HIGH POINT UNIVERSITY
Rx Fred Wilson School of Pharmacy

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

2025-2026 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 (HPU) 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 reserve 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.

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

High Point University's Doctor of Pharmacy program is accredited by the Accreditation Council for Pharmacy Education, 190 South LaSalle Street, Suite 3000, Chicago, IL 60603, 312/664-3575; FAX 866/228-2631, website www.acpe-accredit.org."

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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.

Assistant Dean of Experiential Education

Dr. Lisa Brennan is the Assistant Dean of Experiential Education. In this capacity, Dr. Brennan 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.

Chair, Department of Basic Pharmaceutical Sciences

Dr. Samson Amos is the Chair of the Department of Basic Pharmaceutical Sciences. Dr. Amos 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 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.

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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.

Director of Experiential Education

Dr. Brian Pacanowski is the Director of Experiential Education. Dr. Pacanowski is responsible for overseeing the IPPE program and supporting experiential learning initiatives, including student placements, preceptor development, and site coordination, to ensure high-quality pharmacy practice experiences.

Director of Programmatic Assessment

Dr. Samuel Adeosun is the Director of Programmatic Assessment. Dr. Adeosun is responsible for leading the collection, analysis, and reporting of assessment data to support strategic planning, continuous improvement, and accreditation efforts within the FWSOP.

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FWSOP Faculty and Staff Directory

FWSOP Faculty

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FWSOP Mission, Vision, Goals and Educational Philosophy

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.

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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.)

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

For information about academic accommodations, please refer to the FWSOP Technical Standards and Accommodations Policy.

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Student Complaint Policy

This policy outlines the process for students to file complaints within the Fred Wilson School of Pharmacy (FWSOP) and directly to the Accreditation Council for Pharmacy Education (ACPE).

Students wishing to file a complaint or report a concern related to an alleged bias incident, title IX / sexual misconduct or a general University concern should follow the processes outlined at the following link: Report a Concern – HPU Office of Community Standards

Process for filing a complaint to ACPE: ACPE requires Doctor of Pharmacy programs to provide an opportunity for students to submit comments and/or complaints about the school's adherence to ACPE's accreditation standards. Colleges and Schools of Pharmacy accredited by ACPE are obligated to respond to any written complaints by students that are related to the standards, policies, and procedures of the professional pharmacy program.

Should a student have concerns that the school is not in compliance with ACPE accreditation standards, the student may file a complaint through the process outlined here: www.acpe-accredit.org/complaints/. ACPE will review the written complaint and forward it to the FWSOP for review and response. With a full set of information, ACPE will render a course of action related to the complaint.

Process for Filing a Complaint within the FWSOP: Any student may provide a written complaint to the FWSOP about any accreditation standard, student right to due process, or issues that may not directly pertain to accreditation standards.

Students may submit a written complaint by completing the FWSOP Student Complaint Form located on the FWSOP Student Blackboard site and submitting the completed form to the Assistant/Associate Dean for Student and Professional Affairs (ADSPA). The ADSPA will forward the completed student complaint form to the FWSOP Executive Committee for review. The Executive Committee will review the complaint and may refer the matter to an appropriate FWSOP standing committee, office or department to solicit input regarding a proposed resolution. The Executive Committee will review any proposed resolution(s) and render a final decision. The student will be notified of the outcome via email by the ADSPA.

Appeal Process: Students may appeal a decision of the Executive Committee to the HPU Provost. Appeals are not intended to be a rehearing of the matter. Students may not appeal simply because they disagree or are unsatisfied with the outcome.

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 EC decision that could affect the outcome of the hearing

3. Conflict of interest or bias for or against the individual submitting the complaint.

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Appeals are limited to 1,500 words and must be submitted within five (5) calendar days of an EC 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 Provost may do one of the following:

1. Affirm the outcome of the EC and uphold the decision.

2. Return the matter to the EC 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 or respond to the alleged conflict of interest or bias.

The Provost will communicate his/her decision to the student in writing within 15 business days of receipt of the appeal. Communication may be delivered via email. The final level of appeal is with the Provost.

The ADSPA will maintain a chronological record of submitted complaints organized by academic year including how each complaint was resolved.

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GENERAL INFORMATION

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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/academic-calendar

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.
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Withdrawal and Leave of Absence Policy

This policy outlines the procedures for students who (1) are required to administratively withdraw from the program as necessitated by an alternate academic plan or temporary leave of absence;(2) wish to permanently withdraw from the program; or (3) wish to take a temporary leave of absence. **Withdrawal from individual courses is not allowed.**

Administrative Withdrawal	Permanent Withdrawal	Temporary Leave of Absence
Administrative Withdrawal refers to students who are temporarily withdrawn from the Doctor of Pharmacy program as part of the academic plan developed by the Academic Standards Committee or the terms of an approved temporary leave of absence. This action may be necessary for students to fulfill specific requirements outlined in the academic plan.	**Permanent Withdrawal** refers to a student's formal and complete separation from the Doctor of Pharmacy program. This status applies to students who voluntarily choose to leave the program (student initiated) or those who have been dismissed (program initiated).	A **Temporary Leave of Absence** is an approved, limited-time break from the Doctor of Pharmacy program, allowing students to pause their studies without permanently withdrawing.

Administrative Withdrawal: Administrative withdrawals will be initiated by the FWSOP Manager of Operations following notification by the Assistant / Associate Dean of Academic Affairs (ADAA) or Assistant / Associate Dean of Student and Professional Affairs (ADSPA) that an administrative withdrawal is needed to satisfy the requirements of the Academic Plan issued by the Academic Standards Committee or the approved temporary leave of absence. Students needing to be administratively withdrawn for one or more academic semesters 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 described in the FWSOP Readmission and Reactivation Policy.

Student Initiated Permanent Withdrawal: A student who wishes to permanently withdraw from the Pharm.D. program must first meet with the ADSPA to discuss their intent and the implications of withdrawal. In the event the student is incapacitated and unable to initiate the request, the ADSPA may facilitate this process. Students who are permanently withdrawn from the program may have the option to reapply as outlined in the Readmission and Reactivation Policy.

If the student decides to proceed, they must complete the official withdrawal form provided by the HPU Office of Graduate Operations located at the following link: https://www.highpoint.edu/studentaccounts/files/2023/08/NGS-WD-from-HPU-Form-1.2024.pdf. Completion of the withdrawal form will initiate withdrawal of the student from all enrolled courses.

Any tuition reimbursement will be in accordance with the HPU's refund policy. Please see the following link to reference HPU's withdrawal information. https://www.highpoint.edu/studentaccounts/withdrawal-%20information/. Students who choose to permanently withdraw from the Pharm.D program must reapply to the program if they wish to return in the future as outlined in the Readmission and Reactivation Policy.
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For student and program initiated permanent withdrawals that occur mid-semester, the following academic outcomes will apply for courses in progress:

Didactic Courses	
Date of Permanent Withdrawal	Grade Assignment
Days 1-5 of the semester	No academic record for the course(s)
Day 6 of the semester to the published last date to withdraw with a grade of "W"	Grade of "W' will be awarded
After the published Last Day to Withdraw with a grade of "W"	A grade of "WP" (Withdraw Passing) or "WF" (Withdraw Failing) will be awarded, based on academic performance at the time of withdrawal
IPPEs and APPEs	
Day 1-3 of rotation	No academic record for the course.
Day 4-5 of rotation	Grade of "W" will be awarded
Day 6 of rotation though end of third week of rotation	A grade of "WF" (Withdraw Failing) will be awarded, due to the requirement to meet a minimum of 160 hours to be eligible to earn a passing grade in the course.
After the last day of the third week of the rotation.	The grade that has been earned will be assigned for that course

Temporary Leave of Absence: Any student in the Pharm.D. program experiencing extenuating circumstances that require them to step out of the program for a period of time may request a Temporary Leave of Absence.   A leave of absence may not be granted for personal enrichment, travel or professional opportunities.

If the student is incapacitated and unable to initiate the request, the ADSPA may facilitate this process. For the purpose of this policy, a student in the FWSOP is considered incapacitated if their current physical or mental condition prevents them from communicating or making decisions. This determination will be based
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on objective evidence, which may include medical documentation, behavioral observations, and/or professional evaluation.

To request a leave of absence, the student must submit a formal, written request to the Assistant or Associate Dean of Student and Professional Affairs (ADSPA), along with documentation supporting the extenuating circumstances. The ADSPA will communicate with the student to discuss the request and its potential impact.

If the request is approved, the ADSPA will issue an official letter to the student confirming the approval and specifying the terms of the leave. The terms for completing the course(s), including any alternate academic plans required, will be communicated to the student in the official approval letter from the ADSPA. In some cases, students may need to be administratively withdrawn from the program to fulfill the terms of the approved leave.

Students must either accept or decline the terms outlined in the official approval letter unless they are incapacitated. If a student does not accept the terms outlined in the official approval letter or does not acknowledge their acceptance by the stated deadline, the approval will be rescinded.

The maximum duration for an approved leave is two academic semesters, including summer, following the semester in which the leave is granted. For example, if a student's leave is approved during or at the end of the fall semester, the student must plan to return no later than the start of the following fall semester. Temporary leaves may result in a delay in the student's expected graduation date. Under special circumstances, a one-semester extension may be granted; however, such extensions are subject to institutional limitations, including the maximum time permitted to complete the degree.If the student fails to return by the approved date and does not receive an extension, the leave will convert to a permanent withdrawal from the Pharm.D. program.

For any courses in progress, students will be assigned a grade of incomplete if the leave of absence is approved. The maximum time the student will be allowed to satisfy the course requirements is within 12 months of the end of the semester in which the grade of incomplete was assigned.

If the student is unable to complete the course requirements by the deadline stated in the approval letter or the student does not seek/is not granted an extension, then the grade of incomplete will convert to a permanent grade of F and the student will be referred to the Academic Standards Committee for review unless the conditions for permanent withdrawal have been met.

If students must be administratively withdrawn from the FWSOP to fulfill the terms of the leave, they must complete the reactivation process described in the FWSOP Readmission and Reactivation Policy prior to re-enrollment in courses in the PharmD program.

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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

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Student Record Retention and Access Policy

The purpose of this policy is to outline the procedures for retention of and student access to records maintained at a programmatic level within the FWSOP. This policy ensures compliance with the Family Educational Rights and Privacy Act (FERPA), institutional policies, and ACPE standards.

Student academic records that are maintained at the university level, such as transcripts, or that are stored using university-supported electronic platforms (e.g., Starfish, Exam Soft, Blackboard, CORE) are not covered under this policy. In accordance with FERPA, personal records in the sole possession of a FWSOP faculty or staff member such as advising notes are also excluded from this policy provided the record is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person.

The FWSOP maintains the following student records at a programmatic level:

Type of Record	Records Maintained	Responsible Individual / Office
Admissions	Application materials, admissions evaluations	Assistant / Associate Dean of Student and Professional Affairs
Academic Progress	Materials related to Academic Standards Committee reviews and decision appeals	Assistant / Associate Dean of Academic Affairs
Conduct	Materials related to Academic and Professional Misconduct reviews and decision appeals including disciplinary records	Assistant / Associate Dean of Student and Professional Affairs
Required Screenings	Results of required criminal background and sex offender (CBSO) checks, results of required drug screens	Assistant / Associate Dean of Student and Professional Affairs and Office of Experiential Education
Immunizations	Documentation of completion of required immunizations	Assistant / Associate Dean of Student and Professional Affairs and Office of Experiential Education

Retention of Records: All student records maintained at a programmatic level in the FWSOP are confidential and are not released without the consent of the student or as otherwise required or authorized by law or court order. The FWSOP retains student records 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 re-enrolls in the FWSOP, calculation of the final separation date will reset. Student 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. Records resulting in dismissal will be maintained and reported indefinitely.

Student Access to FWSOP Programmatic Records: A student may inspect and review their records upon request to the appropriate responsible individual or office. The student must submit a written request to the responsible individual or office identifying as precisely as possible the record or records the student wishes to inspect. The responsible individual or office will make the needed arrangements for access as promptly as possible and will notify the student of the time and place where the record(s) may be inspected. When a

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record contains information about more than one student, the student may inspect and review only the records which relate directly to them. The FWSOP reserves the right to refuse to permit a student to review records connected with an application to attend the FWSOP if that application was denied and those records which are excluded from the FERPA definition of "education records".

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Continuation of Operations Policy

Purpose and Scope: The purpose of this policy is to ensure continued delivery of the Doctor of Pharmacy program in response to significant disruption. This policy outlines key definitions, governance structures, response protocols, and recovery procedures to support operational continuity and student success and applies to all didactic, experiential, administrative, and support operations within FWSOP.

In the event of a significant disruption, this Continuation of Operations policy will be used in conjunction with other FWSOP (inclement weather, remote learning procedure) and University procedures to facilitate continued delivery of the Doctor of Pharmacy program.

Definitions: The FWSOP defines a significant disruption as any event or condition that substantially impairs the ability of the FWSOP to carry out its academic or administrative functions in a manner that supports operational continuity, student success and compliance with accreditation standards.

A disruption is deemed significant when it:

- Prevents or severely limits instructional or experiential delivery
- Compromises student progression or on-time graduation
- Prevents compliance with ACPE accreditation standards
- Requires major changes to curriculum, delivery method, or assessment
- Poses risk to the health and safety of students, faculty or staff

Examples of significant disruptions include, but are not limited to the following:

- Natural disasters (e.g., hurricanes, floods, or severe weather)
- Public health emergencies (e.g., pandemics or outbreaks)
- Long-term infrastructure or utility failures
- Cybersecurity incidents
- Civil unrest or threats to safety
- Extended loss of access to facilities or experiential sites
- Sudden departure or unavailability of essential personnel

Thresholds for Activation: The Continuation of Operations Policy may be activated when any of the following occur:

- Suspension of normal instruction for more than 24 continuous hours
- 25% or more of faculty, staff, or students are unable to participate in operations
- Interruption of experiential education
- A known or imminent safety or health threat
- Risk of non-compliance with ACPE Standards 2025 or other regulatory requirements

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Governance and Response Coordination: The FWSOP Executive Committee serves as the coordinating authority during a significant disruption. Responsibilities include:

- Assessing the scope and impact of the disruption
- Activating the Continuation of Operations Plan
- Collaborating closely with High Point University leadership, including the Office of the Provost, Emergency Management Team, IT Services, and Facilities, particularly when the disruption affects campus-wide operations
- Making decisions regarding instructional adjustments, scheduling, and communications
- Ensuring alignment with accreditation and compliance requirements
- Determining criteria for and overseeing the return to normal operations

The Executive Committee may delegate specific responsibilities to subgroups as needed. In cases where the disruption originates or escalates to the University level, FWSOP will adhere to institution-wide directives and timelines, while advocating for pharmacy-specific operational needs.

Initial Response Procedures

1. Notification: Members of the FWSOP community are responsible for promptly reporting potential or actual significant disruptions. **If the disruption poses an immediate threat to life or safety, the first action must be to call 911 (On Campus Call 336-841-9111). Following this, or if there is no immediate threat, the Dean must be notified immediately.**

2. Emergency Meeting: The Executive Committee will convene within 24 hours to assess the situation and determine if the policy should be activated.

3. Collaboration with University Leadership: If the disruption is part of a University-wide event or emergency declaration, the Executive Committee will:

   - Participate in institutional briefings and planning calls as able / appropriate
   - Coordinate FWSOP-specific decisions with overarching University policies and emergency management protocols
   - Advocate for the continuation of pharmacy-specific program services, instruction, and compliance needs within the broader response

4. Assignment of Faculty and Staff Leads (if applicable): Faculty and/or staff leads may be designated for key areas (e.g., didactic instruction, experiential education, student support, technology, facilities) if applicable / appropriate.

5. Communication Plan: A consistent messaging strategy will be deployed to keep all stakeholders informed. Updates will be sent through approved channels (e.g., email, LMS, website), ensuring consistency with University-wide communications.

6. Documentation: All decisions, actions, and deviations from normal operations will be documented for compliance, reporting, and review purposes.

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Operations Continuity Measures: The following measures may be implemented in order to ensure continued delivery of the Doctor of Pharmacy program. Additional measures may also be instituted as necessary.

A. Didactic Instruction
- Use of hybrid or remote delivery methods via approved platforms in accordance with the FWSOP remote learning procedure
- Adjustment of academic calendars and course sequencing
- Temporary course substitutions or reallocation of course material

B. Experiential Education
- Identification of alternate sites or regional partners
- Use of virtual or simulation-based experiences in compliance with ACPE
- Adjustments to schedules, hours, and supervision models as allowable by ACPE standards

C. Student Support Services
- Continuation of academic advising and support via virtual means
- Facilitation of access to mental health services, technology, and learning accommodations

D. Faculty and Staff Operations
- Remote work protocols for instructional and administrative continuity as allowed by the University
- Designation of essential personnel required on campus, as conditions permit

Return to Normal Operations: The Executive Committee, in collaboration with the University, if applicable, will authorize the return to normal operations once health and safety conditions are deemed acceptable and / or instructional and experiential delivery can resume.

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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.

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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.

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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.

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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.

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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 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.

The U.S. Department of Education requires that all institutions of higher education inform their students about whether their curricula make them eligible to apply for a professional license and/or certification in the state in which they plan to practice. Information regarding states for which the FWSOP Doctor of Pharmacy program meets / does not meet the state educational requirements for licensure or certification may be found at the following link: https://www.highpoint.edu/administration/nc-sara/

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ADMISSIONS

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Admission Criteria Policy

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.

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.

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. Non-academic factors also considered for admission include written communication skills, individual and group interview performance, letters of reference, pharmacy practice experience, leadership experience, and involvement in extracurricular activities.

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.

If an applicant has attended another school or college of pharmacy, they must also be in good academic, professional / conduct and financial standing with their prior institution(s). The applicant must request that a letter of standing verifying their academic, professional / conduct and financial standing be sent directly to the FWSOP Assistant / Associate Dean of Student and Professional Affairs (ADSPA) by their prior institution(s).

Applicants must undergo a criminal background and sex offender (CBSO) check as outlined in the FWSOP Student Background Check Requirements Policy. All CBSO check results must be received and reviewed by the ADSPA prior to matriculation of the applicant 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.
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All applicants to the FWSOP must meet the Technical Standards for the Doctor of Pharmacy program with or without reasonable accommodations. It is recognized that the admissions interview may not adequately evaluate a student's ability to meet these technical standards. These standards are outlined in the Technical Standards policy. At the time an applicant accepts an offer of admission to the Doctor of Pharmacy Program, the applicant must attest in writing that they are able to meet the FWSOP Doctor of Pharmacy program Technical Standards with or without reasonable accommodations. An applicant's attestation will serve as testimony that they believe they are in compliance with these standards and understand the responsibilities outlined. Applicants who are unsure if they are able to meet the Technical Standards because of a disability are responsible for disclosing this reality to the High Point University Office of Accessibility Resources and Services (OARS).

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Transfer and Course Credit Equivalency Policy

Date Created: May 18, 2018
Date of Last Review: May 15, 2025
Date of Last Update: July 2025
Responsible Committee: Admissions
Date Next Review / update Due: September 2025

The Fred Wilson School of Pharmacy (FWSOP) does not accept transfer students directly into the Doctor of Pharmacy program. All students wishing to attend the FWSOP must apply through PharmCAS. Students who have attended another ACPE accredited Doctor of Pharmacy program and were in good academic, professional / conduct and financial standing at their prior institution(s) may request credit for Doctor of Pharmacy courses completed at another ACPE accredited school or college of pharmacy that are equivalent to the FWSOP Doctor of Pharmacy P1 Fall courses. No more than the equivalent of one semester of didactic credit (P1 Fall) may be given to any student requesting credit for courses completed at another ACPE accredited college or school of pharmacy.

Because of differences in pharmacy schools' curricula and course content, the only courses that will be considered for credit will be those in which the student earned a minimum grade of "B" at an ACPE accredited institution and that are determined to be equivalent to those in the FWSOP Doctor of Pharmacy P1 Fall semester.

In order to determine the equivalency of courses, the applicant must submit the syllabi of all courses for which they are seeking credit to the Assistant / Associate Dean of Student and Professional Affairs (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 the applicant will complete the HPU Application for Transfer of Credit Hours to the FWSOP to process the credit transfer.

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Readmission and Reactivation Policy

This policy outlines the readmission and reactivation procedures for students who (1) are required to administratively withdraw from the program as necessitated by an alternate academic plan; (2) wish to return after an approved temporary leave of absence; (3) have voluntarily withdrawn from the program; or (4) have been dismissed from the program for academic and/or non-academic reasons.

The **reactivation** procedure applies to the following students:

- Students who are required to administratively withdraw from the program as necessitated by a previously agreed upon alternate academic plan

- Students wishing to return after a temporary leave of absence

The **readmission** procedure applies to the following students:

- Students who have voluntarily withdrawn from the program

- Students who have been dismissed from the program for academic and/or non-academic reasons

Reactivation Procedure: 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 Associate Dean of Academic Affairs (ADAA) or the Coordinator of Graduate Programs.

Readmission Procedure: Students who wish to apply for readmission to the FWSOP must complete a new application through PharmCAS and meet all the FWSOP admission requirements outlined in the FWSOP Admission Criteria Policy. 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 until all programmatic requirements (academic and non-academic) are met; (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 who are not readmitted will be without recourse for subsequent readmission.

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 until all programmatic requirements (academic and non-academic) are met. Students who are not readmitted will be without recourse for subsequent readmission.
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NON-ACADEMIC PROGRAM REQUIREMENTS

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North Carolina Pharmacy Intern Registration

All FWSOP students are required to be registered with the North Carolina Board of Pharmacy as a pharmacy intern. 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

Failure to register as a pharmacy intern 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.

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Technical Standards and Accommodations Policy

The Accreditation Council for Pharmacy Education (ACPE), the accrediting body for colleges and schools of pharmacy, requires that Doctor of Pharmacy programs produce and make available to students the technical standards for their program.

The FWSOP Technical Standards define the essential non-academic requirements necessary for admission, progression, promotion, and graduation from the Doctor of Pharmacy program. Technical standards are physical, behavioral, emotional, and cognitive skills that an applicant must already possess before enrolling in the FWSOP and must consistently demonstrate throughout the duration of the program.

In accordance with the Americans with Disabilities Act (ADA), these standards must be met, with or without reasonable accommodations. Reasonable accommodations are services provided to individuals with disabilities, medical conditions or temporary injury/condition that remove or lessen the effect of disability-related barriers. Students are also required to successfully complete all components of the curriculum, including Introductory and Advanced Pharmacy Practice Experiences (IPPEs and APPEs), recognizing that certain accommodations may not be reasonably implementable in clinical or practice-based settings.

Students who are not able to meet the technical standards with or without reasonable accommodations or who have a change in their ability to meet these standards after accepting admission offer or while enrolled may be required to take a temporary leave of absence or voluntarily withdraw from the program. Students who are unable to meet the technical standards with or without reasonable accommodations and who choose not to take a temporary leave of absence or voluntarily withdraw will be referred to the FWSOP Academic Standards Committee for review and possible dismissal.

Technical Standards for FWSOP Doctor of Pharmacy Students

- **Observation:** A student pharmacist must be able to observe required lectures, demonstrations and experiments, including but not limited to microscopic studies, pharmaceutical lab instruction (technical quality of prepared and compounded materials), and patient care demonstrations (physical observation and physical assessment). A student pharmacist must be able to observe a patient accurately at a distance and close at hand, noting non-verbal and verbal signals. Observation necessitates functional use of vision, hearing and somatic senses. The student pharmacist must be capable of remaining alert and attentive at all times in the classroom and clinical setting.

- **Communication:** A student pharmacist must be able to communicate effectively, efficiently, and sensitively in both oral and written English with patients, their families, caregivers, and all members of the health care team. This includes the ability to ask relevant questions, receive and interpret

information insightfully, accurately record patient data, and provide clear advice and counseling. Effective communication encompasses spoken language as well as nonverbal cues such as facial expressions, body language, and changes in mood or activity. Candidates must demonstrate computer literacy and be able to participate in individual and group discussions of varying sizes. Adequate visual, auditory, and sensory function is essential to ensure accurate, timely, and context-appropriate communication in diverse healthcare settings.

- **Sensory/Motor:** A student pharmacist must possess sufficient visual, auditory, tactile, and motor abilities to effectively gather and interpret information from a variety of sources, including written materials, oral presentations, demonstrations, medical illustrations, patient observations, and clinical procedures. These sensory abilities are essential for accurately reading analog and digital data representing physiologic phenomena and for performing basic physical examinations. Additionally, student pharmacists must possess sufficient visual, auditory, tactile, and motor abilities to prepare and dispense medication dosage forms, administer medications to patients, and perform a basic physical examination of a patient.

  Student pharmacists must demonstrate the motor skills necessary to perform essential tasks in classroom, laboratory, pharmacy, and clinical settings. This includes conducting laboratory experiments, delivering routine and emergency patient care (e.g., immunizations, CPR, first aid), compounding medications—including sterile preparations using aseptic techniques in controlled environments—and operating laboratory and patient care equipment such as balances, glucose meters, stethoscopes, and sphygmomanometers, as well as computer-based systems. These activities demand coordination of gross and fine motor movements, balance, and the functional use of vision, touch, and hearing. Rapid motor responses may also be critical to ensure safe and effective patient care.

- **Cognitive and Intellectual Abilities:** A student pharmacist must possess the cognitive and intellectual capacity to learn, integrate, and apply complex information effectively and efficiently. This includes the ability to reason, calculate, measure, analyze, synthesize, and critically evaluate information from a wide range of scientific, clinical, and technological sources. Student pharmacists must be able to assimilate knowledge, understand spatial and three-dimensional relationships, and apply learned concepts to solve problems, make evidence-based decisions, and develop, implement, and monitor patient care plans. Effective learning must occur across various modalities, including lectures, discussions, independent study, written and oral communication, and use of computer-based technology. In clinical settings, students must remain fully alert, attentive, and capable of timely, rapid and accurate decision-making in dynamic environments.

- **Behavioral, Social and Emotional Attributes:** A student pharmacist must possess the emotional health necessary to fully utilize their intellectual abilities, exercise sound judgment, and complete all academic and clinical responsibilities in a timely and professional manner. They must demonstrate the capacity to develop mature, compassionate, and effective relationships with patients, families, colleagues, and members of the healthcare team. This includes functioning effectively under stress,

tolerating physically and emotionally demanding workloads, and adapting to rapidly changing environments and the uncertainties inherent in clinical practice.

Student pharmacists must demonstrate personal attributes such as integrity, empathy, motivation, professionalism, and strong interpersonal skills. They must be able to accept and apply constructive feedback, reflect on personal biases, and modify behavior as needed to ensure high standards of patient care and collegial interaction. Student pharmacists must also be able to work collaboratively as part of an interprofessional team.

A diagnosed mental health condition does not preclude admission or continuation in the program, provided the condition is managed appropriately and does not compromise the ability to meet the program's technical standards, with or without reasonable accommodations. Should emotional functioning deteriorate, students are expected to acknowledge the issue and seek appropriate support or treatment to ensure the safety and well-being of themselves, their patients, and others in the academic or clinical environment.

Equal Access to the FWSOP Doctor of Pharmacy Program: In accordance with High Point University's nondiscrimination policy, the FWSOP does not discriminate against individuals with disabilities who apply for admission to the Doctor of Pharmacy program. It is recognized that the admissions interview may not adequately evaluate a student's ability to meet the technical standards. Students who are unsure if they are able to meet the Technical Standards because of a disability are responsible for disclosing this reality to the High Point University Office of Accessibility Resources and Services (OARS).

Attestation Requirement: At the time an applicant accepts an offer of admission to the Doctor of Pharmacy Program, the applicant must attest in writing that they are able to meet the FWSOP Doctor of Pharmacy program Technical Standards with or without reasonable accommodations. Students will continue to attest in writing annually throughout the duration of the program. A student's attestation will serve as testimony that the student believes they are in compliance with these standards and understands the responsibilities outlined.

If the student's ability to comply with these standards changes at any time during their enrollment in the pharmacy program, they have the obligation to contact OARS for evaluation of eligibility for accommodations.

Faculty, instructors, and preceptors are obligated to continuously assess students' abilities to meet the FWSOP technical standards through routine evaluation of performance in the didactic and experiential settings. If a faculty member determines a student is not meeting the FWSOP Technical Standards, the faculty will report this along with documentation of their evaluation to the Assistant/Associate Dean of Academic Affairs.

Accommodations: At the beginning of each semester, 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
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the link above. Additional information regarding accommodations is outlined in the general information section of the student handbook

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. Should a student develop a condition during their enrollment in the Doctor of Pharmacy program that may impact their ability to meet the technical standards, they must contact the Director of OARS to determine whether or not a reasonable accommodation can be made.

Students who have followed published procedures for requesting accommodations and have done so in a timely manner but believe they have not been granted reasonable accommodations or believe that approved accommodations have not been appropriately implemented may file an appeal through the **ADA/504 Appeal Process.**

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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: 2Mpbs 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 enrolled in the FWSOP must comply with immunization requirements established by the State of North Carolina and by the FWSOP to promote the health of our students and to minimize transmission of communicable diseases within our program and the campus community. Students must meet all immunization requirements prior to matriculation and maintain compliance with these requirements through graduation from the program.

The acceptance of an offer of admission to the FWSOP binds the student to meeting the requirements regarding immunization at the time of acceptance as well as any additional immunization or vaccination requirements adopted by FWSOP at a subsequent date. Acceptance of an offer of admission is confirmation that the student acknowledges and understands the immunization (and any other) requirements (whether health-related or not) as a condition of acceptance. Failure to complete conditions of admission may lead to

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the rescission or withdrawal of an admissions offer or the failure of a conditional acceptance for admission to be fulfilled.

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.

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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 Assistant / Associate Dean of Experiential Education to determine if any additional immunizations and/or screenings are necessary.

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. Students who have not completed all FWSOP immunization requirements or who have not been approved for an exemption of the requirements based on medical contraindication or religious objection to immunization within the required timeframe may have their offer of admission rescinded and forfeit their seat in the class; any deposit will not be refunded.

Failure to complete all required immunizations and screenings and/or upload or provide requested documentation by the required deadline(s) may also 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.

Exemptions will be considered on a case-by-case basis. Students who are granted an exemption acknowledge and understand they will not have the protections afforded by immunizations and voluntarily and knowingly assume the risks associated with being a FWSOP student and participating in FWSOP activities without the immunizations. Applicants or admitted students considering applying for an exemption from the immunization requirements for admissions or program participation are strongly encouraged to discuss possible limitations or exclusions from placement at clinical sites with the Assistant / Associate Dean of Student and Professional Affairs in order to fully comprehend the potential impact on their ability to complete the program and obtain their degrees.

IMPORTANT NOTE TO APPLICANTS / ADMITTED STUDENTS: Even if the FWSOP may grant an exemption to one or more of the FWSOP immunization requirements based on medical contraindication or religious objection to immunization, the FWSOP has no control over third-party clinical site requirements and cannot guarantee that a clinical training site will accept the exemption. **As a result, the FWSOP cannot guarantee clinical placement for any student who does not comply with all vaccination requirements, even if the student has been approved for an exemption by the FWSOP. Be advised that currently, FWSOP's experiential program includes required time at clinical sites that do not accept exemptions to immunizations.**

The inability to be placed at a clinical site based on a failure to meet the clinical site's immunization requirements may limit, delay, or altogether preclude a student from completing clinical requirements for successful completion of the program and for graduation. If a student cannot be placed for a clinical rotation because of the clinical sites' refusal to permit a student who has not obtained all required vaccinations to be placed at a site, the student will not be entitled to a refund of tuition or any other relief from the FWSOP.

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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 recension 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 recension 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 pharmaceutics, biopharmaceutics, 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 and molecular biology in pharmacy practice
1.12	Explain and apply fundamental knowledge of anatomy, physiology, and pathophysiology in pharmacy practice
1.13	Explain and apply basic principles of immunology in pharmacy practice
1.14	Explain and apply knowledge of genetics and genomics 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

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	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 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).
	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	

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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.
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/

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Graduation Requirements

To graduate from the FWSOP with a Doctor of Pharmacy (PharmD) degree, a student must:

1. Satisfy all course requirements of the FWSOP PharmD curriculum by earning a passing grade in each required and elective/certificate course, including both didactic and experiential courses.

   - Consistent with the policy outlined in the HPU Graduate and Professional School Bulletin, the PharmD degree must be completed within six calendar years from the date on which a student first matriculates in coursework at the FWSOP. 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.

2. Complete all co-curricular requirements and other non-academic programmatic requirements.

3. Not be on probation or have outstanding violations / allegations of violating the FWSOP Code of Conduct at the time of graduation.

4. Be in good financial standing with High Point University.

5. PharmD students must have completed all FWSOP academic, co-curricular and non-academic program requirements for the degree in order to participate in HPU commencement activities.

Student Readiness Policy

Introduction: The Fred Wilson School of Pharmacy (FWSOP) maintains this Student Readiness Policy to ensure students are APPE-ready and graduates are Team-ready, and Practice-ready in alignment with ACPE Standards 2025. Consistent with Standard 2 (Curriculum) and Standard 3 (Experiential Learning), this policy defines the competencies, assessments, and benchmarks students must meet before entering APPEs, contributing effectively to interprofessional healthcare teams, and progressing toward graduation as practice-ready pharmacists. Evidence requirements and decision processes are aligned with Standard 7 (Assessment) to ensure fairness, transparency, and continuous quality improvement.

Definitions, Assessments, Benchmarks, and Remediation

APPE Ready: A student is APPE ready when they have attained the knowledge, skills, professional attitudes and behaviors, and clinical judgment required to participate in APPEs in a manner that ensures patient safety and meets the expectations of ACPE Standards 2025. APPE-ready students provide safe and effective patient care, applying clinical and scientific principles, communicating professionally, and functioning as contributing members of the healthcare team with a level of supervision typical for an entry-level APPE student.

APPE Readiness Assessment	APPE Readiness Benchmark	Remediation
Pre-APPE Coursework	Completion of all pre-APPE courses with a passing grade	Repeat any failed pre-APPE courses before progressing to APPEs

Team Ready: A student that is Team-ready has attained the ability to engage and contribute as a collaborative member of the healthcare team to deliver patient-centered, safe, and high-quality care. In alignment with ACPE Standards 2025 and the 2023 IPEC competencies, team readiness requires students and graduates to demonstrate competence in shared values and ethics, roles and responsibilities, interprofessional communication, and teamwork.

The FWSOP Interprofessional Education (IPE) Plan provides the framework for students to build and apply these skills across diverse settings, populations, and pedagogies. Students develop team-readiness progressively through structured interprofessional learning in didactic, simulation, and experiential settings, guided by the IPE Plan. By completion of the FWSOP professional pharmacy program, students are expected to independently demonstrate these competencies in real-world practice as a contributing member.

Course	Team Readiness Assessment	Team Readiness Benchmark	Remediation
Introductory Pharmacy Practice Experiences (IPPEs)			
PEX 7300 - Introductory Pharmacy Practice Experience (IPPE) in Community Pharmacy PEX 7800 - Introductory Pharmacy Practice Experience (IPPE) in Hospital Pharmacy	EPA 4: Can effectively contribute patient specific medication related expertise as part of an interprofessional care team	Achieving a rating at or above 2 (direct supervision) on each IPPE	Activation of the early alert process with engagement from the IPE Director and the Office of Experiential Education (OEE).
Interprofessional Education Coursework			
PCS 8010 – Interprofessional Education I PCS 8320 – Interprofessional Education II	IPE coursework and activities	Successfully completing all required IPE activities and earning a passing grade in the course	Repeat any failed pre-APPE courses before progressing to APPEs
Advanced Pharmacy Practice Experiences (APPEs)			
Core APPEs PEX 8500 - Advanced Pharmacy Practice Experience in Community Pharmacy Practice PEX-8510 - Advanced Pharmacy Practice Experience in Hospital Pharmacy Practice PEX-8520 - Advanced Pharmacy Practice Experience in Inpatient Medicine Practice PEX-8530 - Advanced Pharmacy Practice Experience in Ambulatory Care Clinical Practice	EPA 4: Can effectively contribute patient specific medication related expertise as part of an interprofessional care team	Achieving a rating at or above 3 (reactive supervision) on at least 1 core APPE	Activation of the early alert process with engagement from the IPE Director and the Office of Experiential Education (OEE). The student, in partnership with OEE, develops a measurable personal development objective and provides it to the preceptor for the next rotation, who will assist in identifying opportunities for the student to address this objective during the subsequent rotation.

Practice Ready: A student is practice ready when they have demonstrated the professional competencies, clinical judgment, patient-care skills, and ethical standards expected of an entry-level pharmacist in alignment with ACPE Standards 2025. Practice-ready students provide safe, effective, and evidence-based pharmacotherapy; communicate clearly and professionally with patients and healthcare professionals; manage common medication-use systems; and uphold the professionalism, accountability, and cultural humility required for independent practice in diverse healthcare settings.

Practice Readiness Assessment	Practice Readiness Benchmark	Remediation
APPE Coursework	Passing all APPEs	Repeating any failed APPE rotations
PCS 8710 – Pharmacy Practice and Licensure Exam Preparation I PCS 8720 – Pharmacy Practice and Licensure Exam Preparation II	Successfully complete and earn a passing grade in both Pharmacy Practice and Licensure Exam Preparation courses	Repeat any failed course before progressing to graduation

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

Overview: Review of academic performance in the Fred Wilson School of Pharmacy (FWSOP) is the responsibility of the Academic Standards Committee (ASC). Included in this committee's purview is student progression. The ASC conducts reviews of each student failing to meet progression requirements (defined below) and applies the progression policy.

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

1. Earn a grade of "C" or higher in all graded courses and a grade of P in all Pass ("P") / Fail ("F") courses. This includes all professional coursework (didactic and experiential, required and elective);
2. Maintain a cumulative and semester GPA of at least 2.00;
3. Complete all co-curricular requirements by April 15th of each academic year and other non-academic programmatic requirements by the prescribed deadline.
4. Meet the FWSOP technical standards with or without reasonable accommodations.

Additional 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 (i.e., pass or grade of "C" or higher) the failed course prior to being allowed to enroll in PEX-7300 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 higher) the failed course prior to being allowed to enroll in PEX-7800 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 PEX-7300 and PEX-7800) must successfully remediate (pass or grade of "C" or higher) the failed course prior to being allowed to advance to any Advanced Pharmacy Practice Experience (APPE) courses.

Process: Any student who does not meet the Criteria for Progression will be reviewed by the ASC who will determine if the student will be allowed to "Continue in the Program" or be "Academically Dismissed". If allowed to continue in the program, the student will be placed on Probation and will be provided with an Academic Plan that will guide any required course remediations and describe how the student will complete programmatic requirements for graduation. The student must agree to the Academic Plan by the deadline specified in ASC decision notification letter and must follow the plan as a condition of continuance (i.e.

progression) in the program. Failure to accept and follow the Academic Plan will result in Academic Dismissal from the Doctor of Pharmacy Program.

In such a situation where a final course grade of F is changed to a passing grade at the registrar level (e.g., as a result of a successful final grade appeal), the registrar will notify the ADAA who will send the case to the committee to review and amend the decision as appropriate. Due to time considerations, this committee review may, in some cases, be conducted after the start of the subsequent semester. Students should note that there is a potential financial risk associated with starting a semester with a pending decision. The HPU policy on tuition reimbursement is located at: HPU Graduate Withdrawal Information – Student Accounts.

The Academic Standards Committee will make decisions regarding progression and academic plans based on the following criteria:

Academic Progression Criteria Not Met	Action or Sanction(s)
Student fails to maintain a cumulative or semester GPA of 2.00	• Probation
1 "F" in a course	• Probation/Remediation of failed course, with possible delayed graduation
2 "Fs" in the same course	• Academic Dismissal
2 "Fs" in any two different courses (across the entire curriculum, including "F"s earned in courses that were later successfully remediated)	• Probation Remediation of failed courses, with possible delayed graduation
3 "Fs" (across the entire curriculum, including "Fs" earned in courses that were later successfully remediated)	• Academic Dismissal

Non-academic Program Requirement Not Met	Action or Sanction(s)
Student fails to complete co-curricular hours by the April 15th deadline or any required co-curricular activity	1st Offense - Probation until required hours and/or required activity are completed. 2nd Offense - Non-academic Dismissal
Student fails to complete any of the following non-academic programmatic requirements by the stated deadline: Background Check, Drug Screen, Immunizations	1st Offense – Probation and temporary suspension until requirement is met 2nd Offense - Nonacademic Dismissal
Student fails to complete any of the following non-academic programmatic requirements by the stated deadline: Blood Borne Pathogens Training, CPR Requirement	1st Offense – Probation until requirement is completed. 2nd Offense - Nonacademic Dismissal

Student unable to meet technical standards with or without reasonable accommodations	Step 1: All students who are unable to meet technical standards and who have not been previously evaluated for accommodation eligibility by OARS will be referred to OARS for evaluation. Students must show evidence of initiating the process of communicating with OARS within 1 week of the referral. Students will be given a reasonable amount of time to work with OARS and the ADAA to determine whether reasonable accommodations can be approved. Step 2: Students who are unable to meet technical standards with or without accommodations within the timeframe specified by the Academic Standards Committee (ASC) will be non-academically dismissed.

Students on probation are not considered "in good standing" and are expected to focus on academic improvement. Given this expectation, while on probation, they are not allowed to hold student offices, serve on standing or ad hoc FWSOP committees or use University funds for travel to professional meetings or other college- or university-sponsored events.

To return to good standing, a student must:

- Have completed all co-curricular requirements and other non-academic programmatic requirements by specified deadlines;
- Meet the FWSOP technical standards with or without reasonable accommodations
- Have no outstanding (non-remediated) grades of "F"; and
- Achieve a semester GPA of 2.00 or higher; and
- Achieve a cumulative GPA of 2.00 or higher; and
- Have no ongoing sanctions levied by the Academic and Professional Conduct Committee.

Appeals: To ensure students' right to due process, students 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 the FWSOP Progression Policy was not followed. Appeals must be submitted by the student in question and may not be submitted by a third party on behalf of the student.

An Appeal letter should include, at a minimum, clear identification of the basis for appeal (e.g., policy violation by ASC), summary of circumstances or evidence that provides the basis for appeal, clear statement of the alternative outcome requested, and justification of the alternative outcome requested.

Examples of appeals that will NOT be considered include, but are not limited to:
- Disagreement or dissatisfaction of the student with the decision of the Committee in absence of a cited violation of the Progression Policy;
- Disagreement with the final grade assigned for a course (please refer to Final Course Grade Appeal Policy);
- 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;
- Financial impacts of the Committee decision, including but not limited to the timeline for or eligibility for financial aid.

Students wishing to appeal a decision of the Committee must submit a formal letter to the Dean by 5 pm Eastern Time on the fifth (5) calendar day after being notified of the Committee's decision. The Dean will review the appeal and respond in writing to the student by 5 pm Eastern Time on the fifth (5) calendar day after receiving the appeal. The Dean's decision on appeals of ASC decisions is the final decision.

Remediation: The FWSOP defines remediation as repeating the entire course in which a student received a failing grade (e.g. "F"). For core courses that are not IPPE or APPE rotation courses, the earliest this occurs is the subsequent academic year when the course is next offered. Off-cycle course remediation may be considered for non-APPE elective courses, at the discretion of the chair of the department in which the course is administered. Scheduling of course remediation for IPPE or APPE rotation courses is at the discretion of the Assistant/Associate Dean of Experiential Education and includes consideration for students meeting requirements for progression to rotation courses, as well as site and preceptor availability. ***Any remediation type may result in delayed graduation.***

If a student receives a failing grade for any course, didactic or experiential, successful remediation of the failed course does not result in replacement of the failing grade. The original "F" grade remains on the transcript, is included in the calculation of cumulative GPA, and counts towards the total cumulative number of "F" grades earned in the program.

If a student is issued an academic plan that requires an administrative withdrawal from the program, the Withdrawal and Leave of Absence Policy will be followed.

For information regarding reactivation and readmission to the FWSOP, please refer to the FWSOP Readmission and Reactivation Policy

FWSOP Grading Scale

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 (if applicable) 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 (e.g., 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:

- 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

- 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.

- **Pass/Fail:**
    - A grade of "Pass" is not considered in the student's GPA.
    - A grade of "Fail" is calculated as 0.0 and is included in the calculation of the student's 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 student's GPA.
  - The grade of "WP" is not considered in the calculation of the student's GPA.
  - The grade of "WF" counts as a grade of "F" in the calculation of the student's GPA.

- **Incomplete:** An incomplete is a temporary grade assigned by the course coordinator as directed by the ADAA or ADSPA in accordance with the Withdrawal and Leave of Absence Policy.

  - The grade of "I" (Incomplete) is not considered in the calculation of a student's GPA.

Final Course Grade Appeal Policy

A student has the right to appeal the final course grade. Final course grade appeals will be considered when the student submits objective evidence that one or more of the Criteria for Final Course Grade Appeals is met (see criteria below).

Grading disputes for individual assignments and assessments within a course should be handled as outlined in the course syllabus.

Criteria for Final Course Grade Appeals

- A clerical error resulted in an incorrect grade;
- A mathematical error resulted in miscalculation of a grade;
- A violation of the grading policy stated in the course syllabus or the FWSOP Student Handbook occurred.

Process and Timeline for Final Course Grade Appeals

- The student must submit the final course grade appeal to the course coordinator(s) of record by 5 pm Eastern Time on the fifth (5) calendar day after the University deadline to submit final course grades to the University Student Information System. For experiential courses, the faculty member from the Office of Experiential Education is the designated course coordinator of record and would be the recipient of this appeal. The submission must be in writing using the FWSOP Final Course Grade Appeal Form.
- The course coordinator(s) will review the final course grade appeal and respond in writing to the student by 5 pm Eastern Time on the fifth (5) business day (excluding University-assigned administrative holidays) after receiving the appeal.
- If the course coordinator(s) denies/deny the final course grade appeal, they will automatically send the final course grade appeal and decision to their direct supervisor (department chair or Dean) for a secondary review. Their supervisor will serve as the second-level review and will review the final course grade appeal and respond in writing to the student by 5 pm Eastern Time on the fifth (5) business day (excluding University-assigned administrative holidays) after receiving the final course grade appeal and decision. This second-level review is the final decision regarding the final course grade appeal.

If a student believes that a final course grade was assigned as a result of a bias incident as defined in the Student Guide to Campus Life, the incident can be reported online via the online Bias Reporting Form, or directly to the HPU Senior Director of Community Standards. The university review will

replace the need for this final course grade appeal process at the FWSOP level. If the university's finding is that the alleged bias does exist, then the FWSOP Dean will review the outcome and follow the recommendations provided.

Faculty and Student Examination Policy

Date Created: February 21, 2017
Date of Last Review: May 2025
Date of Last Update: July 2025
Responsible Committee: Assessment
Date Next Review / update Due: September 2025

Purpose: The purpose of this policy is to establish **clear expectations for faculty and students** regarding exam and secured quiz preparation, administration, and post-exam/ secured quiz procedures. Faculty and course coordinators are responsible for overseeing exam and secured quiz development and administration while maintaining the integrity of the assessment process. Students are responsible for adhering to this policy to maintain a secure and professional testing environment. This ensures **fairness, integrity, and consistency** in exam and secured quiz assessments across the curriculum.

Unless otherwise specified, within semester (non-final) examinations in the FWSOP are administered during designated examination blocks on Tuesdays and Thursdays, beginning at 7:45 AM EST. Final examinations are administered during the official final examination week, at the times outlined in the course syllabus and the published final exam schedule unless otherwise noted in the course syllabus. Secured quizzes are administered during the designated class period for the respective course.

Before the Exam / Secured Quiz

Faculty/Course Coordinator(s) Responsibilities:

- Design assessments that reflect the learning objectives and align with course content.

- Establish clear question submission requirements and deadlines for contributing faculty (e.g., providing an exam blueprint).

- Ensure that all exam and secured quiz questions are finalized and appropriately tagged in an approved platform (ExamSoft, CAE Learning Space, CORE-ELMS).

- Post secured assessments in approved platform by 12:00 PM (noon) the day prior to the assessment.

- Comply with all expectations for OARS-approved testing accommodations.

  o Within semester exams (non-final) administered during exam blocks should be designed to be completed in a maximum of 80 minutes without approved OARS extended time accommodations.

Proctors' Responsibilities:

- Ensure unauthorized items are placed in a designated area that does not block the aisles or exits. Unauthorized items are defined as anything other than a laptop, mouse, writing utensil, power cord, beverage or Passport Card.

  o Students may be provided an approved FWSOP calculator if appropriate. No personal calculators are allowed during testing sessions.

- Initiate attendance documentation procedures in accordance with the Attendance and Participation policy.

Student Responsibilities:

- Scan in and attend all scheduled exams and secured quizzes as indicated in the course syllabus.

  o If a student arrives more than 10 minutes late to an exam or required instructional activity in which a graded assessment is administered, they will be counted absent, will not be allowed to take the assessment and must not be present in the room during the time the assessment or exam is being administered. If a student is tardy to an exam or required instructional activity, they will be allowed to take the exam or assessment within the time remaining for the assessment and will not be given additional time to complete the assessment.

- Bring a **functional laptop** (meeting FWSOP technology requirements), fully charged with a power cord.

  o iPads and other unauthorized electronic devices may not be used for exams and secured quizzes. Use of an iPad or other unauthorized electronic device will be reported as a violation of the FWSOP Code of Conduct.

  o Students are responsible for reaching out to IT support or the FWSOP Manager of Operations for any technical issues prior to the scheduled exam/ secured quiz.

- Install and use the required assessment software.

- Download the secured assessment file(s) **<u>before</u>** the start of the exam period.

- Sit in an approved location with all authorized materials before the exam/secured quiz starts.

- Silence all devices and place all unauthorized items *(anything other than a laptop, mouse, writing utensil, power cord, beverage, Passport Card)* in a designated area that does not block the aisles or exits.

- Students may be provided an approved FWSOP calculator if appropriate.

  o No personal calculators are allowed during testing sessions.

During the Exam / Secured Quiz

Proctors' Responsibilities:

- Ensure unauthorized items remain in a designated area that does not block the aisles or exits.

- Provide students with the exam password at the designated time.

- Do not provide the "resume code" to all students. A "resume code" should be provided only to a student when prompted by the assessment software, typically following a computer issue.

- Maintain a secure and professional testing environment.

- Distribute and collect scratch paper, if applicable.

- Do not address content-related questions during the exam / secured quiz.

- Ensure students submit their exam / secured quiz and display the confirmation screen before leaving.

- Ensure that only one (1) student is permitted to use the restroom or leave the testing area at a given time.

- Dismiss any student who arrives more than 10 minutes after the start of the examination or secured quiz.

Student Responsibilities:

- Ensure that the student's testing area, specifically the desk or table and surrounding floor within arm's reach, is clear of all unauthorized materials. Students must utilize/use approved items only (laptop, laptop mouse, writing utensil, power cord, beverage, and Passport Card).

  o No personal calculators are allowed during testing sessions.

- Enter the password and begin the exam immediately.

- If prompted to enter a "resume code" by the assessment software, students must request this code from the proctor and inform the proctor about the nature of the computer issue. Students may not record or share the resume code if one is provided.

- Refrain from asking content related questions during the exam / secured quiz

- Obtain proctor approval before taking a bathroom break or leaving the testing room

  o Only one (1) student is permitted a restroom break or to leave the testing room at a given time.

- Demonstrate exam/secured quiz completion by displaying submission confirmation screen (i.e. green screen) before departure from testing room.

After the Exam / Secured Quiz

Faculty/Course Coordinator(s) Responsibilities:

- Conduct exam / secured quiz due diligence, including reviewing results, identifying flagged questions, and consulting faculty for necessary revisions.

- Release the scores in applicable platforms within the timeline outlined in the course syllabus.

- Provide students an opportunity to review their assessment.

Student Responsibilities:

- Return all provided items, such as scratch paper and calculators, to the proctor after submitting the assessment and showing submission confirmation.

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 or non-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 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 a 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 any of the following occurs. Recommended flags are shown in parentheses for each condition:

- a student earns a failing grade (i.e., less than 70 % of available points earned) on an examination or other major course assessment (General Academic Concern);

- a student is approaching or exceeds the maximum allowable absences in a course (Attendance Concern);

- A student is tardy to more than 10% of required class sessions (Professionalism Concern)

- A student is tardy to more than 20% of required class sessions (Professionalism Concern)

- a student does not attend a scheduled meeting to discuss course performance issues (Professionalism Concern);

- the course coordinator has other reasons to believe a student is at risk for course failure – for example: lack of participation in course activities (Lack of Participation/Engagement), notable changes in performance trends (General Academic Concern)a student is failing the course at the time the midterm grade is reported to the registrar (In Danger of Failing),

- a student is deemed "in danger of failing the course" by the course coordinator at any point during the semester (In Danger of Failing).

A student's faculty advisor should raise a flag for Professionalism Concern 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), for conduct concerns, or for other reasons related to the student's academic performance, attendance, or participation.

The Director of Co-Curriculum should raise a Professionalism Concern 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 a 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 (If flagging, use Advisee not Responding).

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 non-academic 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.

The ADSPA monitors professionalism and non-academic concern issues flagged in Starfish. If the ADSPA sees an accumulation of unaddressed flags, 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 ADSPA may decide to invite the student to meet with him/her if the student or advisor feels that additional support is needed. Receipt of Starfish flags for Professionalism Concern for students in the pre-APPE curriculum will be noted as a risk factor for the student not being APPE-ready.

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 2025
Date of Last Update: July 2025
Responsible Committee: Office of Student and Professional Affairs
Review / Update Due: September 2025

All students who have been accepted into the Doctor of Pharmacy program will be assigned a faculty advisor by the Assistant /Associate Dean of Student and Professional Affairs (ADSPA).   Students are required to communicate with their assigned faculty advisor at least once each fall and spring semester during their P1 – P3 years.   Students or advisors may request additional meetings as the need arises. Either the student or the advisor will be able to request a change of advisor with the ADSPA.

The primary responsibility for initiating and maintaining advising meetings rests with the student. If a student fails to engage or respond to outreach, it is the advisor's responsibility to document unprofessional behavior due to the lack of interaction as outlined in the FWSOP Code of Conduct.

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 2025
Date of Last Update: May 24, 2022
Responsible Committee: Academic and Professional Conduct
Review / Update Due: September 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

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

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 2025
Date of Last Update: July 2025
Responsible Committee: Academic and Professional Conduct
Review / Update Due: September 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 including but not limited to unauthorized use of artificial intelligence without permission and/or acknowledgement
- 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 the 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

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. In addition, students who are in violation of the Dress Code Policy may be asked to leave an educational activity or FWSOP sponsored event. If a student is asked to leave an activity, this may result in implications defined in the Attendance and Participation policy and/or reported to the Academic and Professional Conduct Committee.

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.

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, making IVs)
- 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. Clothing should be clean, correctly sized, and in good repair. There should be no visible holes, rips, or tears.
- Professional**:** Avoid overly casual items like denim jeans, t-shirts, shorts, athletic wear, and baseball caps. Clothing accessories bearing political slogans or statements are not aligned with the profession's code of ethics and should not be worn.
- Clothing should avoid excessive exposure and fit appropriately to maintain a professional appearance. Garments should not be overly tight or reveal undergarments, midriffs, or low necklines, and should provide adequate coverage when standing, sitting, or bending.
- 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, and making IVs).
- 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.
- Hair should be neatly groomed and well-maintained.
- Students may be asked to cover tattoos or remove piercings if they contain language or imagery that is discriminatory, harassing, profane, nudity, or otherwise inconsistent with the values and standards of the School.

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.

Additionally, Introductory or Advanced Pharmacy Practice sites may have additional policies and/or guidance on dress code, students are expected to follow the institution's policy when at a practice site

Student Attendance and Participation

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 the development of professional behavior and support student academic success.

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 and remain for the duration of the session. Time will be recorded based on the system clock of the device used for attendance tracking.

- 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 based on the system clock of the device used for attendance tracking.

- 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, parent/legal guardian, siblings, children, grandparents, father/mother-in-law, son/daughter-in-law, grandchild, or power of attorney). 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 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).

- <u>Health (Immediate Family)</u>: 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)

- <u>Jury Duty / Court Summons</u>: 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.

- <u>Military Duty</u>: 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.

- <u>University / School Approved Activity</u>: Attending school-sanctioned professional conferences, scholarly competitions, student forums and educational programs may be considered excused. Students in good standing may receive an excused absence for school-sanctioned events only if they are actively contributing to the event. Examples include presenting at a conference, competing in a professional or academic competition, serving in a leadership role, representing the school at recruitment events, performing in an official athletic or arts event, or participating as a designated student representative on a committee. Passive attendance or general participation is not sufficient for an excused absence. Additionally, school-sanctioned HPU intercollegiate athletics, spirit teams, and club sports (excluding intramural sports) as defined by the HPU Undergraduate Bulletin for confirmed student athletes may be considered excused for students in good standing. The absences must always be approved before the event and before any travel plans are made. 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.

- <u>Observance of a Religious Holiday</u>: 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

- If a student arrives more than 10 minutes late to an exam or required instructional activity in which a graded assessment is administered, they will be counted absent, will not be allowed to take the assessment and may not be present in the room during the time the assessment or exam is being administered.

- 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 for 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.

- The maximum number of tardies 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 tardy to more than 10% of scheduled sessions, they will receive one unexcused absence as a warning. If a student is counted tardy for more than 20% of any scheduled sessions, 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.

- 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:

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    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.

- The determination of an emergent situation will be made by the ADSPA and must be communicated to the course coordinator before the student is allowed to make up any missed assessments.

- 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 returning 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 the 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.

- If a student has an excused absence and chooses to attend a learning activity or complete a makeup assessment during the time for which they were excused, the excused absence for that time period will be rescinded.

Student Background Check Requirements

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 within the required time frame 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.

Student Drug Screen Requirements

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.

Alcohol and Drug Use

Date Created: October 19, 2016
Date of Last Review: May 2025
Date of Last Update: July 2025
Responsible Committee: Academic and Professional Conduct
Review / Update Due: September 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 use 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.

Social Media Use

Date Created: October 19, 2016
Date of Last Review: May 2025
Date of Last Update: July 2025
Responsible Committee: Academic and Professional Conduct
Review / Update Due: September 2025

High Point University's Fred Wilson School of Pharmacy (FWSOP) recognizes that social media networking websites are an important and timely means of communication. Social media sites are tools that allow users to express themselves and an opportunity to create new communities. The FWSOP does not actively monitor online and social media 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.

The FWSOP Social Media Use policy is part of the FWSOP Code of Conduct. Alleged violations of the FWSOP Social Media policy should be reported and will be reviewed according to the process for reporting and reviewing alleged violations of the FWSOP Code of Conduct in the FWSOP Student Handbook.

Student pharmacists must recognize that actions online and content posted may negatively affect their reputations and the reputation of High Point University. Such actions may have consequences for their pharmacy careers and can undermine public trust in the pharmacy profession. 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 students to criminal and civil liability, and punishment for violations may include fines and imprisonment. Students found responsible for violations of the FWSOP Social Medial Policy also may be subject to a variety of sanctions including but not limited to a letter of reprimand, probation or dismissal from the program, and/or notification to the North Carolina Board of Pharmacy if necessary.

General Considerations for Social Media Use:

- Present your identity in a manner that is legal, appropriate, and safe.

- Posting under a different alias or anonymously does not absolve responsibility for content for the post creator(s).

- Remember, your postings on social media sites remain accessible to the rest of the world on the internet even if you take them down or change them. Review closely how you want to "brand" yourself on the internet for the current time as well as the future.

- Watch what you say. Publishing unverified claims about individuals may result in legal liability for defamation or libel if such claims are proven false.

- Showing kindness to others and yourself on social media should be a priority.

Students are expected to adhere to the High Point University Social Media Policy. In addition to the above recommendations, the FWSOP Social Media Policy includes the following stipulations:

FWSOP Specific Social Media Expectations

- In posting information on social networking sites, students, faculty and staff may not directly or indirectly present themselves as official representatives or spokespersons for the FWSOP.
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- Students may not falsely present themselves as a licensed pharmacist or other medical professional, use language, handles/screen names other indicators that imply as such or provide medical advice or engage in activities of a licensed pharmacist or other medical professional.

- Students, faculty, and staff may not post or share protected health information of other individuals. Social media sites are not HIPAA compliant. Students should not use social media platforms to perform supervised or unsupervised postings related to patient care or provide medical advice, even if requested.

- Students, faculty and staff may not report private or protected academic information of another student or trainee.

- Students should not share lecture materials, audio/visual recordings, questions or answers to assignments, exams, or quizzes or any modifications thereof via social media nor provide this information via online platforms or social media to students in a subsequent class without permission.

- Students should not post information that in any way discloses private, confidential, or proprietary information about institutions, third parties (e.g., vendors) associated with institutions, or information protected by institutional policies (e.g., exam questions).

- Students should not provide false or inaccurate comments about the FWSOP, High Point University or other affiliated organization.

- Students, faculty and staff may not harass, in any form, of an FWSOP faculty member, staff member, student, preceptor, or anyone they encounter while representing the FWSOP.

- Students are expected to follow all social media policies at experiential sites. Any expectations at experiential educational sites may supersede this policy.

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

Date Created: October 19, 2016
Date of Last Review: May 2025
Date of Last Update: July 2025
Responsible Committee: Academic and Professional Conduct
Review / Update Due: September 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.

\Representation and Recordings: No student is allowed to have legal representation, parents, legal guardians or representatives other than the ADSPA appointed advocate 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.

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 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 that the student is responsible for the alleged misconduct, they may dismiss the charge.

- If the APCC determines 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.

  - 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.

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 an 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 of 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. Students on probation are not considered "in good standing." Given this expectation, while on probation, they are not allowed to hold student offices, serve on standing or ad hoc FWSOP committees or use University funds for travel to professional meetings or other college- or university-sponsored events.

- **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)

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