: May 15, 2024

Date of Last Update: May 18, 2017

Responsible Committee: Assessment

Date Next Review / update Due: May 15, 2025

All students must install and/or use Exemplify, Cmap, CORE, Blackboard and other software as identified by the FWSOP on their personal computer to complete examinations and assignments required for course completion.

Students must adhere to the examination policy of the school, including:

- Must download the Exemplify assessment files by at least 7:00am on the day of the assessment.
- Assessment files downloaded after the deadline will be subject to a 10% reduction in final score.
- All exams begin at 7:45am; whereas, quizzes start at the beginning of the class. Any students beginning after the initial time will only be given the allotted assessment time. For example, if the assessment begins at 7:45am and is 30 minutes and student A arrives at 8:00am, the assessment will still end at 8:15am.
- Students must bring personal computer to each class with full battery charge & power cord.
- Students must enter password supplied by course faculty at time of testing.
- Any paper used during the course of the assessment (including scratch paper) will be supplied by the faculty and must be turned in at the conclusion of the test.
- Students must demonstrate to faculty or proctor that the exam is closed ("Green Screen") before leaving class.
- All personal items, including backpacks, phones and coats, must be stored out of reach.
- All phones must be placed on silent.
- Examinations will be administered on designated testing days and times.
- No personal calculators are allowed during testing sessions. Students will be provided a School of Pharmacy calculator as well as having access to the Exemplify calculator when appropriate.
- Finals are administered during finals week.
- Students will be released for bathroom breaks one at a time.

Beginning in the Spring of PY1, cumulative question(s) will be included on examinations. Each exam will include at least one question or up to 2% of exam.

Academic Early Alert

Starfish EARLY ALERT™

Fred Wilson School of Pharmacy (FWSOP) participates in an Early Alert System through the Starfish platform. Starfish provides a platform through which concerns for students who are at-risk for poor academic performance can be logged and addressed. The purpose of using this system is to facilitate a coordinated effort to monitor and respond to student performance issues. Faculty members or administrators with concerns about a student's performance can "raise flags" that can be seen by the student, the student's advisor, the Assistant/Associate Dean of Academic Affairs (ADAA), the Assistant/Associate Dean of Student and Professional Affairs (ADSPA), and other university staff involved in monitoring student success. Typically, flags remain raised until addressed with the student by the course coordinator, the student's faculty advisor, the ADAA, the ADSPA, or other individuals as appropriate. This section describes the key elements of the Academic Early Alert process as it occurs within the FWSOP.

Raising an Academic Alert Flag in Starfish

The primary responsibility for monitoring student performance within a course lies with the faculty member serving as the course coordinator. However, other faculty (e.g., course instructors) or administrators (e.g., ADAA) who observe evidence of an academic performance concern may also submit a flag in the Starfish system. When a flag is raised, the submitter should include a note identifying the issue that stimulated the flag to be raised (e.g., grade < 70% on course assessment), in addition to any recommended actions to the student (e.g., meet with the course coordinator within one week). The course coordinator should "raise a flag" in the early alert system when:

- a student earns a failing grade (i.e., less than 70 % of available points earned) on an examination or other major course assessment;
- a student is approaching the maximum allowable absences in a course;
- a student does not attend a scheduled meeting to discuss course performance issues;
- the course coordinator has other reasons to believe a student is at risk for course failure (lack of participation in course activities, notable changes in performance trends, excessive tardiness, etc.) ,
- a student is failing the course at the time the midterm grade is reported to the registrar,
- a student is deemed "in danger of failing the course" by the course coordinator at any point during the semester.

A student's faculty advisor should raise a flag or add an advising note to Starfish, as appropriate, when a student does not attend scheduled meetings with the advisor, fails to fulfill requirements of co-curricular program, is unresponsive to communication attempts initiated by the advisor (e.g., via email), or for other reasons related to the student's academic performance, attendance, or participation.

The Director of Co-Curriculum should raise a flag in Starfish when a student does not participate in a required Co-Curricular activity or is at risk for failing to complete the required Co-Curricular Program activities by the annual deadline of April 15.

The ADSPA may also raise an early alert flag when indicated.

Responding to Raised Flags

The primary responsibility for responding to an academic flag in Starfish lies with the doctoral student. If a course coordinator has requested a meeting in the flag note, the student should schedule and attend the requested meeting. Any time a student receives notification that a flag has been raised, the student should communicate with his/her faculty advisor regarding the raised flag within three business days of being notified of the flag. If a meeting is arranged with the advisor, the goals and expectations of the initial discussion of the issue should include:

- Reflect on the student's individual academic/personal challenges faced thus far in the semester; Assess current study habits, time management, academic requirements, utilization of academic resources, etc.
- Identify one or more contributing factors to the issue specified in the raised flag;
- Develop academic goals to address performance issues;
- Develop and document a specific academic improvement plan that includes an action plan for how to achieve the specified academic goals.

If the faculty advisor observes multiple flags being raised for an advisee, and no attempt has been made by the advisee to meet with the advisor, the faculty advisor should schedule a meeting with the student to discuss the performance issues, with emphasis on the goals outlined above. If the student has received multiple flags related to performance in the same course, it is recommended that the advisor communicate with the course coordinator to gain insight on potential challenges affecting the student's performance in the course,

A faculty advisor may refer the student to the course coordinator or course instructors if issues identified relate to course content. If nonacademic issues are revealed or suspected, the advisor or course coordinator should refer the student to the ADSPA for follow-up.

One goal is to determine if on-campus learning resources may be warranted. Resources may include but are not limited to:

- Testing for learning disabilities;
- Additional tools to improve study habits;
- Individualized test taking tools;
- Tutoring; and/or
- Counseling services.

Clearing Raised Flags

Once the faculty advisor (or course coordinator) has communicated with the student, the faculty member should clear the flag and include notes on any plans made or other pertinent findings from the discussion. If a faculty advisor attempts to communicate with the student in response to a raised flag, and the student does not respond, the faculty member will note attempts at communication and the student's nonresponse in the Starfish system.

Additional Monitoring of Student Performance

During each semester, the ADAA monitors student academic performance on major course assessments and also monitors performance issues flagged in Starfish. If the ADAA sees an accumulation of unaddressed flags or performance issues across multiple courses, s/he will contact the faculty advisor to determine if there are ongoing conversations with the student in question and confirm that there is a plan to add follow-up notes to address any outstanding Starfish flags. The ADAA may decide to invite the student to meet with him/her if the student or advisor feels that additional support is needed. The ADAA may also refer the student to the ADSPA to determine if nonacademic issues are adversely influencing the student's performance or to ensure the student is aware of and knows how to access on-campus resources (e.g., tutoring, evaluation for learning disabilities) that are available to support academic performance.

Early Alert and Midterm Grade Reporting

Each semester during week 7-8, a midterm grade submission deadline is established by the ADAA. Faculty course coordinators must submit midterm grades for all students enrolled in their courses to the registrar by the established deadline. In addition, faculty coordinators should submit Starfish flags for any students who are failing the course, based on the grade submitted at midterm. Finally, faculty coordinators should ensure that they have established in the course gradebook within the learning management system (e.g., Blackboard) a column in which they can report the student's midterm grade.

Once all midterm grades are submitted to the registrar, the ADAA receives the grade reports for all courses from the registrar's office. The ADAA will send an email to faculty advisors notifying them of any advisees who had one or more courses for which a failing grade was reported at midterm. Faculty advisors should communicate with advisees and note in the Starfish platform any action plans that are developed by the student to address the performance issue(s).

Advising Policy

Date Created: October 19, 2016

Date of Last Review: May 15, 2024

Date of Last Update: October 19, 2016

Responsible Committee: Office of Student and Professional Affairs

Review / Update Due: May 15, 2025

Academic Advising is an effective intervention for improving academic performance, retention, and the overall educational experience of our students. The primary purpose of the academic advising program is to assist students in their growth and development. It is a continuous and consistent process that is built upon the basis of personal contacts between advisor and advisee.

The Assistant /Associate Dean of Student and Professional Affairs appoints an Academic Faculty Advisor for each student at the time of initial enrollment. For first-year students the initial advising session will occur during the first two weeks of their first semester to begin the process of establishing a professional relationship with their advisor. Either the student or the advisor will be able to request a change of advisor.

The advisor's role is an active rather than a passive one; at the same time, it is upon the advisee to seek advice when appropriate. The process of advising requires the following objectives to be met for each student assigned as an advisee:

- Faculty advisors should meet at least once each fall and spring semester with continuing students to monitor progress towards educational/career goals, planning for the coming semester (or summer), and to review/revise long-range academic program schedules.
- Interpret and provide rationale for institutional policies, procedures, and requirements, as appropriate.
- Follow-up with the advisee regarding reports of unsatisfactory work (including Starfish alerts, see Early Alert Policy). Special attention should be paid to students who are placed on academic probation.
- Discuss and provide guidance on designated educational transactions (e.g., drops/adds, withdrawals) when necessary.
- Maintain a summary record of dates of and notes regarding student interactions, and notation of special circumstances/actions, etc.
- Inform and, if necessary, refer students to other institutional resources per the Academic Intervention Plan (Early Alert Policy) when academic, attitudinal, attendance, or other personal problems require intervention by other professionals on campus.
- Be available to advisees for consultation by appointment.
- Consult with faculty colleagues in order to have up-to-date information on advisees when necessary.
- Serve as an advocate for the advisee when appropriate.

The advisee is an equal partner in the advising process and will be expected to:

- Clarify to the advisor personal values, abilities, interests, and goals for academics and life.
- Contact and schedule regular appointments with the advisor each semester as required or when in need of assistance.
- Prepare for advising sessions and bring appropriate resources or materials.
- Bring Longitudinal Performance Report (from ExamSoft)
- Become knowledgeable and adhere to institutional policies, procedures, and requirements, use the on-line academic resources, MyStuff, Blackboard, and CORE, for academic updates, information updating, registration, and other purposes.
- Read at least daily HPU email and other important communications from the University, the FWSOP, and the advisor.
- Accept final responsibility for all decisions made.

CODE OF CONDUCT

Introduction

The FWSOP Code of Conduct provides a framework for ethical decision-making and professional conduct that aligns with the values of the pharmacy profession. The purpose of the FWSOP Code of Conduct is to outline expectations for student behavior in academic settings, clinical sites, and interactions with colleagues, faculty/staff and patients. It is intended to foster a culture of professionalism, respect and accountability among students and to promote a community where all individuals are treated with respect and civility, free of all harassment and discrimination.

The FWSOP Code of Conduct consists of the following specific commitments and policies:

- General Expectations
- Oath of a Pharmacist
- Code of Ethics
- Pledge of Professionalism
- Honor Code
- Dress Code
- Student Attendance and Participation
- Student Background Check Requirements
- Student Drug Screen Requirements
- Alcohol and Drug Use
- Social Media Use

All students are obligated to adhere to all elements of the FWSOP Code of Conduct and to report any behaviors that are inconsistent with or in violation of any elements of the Code using the Process for Reporting and Reviewing Alleged Violations of the FWSOP Code of Conduct outlined in this document. Students who have knowledge of a policy violation and fail to report the violation, or who actively or passively allow others to engage in a violation of the FWSOP Code of Conduct may be held accountable under this policy.

General Expectations

Student pharmacists must demonstrate conduct and behavior consistent with that expected of a pharmacist professional. All FWSOP students are expected to follow all applicable federal, state, local and professional laws, regulations and ordinances as well as the University Conduct Code outlined in the High Point University Student Guide to Campus Life (<https://www.highpoint.edu/studentlife/studentguidetocampuslife/>).

In addition, the following behaviors are unacceptable:

- Violent and/or threatening behavior, including real or implied threat of physical assault, harm, and/or distress
- Disruptive behavior, which includes interfering with, obstructing, or disrupting a normal school activity; sustained disruption during class or other school-related events
- Intimidating, harassing, abusive, discriminatory, derogatory, demeaning speech, writings or videos

- Unauthorized visual recordings without the person's expressed permission when such recording could, based on a reasonable person standard, cause the impacted person(s) substantial emotional distress

Oath of a Pharmacist

Date Created: March 29, 2016

Date of Last Review: May 15, 2024

Date of Last Update: May 24, 2022

Responsible Committee: Academic and Professional Conduct

Review / Update Due: May 15, 2025

All FWSOP students must follow elements outlined in the Oath below and will formally make this pledge to the profession upon graduation.

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

- I will consider the welfare of humanity and relief of suffering my primary concerns.
- I will promote inclusion, embrace diversity, and advocate for justice to advance health equity.
- I will apply my knowledge, experience, and skills to the best of my ability to assure optimal outcomes for all patients.
- I will respect and protect all personal and health information entrusted to me.
- I will accept the responsibility to improve my professional knowledge, expertise, and self-awareness.
- I will hold myself and my colleagues to the highest principles of our profession's moral, ethical and legal conduct.
- I will embrace and advocate changes that improve patient care.
- I will utilize my knowledge, skills, experiences, and values to prepare the next generation of pharmacists.

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

The American Association of Colleges of Pharmacy (AACP) Board of Directors and the American Pharmacists Association (APhA) Board of Trustees approved updates to the profession's Oath of a Pharmacist to incorporate contemporary language and address diversity, equity, inclusion, and antiracism. The updates were recommended by a joint AACP and APhA Oath Revision Steering Committee and approved by the boards of AACP and APhA at their respective November 2021 meetings.

Code of Ethics

Date Created: March 29, 2016

Date of Last Review: May 15, 2024

Date of Last Update: March 29, 2016

Responsible Committee: Academic and Professional Conduct

Review / Update Due: May 15, 2025

All FWSOP students must follow the elements outlined in the code below.

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.

As adopted by the membership of the American Pharmacists Association October 27, 1994.
<http://www.pharmacist.com/code-ethics>

Pledge of Professionalism

Date Created: March 29, 2016

Date of Last Review: May 15, 2024

Date of Last Update: August 1, 2024

Responsible Committee: Academic and Professional Conduct

Review / Update Due: May 15, 2025

All FWSOP students must follow the elements of the pledge of professionalism outlined below.

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

- DEVELOP a sense of loyalty and duty to the profession of pharmacy by being a builder of community, one able and willing to contribute to the well-being of others and one who enthusiastically accepts the responsibility and accountability for membership in the profession.
- FOSTER professional competency through life-long learning. I must strive for high ideals, teamwork and unity within the profession in order to provide optimal patient care.
- SUPPORT my colleagues by actively encouraging personal commitment to the Oath of Maimonides and a Code of Ethics as set forth by the profession.
- INCORPORATE into my life and practice, dedication to excellence. This will require an ongoing reassessment of personal and professional values.
- MAINTAIN the highest ideals and professional attributes to ensure and facilitate the covenantal relationship required of the pharmaceutical caregiver.

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

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

FWSOP Honor Code

Date Created: March 29, 2016

Date of Last Review: May 15, 2024

Date of Last Update: May 18, 2017

Responsible Committee: Academic and Professional Conduct

Review / Update Due: May 15, 2025

Preamble: We, the students of the Fred Wilson School of Pharmacy, believe that honesty and integrity are essential to student and professional development, whether personal, social, or academic. Therefore, we assert that:

- Every student is honor-bound to refrain from conduct which is unbecoming of a Fred Wilson School of Pharmacy student, and which brings discredit to the student and/or to the University, the School of Pharmacy, and to the pharmacy profession;
- Every student is honor-bound to abstain from cheating;
- Every student is honor-bound to abstain from lying;
- Every student is honor-bound to abstain from collusion;
- Every student is honor-bound to abstain from plagiarism;
- Every student is honor-bound to report a violation of the School of Pharmacy Code of Conduct
- In the case of group work and team assessments, every student is honor-bound to ensure the integrity of the final submission and shares responsibility.

Pledge: When a student accepts an offer of admission from the Fred Wilson School of Pharmacy, they agree to abide by the Fred Wilson School of Pharmacy's Honor Code.

Definitions: For purposes of interpreting the Fred Wilson School of Pharmacy Honor Code, the following definitions apply:

Cheating. Cheating includes but is not limited to:

- The use of unauthorized supplemental resources during course assignments and assessments. The instructor / course coordinator will designate which resources are authorized.

- The submission, in whole or in part, of the ideas or work of another as one's own;
- Completing academic work for another student who later submits said work, in whole or in part, as her/his own; and
- Submission of the same or similar work in two or more classes

Lying. Lying includes but is not limited to:

- Deceiving, falsifying, or misrepresenting the truth or any attempt to do so;
- Submission of modified or changed tests, answer sheets, or assignments for grading; and
- Falsifying or altering academic records.

Collusion. Collusion includes but is not limited to:

- Agreements or conspiracies entered into for fraudulent or illegal purposes;
- Discussing or otherwise describing the content of a graded assessment with a student who will complete a similar assessment in the same course at a later period; and
- Forgery for purposes of deception.

Plagiarism. Plagiarism violations include but are not limited to:

- Quoting or paraphrasing without proper acknowledgment;
- Submission of work without either intent or attempt to document or credit any of the following:
 - Part or all of written or spoken statements derived from sources, such as books, the Internet, magazines, pamphlets, speeches, or oral statements;
 - Part or all of written or spoken statements derived from files maintained by individuals, groups or campus organizations; and
 - The sequence of ideas, arrangement of material, or pattern of thought of someone else, even though you express such processes in your own words.

Note that proper acknowledgment includes identifying the author and source of a quoted or paraphrased passage and indicating clearly (by the appropriate use/omission of quotation marks or indentions) whether the passage is being quoted or paraphrased.

Dress Code

Date Created: October 19, 2016

Date of Last Review: May 15, 2024

Date of Last Update: August 1, 2024

Responsible Committee: Academic and Professional Conduct

Review / Update Due: May 15, 2025

Student professional dress should reflect the dignity and standards of the pharmacy profession. It is important that student pharmacists dress in a manner that is respectful to their professors, classmates, patients, and staff. The purpose of the Dress Code policy is to define expectations for professional dress in the FWSOP.

As members of the pharmacy profession, student pharmacists are obligated to maintain an appropriate professional standard. Professional standards include appropriate dress and proper attention to personal hygiene. All members of the Fred Wilson School of Pharmacy (FWSOP) community are expected to maintain a dress code consistent with professional employment expectations.

These standards fall under the Pledge of Professionalism for the School of Pharmacy. Any observed concern for violation of the Dress Code Policy should be submitted as a Professional Misconduct Allegation. The following dress code applies to all student pharmacists enrolled in the FWSOP and is the default standard from 7:30 AM to 5:00 PM Monday through Friday (including exam blocks). Casual dress days or other exceptions to the dress code may be determined by the FWSOP Executive Committee.. Students are also expected to maintain professional dress while conducting themselves outside of these hours when participating in activities affiliated with or representing the FWSOP, such as co-curricular events, conferences, and other professional activities.

Activities occurring in specific laboratories and patient areas (e.g., experiential education) in which the instructors or institutional policy require certain dress supersede this policy. These expectations are addressed in course syllabi and the Experiential Education Manual.

Personal Hygiene: All FWSOP students must maintain clean personal hygiene, including but not limited to:

- Regular bathing, grooming and dental hygiene.
- Routine maintenance of facial hair.
- Regular nail care and maintenance. Nails must be neatly groomed and kept at a length that will not interfere with the duties of a pharmacist (e.g., dispensing prescriptions, compounding in a lab, performing physical assessments)
- Strongly odorous perfumes/colognes are discouraged for the benefit of other members of the FWSOP community.
- Student pharmacists should not have the odor of tobacco smoke on their clothing.

Dress Standards: All FWSOP student pharmacists are expected to dress in business casual styled clothing, accessories, and shoes. Acceptable business casual dress is as follows:

- **Neat and well-fitting:** Clothes should be ironed and free of wrinkles or stains.
- **Modest:** Avoid revealing necklines, short skirts or dresses, and overly tight clothing.
- **Professional:** Avoid overly casual items like denim jeans, t-shirts, shorts, athletic wear, baseball caps .
- Clothing should be clean, correctly sized, and in good repair. There should be no visible holes, rips, or tears.
- Clothing, accessories, jewelry, and shoes should not interfere with the duties of a pharmacist (e.g., dispensing prescriptions, compounding in a lab, performing physical assessments).
- Clothing should allow for freedom of movement without inappropriate exposure. Clothing should not expose bare mid-ribs or display cleavage, and undergarments must not be visible.
- Business casual attire includes appropriate presentation of hair, tattoos, and piercings. Visible tattoos must not be disruptive or offensive.
- Clothing accessories bearing political slogans or statements are not aligned with the profession's code of ethics and should not be worn.
- Scrubs should not be worn outside of the experiential practice setting and only if aligned with the dress code expectations at the individual site. Scrubs are expected to be clean, appropriately fitting and in good condition.

Any medical, religious or other considerations that impact the ability for a student to adhere to the Student Dress Code Policy should be discussed with and approved by the Assistant/Associate Dean of Student and Professional Affairs.

Student Attendance and Participation

Date Created: October 19, 2016

Date of Last Review: May 15, 2024

Date of Last Update: August 3, 2023

Responsible Committee: Academic and Professional Conduct

Review / Update Due: May 15, 2025

Just as showing up for work is critically important to job security and work effectiveness, being present for class is critically important for mastering the career skills and concepts necessary to become an effective pharmacist. Attendance and punctuality are important components of our program that promote development of professional behavior and support student academic success.

This attendance policy outlines expectations for attendance for all FWSOP didactic and laboratory courses. Introductory and Advanced Pharmacy Practice Experiences (IPPEs and APPEs) are not covered under this policy and attendance expectations for IPPEs and APPEs are outlined in the FWSOP Experiential Manual.

Definitions

- With regards to attendance, students can be classified as present, tardy or absent.
- Students will be counted **present** if they are in attendance at the start of class, exam or required instructional activity. Time will be determined by the clock on the computer in the instructional classroom or laboratory.
- Students will be counted **tardy** if they arrive up to 10 minutes after the start of class, exam or required instructional activity. Time will be determined by the clock on the computer in the instructional classroom or laboratory.
- Students will be counted **absent** if they arrive more than 10 minutes after the start of class, exam or required instructional activity.
 - Absences are classified as excused or unexcused by the Assistant / Associate Dean of Student and Professional Affairs according to the process and definitions outlined below.
 - An **unexcused absence** is any absence that is not excused or any absence for which the student did not follow the required two-step procedure outlined below.
 - Absences due to the following reasons may be **excused**:
 - **Bereavement**: Excused absences for bereavement apply only in the death of an immediate family member (student's spouse, parents, siblings, children, grandparents, father/mother-in-law, son/daughter-in-law, or grandchild). Students are required to provide documentation to the FWSOP Office of Student and Professional Affairs.
 - **Emergency (Non-Health)**: Absences due to an automobile accident or extended loss of electrical power may be excused with appropriate documentation. Absences due to traffic or flat tire are NOT excused absences – students need to allow enough time for minor traffic incidents.

Students are required to provide documentation to the FWSOP Office of Student and Professional Affairs.

- Health (Personal): Verified illness or hospitalizations are considered excused absences. Medical appointments for non-urgent needs should be scheduled outside of class time and will NOT be considered excused absences. Students are required to submit documentation to the FWSOP Office of Student and Professional Affairs that include a note from a licensed healthcare provider verifying the illness or hospitalization for the excuse absence date(s).
- Health (Immediate Family): Students who must care for an immediate family member (as listed above) with terminal or acute illness or scheduled surgery may be excused on a limited basis. Students will NOT receive excused absences due to child/dependent care not being available. Students are required to submit documentation to the FWSOP Office of Student and Professional Affairs that includes a note from a licensed healthcare provider verifying family member illness or hospitalization for the excused absence date(s)
- Jury Duty / Court Summons: Students who are summoned to court to report for jury duty are granted excused absence(s) for the class(es) missed. Students are required to submit documentation to the FWSOP Office of Student and Professional Affairs that includes a copy of the summons.
- Military Duty: Deployment for two consecutive days or less may be considered excused. Longer deployment should be handled through a leave of absence request. Students are required to submit documentation to the FWSOP Office of Student and Professional Affairs that includes military orders.
- University / School Approved Activity: Attending school-sanctioned professional conferences, scholarly competitions, student forums and educational programs may be considered excused. The absences must always be approved before the event. Students must submit documentation to the FWSOP Office of Student and Professional Affairs that includes verification from the Faculty Advisor, Student Organization President, or other as appropriate.
- Observance of a Religious Holiday: Students seeking an excused absence for a religious holiday must notify the FWSOP Office for Student and Professional Affairs during the first five class days of the semester in which the religious observance occurs. Please refer to the information at the following link for religious holidays of particular significance to traditions represented on campus.
<https://www.highpoint.edu/religiouslife/observance-holy-days/>

Expectations

- Attendance is mandatory in the FWSOP. Students are expected to be present for all courses and required learning experiences and meet all course requirements outlined in each individual course syllabus.
- Student attendance must be documented by all FWSOP faculty for all courses and required learning experiences.

Implications

- The maximum number of absences (excused or unexcused) in any course or required learning activity cannot exceed 20% of any scheduled sessions (e.g., class session, exam block).
- If a student is counted absent (excused or unexcused) for more than 20% of any scheduled sessions (e.g., class session, exam block) in a course or required learning activity, 10% of the total available course points (e.g., 100 points if the total available points is 1000) will be deducted from the total points earned at the end of the semester. For example, if a total of 850 points were earned at the end of the semester the final number of points awarded would be 750.
- If a student has an excused absence and is within the maximum number of allowable absences, they will be given an opportunity to make up any missed assessments. The type of assessment make-up will be at the discretion of the course coordinator. The process for making up assignments is described below.
- If a student has an excused absence and has exceeded the maximum number of allowable absences, they will not be allowed to make up any missed assessments and a grade of zero will be assigned for the missed assessment.
- If a student has an unexcused absence they may complete any missed assessment for learning purposes, but they will not receive credit for the assessment and a grade of zero will be assigned.
- Excessive absences and tardiness are considered unprofessional and may result in formal evaluation of a student's professionalism and reported as professional misconduct.
- Course coordinators may also deduct points from the final course grade for unprofessional behavior due to excessive absences and tardiness. Specific policies regarding point deductions for unprofessional behavior related to absences and tardiness should be outlined in each course syllabus.

Procedure

- The FWSOP recognizes that there are legitimate and verifiable circumstances that may occasionally result in a student's absence from class. It is the student's responsibility to plan their schedules to minimize these absences. When a student must be absent from a class or exam period, it is the **student's responsibility** to:

- 1) Submit the Excused Absence Request Form to the FWSOP Office of Student and Professional Affairs **AND**
 - 2) Notify the **course coordinator** (not a lecturer or individual instructor) via email of the absence.
- The student should complete both of the above as soon as they know the absence is going to occur. In situations when the student has email or phone access (e.g., they are feeling sick at home), both steps must be completed as soon as possible but ***no later than the start of the class or exam period***. In emergent situations when the student is unable to access email or phone (e.g., they are hospitalized), both steps must be completed as soon as possible but ***no later than the end of the next business day (by 5:00 PM) after the missed class or exam period*** unless the student is incapacitated.
 - If both steps above are not followed within the required timeframe, the absence will automatically be considered an unexcused absence and will result in a score of zero for any missed content.
 - The FWSOP Office of Student and Professional Affairs will determine if the reason for absence and documentation meets the requirements for an excused absence. ***If proper documentation is not provided by the end of the next business day (by 5:00 PM) after return to campus, the absence will be counted as unexcused.***
 - Students who misrepresent their absence or the conditions of or reasons for their absence will be considered to have committed professional misconduct. Examples of misrepresentation include but are not limited to: falsifying an illness or family emergency, falsely claiming attendance at a required event (including digital reporting mechanisms), collusion to falsify presence, falsely claiming to have attended an event, or falsely claiming that an absence is considered excused by the FWSOP Office of Student and Professional Affairs. If the FWSOP Office of Student and Professional Affairs believes a student has engaged in misrepresentation, falsification or collusion regarding the absence in question, the student(s) will be reviewed by Academic and Professional Conduct Committee.
 - If a student has an excused absence and is within the **maximum number of absences** (as defined above), they have the opportunity to make up the missed assessment. In addition to notifying the course coordinator of the absence as noted above, students must also ***contact the course coordinator for each missed course no later than the end of the next business day (by 5:00 PM) after return to campus*** to schedule make-up assessments. The type of assessment make-up will be at the discretion of the course coordinator. Make-up assessments must be completed as soon as possible within the course coordinator's availability. Students are also responsible for checking Blackboard to see if any assessments were assigned during the class period that was missed and completing these assessments by their scheduled due dates.

Student Background Check Requirements

Date Created: July 21, 2016

Date of Last Review: May 15, 2024

Date of Last Update: August 1, 2024

Responsible Committee: Academic and Professional Conduct

Review / Update Due: May 15, 2025

All Fred Wilson School of Pharmacy (FWSOP) students are required to undergo criminal background and sex offender (CBSO) checks before matriculation and annually thereafter. Students may also be required to undergo the CBSO check more frequently at the discretion of the Office of the Dean. If a student declines to undergo a required background check, they will be denied admission or dismissed from the program. Costs of the CBSO checks are the responsibility of the student. A copy of the CBSO check results will be made available to the student upon request. Other copies will be distributed as appropriate on a need-to-know basis. All students will sign a release form indicating that the program has the right to release appropriate information to clinical sites.

If at any point during enrollment, a student is charged with or convicted of any criminal act (including pleas of nolo contendere or guilty) that may not have appeared on a previous CBSO check the student should immediately disclose the plea, charge or conviction to the Assistant/Associate Dean for Student and Professional Affairs (ADSPA) within 5 business days of the plea, charge or conviction. Failure to self-disclose could result in disciplinary action.

CBSO check results may limit a student's ability to secure clinical experiences. Independent of any determination made by the ADSPA, Assistant/Associate Dean for Experiential Education (ADEE), or the Academic and Professional Conduct Committee (APCC) regarding a student's CBSO check report, clinical sites have the discretion to deny a student's placement at the site based on CBSO check results. This may delay or prevent a student from meeting progression requirements and graduating.

Process Prior to Matriculation:

1. The ADSPA reviews and evaluates CBSO check reports for all deposited students prior to matriculation.
2. If a report contains adverse information, the candidate is informed by the ADSPA and is given the opportunity to provide explanatory information or to challenge the finding.
3. Reports containing adverse information will be referred to the Admissions Committee by the ADSPA.

Process Following Matriculation:

1. The ADEE will review all annual CBSO check reports.
2. If an annual CBSO check report contains adverse information, the ADEE will confer with the ADSPA.
3. If a report contains adverse information, the student is informed by the ADSPA and is given the opportunity to provide explanatory information or to challenge the finding.
4. Reports containing adverse information will be referred to the APCC by the ADSPA.

Maintenance of Records and Confidentiality: All CBSO records are confidential and are not released without the consent of the current/former accused student or as otherwise required or authorized by law or court order. CBSO records are retained for five years after final separation of the student from the university. For purposes of determining final separation from the university, a student must be separated for five continuous years. If a student reenrolls in the FWSOP, calculation of the final separation date will reset. CBSO records may be maintained indefinitely and reported for longer than five years after the student separates from the university if a student has not fulfilled all obligations.

Student Drug Screen Requirements

Date Created: April 4, 2016

Date of Last Review: May 15, 2024

Date of Last Update: August 1, 2024

Responsible Committee: Admissions

Review / Update Due: May 15, 2025

All Fred Wilson School of Pharmacy (FWSOP) students are required to undergo a drug screen prior to matriculation and annually thereafter. Students may also be required to undergo drug screens more frequently, at the discretion of the Office of the Dean. If a student declines to undergo a required drug screen they will be denied admission or dismissed from the program. Students are financially responsible for services related to drug screening and by accepting admission into the Pharm.D. program, students agree to submit to drug screening. Non-negative drug screen results may limit a student's ability to secure or complete clinical experiences. Independent of any determination made by the Assistant/Associate Dean for Student and Professional Affairs (ADSPA), Assistant/Associate Dean for Experiential Education (ADEE), or the Academic and Professional Conduct Committee (APCC) regarding a student's non-negative drug screen, clinical sites have the discretion to deny a student's placement at the site based on drug screen results. This may delay or prevent a student from meeting progression requirements and graduating. Acceptance into and successful completion of the FWSOP Pharm.D. Program does not imply or guarantee that the student will be able to obtain state licensure upon graduation. Required drug screen may consist of, but not be limited to: Amphetamines, Cocaine metabolites, Marijuana metabolites, Opiates, Phencyclidine, Barbiturates, Benzodiazepines, Propoxyphene, Methaqualone, and MDMA (Ecstasy).

Process Prior to Matriculation

1. The approved vendor will notify candidates via e-mail of the deadline for completion of any required drug screens prior to matriculation and provide instructions regarding obtaining and authorizing release of all required drug screen results.
2. A "non-negative" test result includes, but is not limited to, any of the following test results: invalid, inconclusive, negative-dilute, positive dilute or positive.
3. The approved vendor will ensure that all "non-negative" results are reviewed by a medical review officer/physician (MRO). A test is not considered "non-negative" until the MRO determines that the results are not due to a legally prescribed prescription medication being used as directed by their health care provider, or due to some other plausible reason. In these cases, candidates will receive a complete report and will have the opportunity to provide additional information/documentation to the MRO for consideration. The FWSOP will be notified that the drug screen is undergoing review by the MRO.
4. Results of all candidate drug screens will be provided by the approved vendor to the ADSPA.
5. In the case of a non-negative drug screen the case will be referred to the Admissions Committee for consideration.

Process Following Matriculation:

1. The approved vendor will notify students via e-mail of the deadline for completion of any required drug screens throughout the course of the Pharm.D. program and provide instructions regarding obtaining and authorizing release of all required drug screen results.
2. A “non-negative” test result includes, but is not limited to, any of the following test results: invalid, inconclusive, negative-dilute, positive dilute or positive.
3. The approved vendor will ensure that all “non-negative” results are reviewed by a medical review officer/physician (MRO). A test is not considered “non-negative” until the MRO determines that the results are not due to a legally prescribed prescription medication being used as directed by their health care provider, or due to some other plausible reason. In these cases, students will receive a complete report and will have the opportunity to provide additional information/documentation to the MRO for consideration. The FWSOP will be notified that the drug screen is undergoing review by the MRO.
4. Results of all student drug screens will be provided to the ADEE.
5. In the case of a non-negative drug screen, a student may be immediately removed from a clinical rotation site or prevented from beginning a clinical rotation and the case will be referred to the APCC for a hearing.

Maintenance of Records and Confidentiality All drug screen records are confidential and are not released without the consent of the current/former accused student or as otherwise required or authorized by law or court order. Drug screen records are retained for five years after final separation of the student from the university. For purposes of determining final separation from the university, a student must be separated for five continuous years. If a student reenrolls in the FWSOP, calculation of the final separation date will reset. Drug screen records may be maintained indefinitely and reported for longer than five years after the student separates from the university if a student has not fulfilled all obligations.

Alcohol and Drug Use

Date Created: October 19, 2016

Date of Last Review: May 15, 2024

Date of Last Update: October 19, 2016

Responsible Committee: Academic and Professional Conduct

Review / Update Due: May 15, 2025

Being under the influence of alcohol or drugs can seriously impair an individual's judgment and reactions leading to errors and endangering patients.

The aim of this policy is to ensure the safety of all students and patients by having clear policies in place regarding use and possession of alcohol and drugs, and to support those who have reported a problem with substance abuse or dependence.

High Point University and the Fred Wilson School of Pharmacy prohibit the unlawful possession and use of alcohol, illicit drugs and controlled substances by students, faculty, and staff either on university property or at any university- sponsored activity. This prohibition extends to activities sponsored by groups or organizations related to the university; and it extends to off- campus professional activities, including professional conferences, where attendance by faculty, staff, or students is sponsored, wholly or in part, by the university or by organizations related thereto. Furthermore, the university reserves the right to discipline members of the university community who, in other situations, whether on campus or off, are found to be in violation of federal, state, and local laws related to the possession and use of controlled substances.

No student shall:

- Attend class or any other school-related activity in possession of or under the influence of alcohol, illicit drugs or unprescribed controlled substances;
- Illegally consume alcohol, controlled substances or illicit drugs or abuse any substance while representing HPU and/or the FWSOP.

Contravention of these rules is professional misconduct and the FWSOP will take disciplinary action for any breach of these rules, which may include dismissal. Infractions of the Drug and Alcohol Use policy are referred to the Academic and Professional Conduct Committee.

Help and support

The FWSOP will endeavor to ensure that advice and help are made available to any student who feels they have a problem with alcohol or drug misuse. Under these circumstances and with the student's consent, a referral will be made to the North Carolina Professionals Health Program (NCPHP). Any student who seeks the assistance of the FWSOP in finding treatment for a drugs or alcohol problem has the School of Pharmacy's complete assurance of confidentiality to the extent allowed by local, state and federal law. Please refer to the progression policy about medical leave.

Social Media Use

Date Created: October 19, 2016

Date of Last Review: May 15, 2024

Date of Last Update: May 24, 2022

Responsible Committee: Academic and Professional Conduct

Review / Update Due: May 15, 2025

High Point University's Fred Wilson School of Pharmacy (FWSOP) recognizes that social networking websites and applications including, but not limited to, Facebook, Instagram, Snapchat, Tumblr, X, and YouTube are an important and timely means of communication. The FWSOP does not actively monitor online activity of the faculty, staff or student body, but it does address issues related to unprofessional behavior brought to the attention of the Office of Student and Professional Affairs.

All members of the FWSOP community, must understand that by identifying themselves publicly using social media, they are creating perceptions about the FWSOP, clinical/experiential sites, and/or their chosen health profession. It is of critical importance that students, faculty and staff make every effort to present themselves in a mature, responsible, and professional manner, and discourse should be civil and respectful while taking care to avoid displays of vulgar, disrespectful, unflattering, or inflammatory language or photographs that reflect poorly on the student or the University.

Students, faculty and staff who use the various social media platforms must be aware of the critical importance of privatizing these websites and applications, and they must also be aware that no privatization measure is perfect. Future employers may review these network sites when considering potential candidates for residencies, fellowships, and other employment situations.

Students, faculty and staff must be aware that posting certain information on social media is illegal. Violation of existing statutes and University regulations may expose the offender to criminal and civil liability, and punishment for violations may include fines and imprisonment. Offenders also may be subject to a variety of adverse academic actions including a letter of reprimand, probation or dismissal from the program.

In addition to the above recommendations, the FWSOP Social Media Policy includes the following stipulations:

- Students, faculty and staff *may not* share the personal health information of other individuals. Removal of an individual's name does not alone constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, or type of treatment or the use of a highly specific medical photograph, such as a before/after photograph of a patient having surgery or a photograph of a patient from a medical outreach trips, etc., may still allow the reader to recognize the identity of a specific individual.
- Students, faculty and staff *may not* report private or protected academic information of another student or trainee.
- In posting information on social networking sites, students, faculty and staff *may not* present themselves as official representatives or spokespersons for the High Point University School of Pharmacy.
- Students, faculty and staff *may not* represent themselves as other people.
- Students, faculty and staff *may not* use websites and/or applications in a manner that interferes with educational commitments.

- Students, faculty and staff are *strongly encouraged* to use social media privacy settings to limit the unknown or unwanted access to profiles or applications.
- If a student chooses to list an email address on a social networking site, a personal email address, not a highpoint.edu address, should be listed as the primary means of identification.
- Students, faculty and staff are *strongly encouraged* to avoid displays of vulgar and inappropriate language.
- Students, faculty and staff are *strongly encouraged* to avoid displays of language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity, or sexual orientation.
- Students, faculty and staff are *strongly encouraged* not to present/post photographs that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity.
- Students, faculty and staff are *strongly encouraged* to avoid posting potentially inflammatory or unflattering material, such as photographs, texts, etc. on another individual's website.
- Students, faculty and staff *may not* harass, in any form, an FWSOP faculty member, staff member, student, preceptor, or anyone they encounter while representing the FWSOP. Such actions will be dealt with to the fullest academic and legal extent.
- Students, faculty and staff *may not* post potentially inflammatory or unflattering material, such as photographs, text, etc., of an FWSOP faculty member, staff member, student, preceptor, or anyone they encounter while representing the FWSOP.
- Students, faculty and staff *may not* violate the confidentiality of an FWSOP committee.
- Students, faculty and staff *may not* knowingly distribute false evidence, statements, or charges against an FWSOP faculty member, staff member, student, preceptor, or anyone they encounter while representing the FWSOP.

Process for Reporting and Reviewing Alleged Violations of the FWSOP Code of Conduct

Date Created: October 19, 2016

Date of Last Review: May 15, 2024

Date of Last Update: August 1, 2024

Responsible Committee: Academic and Professional Conduct

Review / Update Due: May 15, 2025

Purpose: This policy outlines the process for reporting and reviewing alleged violations of the Fred Wilson School of Pharmacy (FWSOP) Code of Conduct. The process outlined in this policy is adapted from the University Conduct Procedure outlined in the High Point University Student Guide to Campus Life (<https://www.highpoint.edu/studentlife/studentguidetocampuslife/>).

Reporting: Any member of the High Point University FWSOP community (faculty, staff, students and preceptors) may report a concern or alleged violation of the FWSOP Code of Conduct to the Assistant / Associate Dean of Student and Professional Affairs (ADSPA) using the FWSOP Academic and Professional Misconduct Allegation form. Requests for anonymity by the individual reporting the alleged misconduct will be considered but may limit the FWSOP's ability to respond to the report. If the individual reporting the alleged misconduct has reservations about disclosing their identity when making an allegation, a FWSOP faculty member may report alleged misconduct on their behalf. While the FWSOP does not have a statute of limitations on policy violations, reports of concerning behaviors or violations of the conduct code after significant time has passed may limit the FWSOP's ability to address or remedy the issue.

Responsibility for Review: The ADSPA and FWSOP Academic and Professional Conduct Committee (APCC) have shared responsibility for reviewing Academic and Professional Misconduct allegations and for making decisions regarding student responsibility for violating the FWSOP Code of Conduct. The ADSPA and APCC also share responsibility for determining appropriate sanctions for students found responsible for conduct code violations.

Legal Representation and Recordings: No student is allowed to have legal representation present at or during any part of the conduct process. All parts of the conduct process are closed, and audio and video recording are not allowed.

Recordkeeping: All records related to allegations of academic and professional misconduct, including the accused student's disciplinary record, are confidential and are not released without the consent of the current/former accused student or as otherwise required or authorized by law or court order. Records of conduct process review proceedings are retained for five years after final separation of the student from the university. For purposes of determining final separation from the university, a student must be separated for five continuous years. If a student reenrolls in the FWSOP, calculation of the final separation date will reset. The disciplinary record may be maintained indefinitely and reported for longer than five years after the student separates from the university if a student has not fulfilled all obligations or has not resolved a violation and any related sanctions. Records of proceedings resulting in dismissal will be maintained and reported indefinitely.

Overview of the Review Process: Allegations of academic and professional misconduct are reviewed in a stepwise manner. An administrative conduct conference with the ADSPA and the Chair of the APCC is generally the first step in this process. A full hearing with the APCC is generally the second step in this process. However, some matters may proceed directly to a full APCC hearing, if warranted, at the discretion of the ADSPA.

The ADSPA and/or APCC may refer allegations for further investigation or adjudication. Matters referred for investigation will be held until the investigation is complete, after which time the investigation will be reviewed for evidence to proceed with a conduct process. The FWSOP Dean or their designee, may at their discretion, issue interim measures until the matter can be adjudicated through the conduct process. Interim measures are described in the definitions section at the end of this policy.

Conflicts of Interest: Any person involved in the conduct review process may recuse themselves if they believe they have a potential conflict of interest with, bias about or other interest in the review. In the event of a conflict, the FWSOP Dean will appoint a substitute. If the FWSOP Dean has a conflict, the Provost will serve in the place of the FWSOP Dean.

If the accused student believes that any person involved in the conduct review process has a conflict or bias that might affect impartial consideration, they may request that a substitute be appointed. The accused student must submit a request for a substitute in writing to the ADSPA no less than three (3) calendar days before the administrative conduct conference and/or full APCC hearing. The ADSPA will make the final decision regarding potential conflicts or bias and this decision may not be appealed.

Administrative Conduct Conference

1. The ADSPA will notify the accused student that an academic and professional misconduct violation allegation form has been received and will provide the accused student with a brief description of the alleged violation, the date the violation occurred and the name of the Chair of the APCC in writing.
 - This notification may occur via email.
 - The notice will have a deadline for the accused student to contact the ADSPA to make an appointment for an administrative conduct conference to discuss the allegation.
 - If the accused student does not schedule the administrative conduct conference by the deadline in the notice, they will have an administrative conduct conference scheduled for them by the ADSPA.
 - If the accused student fails to read their notice and/or attend their scheduled administrative conduct conference, they will forfeit their right to review the submitted FWSOP Academic and Professionalism Misconduct Allegation form and any other materials related to the allegation and to provide any additional evidence or list of witnesses.

2. The ADSPA and Chair of the APCC will meet with the accused student in an administrative conduct conference to discuss the incident and the alleged charges.

- During this meeting the ADSPA and Chair of the APCC may question the accused student.
- The accused student will be given an opportunity to view the submitted FWSOP Academic and Professional Misconduct Allegation form and any other materials related to the allegation within the constraints of FERPA.
- The accused student will also be afforded the opportunity to provide any evidence directly related to the incident. The student may provide the name(s) of any witnesses for the ADSPA to contact during their investigation. Witnesses cannot be “character witnesses” and must have actual information directly related to the incident in question. The ADSPA has the right to exclude any witnesses who do not meet these criteria.

3. The ADSPA and Chair of the APCC will review all information and will determine if the accused student is responsible for violating the FWSOP Code of Conduct. Decisions regarding responsibility are based on a “preponderance of the evidence”. A preponderance of evidence exists when a reasonable person, after evaluating all credible information available at the time of the investigation, would conclude that it is “more likely than not” that a violation has occurred.

- If the ADSPA and Chair of the APCC determine that there is not a preponderance of evidence to suggest to student that the student is responsible for the alleged misconduct, they may dismiss the charge.
- If the ADSPA and Chair of the APCC determine that there is a preponderance of evidence to suggest that the student is responsible for the alleged misconduct, they will determine the appropriate sanctions.
 - Sanctions are defined and outlined in the definitions section at the end of this policy.
 - A student found responsible for violating the FWSOP Code of Conduct may receive more than one sanction for a single incident.
 - Further violations while this student is enrolled in the FWSOP may precipitate more severe sanctions.
 - Students found responsible must complete/satisfy all sanctions and cannot have any pending FWSOP Code of Conduct violations to be eligible to graduate.

4. The ADSPA will notify the accused student of the outcome of the administrative conduct conference in writing. This notice will list the outcome(s) of the review conducted by the ADSPA and the Chair of the APCC regarding the alleged violation(s) (i.e., responsible or not responsible) and any sanctions and/or behavioral expectations.

- This notification may occur via email.
- The notice will have a deadline for the accused student to respond to the ADSPA.
- If the accused student fails to read their notice and/or respond to the ADSPA by the deadline, they will assume responsibility for the alleged misconduct and accept the recommended sanctions. They will also forfeit their right to a full APCC hearing as well as any appeal to the FWSOP Dean and Provost (if applicable).

5. The accused student may choose one of the following and must communicate their choice to the ADSPA by the response deadline in the administrative conduct conference notification letter:

- Accept responsibility and sanctions: If the accused student accepts responsibility and sanctions, they waive their right to a full hearing with the APCC as well as any appeal to the FWSOP Dean and Provost (if applicable).
- Reject responsibility and/or sanctions: If the accused student does not accept responsibility and/or the sanctions, the student may request a full hearing with the APCC.

APCC Full Hearings: APCC full hearings may occur on request of an accused student if they do not accept responsibility for the alleged misconduct and/or the sanctions resulting from the Administrative Conduct Conference. Full hearings may also occur at the discretion of the ADSPA.

1. The ADSPA will provide the accused student with written notice of the APCC full hearing. The notices will contain information on the date, time, and location of the full hearing, the alleged misconduct, the name of their assigned FWSOP faculty advisor and the names of the APCC members.

- This notification may occur via email.
- Students who fail to read their notice and/or attend the APCC full hearing will have their case heard in their absence, will assume responsibility for the charge(s) and accept the sanctions. They also waive their right to any appeal to the FWSOP Dean and Provost (if applicable).

2. The accused student will be assigned a FWSOP faculty advisor by the ADPSA .

- The FWSOP faculty advisor may serve as a resource to help the accused student prepare for the hearing.
- The FWSOP faculty advisor may also be present during the APCC full hearing and provide silent support. The FWSOP faculty advisor may not directly address or question the ADSPA, APCC, witnesses or the individual who submitted the allegation during the hearing.

3. The accused student may bring witnesses to the APCC hearing. The accused student must make witnesses known to the ADSPA no less than three (3) calendar days in advance of the hearing. Witnesses cannot be “character witnesses” and must have actual information regarding the incident in question. The ADSPA and APCC have the right to dismiss any witnesses who do not meet these criteria.
 - Witnesses may only be present for their individual testimony and may be questioned by the individual who submitted the allegation, the accused student and/or the APCC.
4. The following additional guidelines will be observed during the hearing:
 - The Chair of the APCC will preside over the hearing and decide all procedural questions.
 - Hearings shall be conducted in private, and persons attending or speaking at the hearing will appear at the discretion of the Chair of the APCC.
 - At the beginning of the hearing, the Chair of the APCC will read the Academic and Professional Misconduct Allegation form and present all information and evidence related to the allegation.
 - The accused student will be given the opportunity to view the submitted Academic and Professional Misconduct Allegation form and all information and evidence related to the allegation during the hearing within the constraints of FERPA.
 - The accused student will be given an opportunity to present a statement to address the allegations and to provide any evidence that is directly related to the allegation.
 - The accused student may be questioned by the APCC and may remain present while all evidence and testimony is presented.
 - The individual who submitted the Academic and Professional Misconduct allegation may be present at the hearing and may provide statements and/or answer questions from the APCC. They may also remain present while all evidence and testimony is presented.
 - The accused student, FWSOP faculty advisor and individual reporting the allegation responding party shall not be present for the Committee’s deliberations.
5. The APCC will review all information and will determine if the accused student is responsible for violating the FWSOP Code of Conduct. Decisions regarding responsibility are based on a “preponderance of the evidence”. A preponderance of evidence exists when a reasonable person, after evaluating all credible information available at the time of the investigation, would conclude that it is “more likely than not” that a violation has occurred.
 - If the APCC determines that there **is not** a preponderance of evidence to suggest to student the is responsible for the alleged misconduct, they may dismiss the charge.
 - If the APCC determines that there **is** a preponderance of evidence to suggest to student the is responsible for the alleged misconduct, they will determine the appropriate sanctions.
 - Sanctions are defined and outlined in the definitions section at the end of this policy.

- A student found responsible for violating the FWSOP Code of Conduct may receive more than one sanction for a single incident.
- Students found responsible must complete/satisfy all sanctions and cannot have any pending FWSOP Code of Conduct violations to be eligible to graduate.

6. The ADSPA will notify the accused student of the outcome of the APCC full hearing in writing. This notice will list the outcome(s) of the APCC's review of the alleged violation(s) (i.e., responsible or not responsible) and any sanctions and/or behavioral expectations.

- This notification may occur via email.
- The notice will have a deadline for the accused student to respond to the ADSPA.
- If the accused student fails to read their notice and/or respond to the ADSPA by the deadline, they will assume responsibility for the charge(s) and accept the sanctions. They will also forfeit their right to any appeal to the FWSOP Dean and Provost (if applicable).

7. The accused student may choose one of the following and must communicate their choice to the ADSPA by the response deadline in the full APCC hearing notification letter:

- Accept responsibility and sanctions: If the accused student accepts responsibility and sanctions, they waive their right to any appeal to the FWSOP Dean and Provost (if applicable).
- Reject responsibility and/or sanctions: If the accused student does not accept responsibility and/or the sanctions, the student may appeal the decision to the FWSOP Dean.

Appeals of APCC Full Hearing Decisions: Decisions resulting from the APCC full hearing may be appealed to the Dean of the FWSOP as outlined below. Appeals are not intended to be a rehearing of the matter. In any request for an appeal, the burden of proof lies with the accused student, because the outcome will be presumed to have been decided reasonably and appropriately. Students may not appeal simply because they disagree or are unsatisfied with the outcome of their hearing.

Sanctions of suspension or dismissal from the FWSOP may be appealed to the FWSOP Dean. Additional grounds for an appeal are as follows:

1. Procedural irregularity that affected the outcome
2. New evidence that was not reasonably available at the time of the APCC full hearing that could affect the outcome of the hearing
3. Conflict of interest or bias for or against the individual submitting the allegation or the accused student that affected the outcome of the hearing

Appeals are limited to 1,500 words and must be submitted within five (5) calendar days of a APCC full hearing decision being sent to the student by the ADSPA. Appeals may not be submitted by a third party on behalf of a student.

After reviewing the appeal, the FWSOP Dean may do one of the following:

1. Affirm the outcome of the APCC full hearing and uphold the decision and sanctions and/or behavioral expectations;
2. Return the matter to the APCC with instructions to reconvene to cure a procedural error, call witness(es), consider newly discovered evidence, assess the weight and impact of newly discovered information, or reassess not previously considered information;
3. Change the sanctions and/or behavioral expectations.

The FWSOP Dean will communicate their decision to the accused student in writing within 15 business days of receipt of the appeal. Communication may be delivered via email.

For all sanctions that do not result in dismissal, the final level appeal is with the FWSOP Dean. Students who receive a sanction of dismissal that is upheld by the FWSOP Dean may appeal the decision to the Provost within 5 calendar days using the same format and grounds as the appeal to the FWSOP Dean.

Definitions

Process for Reporting and Reviewing Alleged Violations of the FWSOP Code of Conduct: The formal procedure to address alleged violations of the FWSOP Code of Conduct. The ADSPA and APCC share responsibility for this process.

Disciplinary Record – A record detailing any finding of responsibility where a student has violated the FWSOP Code of Conduct or any other University policy (University Bias policies, Student Organizational Code of Conduct, and/or the University's Title IX/ Sexual Misconduct policies). This record does not include residence life policy violations. This record shall be maintained by the Office of Student and Professional Affairs and shall be protected under the Family Education Rights and Privacy Act of 1974 and shall not be released, except in cases where prescribed by law (ex. legitimate educational interest),

Interim Measures: In certain instances, the FWSOP may need to institute interim measures to preserve the safety and orderly function of the community in accordance with University policy. The FWSOP Dean or designee shall determine when such measures are appropriate. If interim measures are needed, the FWSOP Dean will work with the appropriate University officials to implement these measures in accordance with the High Point University Student Guide to Campus Life located at the following link: <https://www.highpoint.edu/studentlife/studentguidetocampuslife/>.

Sanction: A sanction is an outcome requirement given to a student found responsible for a violation of the FWSOP Code of Conduct. Possible sanctions for violations of the FWSOP Code of Conduct are as follows:

- **Probation** - Probation is a sanction that allows students to remain enrolled in the FWSOP during the probationary period. Probation requires students to remain free from additional disciplinary sanctions during the probationary period. Probationary periods can range depending on the nature of the violation. Any additional violations of the FWSOP Code of Conduct while on probation may result in suspension or dismissal and are considered at the time of the sanctioning phase of the subsequent offense.
- **Academic Sanction:** Academic sanctions may range from a grade reduction (on the specific assignment or the final course grade) to dismissal depending on the severity of the violation and consideration of any prior violations.
- **Loss of Privileges:** Denial of specific privileges provided to FWSOP students. (e.g. leadership positions, funding for meeting attendance, research positions, selected experiential opportunities)
- **Restitution:** Compensation in the form of service, monetary, or material replacement for loss, damage, and/or injury to the affected party or the FWSOP / University.
- **Discretionary Sanctions:** Any other sanctions or behavioral expectations deemed appropriate by the ADSPA and/or APCC.
- **Suspension:** Temporary separation of the student from the FWSOP (including experiential activities) for a specified period of time with conditions of readmission specified by the APCC
- **Dismissal:** Permanent separation of the student from the FWSOP School with recommendation to the Provost that the student be dismissed from HPU.

Witness: A witness is a person who has direct knowledge of an event or action. Witnesses may present information to the ADSPA and APCC for the purpose of determining responsibility. Witnesses cannot be “character witnesses” and must have actual information directly related to the incident in question. The ADSPA and APCC have the right to exclude any witnesses who do not meet these criteria.

STUDENT LIFE

Student Leadership and Governance in the FWSOP

Council of Students

In order to recognize the significant role of students in institutional decision making, the Fred Wilson School of Pharmacy (FWSOP) has formed the Council of Students. The Council's purpose is to actively promote effective communication among student organizations within the FWSOP. The Council will assist in the development of official student functions of the FWSOP (e.g., Back to School picnic) and develop the scheduling of student organization activities. In addition, the Council will select recipients of student-chosen faculty awards without the advice and consent of faculty / Executive Committee members.

Members

Class presidents and vice presidents as well the presidents and one vice president of each FWSOP nationally chartered student organization recognized by the FWSOP Executive Committee will comprise the school's Council of Students. A letter from the Dean, to be maintained in the office of the Assistant / Associate Dean for Student and Professional Affairs, will document recognition of a student organization. The Assistant / Associate Dean of Student and Professional Affairs will serve as the organization's advisor and the Dean of the FWSOP will serve as an ex officio member. The P3 Class President will serve as Council Chair and the P2 President will serve as Vice Chair.

Executive Committee

The Executive Committee of the Council of Students will consist of the President of each class and presidents of the student organizations represented on the Council of Students. The purpose of the Executive Committee will be to not only direct the business of the Council of Students but to also serve as a sounding board for issues that affect the pharmacy student body as the liaison between students and the Dean and administrative team in the FWSOP.

Class officers and their election

Each class will elect class officers including Class President, Vice President, Secretary/Treasurer, and Technology Representative.

Responsibilities of **Class President** include:

- Presides over class meetings
- Serves as the class liaison to the Dean's office
- Serves as the class liaison to HPU activities when needed
- Member of the Council of Students and its Executive Board

The duties of **Class Vice President** are:

- Assists the President and serves in the role of the President when the President is unavailable
- Coordinates community service and social activities sponsored by the class in conjunction with the President
- Member of the Council of Students

The duties of **Class Secretary/Treasurer** are:

- Maintains the administrative and fiscal records of the class
- Coordinates fund-raising activities of the class including potential request for funding
- Takes minutes of all class meetings and class officers' meetings
- Maintains the calendar for class events

The duties of the **Class Technology Representative** include:

- Assists faculty, staff, and classmates with technology needs in the classroom
- Recommends classroom technology needs and/or servicing

Elections for P1 class officers will occur during the first full class week in October. Class officer elections for the rising P2 and P3 classes will be held the last full week of classes before final exams begin.

Nominations for class officers will be received within one week before the elections. Nominations for Class President will be taken before other class officer nominations and voting for Class President is performed by the class via electronic ballot. If a candidate does not receive a majority of class votes, then a run-off will occur between the top two vote getters from the first round of voting. The run-off will also occur by electronic balloting. Within one week of the election of the Class President, the newly elected Class President will call a class

meeting and take nominations for the offices of class Vice President, Secretary/Treasurer, and Technology Representative (when appropriate). Election of these candidates will be conducted by electronic ballot. If a candidate does not receive a majority of class votes, then a run-off will occur between the top two vote getters from the first round of voting. The run-off will also occur by electronic balloting.

Class Presidents, Vice Presidents, and Secretary/Treasurers will serve one-year terms except the rising P3 officers will serve two-year terms until the class graduates. Class Technology Representatives will serve for two years. Students who are on FWSOP probation are not allowed to serve as a class officer.

Graduate Student Government Association: The Graduate Student Government exists to facilitate inclusion of all graduate programs and to advocate and support graduate initiatives. GSGA works to serve graduate students and the High Point community. The mission is to foster a sense of community among graduate students, facilitate involvement at the university and within the community, empower students' voices on graduate affairs and provide resources for graduate student career and professional development. GSGA will be a representative, inclusive, inspirational, and effective voice on behalf of the graduate student body. GSGA seeks to cultivate and empower servant leaders who uphold and represent the opinions of graduate students.

Student Professional Organizations

Student organizations are important to the co-curricular activities of the Fred Wilson School of Pharmacy (FWSOP). The administration and faculty encourage participation in student organizations that advance the profession of pharmacy.

The interests of pharmacy students must drive the founding of professional organizations within the FWSOP. Students should meet informally to determine whether or not there is sufficient interest to justify organizational existence and to begin the process for approval and chartering of the organization. Interested students should meet with the Associate Dean of Student and Professional Affairs to determine the needs, process, and potential obstacles for organization approval.

To begin the process for student organization approval, students must submit a proposal to the Associate Dean for Student and Professional Affairs (ADSPA) with rationale for chartering the organization, its fit with the Mission/Vision of the FWSOP, a founding membership List, nominated faculty advisor, and a draft constitution that is approved by a majority of the organization's chartering members. If appropriate, during this process communication with the national organization will commence to determine any stipulations for the development of the student organization. The ADSPA will review the proposal and make a recommendation to the administrative team of the FWSOP as to whether the organization should be designated a FWSOP-recognized student organization based on the information provided by the chartering group of students and the needs of the pharmacy student body. The student organization will be recognized as an official FWSOP organization upon approval by the FWSOP's administrative team and the national organization. Upon this recognition, officer elections will be held with students interested in joining the organization eligible to run for office and voted on by students indicating their intentions to join the organization.

If recognized by the FWSOP administrative team, the organization may seek to become an organization recognized or chartered by the Office of Student Life by following the guidelines and process developed.

The following are approved student professional organizations in the FWSOP. Information about these student organizations including current leadership and advisors is available on the FWSOP Student Blackboard site.

- American College of Clinical Pharmacy – Student College of Clinical Pharmacy (ACCP – SCCP)
- American Pharmacists Association - Academy of Student Pharmacists with North Carolina Association of Pharmacists (APhA- ASP with NCAP)
- American Society of Health System Pharmacists – Student Society of Health System Pharmacists (ASHP-SSHP)
- Student National Pharmaceutical Association (SNPhA)
- American Association of Psychiatric Pharmacists (AAPP)
- Christian Pharmacists Fellowship International (CPFI)
- Industry Pharmacy Organization (IPhO)
- Phi Lambda Sigma (PLS)
- The Rho Chi Honor Society: Epsilon Psi Chapter (Rho Chi)