

# **HIGH POINT UNIVERSITY**

## **THE PREMIER LIFE SKILLS UNIVERSITY**

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### **Fred Wilson School of Pharmacy**

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

2026 - 2027 Student Handbook

*Final 7-22-26  
Updated 9-18-26*

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## Preface

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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 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, faculty and staff 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 acknowledgement form annually. Failure to read this handbook does not excuse students, faculty and staff 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.

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### **Accreditation Status**

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

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## FWSOP Leadership Team

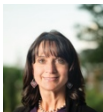
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### Dean



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 overseeing all 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 and Co-Director, LPE Program



Dr. Diamond Melendez is the Director of Standardized Client Program Experiences. Dr. Melendez is responsible for overseeing the Standardized Client program, developing Standardized Client program policies and procedures and designing and scheduling individual assessment events, with the input of faculty and practitioners. She is also responsible for overseeing the LPE program and fostering collaborations and partnerships that support this program.

### Co-Director of Lifelong Perspectives and Engagement Experience (LPE) Program



Dr. Jonathan Newsome is the Co-Director of the Lifelong Perspectives and Engagement Experience. Dr. Newsome is responsible for overseeing the LPE program and fostering collaborations and partnerships that support this program.

### **Director of Teaching and Learning**



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

### **Director of Interprofessional Education**



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

### **Co-Curricular Program Director**



Dr. Joey Sprinkle is the Director of the Co-Curricular Program. Dr. Sprinkle 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

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### FWSOP Faculty

Elizabeth Abbot  
Assistant Dean of Student and  
Professional Affairs  
Office: FWSOP 3013  
[eabbot@highpoint.edu](mailto:eabbot@highpoint.edu)  
336-841-9719

Samuel Adeosun  
Assistant Professor of Clinical  
Sciences  
Office: FWSOP 4021  
[sadeosun@highpoint.edu](mailto:sadeosun@highpoint.edu)  
336-841-9369

Chris Adkins  
Associate Professor of Basic  
Pharmaceutical Sciences  
Office: FWSOP 4033  
[cadkins1@highpoint.edu](mailto:cadkins1@highpoint.edu)  
336-841-9260

Samson Amos  
Professor and Chair of Basic  
Pharmaceutical Sciences  
Office: FWSOP 4017  
[samos@highpoint.edu](mailto:samos@highpoint.edu)  
336-841-9585

Patti Black  
Professor and Associate Dean of  
Academic Affairs  
Office: FWSOP 3011  
[pblack2@highpoint.edu](mailto:pblack2@highpoint.edu)  
336-841-4678

Comfort Boateng  
Associate Professor of Basic  
Pharmaceutical Sciences  
Office: FWSOP 4042  
[cboateng@highpoint.edu](mailto:cboateng@highpoint.edu)  
336-841-9718

Courtney Bradley  
Associate Professor of Clinical  
Sciences  
Office: FWSOP 4016  
[cbradley@highpoint.edu](mailto:cbradley@highpoint.edu)  
336-841-9715

Lisa Brennan  
Assistant Dean for Experiential  
Education  
Office: FWSOP 3007  
[lbrenna2@highpoint.edu](mailto:lbrenna2@highpoint.edu)  
336-841-9553

Julie Cooper  
Associate Professor and Chair of  
Clinical Sciences  
Office: FWSOP 4018  
[jcooper2@highpoint.edu](mailto:jcooper2@highpoint.edu)  
336-841-9667

Cale Fahrenholtz  
Assistant Professor of Basic  
Pharmaceutical Sciences  
Office: FWSOP 4024  
[cfahrenh@highpoint.edu](mailto:cfahrenh@highpoint.edu)  
336-841-9813

Scott Hemby  
Professor of Basic Pharmaceutical  
Sciences  
Office: FWSOP 4044  
[shemby@highpoint.edu](mailto:shemby@highpoint.edu)  
336-841-9640

Tamera Hughes, PharmD, PhD  
Assistant Professor of Clinical  
Sciences  
Office: FWSOP 4038  
[thughes3@highpoint.edu](mailto:thughes3@highpoint.edu)  
(336) 841-2821

Kaitlin Kendall  
Assistant Professor of Clinical  
Sciences  
Office: FWSOP 4040  
[kgrout@highpoint.edu](mailto:kgrout@highpoint.edu)  
336-841-9848

Mary Jayne Kennedy  
Professor and Dean  
Office: FWSOP 3005  
[mkenned2@highpoint.edu](mailto:mkenned2@highpoint.edu)  
336-841-9714

Sally McMillin  
Associate Professor of Basic  
Pharmaceutical Sciences  
Office: FWSOP 4019  
[smcmill1@highpoint.edu](mailto:smcmill1@highpoint.edu)  
336-841-9674

Madeline Meister  
Assistant Professor of Clinical  
Sciences  
Office: FWSOP 4030  
[mmeister@highpoint.edu](mailto:mmeister@highpoint.edu)  
336-841-9584

Diamond Melendez  
Assistant Professor of Clinical  
Sciences  
Office: FWSOP 4013  
[dmelende@highpoint.edu](mailto:dmelende@highpoint.edu)  
336-841-9822

Inna Miroshnyk  
Associate Professor of Basic  
Pharmaceutical Sciences  
Office: FWSOP 4039  
[Imirosh1@highpoint.edu](mailto:Imirosh1@highpoint.edu)  
336-841-2870

Victoria Moore  
Professor of Basic Pharmaceutical  
Sciences  
Office: 4037  
[vmoore@highpoint.edu](mailto:vmoore@highpoint.edu)  
336-841-9583

Majid Moridani  
Associate Professor of Basic  
Pharmaceutical Sciences  
Office: 4031  
[mmoridan@highpoint.edu](mailto:mmoridan@highpoint.edu)  
336-841-9665

Jonathan Newsome  
Professor of Clinical Sciences  
Office: FWSOP 4051  
[jnewsom1@highpoint.edu](mailto:jnewsom1@highpoint.edu)  
336-841-9550

Brian Pacanowski  
Assistant Professor of Clinical  
Sciences  
Office: 3006  
[bpacano1@highpoint.edu](mailto:bpacano1@highpoint.edu)  
336-841-9561

Michelle Rapier  
Assistant Professor of Clinical  
Sciences  
Office: FWSOP 4012  
[mrapierr@highpoint.edu](mailto:mrapierr@highpoint.edu)  
336-841-2842  
Sarah Rhodes  
Assistant Professor of Clinical  
Sciences  
Office: FWSOP 4011  
[srhodes@highpoint.edu](mailto:srhodes@highpoint.edu)  
336-841-9078

Shaina Schwartz  
Associate Professor of Clinical  
Sciences  
Office: FWSOP 4045  
[smusco@highpoint.edu](mailto:smusco@highpoint.edu)  
336-841-9598

Joseph Sprinkle  
Assistant Professor of Clinical  
Sciences  
Office: FWSOP 4005  
[jsprink1@highpoint.edu](mailto:jsprink1@highpoint.edu)  
336-841-9568

Amarylis B. Wanschel  
Assistant Professor of Basic  
Pharmaceutical Sciences  
Office: FWSOP 4022  
[awansche@highpoint.edu](mailto:awansche@highpoint.edu)  
336-841-9551

### **FWSOP Staff**

Kristen Hoskins  
Manager of Operations  
Office: FWSOP 3002  
[khoskins@highpoint.edu](mailto:khoskins@highpoint.edu)  
336-841-9671

Dakiah Rowe  
Director of Student Experience and  
Well Being  
Office: FWSOP 3014  
[Drowe1@highpoint.edu](mailto:Drowe1@highpoint.edu)  
(336) 841-9652

Lindsay Knapp  
Director of Enrollment  
Office: FWSOP 4050  
[Lknapp1@highpoint.edu](mailto:Lknapp1@highpoint.edu)  
336-841-2809

Scot McIntosh  
Laboratory Manager  
Office: FWSOP 4006  
[smcintos@highpoint.edu](mailto:smcintos@highpoint.edu)  
336-841-9661

Heidi Whiteside  
Learning Analytics and Assessment  
Specialist  
Office: FWSOP 3009  
[hwhitesi@highpoint.edu](mailto:hwhitesi@highpoint.edu)  
336-841-9584

Gail Strickland  
Coordinator of Experiential  
Education  
Office: FWSOP 3010  
[gstrickl@highpoint.edu](mailto:gstrickl@highpoint.edu)  
336-841-9489

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## **FWSOP Mission, Vision, Goals and Educational Philosophy**

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Date Created: September 2015

Date of Last Review: September 2026

Date of Last Update: September 2015

Responsible Committee: Strategic Planning

Date Next Review/Update Due: September 2026

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**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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## **FWSOP Strategic Plan**

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The FWSOP Strategic Plan is available on the FWSOP Blackboard site.

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## Commitment to Diversity, Inclusion and Belonging

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

**HPU Non-Discrimination Policies:** High Point University considers a strong commitment to pluralism and inclusion as a core component of our mission. This commitment is an essential ingredient to a holistic education in the liberal arts tradition, and High Point University's policies and practices continue to evolve in this regard. We not only understand and respect the unique talents and perspectives of all individuals, but we also embrace and utilize their contributions. Our breadth of inclusiveness creates a path by which all individuals can achieve their highest potential in an increasingly complex and variegated society.

**If you or someone else is in immediate danger, please contact High Point University Security at 336-841-9111 or 911.**

- **Title IX:** 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.

The university's Title IX Coordinator is responsible for the administration and coordination of High Point University's Title IX-related policies, programs, and compliance. The scope of these responsibilities includes, among other things, oversight of complaint resolution, resources, communications, and training in connection with Title IX and CFR Part 106's prohibition against sex-based discrimination in university educational programs and activities. The Title IX Coordinator can answer questions and address any concerns about Title IX, 34 CFR Part 106, and university policy.

**Process for filing a complaint or report a concern related to an alleged title IX or sexual misconduct incident:** Students wishing to file a complaint or report a concern related to an alleged title IX or sexual misconduct incident should complete the student title IX / sexual misconduct report form located at the following link: [https://cm.maxient.com/reportingform.php?HighPointUniv&layout\\_id=20](https://cm.maxient.com/reportingform.php?HighPointUniv&layout_id=20)

- **Bias:** A "Bias Incident" is defined as language or actions that demean, degrade, threaten or harass an individual or group based on their actual or perceived race, color, national or ethnic origin, ancestry, religion, sexual orientation, gender identity, gender expression, disability or status as a military veteran. Bias incidents include intentional and unintentional behavior that includes but is not limited to, name-calling, stereotyping, belittling, inappropriate joking and excluding others based upon their actual or perceived identity. All reports will remain confidential to the extent possible. You may also file a report anonymously but this may limit the University's ability to thoroughly respond to the reported incident.

**Process for filing a bias incident:** All reports will remain confidential to the extent possible. While anonymous reporting is available, it may prohibit the capacity of the university to conduct a full investigation of the incident and/or sanction a responsible party. [Use this link to complete the Bias Incident Report.](#)

Concerns not involving bias or Title IX are addressed through the Fred Wilson School of Pharmacy, academic and professional conduct procedures. See the FWSOP Student Handbook Process for reporting and reviewing alleged violations of the FWSOP Code of Conduct for more information.

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## **Accommodations**

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

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## Student Complaint Policy

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Date Created: July 2025

Date of Last Review: November 2025

Date of Last Update: December 2025

Responsible Committee: Office of Student and Professional Affairs

Date Next Review/Update Due: September 2026

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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).

**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/](http://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.

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**

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

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## **Refund of Tuition and Fees**

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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/>.

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## **Financial Planning**

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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.

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## **Student Course Registration**

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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.

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## **Academic Calendar**

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The current FWSOP academic calendar is available at the following link:

<https://www.highpoint.edu/pharmacy/academic-calendar>

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## **Housing, Transportation and Parking**

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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.

Some experiential rotation sites have limited parking available for students and may require a parking pass. Students should contact their Preceptor at least two weeks in advance to confirm parking pass requirements and designated parking areas. Any parking fees are the student's responsibility, and all site parking rules must be followed.

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## Withdrawal and Leave of Absence Policy

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Date Created: April 20, 2017

Date of Last Review: September 2025

Date of Last Update: May 2025

Responsible Committee: Office of Student and Professional Affairs

Date Next Review/Update Due: September 2026

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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. **Voluntary withdrawal from individual courses is not allowed.**

| Administrative Withdrawal                                                                                                                                                                                                                                                                                                                                          | Permanent Withdrawal                                                                                                                                                                                                                                                        | Temporary Leave of Absence                                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Administrative Withdrawal</b> 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. | <b>Permanent Withdrawal</b> 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 <b>Temporary Leave of Absence</b> 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 should contact the ADSPA to discuss their intent and the implications of withdrawal. The ADSPA will communicate with the student to discuss the request and its potential impact. 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.

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                                                                  |                                                                                                                                                                 |
| Date of Permanent Withdrawal                                                     | Grade Assignment                                                                                                                                                |
| 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 through end 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. |

**Temporary Leave of Absence:** Any student in the Pharm.D. program experiencing extenuating circumstances that require them to step out of the program for an extended 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.

**Extenuating circumstances** are serious, unforeseen, or exceptional events that are typically beyond a person's control and exceed the absence threshold limit defined in the FWSOP Student Attendance and Participation policy. These situations significantly impact an individual's ability to meet their normal obligations,

responsibilities, or deadlines. A request of this type is subject to approval by the ADSPA after review of the circumstances.

Acceptable examples may include:

- **Serious personal illness**, significant physical or mental health crisis, or a major injury.
- **Significant personal or family crisis**, such as becoming a primary caregiver for an immediate family member or dealing with a major, unexpected legal issue.
- **Military service or extended civil service obligations.**
- **A natural disaster** or other major disruptive event that directly affects the student.

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 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**

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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 faculty, staff, and preceptors using one of the following methods unless otherwise stated in a course syllabus:

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

Faculty and staff 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 counsel 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 or Preceptor
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

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Date Created: June 2025

Date of Last Review: September 2025

Date of Last Update:

Responsible Committee: Executive

Date Next Review/Update Due: September 2026

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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 record contains information about more than one student, the student may inspect and review only the records which relate directly to them and portions of the records may be redacted. 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

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Date Created: June 2025

Date of Last Review: September 2025

Date of Last Update:

Responsible Committee: Executive

Date Next Review/Update Due: September 2026

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**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

**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.

**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

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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. For more information about absences related to inclement weather and travel issues please refer to the FWSOP Student Attendance and Participation policy.

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## Remote Learning Procedure

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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](#)) or the HPU Title IX Director. 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 or the HPU Title IX Director, 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.

Anytime 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

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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 annually thereafter. 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 outlined below:

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

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

## **2. Seek medical care**

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

## **3. Notify appropriate individual(s)**

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

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## **Health Insurance**

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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.

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## **Professional Liability Insurance**

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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.

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## **North Carolina Pharmacist Licensure Requirements**

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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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## National Practitioner Identifier Registration (NPI Numbers)

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Students enrolled in the Doctor of Pharmacy program should **NOT** apply or register for a National Provider Identifier (NPI) number prior to graduation, unless specifically directed in writing by the Office of Experiential Education to fulfill a verified health system site requirement.

Because our current clinical rotation practice locations do not require student-level NPIs for EHR access or supervised documentation, maintaining an active NPI during pharmacy school presents unnecessary public privacy risks and potential credentialing misinterpretation. NPI numbers are national healthcare provider identifiers reserved for administrative billing and practice tracking; holding or publicly displaying an NPI does not confer independent practitioner status.

Students who are granted an exception for a specific rotation site must use the school's administrative address and select the required "Student in an Organized Health Care Education/Training Program" taxonomy code (390200000X). Student NPI numbers must never be displayed on resumes, email signatures, or professional social media profiles.

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# ADMISSIONS

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## Admission Criteria Policy

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Date Created: October 19, 2016

Date of Last Review: September 2025

Date of Last Update: July 2026

Responsible Committee: Admissions

Date Next Review / update Due: September 2026

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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, the High Point University Graduate Professional School Bulletin (<https://www.highpoint.edu/graduate/bulletins/>) and the FWSOP Student Handbook prior to matriculation into the program. Applicants must also comply with all policies and guidelines outlined in the PharmCAS system, the FWSOP Student Handbook 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, the FWSOP Student Handbook and the High Point University Graduate and Professional School Bulletin within the required timeline.

There are required prerequisite courses that must be completed prior to matriculation into the Fred Wilson School of Pharmacy. These courses are outlined in the HPU Graduate Bulletin and listed on the FWSOP Admissions website. Admission to the program is contingent upon the successful completion of these prerequisites as determined by the Admissions Committee. Applicants may still have outstanding prerequisite courses at the time they submit their PharmCAS application; however, applicants must document a clear plan for completing all remaining prerequisite coursework prior to matriculation into the program. All prerequisite coursework must be completed at a regionally accredited college or university.

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.

In accordance with PharmCAS application requirements, applicants must disclose all colleges, universities, and schools of pharmacy previously attended and provide official transcripts from each institution as required by PharmCAS and the Fred Wilson School of Pharmacy. Failure to fully and accurately disclose prior enrollment, including attendance at another college or school of pharmacy, or failure to provide required transcripts may result in the withdrawal or rescission of an offer of admission, revocation of admission, or dismissal from the program.

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.

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**

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Date Created: May 18, 2018

Date of Last Review: September 2025

Date of Last Update: July 2025

Responsible Committee: Admissions

Date Next Review / update Due: September 2026

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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

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Date Created: June 2025

Date of Last Review: September 2025

Date of Last Update:

Responsible Committee: Admissions

Date Next Review / update Due: September 2026

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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](#).

**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. The student's 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

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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> The FWSOP issues a letter for matriculated students to complete their North Carolina Intern License application once they have officially matriculated on the first day of class. Other states' requirements vary, please check your states' requirements and contact the ADSPA for assistance.

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.

In many states, including North Carolina, eligibility to maintain a pharmacy intern license depends on enrollment in an ACPE-accredited school of pharmacy. Students are responsible for notifying the Board of Pharmacy of any academic term (Fall, Spring, or Summer) in which they are not enrolled in one or more Pharm.D. courses and for complying with all applicable Board requirements related to this change in enrollment status. Please also note that the FWSOP may notify the North Carolina Board of Pharmacy after your enrollment status changes.

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## Technical Standards and Accommodations Policy

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Date Created: July 21, 2016

Date of Last Review: September 2025

Date of Last Update: July 2026

Responsible Committee: Admissions

Date Next Review / update Due: September 2026

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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 ADAA for application of any applicable sanctions.

### **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 the link above.

Accommodations are not retroactive; therefore students with approved accommodations should request notifications be sent to instructors at the beginning of the semester or as soon as the student has been approved for accommodations. 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

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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 may be found at the following link: <https://www.highpoint.edu/welcomeweek/computer-purchases/>

In addition, FWSOP students should have the following:

- Webcam (must be embedded within the computer; phones cannot be used as a replacement)
- Microphone
- Screen resolution should be 1280 x 768 or higher
- Access to internet: 2Mbps upload speed
- Adobe Reader <https://get.adobe.com/reader>
- Charger or 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](#)

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## Immunizations and Screening Requirements

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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, the campus community and, as healthcare professional students, in the community at large. 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

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

The required steps to meet the vaccination requirements are:

1. Receive vaccination from a valid source (e.g. doctor or pharmacy)
2. Attain a record of immunization or serologic proof of immunity for all required immunizations from a licensed healthcare professional. Must include your name, date of vaccination, and vaccine received.
3. Upload valid vaccination record to Qualified First Verified Credentials (VCI) at <https://scholar.verifiedcredentials.com/highpoint>

**START EARLY.** All required steps must be completed by the due date listed in the table below. Since VCI can take up to two weeks to approve documentation, students must plan ahead and ensure that all vaccines are completed, and all records are submitted in time to meet these deadlines.

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

| Vaccine                          | Required doses                                                                                                                                                                                                                                 | Due                          |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| Measles                          | 2-dose live attenuated vaccines or two MMRs administered on schedule of which first must be given after one year of age                                                                                                                        | July 31 before matriculation |
| Mumps                            | 2-dose live attenuated vaccines or two MMRs administered on schedule of which first must be given after one year of age                                                                                                                        | July 31 before matriculation |
| Rubella                          | 1-dose live attenuated vaccine or one MMR administered after one year of age                                                                                                                                                                   | July 31 before matriculation |
| Varicella                        | 2-dose live attenuated vaccine.<br>NOTE: History of previous infection is not sufficient evidence of immunity. In these cases, titer validating current immunity must be included.                                                             | July 31 before matriculation |
| Diphtheria/Tetanus/<br>Pertussis | Documentation of a completed primary series. All students must get a one-time dose of Tdap 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. | July 31 before matriculation |
| Meningitis                       | One or two-dose vaccine series.<br>If first dose administered after the age of 16, no further dose required.                                                                                                                                   | July 31 before matriculation |
| Tuberculosis – <b>Initial</b>    | Baseline tuberculosis screening in the form of a Quantiferon blood test (preferred) or a two-step tuberculosis skin test (TST) performed in accordance with CDC guidelines no more than 6 months prior to matriculation                        | July 31 before matriculation |
| Tuberculosis - <b>Annual</b>     | Tuberculosis screening in the form of a two-step tuberculosis skin test (TST) or Quantiferon testing (preferred) ANNUALLY                                                                                                                      | April 1 every year           |

|             |                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|             | NOTE: 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.                                                         |                                                                                                                                                                                                                                                                                                                                                                                         |
| Hepatitis B | Two methods for completion:<br>1. Documentation of a two or three-dose immunization series against Hepatitis B followed by a positive (immune) titer OR<br>2. Documentation of a two or three-dose immunization series against Hepatitis B followed by a negative (immune) titer followed by a second two or three-dose immunization series followed by a positive or negative titer* | <b>July 31 before matriculation:</b><br>Completed step 1 OR first dose in second series<br><br>April 1 of P1 year– <b>FULL SERIES AND POSITIVE TITER COMPLETED</b><br>NOTE: Nonconverters (those with a negative titer) may require additional immunizations per the CDC recommendations. In order to ensure full completion, the series should be <b>started before matriculation.</b> |
| Influenza   | One dose ANNUALLY                                                                                                                                                                                                                                                                                                                                                                     | October 1 every year                                                                                                                                                                                                                                                                                                                                                                    |

\*If a second series is required, either a positive or negative titer will satisfy the requirement

Some experiential sites may have additional immunization requirements that students must meet in order to complete their APPE or IPPE 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. 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.

After matriculation, failure to complete all FWSOP immunization requirements by the deadline(s) will result in referral to the ADAA for disciplinary action according to the Progression Policy, and may result in a delay or cancellation of IPPE / APPE rotations and /or referral to the Academic and Professional Conduct Committee for unprofessional behavior.

### **Vaccine Exemptions**

Vaccine 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.

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

**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 and may require additional immunizations.**

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## CPR Requirements

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All FWSOP students are required to complete American Heart Association (AHA) Cardiopulmonary Resuscitation (CPR) training at the level of Basic Life Support (BLS) for Healthcare Professionals and maintain current BLS certification during their enrollment in the FWSOP. The FWSOP provides access to BLS training opportunities on campus through Guilford Technical Community College for students in the Fall of the P1 and P3 years. It is highly recommended that the students complete the training organized by the FWSOP; however, they may seek training opportunities elsewhere if these external courses are completed by matriculation for P1 students and before expiration of the certification for P3 students. All courses are at the students' expense.

Students must upload documentation of their current BLS certification to Verified Credentials (VCI) at <https://scholar.verifiedcredentials.com/highpoint> **and** CORE ELMS at <https://login.peoplegrove.com/login-elms>.

The deadline to upload documentation of required American Heart Association, Basic Life Support for Healthcare Professionals certificate to VCI is **April 1 for each year the student is required to renew.** Certification must be kept up to date and is the responsibility of the student.

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

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## Blood Borne Pathogens Training

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Students are required to complete the [OSHA Blood Borne Pathogens module in the CITI training program](#) in the P1 Fall semester and annually thereafter. **Students are required to upload documentation of training completion to CORE by April 1.**

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

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## Co-Curricular Requirements

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Students are required to complete all Co-Curricular requirements (including co-curricular hours) **by April 15<sup>th</sup> 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 referral to the ADAA for disciplinary action according to the Progression

Policy, and may result in a delay or cancellation of IPPE / APPE rotations and/or referral to the Academic and Professional Conduct Committee for unprofessional behavior.

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### **Student Background Check Requirements**

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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 by the required deadline(s) may result in referral to the ADAA for application of prescribed sanctions in accordance with the Progression Policy. Failure to complete and meet all background check requirements may also result in a rescission of an admissions offer, delay in academic progression (including graduation), cancellation of IPPE / APPE rotations, and /or referral to the Academic and Professional Conduct Committee for unprofessional behavior.

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### **Student Drug Screen Requirements**

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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 by the required deadline(s) may result in referral to the ADAA for application of prescribed sanctions in accordance with the Progression Policy. Failure to complete and meet all drug screen requirements may also result in a rescission of an admissions offer, delay in academic progression (including graduation), cancellation of IPPE / APPE rotations, and /or referral to the Academic and Professional Conduct Committee for unprofessional behavior.

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# ACADEMICS

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## FWSOP Educational Outcomes

| Outcome Number                          | Outcome Description                                                                                                                                                                                                                                                                              |
|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>DOMAIN 1: FOUNDATIONAL KNOWLEDGE</b> |                                                                                                                                                                                                                                                                                                  |
| 1.01                                    | <b>Dispense Medications</b> - Explain and apply the scientific, technical, and legal concepts required to prepare and dispense medications                                                                                                                                                       |
| 1.02                                    | <b>Medication-Related Problems:</b> 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                                    | <b>Nonsterile Compounding:</b> Explain and apply the scientific, intellectual, safety, and legal principles needed to compound nonsterile extemporaneous products                                                                                                                                |
| 1.04                                    | <b>Sterile Compounding:</b> Explain and apply the scientific, intellectual, safety, and legal principles needed to prepare sterile and cytotoxic agents                                                                                                                                          |
| 1.05                                    | <b>Drug Development &amp; Manufacturing:</b> Explain the regulatory and organizational procedures required to assure the safe manufacture, storage, and distribution of drug products                                                                                                            |
| 1.06                                    | <b>Medication Use Process:</b> 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                                    | <b>PK/PD and Pharmaceuticals:</b> Explain and apply the principles of pharmaceuticals, biopharmaceuticals, pharmacokinetics and pharmacodynamics in pharmacy practice                                                                                                                            |
| 1.08                                    | <b>Pharmacology:</b> Explain and apply the principles of basic and clinical pharmacology in pharmacy practice                                                                                                                                                                                    |
| 1.09                                    | <b>Medicinal Chemistry:</b> Explain and apply the principles of medicinal chemistry in pharmacy practice                                                                                                                                                                                         |
| 1.10                                    | <b>Clinical Chemistry &amp; Laboratory Monitoring:</b> Explain and apply the principles of clinical chemistry in pharmacy practice                                                                                                                                                               |
| 1.11                                    | <b>Biochemistry:</b> Explain and apply basic principles of biochemistry and molecular biology in pharmacy practice                                                                                                                                                                               |
| 1.12                                    | <b>Anatomy, Physiology, Pathophysiology:</b> Explain and apply fundamental knowledge of anatomy, physiology, and pathophysiology in pharmacy practice                                                                                                                                            |
| 1.13                                    | <b>Immunology:</b> Explain and apply basic principles of immunology in pharmacy practice                                                                                                                                                                                                         |
| 1.14                                    | <b>Genetics &amp; Genomics:</b> Explain and apply knowledge of genetics and genomics in pharmacy practice                                                                                                                                                                                        |
| 1.15                                    | <b>Microbiology:</b> Explain and apply knowledge of microbiology in pharmacy practice                                                                                                                                                                                                            |
| 1.16                                    | <b>Biostatistics:</b> Explain, interpret and apply basic statistical principles in scientific and clinical applications                                                                                                                                                                          |
| 1.17                                    | <b>Drug Information Retrieval:</b> 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                                    | <b>Evidence-Based Medicine:</b> Develop expertise in the interpretation, analysis and critique of primary, secondary and tertiary literature sources                                                                                                                                             |
| 1.19                                    | <b>Pharmacy Law:</b> Develop a working knowledge of local, state, and federal laws regulating the practice of pharmacy                                                                                                                                                                           |

|                                                                                                                      |                                                                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.20                                                                                                                 | <b>Innovation &amp; Implementation:</b> 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                                                                                                                 | <b>Pharmaceutical Calculations:</b> Accurately perform calculations which are essential to pharmacy practice including: product preparation, drug dosing, and physiologic markers needed for patient care                  |
| 1.22                                                                                                                 | <b>Ethics:</b> Develop an ability to recognize, analyze, and resolve ethical dilemmas                                                                                                                                      |
| <b>DOMAIN 2: INDIVIDUALIZED PATIENT CARE BASED ON POPULATION-DRIVEN DATA</b>                                         |                                                                                                                                                                                                                            |
| 2.01                                                                                                                 | <b>Implement:</b> Provide patient-centered care as the medication expert                                                                                                                                                   |
| 2.02                                                                                                                 | <b>Collect, Assess, Monitor, &amp; Follow-Up:</b> Collect, interpret, prioritize and apply essential patient information using an organized and comprehensive approach                                                     |
| 2.03                                                                                                                 | <b>Plan:</b> Explain and apply the knowledge and skills necessary to individualize therapeutic (pharmacologic and nonpharmacologic) interventions                                                                          |
| 2.04                                                                                                                 | <b>Medical Emergency Management:</b> Recommend appropriate therapeutic interventions for targeted medical emergencies, urgencies, or poisonings                                                                            |
| 2.05                                                                                                                 | <b>Cultural Awareness:</b> Incorporate patient culture and values into clinical decision making in order to ensure the best patient outcomes and patient-pharmacist relationship                                           |
| 2.06                                                                                                                 | <b>Health Promotion &amp; Disease Prevention:</b> Design strategies for prevention, intervention and education for individuals and communities to manage chronic disease and improve health and wellness.                  |
| 2.07                                                                                                                 | <b>Public Health:</b> Be conversant on major public health issues within the scope of pharmacy practice                                                                                                                    |
| 2.08                                                                                                                 | <b>Population Health &amp; Pharmacoepidemiology:</b> 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                                                                                                                 | <b>Social Determinants of Health:</b> Recognize social determinants of health to diminish disparities and inequities in access to quality care (cultural sensitivity).                                                     |
| <b>DOMAIN 3: COMMUNICATION AND INTERPROFESSIONAL COLLABORATION</b>                                                   |                                                                                                                                                                                                                            |
| 3.01                                                                                                                 | <b>Patient Communication:</b> Recognize and use appropriate communication strategies, instructional aids and motivation techniques.                                                                                        |
| 3.02                                                                                                                 | <b>Written Documentation:</b> Document actions and information in an effective, accurate, and appropriate manner and assure that patients' best interests are represented (advocacy)                                       |
| 3.03                                                                                                                 | <b>Professional Communication:</b> Communicate appropriately and effectively with faculty, preceptors, pharmacy students, and interprofessional practitioners and students                                                 |
| 3.04                                                                                                                 | <b>Interprofessional Practice:</b> Understand the roles of other healthcare professionals and optimal approaches to participate in an inter-professional team                                                              |
| 3.05                                                                                                                 | <b>Teaching:</b> Adapt instruction to audience needs and assess target audience comprehension of the information                                                                                                           |
| <b>DOMAIN 4: HEALTHCARE MODELS AND POLICIES, ENTREPRENEURSHIP, ECONOMIC, BUSINESS, AND ADMINISTRATIVE PRINCIPLES</b> |                                                                                                                                                                                                                            |
| 4.01                                                                                                                 | <b>Payment Models:</b> Understand health care delivery and payment models and demonstrate ability to provide pharmaceutical services within those frameworks                                                               |

|                                                        |                                                                                                                                                                                                                                                 |
|--------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4.02                                                   | <b>Pharmacist Roles in Healthcare:</b> 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                                                   | <b>Inventory &amp; Formulary Management:</b> Describe and apply administrative processes and techniques for management of drug selection, supply, and costs                                                                                     |
| 4.04                                                   | <b>Practice Management:</b> Manage patient healthcare needs using human, financial, technological and physical resources to optimize the safety and efficacy of medication use systems.                                                         |
| 4.05                                                   | <b>Quality Assurance &amp; Medication Safety:</b> Describe quality assurance techniques, including implementation, monitoring, and assessment, and perform activities related to quality assurance in selected circumstances                    |
| 4.06                                                   | <b>Business Principles &amp; Entrepreneurship:</b> Understand, assess, and apply business, management, and entrepreneurial principles necessary for pharmacy practice                                                                           |
| <b>DOMAIN 5: PERSONAL AND PROFESSIONAL DEVELOPMENT</b> |                                                                                                                                                                                                                                                 |
| 5.01                                                   | <b>Respectful, Professional Behavior:</b> 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                                                   | <b>Professional Development:</b> Explain and design a plan for lifelong learning and maintaining professional competence while maintaining an appropriate work-life balance                                                                     |
| 5.03                                                   | <b>Practice Legal Compliance &amp; Professional Ethics:</b> Practice pharmacy in compliance with local, state, and federal laws while exhibiting ethical and professional behavior                                                              |
| 5.04                                                   | <b>Self-Awareness:</b> Examine and reflect on personal knowledge, skills, abilities, beliefs, biases, motivation and emotions that could enhance or limit personal and professional growth                                                      |
| 5.05                                                   | <b>Leadership:</b> Demonstrate responsibility for creating and achieving shared goals, regardless of position (leadership)                                                                                                                      |
| 5.06                                                   | <b>Advocacy:</b> Engage in innovative activities by using creative thinking to envision better ways of accomplishing professional goals.                                                                                                        |
| 5.07                                                   | <b>History of Pharmacy:</b> Understand the history of pharmacy and its evolution to a patient-focused profession.                                                                                                                               |

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## Professional Pharmacy Curriculum

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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/>

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## FWSOP Course Descriptions

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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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## Student Readiness Policy

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Date Created: November 2025

Date of Last Review:

Date of Last Update: July 2026

Responsible Committee: Assessment

Date Next Review / update Due: September 2026

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**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.

Students must demonstrate APPE readiness prior to entering Advanced Pharmacy Practice Experiences (APPEs), practice readiness upon successful completion of the PharmD curriculum, including all APPE requirements, and NAPLEX readiness prior to graduation. While related, APPE readiness, practice readiness, and NAPLEX readiness represent distinct constructs. Demonstration of readiness in one area does not independently establish readiness in another area.

### **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     | 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).                                                                                                                                                                                                                                                                           |
| PEX 7800 - Introductory Pharmacy Practice Experience (IPPE) in Hospital Pharmacy      |                                                                                                                           |                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                       |
| Interprofessional Education Coursework                                                |                                                                                                                           |                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                       |
| PCS 8010 – Interprofessional Education I                                              | 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                                                                                                                                                                                                                                                                                                                                        |
| PCS 8320 – Interprofessional Education II                                             |                                                                                                                           |                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                       |
| Advanced Pharmacy Practice Experiences (APPEs)                                        |                                                                                                                           |                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                       |
| Core APPEs                                                                            | 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. |
| 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 |                                                                                                                           |                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                       |

**NAPLEX Ready:** A student that is NAPLEX-ready has demonstrated the knowledge integration, application, and examination performance necessary to support success on the North American Pharmacist Licensure Examination (NAPLEX). NAPLEX readiness reflects preparedness for licensure assessment and is distinct from APPE readiness and practice readiness. NAPLEX readiness is demonstrated through achievement of School-designated readiness benchmarks on approved NAPLEX readiness assessments.

| NAPLEX Readiness Assessment                                               | NAPLEX Readiness Benchmark                                                                                      | Remediation                                               |
|---------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| PCS 8730 and PCS 8730a – Pharmacy Practice and Licensure Exam Preparation | Successfully complete and earn a passing grade in both Pharmacy Practice and Licensure Exam Preparation courses | Repeat any failed course before progressing to graduation |

**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 |

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## Graduation Requirements

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Date Created: July 21, 2016

Date of Last Review: September 2025

Date of Last Update: July 2026

Responsible Committee: Academic Standards

Date Next Review / update Due: September 2026

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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.

For information on eligibility to participate in HPU commencement activities, please refer to the university policies on Commencement located in the current HPU Graduate and Professional School Bulletin.

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### **Co-Curricular Plan**

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

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### **Interprofessional Education Plan**

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

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## Progression Policy

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Date Created: October 19, 2016

Date of Last Review: September 2025

Date of Last Update: July 2026

Responsible Committee: Academic Standards

Date Next Review / update Due: September 2026

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**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 academic progression requirements and applies the progression policy. The Assistant / Associate Dean for Academic Affairs (ADAA) is responsible for administering sanctions for students who fail to meet non-academic progression requirements.

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

| Academic Progression Criteria                                                                                                                                                                                                                                                                                                       | Non-Academic Progression Criteria                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"><li>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).</li><li>2. Maintain a cumulative and semester GPA of at least 2.00.</li></ol> | <ol style="list-style-type: none"><li>1. Complete all co-curricular requirements by April 15<sup>th</sup> of each academic year and other non-academic programmatic requirements by the prescribed deadline.</li><li>2. Meet the FWSOP technical standards with or without reasonable accommodations.</li></ol> |

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

- Students with an outstanding grade of "F" in any course in the First Professional Year (P1) Fall or Spring semesters must successfully remediate (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 for Failure to Meet Academic Criteria for Progression:** Any student who does not meet the Academic 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.

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                                                                               | <ul style="list-style-type: none"> <li>• Probation</li> </ul>                                                                                      |
| 1 “F” in a course                                                                                                                            | <ul style="list-style-type: none"> <li>• Probation and remediation of failed course, with possible delayed graduation</li> </ul>                   |
| 2 “Fs” in the same course                                                                                                                    | <ul style="list-style-type: none"> <li>• Academic Dismissal</li> </ul>                                                                             |
| 2 “Fs” in any two different courses (across the entire curriculum, including “F”s earned in courses that were later successfully remediated) | <ul style="list-style-type: none"> <li>• Probation until graduation and remediation of failed courses, with possible delayed graduation</li> </ul> |
| 3 “Fs” (across the entire curriculum, including “Fs” earned in courses that were later successfully remediated)                              | <ul style="list-style-type: none"> <li>• Academic Dismissal</li> </ul>                                                                             |

**Process for Failure to Meet Non-Academic Criteria for Progression:** The ADAA will administer the prescribed sanctions for any student who does not meet the non-academic program requirements as outlined below:

| Non-academic Program Requirement Not Met                                                                                    | Action or Sanction(s)                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Student fails to complete co-curricular hours by the April 15 <sup>th</sup> deadline or any required co-curricular activity | <p><u>1<sup>st</sup> Offense</u> - Probation until required hours and/or required activity are completed.</p> <p><u>2<sup>nd</sup> Offense</u> - Non-academic Dismissal</p> |
| Student fails to complete any of the following non-academic programmatic requirements by the stated                         | <p><u>1<sup>st</sup> Offense</u> – Probation and temporary suspension until requirement is met.</p>                                                                         |

|                                                                                                                                                               |                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| deadline: Background Check, Drug Screen, Immunizations                                                                                                        | <u>2<sup>nd</sup> Offense</u> - Nonacademic Dismissal                                                                                                       |
| Student fails to complete any of the following non-academic programmatic requirements by the stated deadline: Blood Borne Pathogens Training, CPR Requirement | <u>1<sup>st</sup> Offense</u> – Probation and temporary suspension until requirement is completed.<br><u>2<sup>nd</sup> Offense</u> - Nonacademic Dismissal |
| Student unable to meet technical standards with or without reasonable accommodations                                                                          | Non-academic dismissal.                                                                                                                                     |

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. Additionally, students who are placed on probation by the Pharm.D. program will not be allowed to continue in HPU dual degrees such as the MBA for Pharmacy Students or MHA for Pharmacy Students until returning to good standing.

To return to good standing, a student must:

- Have completed all co-curricular requirements and other non-academic programmatic requirements by specified deadlines; and
- Meet the FWSOP technical standards with or without reasonable accommodations; and
- Have no outstanding (non-remediated) grades of “F”; and
- Have earned no more than one grade of “F” across the curriculum; 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 regarding the academic criteria for progression or the sanctions applied by the ADAA regarding failure to meet non-academic program requirements to the FWSOP Dean. The Dean will consider an appeal when a student presents evidence that the FWSOP Progression Policy was not followed. Appeals are limited to 1500 words and 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 or ADAA 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 or application of sanctions by the ADAA must submit a formal letter to the Dean by 5 pm Eastern Time on the second calendar day after being notified of the Committee's decision or application of sanctions by the ADAA. The Dean will review the appeal and respond in writing to the student by 5 pm Eastern Time on the second calendar day after receiving the appeal. The Dean's decision on appeals of ASC decisions and ADAA application of sanctions 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 the 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

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## FWSOP Grading Scale

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Date Created: October 19, 2016

Date of Last Review: September 2025

Date of Last Update: July 2026

Responsible Committee: Academic Standards

Date Next Review / update Due: September 2026

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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.*

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

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. The same rounding rule that applies to total end-of-course percentage also applies to high-stakes cumulative exams.

**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%).

**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.
- **Credit:** Credit is a grade awarded to indicate satisfactory completion of coursework. The grade of “CR” yields course credit but with no attempted hours or quality points. The grade of “CR” is not considered in the calculation of a student’s GPA.
- **No Credit:** No credit is awarded to indicate unsatisfactory completion of coursework. Students cannot be approved for graduation until a course with a grade of “NC” is retaken and a grade of “CR” is earned. The grade of “NC” does not yield earned hour, attempted hours or quality points. The grade of “NC” is not considered in the calculation of a student’s GPA.
- **In Progress:** A grade of “IN” is a temporary grade assigned for eligible courses until the designated course requirements are completed. The grade of “IN” does not yield earned hour, attempted hours or quality points. The grade of “IN” is not considered in the calculation of a student’s GPA.

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## **Final Course Grade Appeal Policy**

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Date Created: October 19, 2016

Date of Last Review: September 2025

Date of Last Update: July 2026

Responsible Committee: Academic Standards

Date Next Review / update Due: September 2026

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A student has the right to appeal the final course grade posted in Blackboard (didactic courses) or CORE (experiential courses). 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 as soon as possible after the final course grade is posted but no later than 5 pm Eastern Time within one (1) calendar day after the final course grade is posted by the course coordinator in Blackboard for didactic courses or from notification of failure from the OEE for experiential courses. 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. All submissions must be in writing using the FWSOP Final Course Grade Appeal Form located on the FWSOP student Blackboard site.
- The course coordinator(s) will review the final course grade appeal and respond in writing to the student by 5 pm Eastern Time within one (1) calendar 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 within one (1) calendar 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.

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## Secured Examination and Quiz Policy

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Date Created: February 21, 2017

Date of Last Review: September 2025

Date of Last Update: July 2026

Responsible Committee: Assessment

Date Next Review / update Due: September 2026

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**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 identified by the course coordinator and are administered during the designated class period for the respective course.

This policy does not apply to secured assessments administered outside of the classroom setting within the FWSOP.

The following items are authorized during exams and secured assessments: laptop, mouse, writing utensil, and power cord. Calculators other than those provided in the testing platform are not authorized without an OARS-authorized accommodation

### 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, CORE-ELMS).
- If a calculator is needed and authorized for use during the assessment, ensure that the calculator function is enabled in the testing platform. Use of calculators external to the testing platform are not permitted.
- Post secured assessments in approved platform (ExamSoft) by 12:00 PM (noon) the day prior to the assessment.
- Comply with all expectations for OARS-approved testing accommodations.

- 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.
- Exams during Exam Blocks and Final Exams: Use available assigned seating charts provided or approved by the Office of Academic Affairs. Self-selected seating is not permitted during exam sessions unless permitted as part of an OARS-approved accommodation.

### **Proctors' Responsibilities:**

- Ensure that lock boxes are available inside the room for small items.
- 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, and power cord.
- 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.
  - If you arrive more than 10 minutes late to an exam block, class, lab session, or other required instructional activity during which a graded assessment is administered, you 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 you are tardy to an exam block, class, lab session or required instructional activity, you 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
  - 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.
- 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) **before** 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*) in one of the designated areas that does not block the aisles or exits.
  - Unauthorized electronic devices should be silenced and placed in the provided clear phone lockers before the assessment begins. For secured quizzes, silenced devices may be placed in bags, away from the testing area, instead of the locked boxes if authorized by the faculty member proctoring the assessment.
  - All personal items that are not being worn as clothing (bags, coats, blankets, and unoccupied laptop sleeves) should be placed in the area designated by the proctor.

### **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 entered by proctors when prompted by the assessment software, typically following a computer issue.
- Maintain a secure and professional testing environment. Proctors should actively monitor the room during the entire duration of the testing period.
- Distribute scratch paper after the start of the assessment, if applicable.
- Do not address content-related questions during the exam / secured quiz.
- Collect any distributed scratch paper from students at completion of the assessment.
- 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 your 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, mouse, writing utensil, power cord and scratch paper provided by the proctor) if approved.
- Enter the password and begin the exam immediately.
- Notify a proctor if prompted to enter a “resume code” by the assessment software.

- Refrain from asking content related questions during the exam / secured quiz.
- Obtain proctor approval before taking a bathroom break or leaving the testing room.
  - 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 any scratch paper provided to you to the proctor after submitting the assessment and showing submission confirmation.

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## Early Alert

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### **Starfish EARLY ALERT™**

The Fred Wilson School of Pharmacy (FWSOP) participates in an Early Alert System through the Starfish platform. Starfish provides a platform through which concerns for students who are at-risk for poor academic performance and/or have professionalism concerns 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 Alert Flag in Starfish**

The primary responsibility for monitoring student performance within a course lies with the faculty member serving as the course coordinator. However, other faculty (e.g., course instructors) or administrators (e.g., ADAA) who observe evidence of an academic performance or professionalism 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 earns an EPA entrustment rating below Reactive Supervision in any APPE rotation course in which the EPA is evaluated or below the target entrustment level for an EPA in any IPPE (General Academic Concern);
- A student earns a score of < 3 on any item in the IPPE or APPE evaluation rubric (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) or notable changes in performance trends (General Academic Concern).
- A student is deemed “in danger of failing the course” by the course coordinator at any point during the semester (In Danger of Failing).

Any faculty, preceptor or administrator may raise a flag when observations and/or evidence suggest a student may be unable to meet one or more FWSOP Technical Standards, with or without reasonable accommodations (Technical Standards Concern Flag).

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 an academic flag in Starfish lies with the 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 goals to address performance issues;
- Develop and document a specific improvement plan that includes an action plan for how to achieve the specified 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.

The ADAA will address any Technical Standards Concern flag that is raised and will clear the flag subsequent to meeting with the student in question.

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 clear note for the flag (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. 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. 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 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).

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## Advising Policy

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Date Created: October 19, 2016

Date of Last Review: September 2025

Date of Last Update: July 2025

Responsible Committee: Office of Student and Professional Affairs

Review / Update Due: September 2026

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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.

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## CODE OF CONDUCT

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## **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, preceptors, 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, admitted applicants, faculty and staff 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, admitted applicants, faculty and staff 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**

Admitted applicants and student pharmacists must demonstrate conduct and behavior consistent with that expected of a pharmacist professional. All admitted applicants and 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, photographs, images, 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

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## Oath of a Pharmacist

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Date Created: March 29, 2016

Date of Last Review: September 2025

Date of Last Update: July 2026

Responsible Committee: Academic and Professional Conduct

Review / Update Due: September 2026

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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 and belonging, respect differences in all individuals, and address health disparities to advance health equity for all people.
- 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."

*Adopted by the American Association of Colleges of Pharmacy (AACCP) Board of Directors and the APhA Board of Trustees, August 2025.*

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## Code of Ethics

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Date Created: March 29, 2016

Date of Last Review: May 2026

Date of Last Update: March 29, 2016

Responsible Committee: Academic and Professional Conduct

Review / Update Due: September 2026

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**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>

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## Pledge of Professionalism

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Date Created: March 29, 2016

Date of Last Review: September 2025

Date of Last Update: August 1, 2024

Responsible Committee: Academic and Professional Conduct

Review / Update Due: September 2026

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### **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.

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## FWSOP Honor Code

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Date Created: March 29, 2016

Date of Last Review: September 2025

Date of Last Update: July 2026

Responsible Committee: Academic and Professional Conduct

Review / Update Due: September 2026

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**When a student accepts an offer of admission from the FWSOP, they agree to abide by the FWSOP's honor code.**

**Pledge:** 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 retaliation;
- 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.

**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 or other records.

**Retaliation.** Any adverse action taken against a person because they have filed a complaint, assisted in the investigation of a complaint, participated in a conduct process, or opposed conduct that they reasonably believed was in violation of this Code or University policy. Adverse actions may include, but are not limited to, intimidation, threats, coercion, professional isolation, or discrimination.

**Collusion.** Collusion is defined as unauthorized cooperation between students on work intended to be completed independently. Collusion may include but is not limited to the following:

- **Sharing Individual Work:** Giving your assignment to a peer, allowing them to copy, rewrite, or pass it off as their own.
- **Jointly Writing an Essay:** Sitting down with peers to plan, research, or write an assignment together that requires independent effort.
- **Exam Cheating:** Texting answers, exchanging information, or collaborating on an assessment designated for individual testing.
- **File Sharing:** Uploading assessments to unauthorized third-party sites or study groups.

**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, campus organizations or artificial intelligence platforms; 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.
  - Drafts submitted for instructional feedback may not automatically be considered plagiarism when citations are incomplete or missing, as drafts provide an opportunity for instruction and correction regarding proper citation and attribution.
- 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.

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## Student Dress Code

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Date Created: October 19, 2016

Date of Last Review: September 2025

Date of Last Update: July 2026

Responsible Committee: Academic and Professional Conduct

Review / Update Due: September 2026

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As future healthcare professionals, students in the pharmacy program are expected to uphold a standard of professional appearance that reflects the values and responsibilities of the field. What is considered professional dress may vary depending on the setting. Expectations can shift based on the environment, whether academic, clinical, or community-based, and students are encouraged to use their best judgment in aligning their attire with the context.

Activities occurring in specific laboratories and patient areas in which the instructors or institutional policy require certain dress supersede this policy. Additionally, Co-Curricular, Introductory or Advanced Pharmacy Practice sites may have additional policies and/or guidance on dress code, and students are expected to follow the institution's policy when at a practice site.

These standards fall under the Pledge of Professionalism for the School of Pharmacy. Egregious violations of professional dress expectations may raise concerns and be reported to the APCC, particularly when they impact the integrity of the program, pharmacy practice activities, or patient interactions. In addition, students who are in violation of the Student Dress Code Policy may be asked to leave an educational activity, clinical rotation site 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.

While we do not mandate specific attire, we encourage choices that support a respectful, safe, and professional learning and clinical environment. Guidance for professional dress is provided below.

- Students should be clean, modest, and well-groomed.
- Personal grooming and hygiene are required. Hair, nails and facial hair must be tidy and not interfere with patient care or learning
- Clothing should be correctly sized, in good repair and adequately cover the body.
- Strongly odorous perfumes/colognes are discouraged.
- Student pharmacists should not have the odor of smoke on their clothing.
- Clothing and accessories bearing political slogans or statements are not aligned with the profession's code of ethics and should not be worn.
- 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 are expected to be clean, appropriately fitting, and in good condition.
- Students may be asked to cover visible tattoos or remove piercings in educational or professional environments to reflect the image and expectations of the pharmacy profession.
- White coats are expected to be clean and neat.

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.

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## **Student Attendance and Participation**

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Date Created: October 19, 2016

Date of Last Review: September 2025

Date of Last Update: July 2026

Responsible Committee: Academic and Professional Conduct

Review / Update Due: September 2026

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Just as showing up for work is critically important to job security and work effectiveness, being present for all educational activities 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. Attendance is mandatory in the FWSOP.

Students are expected to:

- Attend and participate in all required educational activities. Educational activities include didactic classes, experiential rotations, examinations, required academic activities, instructional activities, and required non-academic events.
- Arrive on time.
- Remain for the duration of scheduled activities or rotation shift unless permission to leave early has been granted.
- Complete all attendance reporting requirements.
- Meet attendance requirements outlined in course syllabi and experiential education materials.
- Conduct themselves professionally in all attendance-related matters.
- Complete all required rotation hours.
- Make up all rotation hours missed due to excused absences during the same rotation block unless otherwise approved by the OEE

Students who leave early without permission, demonstrate excessive absenteeism or tardiness, falsify attendance records, misrepresent the reason for an absence, submit false documentation, or otherwise engage in attendance-related misconduct may be referred to the Academic and Professional Conduct Committee (APCC).

Failure to complete all required rotation hours will result in failure of the rotation.

Attendance for required educational activities is classified as present, tardy, or absent. Attendance status and attendance tracking and recording methods differ between didactic activities and experiential rotations as outlined below.

|                               | Didactic Activities and Non-Academic Events                                                                                                                                                                                                                                                                                                                                                              | Experiential Rotations                                                                                                                                                                                           |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Tracking and Recording</b> | Students are responsible for documenting attendance by scanning or signing in using the designated attendance tracking system. Attendance time is recorded based on the system clock of the device used for attendance tracking.<br>The course coordinator or faculty member must document and track attendance for all required educational activities using the designated attendance tracking system. | Students must document attendance and completed rotation hours in CORE-ELMS.<br>The student is responsible for ensuring preceptors verify attendance and completed hours documented by the student in CORE-ELMS. |
| <b>Present</b>                | Students will be counted present if they are in attendance at the start of the required educational activity and remain for the duration of the session.<br>For example, if a class starts at 8:00:00 AM, the student must scan in by 8:00:59 to be considered present.                                                                                                                                  | Students will be counted present if they are in attendance for all scheduled rotation activities and required hours.                                                                                             |
| <b>Tardy</b>                  | Students will be counted tardy if the recorded scan-in time is between 1 and 10 minutes after the scheduled start time of the required educational activity.<br>For example, if a class starts at 8:00:00 AM, the student will be considered tardy from 8:01:00 AM to 8:10:59 AM.                                                                                                                        | Students will be counted tardy if they arrive after the scheduled start time of the rotation shift. The preceptor will determine when students are tardy based on the planned schedule for the rotation.         |
| <b>Absent</b>                 | Students will be counted <b><u>absent</u></b> if they arrive more than 10 minutes after the start of the required educational activity.<br>For example, if a class or required activity begins at 8:00:00 AM, students scanning in at 8:11:00 AM or later will be marked absent.                                                                                                                         | Students will be counted absent if they are not present for all required rotation activities. The preceptor will determine if a student is absent but does not determine whether the absence is excused.         |

**Absences and Tardiness:** 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.

The maximum number of absences and tardies are outlined in the table below. Excessive absences, tardiness, and leaving class early are considered unprofessional and may also 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 are outlined in each course syllabus.

|                            | <b>Didactic Activities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Experiential Rotations</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Maximum Number of Absences | <p>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).</p> <p>Absences related to required jury duty, court summonses, and military service are exempt from the 20% attendance threshold as outlined in the Excused Absence Categories section. Students remain responsible for meeting all course requirements.</p> <p>When the 20% threshold for absences (excused or unexcused) results in a non-whole number of class sessions, the value will be rounded up to the next whole number. The next absence beyond the allowable threshold will result in the applicable penalty.</p> | <p>Students must complete a minimum of 160 hours per rotation. The maximum number of absences (excused or unexcused) for an experiential rotation is 20% of scheduled sessions or required activities unless otherwise specified in this policy.</p> <p>Absences related to required jury duty, court summonses, and military service are exempt from the 20% attendance threshold as outlined in the Excused Absence Categories section. Students remain responsible for meeting all rotation requirements.</p> <p>When the 20% threshold for absences (excused or unexcused) results in a non-whole number of rotation sessions, the value will be rounded up to the next whole number. The next absence beyond the allowable threshold will result in the applicable penalty.</p> |
| Maximum Number of Tardies  | <p>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).</p> <p>When the threshold for tardies results in a non-whole number of class sessions, the value will be rounded up to the next whole number. The next tardy beyond the allowable threshold will result in the applicable penalty.</p> <p>If a student is counted tardy for more than 10% of scheduled sessions, one unexcused absence will be issued as a warning.</p>                                                                                                                                                                                | <p>The maximum number of tardies for an experiential rotation is 20% of scheduled sessions or required activities unless otherwise specified in this policy.</p> <p>When the threshold for tardies results in a non-whole number of rotation sessions, the value will be rounded up to the next whole number. The next tardy beyond the allowable threshold will result in the applicable penalty.</p>                                                                                                                                                                                                                                                                                                                                                                               |

Absences are classified as either excused or unexcused. For didactic activities and required non-academic events, excused absence determinations are made by the Assistant/Associate Dean of Student and Professional Affairs (ADSPA). For experiential rotations, excused absence determinations are made by the Office of Experiential Education (OEE).

Students are required to provide documentation to the FWSOP Office of Student and Professional Affairs or to the OEE for experiential rotations.

An absence will be considered unexcused if:

- The absence does not meet excused absence criteria.
- Required reporting procedures are not followed.
- Required documentation is not submitted within the required timeframe.

The table below identifies the circumstances that may qualify for an excused absence and summarizes any associated requirements and limitations.

| Category                  | Qualifying Circumstance                                                                      | Requirements and Limitations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------|----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bereavement               | Death of an immediate family member.                                                         | Immediate family includes a spouse, parent/legal guardian, sibling, child, grandparent, grandchild, parent-in-law, child-in-law, or an individual for whom the student serves as power of attorney.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Emergency (Non-Health)    | Automobile accident, extended loss of electrical power, or similar documented emergency.     | Traffic delays are not considered excused absences as students are expected to allow sufficient time for normal traffic delays and minor traffic incidents.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Inclement Weather         | Hazardous weather or travel conditions that make attendance unsafe.                          | <p>Absences related to hazardous weather conditions may be considered excused, even if FWSOP classes or activities remain in session. Students should not place themselves at risk to attend educational activities. Students must submit documentation of hazardous conditions.</p> <p>Students who are parents or guardians may receive an excused absence from didactic activities due to closure of a child's school or childcare facility. This provision does not apply during experiential rotations.</p> <p>Many experiential sites do not close for inclement weather. It is therefore at the preceptor's discretion to determine whether the rotation schedule is adjusted for weather-related conditions. Schedule adjustments due to weather are not considered absences.</p> |
| Health (Personal)         | Verified illness requiring urgent medical treatment, outpatient surgery, or hospitalization. | <p>Routine healthcare appointments for non-urgent needs should be scheduled outside educational activities whenever possible and are <b>not</b> considered excused absences for didactic courses. Exceptions may be granted during APPE rotations. A note from a licensed healthcare provider verifying the illness or hospitalization for the excused absence date(s) is required as documentation.</p> <p>Situations that result in students exceeding the 20% maximum allowable absence threshold should be handled through a leave of absence request.</p>                                                                                                                                                                                                                            |
| Health (Immediate Family) | Terminal illness, acute illness, hospitalization, or surgery of an immediate family member.  | <p>Immediate family includes a spouse, parent/legal guardian, sibling, child, grandparent, grandchild, parent-in-law, child-in-law, or an individual for whom the student serves as power of attorney.</p> <p>Situations that result in students exceeding the 20% maximum allowable absence threshold should be handled through a leave of absence request.</p>                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Jury Duty / Court Summons | Required court appearance or jury service.                                                   | <p>Students who receive a jury duty summons are encouraged to make a reasonable effort to request a deferment or rescheduling of service.</p> <p>Excused absences related to required civil service do not contribute to the 20% maximum allowable absences except for experiential rotations where absences above</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

|                                   |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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|                                   |                                                 | <p>20% cannot be reasonably made up within a given rotation block.</p> <p>Required documentation includes a copy of the summons indicating the date, time, and location to report for service.</p> <p>Longer jury commitments should be handled through a leave of absence request</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Military Duty                     | Required military service obligations.          | <p>Deployment for two consecutive days or less may be considered excused. Required documentation includes military orders.</p> <p>Excused absences related to required personal military service do not contribute to the 20% maximum allowable absences except for experiential rotations where absences above 20% cannot be reasonably made up within a given rotation block.</p> <p>Extended deployments should be addressed through a leave of absence request.</p> <p>Excused absences for students with immediate family members serving military deployments will be considered on a case-by-case basis with documentation deemed appropriate by the Office of Student Affairs or to the OEE for experiential rotations. Immediate family includes a spouse, parent/legal guardian, sibling, child, grandparent, grandchild, parent-in-law, child-in-law, or an individual for whom the student serves as power of attorney.</p> <p>Excused absences due to deployment of an immediate family member contribute to the 20% maximum allowance.</p>                                                             |
| Professional or Educational Leave | Approved professional or educational activities | <p>Professional leave to attend school-sanctioned professional conferences, scholarly competitions, student forums and educational programs may be considered excused. Students should carefully consider the 20% maximum allowable absence implication when requesting or participating in absences related to university/school-approved activities.</p> <p>Absences must always be approved before the event and before any travel plans are made. Required documentation includes an email from the Faculty Advisor directly to the Office of Student Affairs or OEE verifying attendance and active participation.</p> <p>Students must be in good standing and be actively contributing to the event. Examples include presenting at a conference, competing in a professional or academic competition, serving in a leadership role, or participating as a designated student representative on a committee. Passive attendance or general participation is not sufficient for an excused absence.</p> <p>Professional leave is not permitted during IPPE rotations. Students should work with the OEE to</p> |

|                                                 |                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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|                                                 |                                                                     | <p>determine if scheduling can allow for these activities outside of IPPE rotation time.</p> <p>Professional leave during APPE rotations is limited to three (3) days per rotation and eight (8) days during the APPE year. Requests should be submitted as early as possible and, whenever feasible, at least two weeks before the absence.</p>                                                                                                                                                                                                                                                                                                                               |
| Other University- or School-Approved Activities | Approved recruitment, athletic, or university-sponsored activities. | <p>Non-professional leave for HPU arts programs, intercollegiate athletics, spirit teams, club sports (excluding intramural sports), and approved recruitment activities may be considered for students in good standing. Required documentation includes verification from the Faculty Advisor, University Coach, or other individual, as appropriate. Students are not eligible for non-professional leave during experiential rotations and should work with the OEE to determine if scheduling can allow for these activities outside of rotation time.</p>                                                                                                                |
| Religious Observance                            | Religious holidays or observances.                                  | <p>Requests should be submitted at the beginning of the semester whenever possible. Dates may be adjusted as necessary to accommodate religious observance needs. Any such adjustments must be communicated as soon as possible and are subject to review and approval by the Assistant Dean for Student and Professional Affairs (ADSPA) or OEE for experiential rotations. Please refer to the information at the following link for religious holidays of particular significance to traditions represented on campus.</p> <p><a href="https://www.highpoint.edu/religiouslife/observance-holy-days/">https://www.highpoint.edu/religiouslife/observance-holy-days/</a></p> |

## Process for Reporting Absences and Submitting Excused Absence Requests

|                                                                                | Didactic Activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Experiential Rotations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>First Steps</b>                                                             | <p>When a student must be absent from didactic classes and required academic, non-academic and instructional activities and events, it is the student's responsibility to complete <b><u>ALL</u></b> components of the following 2 steps:</p> <ol style="list-style-type: none"> <li>1. Send an email to the course, meeting and/or event coordinator (not a lecturer or individual instructor) notifying them of the absence <b><u>AND</u></b> copy the Office of Student Affairs at <a href="mailto:sopstudentaffairs@highpoint.edu">sopstudentaffairs@highpoint.edu</a>.</li> <li>2. Submit the required Excused Absence Request Form along with the accompanying documentation, to the FWSOP Office of Student and Professional Affairs.</li> </ol>                                                                                                                                                                              | <p>When a student must be absent from a rotation shift, it is the student's responsibility to complete <b><u>ALL</u></b> components of the following 2 steps:</p> <ol style="list-style-type: none"> <li>1. Notify the preceptor. The notification method (e.g., phone, email, text) should be established with the preceptor at the beginning of the rotation.</li> <li>2. Submit the absence request in the "Absence Tracker" in CORE-ELMS along with the accompanying documentation. This notifies the OEE.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Timeline for Reporting Absences and Submitting Excused Absence Requests</b> | <ul style="list-style-type: none"> <li>• Students must submit an excused absence request as soon as they know the absence will occur. Planned absences should be submitted at the beginning of the semester whenever possible.</li> <li>• If the student has email or phone access, all required steps above must be completed as soon <b><u>as possible but no later than the start of the class, examination, activity, or event.</u></b></li> <li>• In emergent situations when the student is unable to access email or phone, all required steps must be completed as soon as possible but no later than the end of the next business day (5:00 PM Eastern Time) following the missed activity unless the student is incapacitated.</li> <li>• The determination of an emergent situation will be made by the ADSPA and must be communicated to the course coordinator before any missed assessments may be made up.</li> </ul> | <ul style="list-style-type: none"> <li>• Students must submit an absence request as soon as they know the absence will occur. Planned absences should be submitted at least two weeks before the proposed absence whenever possible.</li> <li>• If the student has email or phone access, all required steps above must be completed <b><u>as soon as possible but no later than the start of the scheduled rotation shift.</u></b></li> <li>• In emergent situations when the student is unable to access email or phone, all required steps must be completed as soon as possible but no later than the end of the next business day (5:00 PM Eastern Time) following the missed rotation shift unless the student is incapacitated.</li> <li>• The determination of an emergent situation will be made by the OEE and must be communicated to the preceptor before missed rotation hours may be made up.</li> </ul> |
| <b>Timeline for Submission of Required Documentation</b>                       | <p>Required documentation must be submitted no later than the end of the next business day (5:00 PM Eastern Time) after returning to campus. An excused absence will not be approved until the required documentation is submitted. If proper documentation is not provided by the end of the next</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p>Documentation must be submitted no later than the end of the next business day (5:00 PM Eastern Time) following the missed rotation shift. An excused absence will not be approved until the required documentation is submitted. If proper documentation is not provided by the end of the</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

|                                           | <b>Didactic Activities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Experiential Rotations</b>                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                           | business day (by 5:00 PM Eastern time) after returning to campus, the absence will be counted as unexcused.                                                                                                                                                                                                                                                                                                                                                                        | next business day (by 5:00 PM Eastern time) after the missed rotation shift, the absence will be counted as unexcused.                                                                                                                                                                                                                                                                                 |
| <b>Failure to Follow Procedures</b>       | Failure to complete all required steps within the required timeframe will result in the absence being classified as unexcused and a grade of zero for missed content.                                                                                                                                                                                                                                                                                                              | Failure to complete all required steps within the required timeframe will result in the absence being classified as unexcused and missed rotation hours will not be eligible for make-up.                                                                                                                                                                                                              |
| <b>Misrepresentation or Falsification</b> | Students who misrepresent an absence or the circumstances surrounding an absence may be considered to have committed professional misconduct and may be referred to the Academic and Professional Conduct Committee (APCC). Examples include falsifying an illness or family emergency, falsely claiming attendance at a required event, collusion to falsify attendance, falsely claiming an absence is excused, or other attendance-related misrepresentation.                   |                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Make-Up Requirements</b>               | Students with approved excused absences who remain within the allowable attendance threshold may complete make-up assessments. Students must contact the coordinator no later than the end of the next business day (5:00 PM Eastern Time) after returning to campus to arrange make-up assessments. The type and timing of make-up assessments are at the discretion of the course coordinator. Students remain responsible for checking Blackboard and completing assigned work. | Students with approved excused absences who remain within the allowable attendance threshold may make up missed rotation hours to ensure completion of the required 160 hours. Unless otherwise approved by the OEE, make-up hours must be completed within the same rotation block and at the discretion of the preceptor. Failure to complete required hours will result in failure of the rotation. |
| <b>Rescission of Excused Absence</b>      | If a student participates in a learning activity, graded activity, or make-up assessment during the period for which the absence was approved, the excused absence will be rescinded.                                                                                                                                                                                                                                                                                              | If a student participates in a rotation activity during the period for which the absence was approved, the excused absence will be rescinded.                                                                                                                                                                                                                                                          |

## Absence and Tardiness Outcomes

The table below summarizes the consequences associated with absences and tardiness in didactic courses, required educational activities, and experiential rotations. Consequences vary based on whether an absence is excused or unexcused and whether the student remains within the attendance thresholds established by this policy.

| Situation                                                           | Didactic Activities                                                                                                                                                                                                                                                                                                                                                       | Experiential Rotations                                                                                                                                          |
|---------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Excused Absence Within Maximum Allowed Number of Absences</b>    | Eligible for make-up assessments. The type and timing of make-up assessments are determined by the course coordinator.                                                                                                                                                                                                                                                    | All missed rotation hours must be made up to ensure completion of the required 160 hours.                                                                       |
| <b>Excused Absence Exceeding Maximum Allowed Number of Absences</b> | Student may complete missed assessments for learning purposes but will receive a grade of zero for missed assessments                                                                                                                                                                                                                                                     | Absences over the 20% threshold cannot be reasonably made up within a given rotation block. Student will receive a failing grade for the rotation.              |
| <b>Unexcused Absence</b>                                            | Student may complete missed assessments for learning purposes but will receive a grade of zero for missed assessments.                                                                                                                                                                                                                                                    | Missed rotation hours are not eligible for make-up.                                                                                                             |
| <b>Absences Exceeding Maximum Allowed Number of Absences</b>        | If a student is counted absent (excused or unexcused) for more than 20% of scheduled sessions in a course or required learning activity, 10% of the total available course points will be deducted from the total points earned at the end of the semester. For example, if a student earns 850 of 1000 available points, the final score would be reduced to 750 points. | If a student exceeds the 20% absence threshold or does not complete the required 160 rotation hours, the student will receive a failing grade for the rotation. |
| <b>Tardies Exceeding 10% of Scheduled Sessions</b>                  | If a student is counted tardy for more than 10% of scheduled sessions, one unexcused absence will be issued as a warning.                                                                                                                                                                                                                                                 | May be addressed through professionalism evaluations and rotation assessments.                                                                                  |
| <b>Tardies Exceeding Maximum Allowed Number of Tardies</b>          | If a student is counted tardy for more than 20% of scheduled sessions, 10% of the total available course points will be deducted from the total points earned at the end of the semester.                                                                                                                                                                                 | May be addressed through professionalism evaluations and rotation assessments.                                                                                  |

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## Student Background Check Requirements

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Date Created: July 21, 2016

Date of Last Review: September 2025

Date of Last Update: July 2026

Responsible Committee: Academic and Professional Conduct

Review / Update Due: September 2026

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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 Office of Student and Professional Affairs 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 deadline for completion of annual background checks is April 1.
2. The Office of Experiential Education will review all annual CBSO check reports.
3. If an annual CBSO check report contains adverse information, the OEE will notify the ADSPA.
4. 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.
5. Reports containing adverse information may be referred to the APCC by the ADSPA.

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## **Student Drug Screen Requirements**

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Date Created: April 4, 2016

Date of Last Review: September 2025

Date of Last Update: July 2026

Responsible Committee: Admissions

Review / Update Due: September 2026

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All Fred Wilson School of Pharmacy (FWSOP) students are required to undergo a drug screen prior to matriculation and a random screen annually thereafter. Students may also be required to undergo drug screening 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.

All students sign a release form indicating that the program has the right to release full drug screen results to clinical sites on a need-to-know basis.

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.

Required drug screening may consist of, but not be limited to: Amphetamines, Cocaine metabolites, Marijuana metabolites, Opiates, Phencyclidine, Barbiturates, Benzodiazepines, Propoxyphene, Methaqualone, and MDMA (Ecstasy). Some experiential sites may require more stringent testing necessitating a second drug screen.

### **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 OEE will notify students annually via e-mail of the required random drug screen and deadline for completion. The student will be given one week to complete this drug screen.
2. The approved vendor will notify students via e-mail of instructions regarding obtaining and authorizing release of all required drug screen results. Students are required to follow the entire drug screen process outlined by the approved vendor and the OEE.
3. 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.
4. In the case of a confirmed non-negative drug screen:
  - a. The student will be removed from their rotation, if applicable and the rotation will be cancelled
  - b. the case will be reported to the APCC

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## Alcohol and Drug Use

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Date Created: October 19, 2016

Date of Last Review: May 2026

Date of Last Update: July 2025

Responsible Committee: Academic and Professional Conduct

Review / Update Due: September 2026

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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.

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## Social Media Use

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Date Created: October 19, 2016

Date of Last Review: May 2026

Date of Last Update: July 2025

Responsible Committee: Academic and Professional Conduct

Review / Update Due: September 2026

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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 Media 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.
- 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.

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

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Date Created: October 19, 2016

Date of Last Review: May 2026

Date of Last Update: July 2025

Responsible Committee: Academic and Professional Conduct

Review / Update Due: September 2026

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**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. Anonymous reports are not allowed. 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 code of conduct 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. 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 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, and this decision may not be appealed. If the student requests that a substitute be appointed for the ADSPA, then the FWSOP Dean will make the final decision regarding potential conflicts and substitutions.

### **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 unless otherwise directed by the ADSPA. 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 vary 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. Additionally, students who are placed on probation by the Pharm.D. program will not be allowed to continue in HPU dual degrees such as the MBA for Pharmacy Students or MHA for Pharmacy Students) until returning to good standing.
- **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.

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## STUDENT LIFE

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## **Student Leadership and Governance in the FWSOP**

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### **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. 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. Class officer positions may be combined if deemed necessary by the ADSPA.

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
- GSGA Representative for the Pharmacy Program (another representative may be named by the president)
- Member of the Council of Students (CoS) and its Executive Board
  - P3 President: CoS Chair
  - P2 President: CoS Vice Chair
  - P1 President: CoS Secretary
- P3 President CoS Executive Board Duties: maintain CoS calendar for all organization events, arrange student organization elections, facilitate the Organization Fair during P1 orientation, help plan Pharmacy Week, help plan a Spring Formal (Pharmacy Program or Graduate wide), facilitate Script Your Future Competition in the Spring

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
- Member of the FWSOP Engage Committee. This position keeps student organizations engaged with faculty and pre-pharmacy school-wide events.

The duties of **Class Secretary** are:

- Takes minutes of all class meetings including Town Hall and class officers' meetings
- Maintains the calendar for class events

The duties of **Class Treasurer** are:

- Maintains the administrative and fiscal records of the class
- Coordinates fund-raising activities of the class including potential requests for funding

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 fall semester. Class officer elections for the rising P2 and P3 classes will be held in the spring semester.

Nominations for class officers will be received within one week before the elections. Voting is performed 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.

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 officers must be in good standing.

**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.

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## **Student Professional Organizations**

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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 Assistant / 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 FWSOP Executive Committee 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 HPU Graduate Student Government Association (GSGA) 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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## Wellness, Wellbeing and Resilience Information

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The FWSOP is committed to supporting students in their academic, personal, and professional growth. Success in the Doctor of Pharmacy program requires balance, self-care, and resilience. This section provides an overview of High Point University (HPU) and FWSOP resources designed to help students maintain their wellbeing and thrive during their time in the program.

The FWSOP encourages students to take a proactive approach to wellness and to reach out for help when needed. Faculty advisors, faculty members, and the Office of Student and Professional Affairs are available to provide support and connect students to appropriate resources.

### **FWSOP and HPU Wellness Support**

The pharmacy curriculum is thorough and can be demanding both academically and personally. Students are encouraged to prioritize their wellbeing and seek support when needed, and as early as deemed necessary. Faculty and staff are trained to help connect students with appropriate campus resources and services.

### **Key Areas of Support**

- **Academic Success**: Tutoring, advising, and organizational strategies
- **Emotional Wellbeing**: Counseling, mental health services and wellbeing support
- **Physical Health**: Campus recreation resources, fitness facilities and health services
- **Accessibility Needs**: Accommodations support by the Office of Accessibility Services and Resources
- **Financial Planning**: Support for budgeting and managing educational costs and support from the Office of Financial Aid
- **Career Development**: Assistance with resume review, interviewing skills/strategies, residency, fellowship, and job searches

### **HPU Counseling Services**

Counseling Services provides free, confidential support for students experiencing challenges such as stress, anxiety, depression, grief, relationship challenges, and adjustment difficulties.

#### **Services Offered:**

- Individual counseling sessions
- Group therapy and support groups
- Crisis intervention
- Workshops on stress management, resilience, and coping skills
- Connection to external mental health resources

Location: Slane Student Center, 3rd Floor

Phone: (336) 888-6352

Website: [www.highpoint.edu/counseling](http://www.highpoint.edu/counseling)

Emergency Mental Health Support:

- Call 911 or HPU Security at (336) 841-9111
- After-hours mental health emergencies are routed to crisis professionals.

### **CARE Team Referrals**

The High Point University CARE Team (Collaboration, Assessment, Response, and Education) provides coordinated support for students facing serious challenges related to their health, safety, or wellbeing.

#### **Examples of When to Submit a CARE Alert:**

- Persistent absences or lack of response to outreach
- Noticeable changes in behavior, mood, or academic performance
- Concerns about self-harm or safety

#### **How to Submit a CARE Alert:**

- Students, faculty, or staff can submit a referral at: [www.highpoint.edu/studentlife/care-alert](http://www.highpoint.edu/studentlife/care-alert)
- Submissions are reviewed by trained professionals and handled with sensitivity and privacy.

### **Academic Wellness and Support**

Academic stress is a common challenge in pharmacy school. The FWSOP provides several resources to help students succeed.

- **Peer Mentoring Program:** Peer mentoring is a supportive relationship where an experienced student shares knowledge and provides guidance to a less experienced peer, helping them develop skills and confidently navigate a new environment or challenge. All matriculating students are paired with a peer mentor during the first week of classes.
- **Peer Tutoring Program:** Free peer tutoring is available for students seeking academic assistance. Request forms are available in Blackboard.
- **FWSOP Student Reflection Worksheet:** A self-reflection tool to help students assess their academic performance, stress management, and strategies for improvement. Available in Blackboard. .
- **Faculty Mentoring and Advising Program:** 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 will be introduced to their advisors during orientation. More information can be found in the FWSOP Advising Policy.

### **Accessibility Resources**

Students with documented disabilities or health conditions may receive accommodations to ensure equitable access to learning.

Office of Accessibility Resources and Services (OARS)

Website: [www.highpoint.edu/oars](http://www.highpoint.edu/oars)

Phone: (336) 841-9026

Location: Smith Library, Lower Level

Students should register with OARS early to ensure accommodations are in place each semester.

### **Physical Wellness**

Maintaining physical health supports academic success, resilience and overall wellbeing.

- Recreation Services: HPU offers multiple fitness facilities, group exercise classes, personal training, fitness programs, intramural sports, and outdoor discovery activities.

Website: <https://www.highpoint.edu/recreationservices/intramural-registration-instructions/>

- HPU Student Health Services: On-campus medical care and preventative services including vaccines are available to students.

Website: <https://www.highpoint.edu/studenthealth/>

Appointments Required, open Monday – Friday 8am to 5pm

[1300 University Parkway \(Parkway Commons\)](#)

Phone: [\(336\) 841-4683](tel:(336)841-4683)

Fax: [\(910\) 754-2009](tel:(910)754-2009)

Email: [studenthealth@highpoint.edu](mailto:studenthealth@highpoint.edu)

### **Financial Wellness**

Financial stress can affect student wellbeing. The Office of Financial Planning provides guidance and resources to help students manage educational costs and personal finances.

Website: [www.highpoint.edu/financialplanning](http://www.highpoint.edu/financialplanning)

Contact: Sandra Norris, Director of Student Financial Planning

Phone: (336) 841-9032

Email: [snorris@highpoint.edu](mailto:snorris@highpoint.edu)

### **Career Development and Professional Growth**

In addition to FWSOP faculty mentorship and advising, the Office of Career and Professional Development offers resources to help students prepare for residency, fellowships, and career placement.

Website: [www.highpoint.edu/careerinternships/aboutus](http://www.highpoint.edu/careerinternships/aboutus) provides resources to help students prepare for residency, fellowships, and career placement opportunities

Services Include:

- Career coaching
- Resume and CV workshops
- Interview preparation and networking events

Website: <https://www.highpoint.edu/careerinternships/>

Contact: Christopher Mitchell, Graduate School and Alumni Career Advisor

Phone: (336) 841-9615

Email: [cmitch1@highpoint.edu](mailto:cmitch1@highpoint.edu)

Schedule an appointment here: <https://highpoint.joinhandshake.com/login>

FWSOP students can also access the Residency Overview and Guide, available through Blackboard, for pharmacy-specific career preparation. A pharmacy specific career fair is hosted each academic year for additional access to career networking opportunities.

### **Library Services**

HPU Library Services provide access to a wide range of resources, including Access Pharmacy, essential for coursework and research.

[HPU Libraries Pharmacy SUBJECT GUIDE Homepage](#)

[Access Pharmacy](#)

[APhA Pharmacy Library](#)

Website: [www.highpoint.edu/library](http://www.highpoint.edu/library)

Health Sciences Librarian: Jordan Stackhouse

Email: [jstackho@highpoint.edu](mailto:jstackho@highpoint.edu)

Phone: (336) 841-9095

### **Building Resilience and Coping Strategies (<https://www.apa.org/topics/resilience>)**

Developing personal resilience skills helps students to manage and overcome the challenges of pharmacy school and their forthcoming careers as pharmacists

#### **Key strategies include**

- **Prioritize Personal Wellbeing:** Practice good sleep hygiene, good nutrition habits, physical exercise and self-care habits.
- **Manage Time Effectively:** Use tools to balance and maintain priorities such as planners, calendars and tasks lists to stay organized.
- **Seek Support Early:** Connect with community within the program (peers, advisors, or trusted faculty/staff) personal community (family, friends and loved ones, or university resources such as counseling services.)
- **Recognize Impending Burnout:** Fatigue, irritability, and lack of motivation are warning signs. Prioritize self-care and effective time management. Utilize support and available resources to overcome burnout.
- **Set SMART Goals:** Specific, Measurable, Attainable, Realistic, and Time-bound goals can help maintain focus and motivation.
- **Practice Resilience:** Overcome hardships by adapting to adversity and building skills that can be used to navigate challenges.