

**OHIO NORTHERN UNIVERSITY
RAABE COLLEGE OF PHARMACY**



**STUDENT HANDBOOK
2018-2019**

Prepared and published by the College of Pharmacy Student Services Office

Introduction

This 2018-2019 Student Handbook for the Raabe College of Pharmacy is intended to provide valuable assistance to pharmacy students as they progress through the academic program. It contains not only the policies and procedures of the College, but also operational information of great value to the student. The appendix section provides information presented as tables, lists, or in its original form.

As you use this book, you should be aware; there are a variety of other more specialized handbooks that may provide information of equal or greater importance. This list includes the University Catalog at http://www.onu.edu/academics/academic_affairs/catalog and others.

It is anticipated the proper use of this College of Pharmacy Student Handbook will lead to further questions and comments. These are best directed to the staff of the Pharmacy Student Services Center.

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Chapter 1

THE COLLEGE OF PHARMACY

The College of Pharmacy is committed to meeting the high standards of education demanded by the health professions. Since the College's beginning in 1884, it has consistently performed in an outstanding manner, and today is considered as a center for excellence in pharmacy education. Over 9,000 pharmacists graduated from this institution and these graduates have generally distinguished themselves in the practice of the pharmacy profession.

For over 130 years, the College of Pharmacy has demonstrated it has a significant mission to perform. This realization and dedication to service has been continuously affirmed by students, alumni, and friends. This is the tradition of the Ohio Northern University College of Pharmacy.

Mission of the College of Pharmacy

Mission:

We prepare pharmacists who improve health, serve others, lead change, and advance the profession.

Vision

To lead the nation in the preparation of practice-ready pharmacists who serve as primary care providers and team leaders.

Values

We value our family members, faculty, staff, students and alumni, through collaboration, community, diversity, excellence, faith, integrity, and service.

Raabe College of Pharmacy's Student Learning Outcomes

Based on the ACPE Education Outcomes (ACPE Pharmacy Accreditation Standards 2016).

SLO 1 Foundational Knowledge: The professional program leading to the Doctor of Pharmacy degree (hereinafter "the program") develops in the graduate the knowledge, skills, abilities, behaviors, and attitudes necessary to apply the foundational sciences to the provision of patient-centered care.

- 1.1 **Foundational knowledge** – The graduate is able to develop, integrate, and apply knowledge from the foundational sciences (i.e., biomedical, pharmaceutical, social/behavioral/administrative, and clinical sciences) to evaluate the scientific literature, explain drug action, solve therapeutic problems, and advance population health and patient-centered care.

SLO 2 Essentials for Practice and Care: The program imparts to the graduate the knowledge, skills, abilities, behaviors, and attitudes necessary to provide patient-centered care, manage medication use systems, promote health and wellness, and describe the influence of population-based care on patient-centered care.

- 2.1 **Patient-centered care** – The graduate is able to provide patient-centered care as the medication expert (collect and interpret evidence, prioritize, formulate assessments and recommendations, implement, monitor and adjust plans, and document activities).
- 2.2 **Medication use systems management** – The graduate is able to manage patient healthcare needs using human, financial, technological, and physical resources to optimize the safety and efficacy of medication use systems.
- 2.3 **Health and wellness** – The graduate is able to design prevention, intervention, and educational strategies for individuals and communities to manage chronic disease and improve health and wellness.
- 2.4 **Population-based care** – The graduate is able to describe how population-based care influences patient-centered care and the development of practice guidelines and evidence-based best practices.

SLO 3 Approach to Practice and Care: The program imparts to the graduate the knowledge, skills, abilities, behaviors, and attitudes necessary to solve problems; educate, advocate, and collaborate, working with a broad range of people; recognize social determinants of health; and effectively communicate verbally and nonverbally.

- 3.1 **Problem solving** – The graduate is able to identify problems; explore and prioritize potential strategies; and design, implement, and evaluate a viable solution.
- 3.2 **Education** – The graduate is able to educate all audiences by determining the most effective and enduring ways to impart information and assess learning.
- 3.3 **Patient advocacy** – The graduate is able to represent the patient’s best interests.
- 3.4 **Interprofessional collaboration** – The graduate is able to actively participate and engage as a healthcare team member by demonstrating mutual respect, understanding, and values to meet patient care needs.
- 3.5 **Cultural sensitivity** – The graduate is able to recognize social determinants of health to diminish disparities and inequities in access to quality care.
- 3.6 **Communication** – The graduate is able to effectively communicate verbally and nonverbally when interacting with individuals, groups, and organizations.

SLO 4 Personal and Professional Development: The program imparts to the graduate the knowledge, skills, abilities, behaviors, and attitudes necessary to demonstrate self-awareness, leadership, innovation and entrepreneurship, and professionalism.

- 4.1 **Self-awareness** – The graduate is able to examine and reflect on personal knowledge, skills, abilities, beliefs, biases, motivation, and emotions that could enhance or limit personal and professional growth.
- 4.2 **Leadership** – The graduate is able to demonstrate responsibility for creating and achieving shared goals, regardless of position.
- 4.3 **Innovation and entrepreneurship** – The graduate is able to engage in innovative activities by using creative thinking to envision better ways of accomplishing professional goals.
- 4.4 **Professionalism** – The graduate is able to exhibit behaviors and values that are consistent with the trust given to the profession by patients, other healthcare providers, and society.

Organization of the College

The organization of the College of Pharmacy is intended to facilitate the academic life of the student as well as to contribute to the forward progress of the College. As a member of the student body you can serve yourself best, as well as the other members of the college community, by understanding this organization and using it appropriately.

The following brief commentaries on a variety of the components that make up the college structure are presented for your use and reference.

College Offices: The Rudolph H. Raabe College of Pharmacy offices are located on the first floor of the pharmacy building (RE115), and serves as the major site for the administrative and student affairs for the College. Included in this area are the offices of:

Dr. Steven J. Martin, Dean
Dr. Kelly M. Shields, Associate Dean
Mrs. Pamela Tenwalde, Executive Administrative Assistant
Mrs. Kathryn Baker, Senior Administrative Assistant

Student Affairs Office:

Dr. Sheila Coressel, Director of Pharmacy Student Affairs
Mrs. Linda Louth, Senior Administrative Assistant

Admissions Office:

Mr. Robert Trusz, Coordinator of Pharmacy Admissions
Mrs. Kathryn Baker, Senior Administrative Assistant

For a description of services provided by these offices, please review Chapter 4, entitled Student Affairs.

Department Offices: The Faculty of the College of Pharmacy is organized into two departments, the Department of Pharmacy Practice (PHPR) and the Department of Pharmaceutical and Biomedical Sciences (PHBS). Each Department has one assigned Chair who is appointed as the facilitator for the Department and is a primary contact for students seeking information or assistance for courses taught by College of Pharmacy faculty.

Dr. Mark Olah, PHBS Department Chair
Dr. Andrew Roecker, PHPR Department Chair
Mrs. Kathy Fruchey, Advanced Administrative Assistant

Office of Experiential Education: Located on the first floor of the Robertson-Evans pharmacy building (RE 132) this office is the source for information regarding all experiential requirements. These requirements include: Introductory Pharmacy Practice Experiences (IPPE) and Advanced Pharmacy Practice Experiences (APPE).

The faculty and staff located in this office include:

Dr. Pat Partelano, Director of Experiential Education
Dr. Jennifer Kline Grundey, Assistant Director of Experiential Education
Mrs. Lauren Krepps, Experiential Education Coordinator

College Advisory Board: This is a group of alumni, faculty, and other healthcare professionals who meet periodically to offer advice on all matters related to the operation of the College of Pharmacy. The individuals selected have a strong interest in the development of college programs and generally have a wide set of experiences in either health care or pharmacy practice. The board meets at least twice each year.

College Committees: In general, all of the policies and procedures that govern academic affairs, faculty affairs, and student affairs originate within the regular operational committees of the college. These committees meet at the call of the Chairman, and consider items such as academic standards, admissions, student affairs, awards, appeals, and many others. Students hold regular membership on several committees including: Academic Affairs, Student Affairs, Curriculum Committee, Admissions Committee, and College Assessment Committee. These students are appointed by either Pharmacy Council or the Dean's Office to a one-year term. Students may be re-appointed. Two students are on the Academic Affairs Committee, three students are on the Student Affairs Committee (including the President of Pharmacy Council and the Pharmacy Representative to the University Student Senate), three students are on the Curriculum Committee (P3, P4, P5) and one student is on the College Assessment Committee. In addition, special or Ad Hoc committees are appointed for specific purposes.

Pharmacy Council: This elected body of students represents the student body to the Dean, the Faculty, and to other important cohorts of the University. Each level of classes has representatives in the Council.

Pharmacy Stockroom: Room 209 of the pharmacy building is the office of Mr. Gary Long, the Pharmacy Building Manager. This office is open from 7:00 AM until 4:00 PM Monday through Friday.

Drug and Health Information Center: The Drug and Health Information Service is located on the first floor of the Pharmacy Building (RE 110) and is intended to be a resource for both the students of the college and for practicing pharmacists.

Student Lounges: There is a large student lounge area in the pharmacy building located on the second floor including vending machines and a microwave. There are several other student lounge/study areas on the west side of the building also on the first and second floors.

Turner Family Student Organization Room 201: This room is reserved for use for pharmacy student organizations recognized by Student Senate and represented on the Pharmacy Council. Organizations wishing to reserve space in this room should contact Mrs. Kathy Fruchey, Advanced Administrative Assistant RE 225, extension 2539.

Meeting Room 227: This room is reserved for use for pharmacy student organizations recognized by Student Senate and represented on the Pharmacy Council. Organizations wishing to reserve space in this room should contact Mrs. Kathy Fruchey, Advanced Administrative Assistant RE 225, extension 2539.

Research Laboratories: On the second floor of the Hakes-Pierstorf building there are clusters of specially designed laboratories intended for faculty research purposes. This arrangement is available for student use only under the supervision of a faculty member.

Animal Quarters: The vivarium on the second floor of the Hakes-Pierstorff building is reserved for the holding of animals essential for specific research procedures. Our research procedures are strictly controlled by government regulations and are rigidly followed.

Operational Information

Smoke Free Environment: For the protection of your health, and for the comfort and health of all persons who use this building, the College of Pharmacy has been established as a smoke free environment. All forms of tobacco have been banned in the building, and your assistance in observing and supporting this policy is needed. In addition, the university has restrictions on tobacco use on campus.

Parking: A number of parking spaces have been reserved for commuting students in lots adjacent to the Pharmacy and Mathile buildings.

AED: The pharmacy building is equipped with an AED defibrillator for use in treating sudden cardiac arrest. The AED is located near the staircase located on the first floor of the north end of the Robertson-Evans building.

Fire Drills: At periodic intervals the appropriate alarms will sound to signal a fire. You are expected to respond in a suitable way, and to follow the direction given to you by the person or persons in charge.

Bulletin Boards: The main bulletin board on the wall in front of the Pharmacy Skills Center is routinely used to communicate with the student body. Approval by the Dean's office is required prior to posting.

Student Mail: Student mail should not be addressed to the College of Pharmacy. All mail addressed to student organizations is distributed to individual mail bins located in the Pharmacy Student Services office.

Notice of Nondiscrimination: This Sex Discrimination Policy ("Policy") addresses all forms of sexual discrimination prohibited under **Title IX**, including sexual misconduct and sexual harassment. Title IX is a federal law which provides that no person, on the basis of sex, shall be "excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Ohio Northern University ("ONU" or the "University") does not discriminate or tolerate discrimination on the basis of sex, gender, or gender identity in its educational, extracurricular, or athletic programs, or in any admission or employment decisions. The University is committed to promptly and equitably responding to all reports of sexual discrimination with the goal of eliminating the misconduct and/or harassment, preventing its recurrence, and addressing its effects on any individual or the community. This Policy applies to allegations of sex discrimination made against any ONU student¹ by a fellow student or other member of the ONU community. The Policy applies regardless of sexual orientation, as victim/survivors and accused students may be female, male, straight, gay, lesbian, bisexual and transgendered students.

To report sexual misconduct (violence) or sexual harassment, students may contact the **Title IX Coordinator**, Nancy Sabol, [\(419\) 772-2218](tel:4197722218), n-sabol@onu.edu; or one of the **Deputy Title IX Coordinators** (Brian Hofman, [\(419\) 772-1878](tel:4197721878), b-hofman@onu.edu; LaShonda Gurley, [\(419\) 772-3145](tel:4197723145), l-gurley@onu.edu.)

To confidentially discuss sexual misconduct (violence) or sexual harassment, students may contact **University Confidential Resources:**

- Counseling Center, [\(419\) 772-2190](tel:4197722190);
- Health Center, [\(419\) 772-2086](tel:4197722086);
- Chaplain, [\(419\) 772-2200](tel:4197722200)

For more information, the University's **Sexual Discrimination Policy** is available at [www.onu.edu/title IX](http://www.onu.edu/title_IX).

Notary Public: Occasionally you may need the service of a Notary Public. Kathryn Baker (115B) & Pamela Tenwalde (RM 115A) are certified Notaries.

Ombudsman: Since there is no designated individual who functions as an ombudsman, you are invited to use any faculty or staff person to confer with about problems or other matters. In addition, the staff of the Student Services Office is prepared to serve in ombudsman capacity.

Student Complaints Relating to ACPE: The College utilizes ACPE's recommended "Policy for Student Complaints Relating to Accreditation Councils for Pharmaceutical Education (ACPE) Standards, Policies and Procedures". A copy of this documentation is located in Appendix E.

Chapter 2

STUDENT RESPONSIBILITIES

Upon entering pharmacy school, a student becomes a member of the pharmacy profession, and thus begins a career as a member of one of America's most respected health professions. Society extends this privilege to those who are competent, and are willing to accept the accountability that goes along with the status of a profession.

This privilege of professional status is manifested to the pharmacy student in a number of ways. For example, you are offered the opportunity to be a member of the associations that represent the profession, such as the Ohio Pharmacists Association, or on the national level, the American Pharmacists Association. Moreover, you will become eligible to become a licensed intern and to perform the functions of this important position. This status, being a member of a highly respected health profession, is of significant importance and carries with it the responsibility for the person to recognize and to respect the duties and obligations that go along with professional status.

To fully understand the concept of a profession, as well as to acknowledge and maintain its standards of conduct, is no simple task and it is not done in a short time. As a young professional, you will need to apply yourself with determination and self-awareness as you proceed through the professionalization process. Your motivation will come from many sources; faculty, classmates, clergy, practicing pharmacists, parents, friends, and many others, including the patients who you will serve. You must set your performance goals at the highest possible level, so your personal behavior will always be beyond criticism. The following sections will discuss briefly the minimum standards that are applicable to your student status, especially in the areas of professional responsibilities, academic responsibilities, and personal conduct.

Professional Responsibilities

Pharmacy, along with the other health care professions, provides services that are of fundamental value to society. As one of the oldest of the health professions, pharmacy has a full claim to the prestige of a profession, and hence exhibits those characteristics that society usually identifies with such a group. Some of these include: formal knowledge and expertise, authority and autonomy, ethics, enduring ideals, and an altruistic attitude.

This shortened list of characteristics of a profession is simplified, however, it will be sufficient for your introduction to this area of responsibility. As an interested student, you may want to pursue an in-depth review of the character of professions by doing some research. Your specific, personal challenge is to build for yourself a thorough concept of professionalism, and to establish a level of integrity that is consistent with your value system.

In addition, there are a certain number of commonly held perceptions about health care professionals you must appreciate. Society does expect doctors, nurses, and pharmacists, for example, to dress in a certain prescribed manner, and to behave in a way that reflects the status of the healthcare professional. Your personal appearance and behavior will always stand as a prominent hallmark of your career. It's a choice you must make carefully and with full realization of the potentially serious consequences. Likewise, your forthright participation as a

dedicated member of your professional organizations is naturally expected. There is no question for the sincere pharmacy student but to make a serious commitment to membership in these critical assemblies.

Academic Responsibilities

One of the more demanding responsibilities you will face is the task to assume control and accountability for the management of your academic program. This means you have to know, very clearly, what is needed to progress through the curriculum, and what is needed to be eligible for the Doctor of Pharmacy degree.

Of course you will have an abundance of assistance. The Dean, the staff of the Pharmacy Student Services Office, the faculty, and especially your academic advisor will be glad to counsel about your development and progress toward graduation.

Listed below are some areas of interest; you should consult the Ohio Northern University Student Handbook for more complete academic information.

Academic Standards: Performance standards for the academic program of the University have been established and are fully explained in the University Catalog. A listing of the standards specific to the College of Pharmacy is included in Chapter 3 of this handbook.

Academic Conduct: The obligation for an individual to maintain an acceptable level of moral conduct in the pursuit of higher education is universally apparent. Student pharmacists readily accept this obligation, and furthermore as a member of a health profession, the student pharmacist recognizes an expanded duty toward fairness, honesty, and integrity. Your devotion to such a value system is fundamental to the well-being of the profession. The ONU Code of Student Academic Conduct establishes the minimum set of standards you might use for guidance. Appendix A of this handbook contains the College of Pharmacy Code of Ethical and Professional Conduct.

Plagiarism: The University's Student Handbook defines plagiarism as "submitting work done wholly or partly by another, including the unattributed copying of all or parts of a published work." Students must be especially cautious and vigilant to avoid this form of academic dishonesty. The acquisition of information via the internet is quick, convenient, and a vast source for and of plagiarism. Information obtained from the internet must be cited appropriately. Students may be tempted to submit documents found on the internet as original. All students should be aware that submitted papers are routinely reviewed for such infractions. The College of Pharmacy considers plagiarism to be a serious violation of academic conduct. Please consult your University Student Handbook and the Code of Ethical & Professional Conduct for additional information regarding plagiarism and academic dishonesty.

Disability Accommodations: Students with documented disabilities may request accommodations from the university's Disabilities Coordinator. The student request for an accommodation must be presented in writing along with a written diagnosis from an appropriate professional made within the last three years. The diagnosis must include a clear recommendation describing what services or accommodations are appropriate for the student.

The complete policy and forms can be found in Appendix D. Any student having a question about this policy and the procedure for implementing accommodations should see ONU's Disabilities Coordinator.

Cell Phone Policy: Students should be considerate of classmates/colleagues when bringing cellular phones to class. During class, ringtones must be turned off or moved to silent or vibrate modes. If a student has a need to check for and/or receive a call, the student must inform the instructor prior to class and make arrangements. For example: emergency calls during class times can be directed to the Dean's office or a student may be seated near an exit so as to excuse him/herself quietly to take the call.

Students should not engage in text messaging or any other disruptive behavior while in the classroom. Cell phone use during any type of testing will be construed as academic dishonesty and subject to course, college, and university academic policies.

Requirements for Graduation: These requirements may change as the faculty continuously examines the program. You must be alert to these changes. The list of requirements for graduation is included in this edition of the handbook in Chapter 3, entitled curriculum.

Sequencing of Courses: The use of prerequisites for courses is an established procedure and must be honored at all times. If you attempt to circumvent any of these requirements you will be at a serious risk of being asked to withdraw from those courses for which you do not qualify. Moreover, series of courses are expected to be completed at certain levels. If you "put off" these courses you may have to face consequences, such as the delay of graduation date.

Examination Schedules: There are specific schedules fixed for certain classes and for Final Examinations. These schedules are available on the Registrar's Office website. Faculty members will provide additional information concerning their courses.

Licensure Requirement: A valid Ohio pharmacist intern license is required of all students entering the P3 year of the PharmD program, and that license must be maintained continuously until graduation. Students must notify the college immediately if their intern license is revoked or not renewed. Students may not take pharmacy courses in the P3, P4, P5, or P6 year without a valid Ohio pharmacist intern license.

Student Conduct

The faculty of the College of Pharmacy firmly believe all members of the college student body must exhibit responsible and mature conduct. As a representative of the college, and of the profession of pharmacy, there is a significant duty placed upon you to rigorously observe the tenets of reasonable social standards.

In general, the proper respect for the rights of others, a keen awareness for social standards, and the determination to observe the rules and regulations of the University will be the bedrock of reasonable conduct.

Nearly all situations that might be encountered during your student experience are addressed in the section of General Regulations and Adjudicatory Procedures of the ONU Student Handbook.

However, the College of Pharmacy, through the action of the Dean of the College and the Faculty, has chosen to further define areas of common concern or areas that are particularly germane to the pharmacy profession. You are cautioned the violation of any of these performance standards will be considered to be of a grave matter.

Civility: The Dean and Faculty of the Raabe College of Pharmacy are committed to the student development of the values and attitudes consistent with their position within the profession of pharmacy. Pharmacy students are expected to conduct themselves professionally, morally, and ethically in all endeavors. Civil behavior is not just a part of our professional practice; it is a way of life. Students must demonstrate empathy, understanding and respect when interacting with peers, faculty, staff, and guests of the campus and Ada community.

Dishonesty: The relationship that develops between the health care professional and the patient is grounded in trust, veracity, and faithfulness. Any form of dishonesty that violates these principles cannot be tolerated by the Faculty or the profession.

Use of Drugs: As the publicly acclaimed expert on the use of drugs, the pharmacist stands as the model for all of society to accept. In this sense, the improper use of drugs of any kind (**alcohol, controlled substances, and dangerous drugs**) must be avoided. Any evidenced conduct of misuse or abuse of these substances will lead to definitive corrective measures. Students who are involved in the improper use of these substances will be provided guidance on how and where to seek competent assistance that will focus on treatment and behavior modification. Individuals not willing to accept assistance are subject to dismissal from the University. See Appendix H.

Honor Code: The faculty of the College of Pharmacy has approved a Code of Ethical and Professional Conduct for which all students will be held responsible. This “honor code” will be discussed during the Profession of Pharmacy sequence and each student will sign his or her pledge to follow this Code of Conduct. This complete Code is found in Appendix A.

Background Check: All students will be subject to a background check when applying for their intern license (generally in the 2nd year of the program). In addition, many pharmacy practice settings also require background checks and drug screens on employees working in the pharmacy department and these rules may apply to students who are in a pharmacy for experiential education (depending on specific site policies).

Chapter 3

THE CURRICULUM

The Doctor of Pharmacy degree requires 6 years of study and a minimum of 216 hours.

In designing this curriculum (Appendix C), the faculty of the College of Pharmacy has attempted to find the best accommodation between the need for a liberal education and the specialized competencies of pharmacy.

Basic Science Courses in the Curriculum

The basic sciences portion of the curriculum is a vital foundation for the pharmaceutical and clinical sciences that form part of the professional component. These courses are in the first years of your program. Often, a pharmacy student is perplexed as to "why do we need all of this... when all I want to do is learn pharmacy". The reply will always be that without basic sciences there would be no pharmaceutical or clinical sciences, and therefore no pharmacy practice.

Presently, the pharmacy curriculum requires the following courses as the basic sciences component:

Introductory Chemistry CHEM 1711 & 1721	10 semester hours
Organic Chemistry CHEM 2511/2551 & 2521/2561	8 semester hours
Biology 1 BIOL 1201	4 semester hours
Anatomy/Histology BIOL 1351.....	4 semester hours
Medical Microbiology BIOL 3131	3 semester hours
Bio Science Lab 1- BIOL 3221.....	1 semester hour
Calculus/Probability in Life Sciences MATH 1471	3 semester hours
Statistics in Pharmacy STAT 1761	3 semester hours
Physiology BIOL 3311 & 3321	8 semester hours

General Education Requirements

The liberal studies component of the pharmacy degree curriculum is intended to contribute significantly to the context of learning about becoming an educated professional and a responsible citizen. Courses have been carefully selected, and you will begin to see an educational focus that will be contributing to an historical perspective about the evolution of cultures, ideas and philosophies. In addition, these kinds of studies will help you acquire and reinforce a base of values, identity, and self-worth upon which to build professional capabilities. Also, in broad terms, the instructional strategy of a well-planned group of general education courses is to contribute to your development in thinking more creatively, analytically and critically; to establish an attitude for self-learning; and to enhance abilities that may be used for communicating more effectively.

In deciding upon the general education requirements the faculty developed a plan that considers broad areas of liberal education, and selected a minimum amount of coursework in each of the areas. You should be aware of the nature of this selection, and especially that it is a minimum of what is perhaps needed.

You must complete your general education courses prior to the beginning of your P4 year. This will allow you to move forward into the modular curriculum in the P4 year. (Specific course numbers are available on the College of Pharmacy curriculum website.)

Communication: Communication skills (written & oral) are essential to professional practice and to continued professional growth as well as to informed citizenry and continued personal growth.

- Writing Seminar (ENGL 1221)
- Oral Communication (CAMS 1301 or CAMS 2301 or CAMS 2321)

Culture and Society: An enlarged understanding of the world and the ability to make judgments in light of historical, social, economic, scientific, and political realities is necessary for the professional as well as the citizen.

- Social Science (PSYC 1001 or SOC 1001)
- Business Foundation (BIZ 2021, BIZ 2031, 2101 or ABUS 2221)
- International History and Relations (HIST 1101, 1111, 1151, 1161 or PLSC 1021, 1031, 3301, 3311, 3421, 3671)
- Literature (any 2000 level or higher literature class- this could be offered in ENGL or in a modern language)

Aesthetic Sensibility: Sensitivity to the relationships among the arts, the natural environment, and human concerns epitomizes aesthetic awareness.

- Aesthetics (ART 1651 or MUSC 1001 or TATH 1051 or TADN 1101)

Human Values: Identifying, clarifying and strengthening personal values, by comparing them with similar and other cultures, and by placing them in the context of professional practice provides a foundation for sustained worth.

- Religious Perspectives (RELG 1001, 1071, 2031, 3021, 3031 or PHIL 2431)
- Ethics (PHIL 2401)

Diversity Seminar: This course explores issues of diversity in professional development.

Note for Honors Program Students: One or more of your Honors courses may fulfill a General Education requirement. Check with your Advisor or Pharmacy Student Services to verify requirements.

Professional Coursework

Your major work in the curriculum will be with the professional courses. Over 50% of your time will be devoted to these courses, and of course, they will be the most important, and probably the most challenging. Yet, they will also provide the greatest amount of satisfaction to you. There is a reasonable progression of depth in the sequencing of these courses, starting with the first year. A general description of the plan is as follows.

P-1 Year – The Profession of Pharmacy PPHR 1011, 1021 and Wellness/Fitness/Life Activity PPHR 1151. . . courses that facilitate the development of a broad perspective on the profession of pharmacy, health and the American health care system.

P-2 Year – The Profession of Pharmacy PPHR 2011, 2021 and Applied Science of Pharmacy PHBS 2901. . . intended to provide the pharmacy student, who may become a licensed Pharmacy Intern at the completion of 60 semester hours, a small array of basic principles of pharmacy practice.

P-3 Year – The Profession of Pharmacy PPHR 3011, 3021, and advanced sciences that include courses such as Biochemistry PHBS 3411/3421, Physiology BIOL 3311/3321, Self-Care and the Pharmacist PPHR 3311, Profession of Pharmacy PPHR 3011, Pharmacy Professional Skills 1 PPHR 3021 and Pharmaceutical Science Module PHBS 3311.

P-4 and P-5 Years – Modules in Pharmaceutical and Biomedical Sciences, patient care, organ systems and disease states, along with experiential components.

P-6 Year – Advanced Pharmacy Practice (APPE) Rotations: Nine one month academic experiences in various professional practice settings.

Pharmacy Practice Experiences

The Accreditation Council for Pharmacy Education (ACPE) adopted new educational standards in 2016. These new standards more clearly define Introductory Pharmacy Practice Experiences (IPPEs) and Advanced Pharmacy Practice Experiences (APPEs, a.k.a. “rotations”). Students cannot be compensated for their IPPE and APPE hours. For further information, please contact the Experiential Office.

Introductory Pharmacy Practice Experiences (IPPEs) (no less than 300 hours): IPPEs expose student to common contemporary US practice models, including interprofessional practice involving shared care decision-making, professional ethics and expected behaviors, and direct patient care activities. The majority of these hours will be spent in community and institutional settings. (ACPE Standard 12)

Student Pharmacists beginning Class of 2022 will meet the IPPE hours in the following way:

- 120 hours of Community IPPEs (summer after P2 year)
- 80 hours of Institutional IPPEs (summer after P3 year)
- 50 hours of Community Outreach (P3-P5 years)
- 5 hours of Pharmacists Shadowing (P1 year)

- 15 hours of Health Care Shadowing (P1-P2 years)
- 10 hours of Simulation (P3-P5 years)
- 40 hours of Elective IPPEs (variety of options) (P4 year)

Advanced Pharmacy Practice Experiences (APPEs) (no less than 1440 hours): APPEs integrate, apply, reinforce, and advance the knowledge, skills, attitudes, abilities, and behaviors developed in the Pre-APPE curriculum and in co-curricular activities. (ACPE Standard 13)

Student Pharmacists will meet the APPEs hours by completing 170 hours for each APPE rotation.

Co-Curriculum

The Accreditation Council for Pharmaceutical Education recognizes that what students do and learn outside the classroom is essential in developing the skills, experience, and knowledge to make each student a practice-ready pharmacist in today's healthcare setting. To maximize the student's benefit from these experiences a list of specific activities has been compiled in which each student will participate to gain experience in these co-curricular areas. Many of these activities will be tracked via PharmAcademic and reviewed by the academic advisor. Specific expectations for each year of the program will be shared annually with students via email.

CURRICULUM ENTERING CLASS FALL 2018
See Appendix C (total 216 hours)

Please note: The faculty of the College reserves the right, without advance notice, to change the content, duration and sequence of any course included in the curriculum, or to increase or decrease the number of credit hours leading to the degree.

Acceleration Policy

Students are accepted into the Raabe College of Pharmacy with the expectation they will complete their Doctor of Pharmacy requirements in a minimum of six years (unless they have transferred from another institution).

Any student who is interested in accelerating their program and completing requirements in less than six years must go through the following steps:

1. Present their proposed plan to their academic advisor and get their counsel and support.
2. Present the plan, with advisor endorsement, to the Pharmacy Student Affairs Committee and Dean's office representative for approval. Approval will be contingent upon available space.

Without following these steps, there can be no assurance you will be able to register for courses outside the Doctor of Pharmacy curricular plan as it is listed in the University Catalog for the year of initial enrollment.

Copies of approved acceleration plans will be maintained in the following student files:

- advisor
- student affairs
- dean's office

Academic Standards

The standards of scholarship for the Raabe College of Pharmacy are two-fold: University standards and College of Pharmacy standards. Should any standards be in direct conflict, the more stringent standard takes priority. All academic standards are the result of faculty actions and reflect the need to attain competencies that are important to the profession. Moreover, academic standards such as these are the integral core of any well-planned program. You will notice these standards are minimum expectations and you will want to set your personal achievement goals at a much higher level.

University Academic Standards

Cumulative Grade Point Average: You must meet the minimum standard of 2.00 cumulative grade point average (GPA) in order to be in good academic standing and to be eligible for graduation. The cumulative grade point average is determined by dividing the total number of attempted graded hours into the number of accumulated quality points. The term point average is determined in the same way. A cumulative grade point average of 2.00 is the minimum for graduation. “Any student with a semester GPA of less than 1.00 may be placed on probation or suspended.”

Academic Actions: A student who fails to maintain the prescribed standard of scholarship will be subject to one of the following actions, namely: (1) academic probation, (2) continued academic probation, (3) academic suspension or (4) academic dismissal.

- (1) *Academic Probation.* A student who falls below the minimum standard of a 2.00 cumulative grade point average (GPA) but is eligible to continue in the University shall be placed on academic probation.
- (2) *Continued Academic Probation.* A student who is on probation or continued probation the previous term enrolled and who does not qualify for good standing, but is eligible to continue in the University shall be placed on continued academic probation.
- (3) *Academic Suspension.* An action that makes the student ineligible to continue in the University for a specified period of time, ordinarily two (2) semesters. After this period of time, the student may petition the Dean of the College of Pharmacy for readmission to the University and the College of Pharmacy.
 - a. *Readmitted Students.* Suspended students may be readmitted for a trial period of two (2) semesters. They must show reasonable progress in achievement, or they will be dismissed from the University.
- (4) *Academic Dismissal.* An action that makes the student ineligible to continue in the University. Such action is terminal; therefore the student is not eligible for readmission to the University at any time thereafter.

Following the first semester that a student’s university grade point average (GPA) falls below 2.00, the student will be placed on academic probation. If a student on academic probation fails to obtain good academic standing (overall GPA 2.00 or better) after the following semester, the student will be placed on continued academic probation. If good standing is not achieved by the end of the following semester the student may be suspended. Any student with a semester GPA of less than 1.00 may be placed on academic probation or academic suspension.

When action is taken to academically suspend a student, the suspension will be for a definite period of time, after which the student will be eligible to apply for readmission. If readmission is granted, the faculty will establish certain conditions of academic performance for the student. A semester GPA of less than 2.00 in any of the first two semesters after readmission may lead to academic dismissal. Dismissal is a terminal action and the student is not eligible to apply for readmission to the University at any time thereafter.

Students who have earned fewer than 24 credit hours and have a cumulative GPA below 1.80 probation may not participate in any competitive activities of individuals, team, or other groups officially designated as representing the University. For students who have earned 24 or more credit hours must maintain a 2.0 cumulative GPA in order to participate in these activities.

Appeal of Suspension: students who are suspended from the College of Pharmacy's program or the University have the right to appeal this academic action. The appeal must be in writing and submitted to the Dean's office no later than 2 weeks before classes are scheduled to begin (9:00am on the Monday of that week). The appeal can be sent by email (l-louth@onu.edu), faxed (419-772-3554), or dropped off in the Pharmacy Dean's office.

It is recommended that your appeal address the following areas:

1. Explanation of your poor academic performance
2. Extenuating circumstances that may have led to your academic problems
3. Specific plan to achieve better academic performance
4. Preferred phone number for contact purposes.

You may also include any additional documentation that verifies/supports your extenuating circumstances (i.e., physician documentation, etc.).

The appeal will be reviewed and a decision will be provided as quickly as possible.

College of Pharmacy Academic Standards

Outlined below is an explanation of the College's most recent addition to its academic standards. Please contact your academic advisor or the Associate Dean of the College should you have questions regarding your interpretation of these academic standards.

The following academic action(s) will be initiated as needed for any Raabe College of Pharmacy student:

Lower Division (P1, P2, and P3 students)

All Ds and Fs for the degree seeking student in the Pharmacy doctoral program must be repeated.

1. A student who receives a deficient grade (D or F), regardless of GPA, in any coursework may work with their advisor to develop and execute a Student Improvement Plan (SIP).
2. A student who receives a 2nd deficient grade (D or F), regardless of GPA, in any coursework will be sent a warning letter and work with the Director of Pharmacy Student Affairs to develop and execute a SIP.
3. A student who receives a 3rd deficient grade (D or F), regardless of GPA, in any coursework will cause the student to be suspended from the College of Pharmacy's program for up to 1 year. Additionally, the student will work with the Director of Pharmacy Student Affairs to develop and execute a SIP.
4. A student who receives a 4th deficient grade (D or F), regardless of GPA, in any coursework will cause the student to be suspended from the College of Pharmacy's program for a minimum of 1 year.
5. A student who received a 5th deficient grade (D or F), regardless of GPA, in any coursework will cause the student to be permanently removed from the College of Pharmacy's program. If the student is in good academic standing with the University, he or she may request a transfer into another academic program within the University.

D Mitigation Policy for Lower Division Students: A student can mitigate the effect of his/her first D earned during their P1-P3 year (including general education requirements) on the D rule (student would still need to retake the course to earn a passing grade) by attending all workshops held by the Director of Pharmacy Student Affairs. Any absences must be approved by the Director of Pharmacy Student Affairs. Examples of workshops include: Starting the Semester Off on the Right Foot, Honing Your Study Skills, Identifying Your Learning Style, Improving Your Mid-Term Grades, Preparing for Final Exams, etc. The Director of Pharmacy Student Affairs must be notified by the second Friday of the following semester (fall or spring) in which the student received his/her first D.

A student can mitigate the effect of a maximum of one D on the D rule during the P1-P3 years. This option is only available before a student earns a second deficient grade (D/F). If one D grade and a second deficient grade are earned in the same semester, the student may mitigate only one D grade per the above policy.

Upper Division (P4, P5, and P6 students)

1. Must have repeated all D or F grades earned in the required lower division courses and received a letter grade of C or better for each repeated course prior to taking any P4 required course.
2. Students earning only one letter grade of D are eligible to remediate (and not repeat) that course. Should another grade of D or F be earned, all D or F courses must be repeated prior to the start of the Advanced Pharmacy Practice Experiences (APPE).

All Pharmacy Students

Course Repeat Limit: All students who are repeating courses or modules because of earned “D” or “F” letter grades have a maximum of three (3) opportunities (two repeat attempts) to earn a letter grade of “C” or better. Failure to earn a letter grade of “C” or better after the second repeat attempt (third time total) will result in the student’s permanent removal from the pharmacy program. If the student is in good academic standing with the University, he or she may request a transfer into another academic program within the University.

Time Limit Requirement: All Doctor of Pharmacy degree requirements must be completed no later than two-years following the anticipated graduation date determined from the time the student first enrolls in the Raabe College of Pharmacy. A verifiable personal emergency may justify an extension as determined by the dean or dean’s designate of the Pharmacy College.

College of Pharmacy Remediation Policy

The following are the criteria under which a student may qualify to remediate a pharmacy course, which is defined as any pharmacy course with a subject code of “PHPR” or “PHBS”.

Eligibility: Students who successfully completed all required course/module requirements and earned an insufficient grade of a “D” during the initial course attempt are eligible for remediation. If a student earned a grade of a “F” or withdrew from the pharmacy course, the student is ineligible for remediation.

P3 year: Only one insufficient grade of a “D” may be earned within a pharmacy course during the academic year in order to be eligible to remediate that course. Two or more insufficient grades of either a “D” or “F” earned during the P3 year negates the opportunity to remediate. The student must repeat those courses. To advance to P4 year, all P3 courses must be completed with a C or better, or a summer remediation passing grade for the course that was remediated.

P4 and P5 years: Only one insufficient grade of a “D” may be earned within a pharmacy course during an academic year in order to be eligible to remediate a course. If a student earns two or more insufficient grades of either a “D” or “F” during the P4-P5 years, the student must repeat those courses which leads to repeating that year. Before beginning APPE rotations, all courses must be completed with a C or better, or a summer remediation passing grade for the course that was remediated.

Courses Eligible for Remediation: Only one pharmacy course, 3000 level or higher, per academic year may be remediated. Remediation is only available for courses not being offered during summer sessions (general, session 1, or session 2). If a course is offered during the summer sessions, remediation is not an option.

Remediation Plan: The student-directed Remediation Plan for the course being remediated must be completed and approved by the course coordinator for the course in which the insufficient grade was earned and the Associate Dean prior to enrollment in the summer session remediation course. The summer session remediation will be graded as “Pass/Fail” and will not alter the previously earned grade of “D” in the non-passed pharmacy course.

Summer Remediation Courses: The PHPR and PHBS department chairs will determine the faculty coordinators and timing of the summer session remediation course. At least one faculty member from each department will be identified based on the remediated course being taught and the faculty’s professional expertise with the specific curriculum. The summer session coordinators may include additional PPHPR and PHBS faculty, if necessary, for interdepartmental taught courses.

Classification/Progression of Students

Students may be advanced to the following classifications upon meeting the stated requirements.

P-2: a minimum of 36 semester hours of credit and a progression plan indicating graduation in five years.

P-3: a minimum of 72 semester hours of credit and a progression plan indicating graduation in four years.

P-4: a minimum of 108 semester hours of credit including completion of all lower division basic science and pharmacy coursework, plus completion of all general education requirements; and a progression plan indicating graduation in three years.

P-5: a minimum of 144 semester hours of credit; a cumulative GPA of 2.00 or higher and have successfully completed PPHPR 4411 and 4421; PHBS 4321, 4431; and PPHPR 4011.

P-6: a minimum of 180 semester hours of credit; a cumulative GPA of 2.00 or higher and have successfully completed all modules with a grade of C or higher.

Repeating courses: According to the rules of the University and the College of Pharmacy you may repeat any course regardless of the letter grade received. If you do repeat a required PPHR or PHBS course, all grades are averaged in calculating your GPA.

Example: You receive a "D" in PPHR 2011. You repeat the course and receive a "C". The "C" satisfies the course requirement. The two letter grades are then averaged (which would equal a 1.5) only when calculating your cumulative GPA. In the event that a class is taken unsuccessfully twice, then both of those grades, along with the successful grade will be averaged when calculating your cumulative GPA.

Students will have a maximum of three (3) opportunities (two repeat attempts) to earn a "C" or better grade in all required pharmacy curriculum coursework.

If you receive a "D" or "F" in a course at ONU, and you are thinking about repeating it at an institution other than Ohio Northern University, please be aware that the transfer grade will not ever be included when calculating your ONU GPA. The only benefit would be that you would have completed the course requirement with a grade of "C" or better.

Example: You receive a "D" in BIOL 1201. You take an equivalent class elsewhere, and receive an "B." The "D" at ONU will remain when calculating your cumulative or cumulative GPA, and the "B" is never involved in the calculation.

Posting of Grades: The University has established a policy that prohibits the posting of grades, or any other kind of course related information that can be linked to a specific student.

Grade Information: Only the faculty member who is responsible for the course in which you are enrolled can release grade information to you. This information is also available through your Self-Service Banner account.

Grade Appeals Procedure: A student has the right to appeal a final course grade which the student feels is unfairly or erroneously assigned. The student must first discuss the grade with the faculty member(s) who assigned the grade no later than the fifth/second (if College of Pharmacy module course) class day after the final grade for the course was assigned/posted. If the student is still convinced that the grade is an unfair evaluation of the student's performance in the course, the student may appeal the grade. The appeal must be made in writing within two class days. A response will be provided to the student within two class days. If the matter has not been resolved by the department chair to the student's satisfaction, the student must appeal within two days of the response to the dean of the college in which the course is offered. Upon receipt of the written appeal, the dean will inform the Grade Appeals Committee that a grade appeal procedure has been initiated.

The faculty member has the sole responsibility to determine the final grade for the course. The department chairperson, Dean or the Grade Appeals Committee may only make recommendations to the faculty member.

The complete policy statement on the Grade Appeals Procedure can be found in the Ohio Northern University Student Handbook.

Independent Study: There is the opportunity for you to elect to take independent study courses, special problems courses, or directed research courses within the College of Pharmacy. In order to be eligible for these specialized courses you must have at least a 2.50 accumulative grade point average; or special permission of the department chairman and instructor involved.

Scheduling Course Conflicts: Students cannot schedule two or more courses that meet at the same time. Administrative exceptions to this policy may be made only with the approval of the course instructors and the concurrence of the Dean of the College of Pharmacy.

Academic Actions: A student who is not in *Good Standing* will be subject to one of the following academic actions, namely probation, continued probation, suspension, or dismissal. These actions are fully described in the University Catalog. Academic actions for pharmacy students are administered by the Associate Dean of the College, and are done so under procedures established by the faculty. Ordinarily, probation is provided for the student who fails to achieve a 2.00 GPA for one semester, continued probation for the student who continues under a 2.00 GPA for two semesters, and suspension or dismissal for the student who persists with deficient performance for more than two semesters. Exception to this process is made only in unusual circumstances.

Missed Examinations: Missed examinations, either announced or unannounced, may lead to extreme consequences. Therefore, please review the College of Pharmacy Examination Administration Policy (Appendix B) for further explanation.

Transient Students: Pharmacy students who wish to pursue coursework at another university during a summer term, or concurrently while enrolled at ONU, must consult with Pharmacy Student Services, and obtain the proper transient request. These request forms are available at http://www.onu.edu/files/transient_approval_form.pdf. Please complete this form prior to completing coursework at another institution to assure the course(s) that you are taking will be accepted and transferable.

Transfer Courses: Generally, any course you receive the letter grade "C" or better (the equivalent of a 2.0 on a 4-point scale) will be transferable between universities. Please note, if you want to replace a required course with one from another university, there may be differences in course content and depth. The last 45 hours of your program must be taken at ONU.

Requirements for Graduation

Doctor of Pharmacy. In order to be eligible to receive the degree of *Doctor of Pharmacy*, the faculty of the College of Pharmacy has established that the candidate shall meet the following requirements.

1. Must be of good moral character.
2. Must have completed the required curriculum of 216 hours.
3. Must have earned a cumulative grade point average of 2.00 in all coursework.
4. Must have a "C" or better in all required courses.
5. Must satisfy a minimum residency requirement as established by the Dean of the College.
6. Must be recommended for the degree by a majority vote of the faculty of the University.
7. Must meet such other qualifications as the faculty may determine.

Chapter 4

STUDENT AFFAIRS

The College of Pharmacy has established as a priority goal the implementation of a group of student services that are readily available to all members of the student body of the college. These services have been developed and are the responsibility of the Student Affairs Office.

The Student Affairs Office is located on the first floor of the pharmacy building (RE 115A), and contains resources for counseling and advising, and other materials that are generally beneficial to student affairs. You are free to stop in at any time for counseling, advising, or any other matter of concern, although it may serve you better to arrange an appointment time through the Office's Senior Administrative Assistant Mrs. Linda Louth 419-772-2276.

The main objective of the Student Affairs Office is to help pharmacy students with the many "non-classroom" opportunities and challenges of the pharmacy profession, college program and university life. Many of these situations are self-evident and are easily managed, however there are others that are complex and may cause some consternation. In addition, the Student Affairs Office should be regarded as the "place" to go to get the answer to your question.

Counseling Services

The staff of the College of Pharmacy Students Services Center is available at all times for help with student concerns. Individual needs and concerns are addressed candidly and confidentially. Many situations are referred to the University Counseling Center at 419-772-2190 with further information available at http://onu.edu/student_life/counseling_center or to other more appropriate individuals. After 5:00 pm contact the 24-hour Mental-Health Crisis hotline at 1-800-567-4673. Their office is located in the SE corner of Klondikes Den, close to Lima Ave. Front door is off the green monster, and faces Affinity Complex.

Academic Affairs

An important student service that is assigned to the staff of the Students Services Center is the responsibility for many of the facets of your academic program, such as academic advising, tutoring, transcript evaluation and others. The following highlighted sections of the most important services in academic affairs contain statements that may provide valuable information to you.

Advising: Pharmacy students are assigned a faculty advisor prior to starting their first year. Your advisor is the first person to see for all matters concerning any academic or personal student service you may have. All matters concerning registration, such as course selection or changing an existing schedule are done through your advisor. Students may request a new faculty advisor if they so desire. All requests for a new advisor must be initiated in the Student Affairs Office. A new advisor will be assigned only upon mutual agreement of the student and the requested faculty member.

Tutoring Services: The Pharmacy Tutoring Center operates on a no-cost basis to all pharmacy students. Details on the Pharmacy Tutoring Center will be posted on the bulletin boards throughout the building, distributed via email, and available online (http://www.onu.edu/pharmacy/opportunities_resources/student_tutoring_center). Additional tutoring services are available through the College of Arts and Sciences focused in the areas of mathematics, chemistry and biology. Current service hours are available via the Tutoring webpage:
http://www.onu.edu/arts_sciences/opportunities_resources/college_of_arts_sciences_tutoring

Writing Center: Located in the Heterick Memorial Library, second floor. Available hours Monday-Friday. This office will work one-on-one to improve your written and oral skills. Call 419-772-2186 or stop in and schedule an appointment. Students can also email grammar questions to writing-help@onu.edu.

Privacy of Student Records: The Family Educational Rights and Privacy Act (FERPA), as amended, provide students the following rights with respect to their educational record:

1. The right to review and inspect their individual educational records.
2. The right to request amendment to the educational record to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosures of personally identifiable information contained in the educational record, except to the extent that FERPA authorizes disclosure without consent.

Copies of release forms may be found on the Registrar's web site at:

http://www.onu.edu/files/academic_information_release.pdf.

Early Warning System: The early warning system is a service to all pharmacy students throughout their tenure. Faculty notify Director of Pharmacy Student Affairs of those students who may be having problems with the material. These students are then asked to see their advisor, or the Director of Pharmacy Student Affairs, to discuss the situation and possible actions to improve their performance in the course. The purpose of the early warning system is to help students recognize when they are in potential academic danger and how to alleviate such problems.

Transient Student Requests: Students who wish to pursue coursework at another institution during a summer term or concurrently while enrolled in the university must consult with the Associate Dean and submit a transient request (the transient request form is available at http://www.onu.edu/registrars_office/transient_credit). In order to evaluate the request, a catalog description, or a syllabus if deemed necessary, of the course(s) you would like to take must accompany the request, unless Transferology.com identifies course equivalence. Upon approval, the student and the Office of the Registrar will receive a copy of the completed form to verify approval. Failure to obtain prior approval may result in non-acceptance of credits by transfer to Ohio Northern University. Once the course or courses have been completed, it is the responsibility of the student to see that a transcript is submitted to the Office of the Registrar as soon as possible.

Interruption of Enrollment: If students leave the College of Pharmacy or the University for one academic term (or more), the student should complete a leave of absence form. This form is available in the Dean's Office. Students requesting this will need to meet with their advisor and then the Director of Pharmacy Student Affairs.

Application for Graduation: All students must apply for graduation prior to the expected graduation date. During the spring semester of the P5 year, the Experiential Office will assist students in completing the application. Graduation information can be obtained through the Registrar's office website (http://www.onu.edu/registrar_office/graduation_information).

Financial Aid

The University has established that any student who desires financial aid to meet the costs of their education has complete access to the resources of the Financial Aid Office. Each student is assigned a specific Financial Aid Counselor within that office area; please contact the office to schedule an appointment at 419-772-2272.

Office of Polar Careers

The staff makes every effort to assist students to develop their postgraduate career strategy including career counseling and advisement sessions. A number of exceptional events are offered by the Office of Polar Careers during the year.

Pharmacy Career Fair: This annual event, typically during the fall semester, is an opportunity for all students (P1 through P6) to talk informally with a wide variety of pharmacy employers. The Pharmacy Career Fair has individuals representing a variety of postgraduate opportunities. Areas of pharmacy represented on this day include independent and corporate owner retail settings, small and large hospitals, pharmaceutical companies, the U.S. Military, professional organizations as well as graduate school programs. Recruiters are invited to arrange times for formal interviews.

Employment Postings: In addition to interview days, the Office of Polar Careers posts employment opportunities to their online databases (<https://onu-csm.symphlicity.com/>) and/or sends out student listserv emails.

Pharmacy-Related Requirements

Internship Registration: The Student Services Center serves as the primary information source concerning the Ohio State Board of Pharmacy requirements for internship registration. Once you have completed 60 semester hours you are eligible to apply for an Ohio Intern License. All paperwork and fee information can be picked up in our Student Services office or found on our website: http://www.onu.edu/files/oh_pharm_intership_packet_2016.pdf

For any other state information concerning intern license, externship and licensure requirements go to the website for National Association of Boards of Pharmacy (NABP) www.nabp.net. Paperwork for out of state internships are also processed in the Dean's office.

Professional Commitment Ceremony (White Coat ceremony): The Professional Commitment Ceremony is scheduled for all P3 students and their families. Invited students are recognized in this ceremony, which includes presentation of laboratory coats and taking the oath of professionalism.

Pharmacy Board Examination: The ultimate aim of pharmacy students is to become a Registered Pharmacist (R.Ph). To do this requires the completion of your academic program plus the accumulation of a certain number of hours as a Licensed Intern. When you are ready to apply for this examination there are specific forms that must be used, and a definite date for closure. For further information, go to the website for the National Association of Boards of Pharmacy (NABP) www.nabp.net.

Miscellaneous

There are a number of activities are assigned to the Students Services Center that concern various aspects of student life. You are invited to inquire for more details.

Honors Day: Honors Day awards and programming for the Raabe College of Pharmacy is coordinated through this office. Honors Day is a day set aside, by the University, during the spring semester of each academic year, to recognize those students who attained noteworthy achievement during the past year or years of attendance in the Ohio Northern University and the Raabe College of Pharmacy. Honored students and their parents are invited to participate in the daylong recognition.

APPENDIX A
Code of Ethical and Professional Conduct
Rudolph H. Raabe College of Pharmacy
Ohio Northern University
Revised May 2018

1.00 PREAMBLE

- 1.01 A pharmacy student holds the health and safety of patients to be of primary importance. The student renders to each patient the full measure of his/her ability as an essential health care practitioner.
- 1.02 A pharmacy student strives to gain professional knowledge and to render the best professional judgment.
- 1.03 A pharmacy student is expected to be a law abiding citizen, to uphold the dignity and honor of the profession, and to accept its ethical principles. The student shall not engage in any activity that will discredit the profession. The student shall expose illegal and unethical conduct in the profession.
- 1.04 The principles of professional conduct for students of the College of Pharmacy have been established to guide the student in his/her relationship with fellow students, faculty, staff, practitioners, other health care professionals, and the public. Toward this end, the students and faculty of the College of Pharmacy have adopted this Code of Ethical and Professional Conduct, hereafter referred to as the “Code.”

2.00 PLEDGE

- 2.01 At the beginning of each academic year, students shall be required to sign a pledge that shall read as follows:
- This is to certify that I have read and understand the Code of Ethical and Professional Conduct of the Ohio Northern University Raabe College of Pharmacy and further, I agree to uphold and abide by the provisions contained therein, effective immediately and throughout my enrollment in the College of Pharmacy.*
- 2.02 A student who refuses to sign the affirmation/reaffirmation (Section 2.01) will not be allowed to continue in the College of Pharmacy.
- 2.03 The Office of the Dean will administer and maintain all records pertaining to the pledge (Section 2.01).

3.00 VIOLATIONS

- 3.01 Violations of the College of Pharmacy Code of Ethical and Professional Conduct pertaining to academic honesty **include but are not limited to:**

- 3.01.1 Knowingly providing assistance not authorized by the instructor to another before, during, or after an examination, quiz, or any other graded/assessed activity.
- 3.01.2 Obtaining, possessing, or using test, quiz, or other graded/assessed activity material prior to or during the administration of these activities/assessments.
- 3.01.3 Using and/or possessing any unauthorized materials, information, or any electronic device not previously approved by the instructor during an exam, quiz, or any other graded/assessed activity.
- 3.01.4 The submission of papers, reports, projects or similar course requirements, or parts thereof that are not the work of the student submitting them. Also, the use of direct quotations or ideas of another in materials to be submitted for credit without appropriate acknowledgment.
- 3.01.5 Knowingly resubmitting a paper, report, examination, or any class assignment that has been altered or corrected, after initial grading in an attempt to deceive, for reevaluation or regrading.
- 3.01.6 Altering or attempting to alter an assigned grade on any official College of Pharmacy or University record.
- 3.01.7 Intentionally sharing electronic examination information (including but not limited to examination start codes and passwords) with any persons.
- 3.01.8 The instructor may delineate in advance other actions he/she considers to be a violation of the Code.
- 3.02 Violations of the College of Pharmacy Code of Ethical Professional Conduct pertaining to professional conduct include:
 - 3.02.1 Purposely falsifying applications, forms, or records prior to admission to the College of Pharmacy, or while enrolled in the College.
 - 3.02.2 Knowingly producing false evidence (or rumors) against another or providing false statements or charges in bad faith against another. Knowingly publishing or circulating false information (including but not limited to social media, written notes and voicemail) concerning any member of the University faculty, student body, staff or community.
 - 3.02.3 Contributing to, or engaging in, any activity which disrupts or obstructs the teaching, research or extension programs of the College of Pharmacy or University, either on the campus or at affiliated training sites.
 - 3.02.4 Threatening or purposely committing physical violence and/or verbal abuse against any member of the University faculty, student body, or staff.
 - 3.02.5 Misusing or misrepresenting one's status as a Pharmacy student for the right to use any University property and facilities.

- 3.02.6 Stealing, damaging, defacing, or unauthorized use of any property of the College of Pharmacy or University. Diversion of any College of Pharmacy or University property for one's own use.
- 3.02.7 Engaging in any facet of Pharmacy practice prior to graduation that is not under the direct supervision of a licensed practitioner or otherwise allowed by law.
- 3.02.8 Intentionally revealing the names of the charging party, the student charged, witnesses or the facts involved in an alleged violation except in accordance with the provisions of this Code, or revealing the confidential proceedings of any board hearing.
- 3.02.9 Failure to report known violations of the College of Pharmacy Code of Ethical and Professional Conduct.
- 3.02.10 Use, possession, or participation in the trafficking of illegal drugs or controlled substances, or the misuse/abuse of alcohol and other chemical substances (including underage consumption).
- 3.02.11 Unauthorized access, disclosure or sharing of information about faculty, staff, or students of the College of Pharmacy, or patients/clients, that is private or confidential.
- 3.02.12 Failing to complete stated sanctions from previous violation of the College of Pharmacy Code of Ethical and Professional Conduct for which student too responsibility and accepted stated sanction.

4.00 SANCTIONS AND RECORDS

The following sanctions, alone or in combination, may be imposed for violation of the Code by the Dean of the College of Pharmacy upon recommendation by the Board of Ethical and Professional Conduct:

- 4.01 Reprimand with inclusion of a letter of reprimand in the student's file that is maintained in the Dean's Office.
 - 4.01.1 Students found in violation may be subject to college proposed sanctions including but not limited to: community service, counseling, educational and rehabilitative measures or academic action including probation, suspension, and dismissal.
- 4.02 A recommendation of assignment of a grade of "F" in the course in which the violation(s) occurred.
- 4.03 A notation of "assigned for academic dishonesty" placed on the student's transcript.
- 4.04 Disciplinary probation for a stated period of time which will include loss of privilege to represent the College of Pharmacy, hold an elected office or appointment to any College committee, or participation in the College's

extracurricular activities. A notation of the conditions of probation will be included in the student's record. A student who fails to abide by the conditions of his or her probation will be subject to further disciplinary action, including suspension or dismissal.

- 4.04.1 It will be the responsibility of the student to request removal of the notation of probation after the sanction has expired. Such requests must be submitted in writing to the Dean of the College of Pharmacy.
- 4.05 Suspension from the University for a stated period of time during which the student will not be allowed to take any courses in the College of Pharmacy. Furthermore, the College of Pharmacy will not accept credit for any coursework that was completed by the student at Ohio Northern University while he/she was suspended from the College. The appropriate notation of "suspension for academic dishonesty" or "suspension for violation of the Code of Ethical and Professional Conduct" will be placed on the student's transcript.
- 4.05.1 It will be the responsibility of the student to request removal of the notation of suspension after the sanction has expired. Such requests must be submitted in writing to the Dean of the College of Pharmacy.
- 4.06 Dismissal from the College of Pharmacy. Dismissal for violation of the Code will be noted permanently on the student's transcript.
- 4.07 If a student has been subjected to sanctions for violation of the Code previously, the minimum sanction for an additional violation will be suspension.
- 4.08 Sanctions including probation, suspension and dismissal will apply only to the College of Pharmacy and its required coursework.

5.00 THE BOARD OF ETHICAL AND PROFESSIONAL CONDUCT

- 5.01 Composition of the Board of Ethical and Professional Conduct hereafter referred to as the "Board."
- 5.01.1 The Board will consist of four pharmacy student members and three faculty members. The Pharmacy Council representatives for the respective classes (P2-P5) will make up the Board as specified in Section 5.01.2. The three faculty members on the Board shall consist of one faculty member and an alternate represent each of the academic departments in the College of Pharmacy, as well as a Dean's Office Representative as specified in 5.01.3 and 5.01.4.
- 5.01.2 The student members and student alternates will be elected each year in the elections that determine the Pharmacy Council. The student receiving the highest number of votes in each class will serve as the student representative of their class (P2-P5) on the Board, and the student receiving the second highest number of votes in each class will serve as the alternative. The President or Vice-President of the Pharmacy Council will forward the results of the elections to the Dean within one week. Each student member and alternate elected will serve a one-

year term beginning immediately following the election. Student members will be elected according to the rules governing the election of the Pharmacy Council.

- 5.01.3 The faculty members and faculty alternates representing each academic department will be appointed to three-year, staggered terms by the Dean. All necessary faculty appointments will be made by the Dean at a spring faculty meeting. The Dean's Office Representative is appointed by the Dean at the time it is determined a Board Hearing is necessary.
- 5.01.4 The Dean's Office Representative will not be the charging party or the member of the Office of the Dean who works with the charging party to in stating the charging party's case in the hearing. The Dean's Office Representative may be alternatively chosen from the College Executive Committee faculty if necessary.
- 5.01.5 The Chairperson will be the P5 member with the most votes from the Pharmacy Council Election, and the Vice-Chairperson will be the Dean's Office Representative.
- 5.02 The duties of the Board Chairperson:
 - 5.02.1 To call all meetings of the Board and to preside at all meetings.
 - 5.02.2 To receive and review, with the Vice-Chairperson, all notifications of alleged violations of the Code, and to notify all parties involved in the alleged violation as described in Section 11.00 and 12.00.
 - 5.02.3 To submit to the Dean within 48 hours or two (2) working days, a written report of all findings and recommendations of the Board.
 - 5.02.4 To assist the Office of the Dean in the dissemination of information concerning the provisions of the Code.
- 5.03 The duties of the Vice-Chairperson will include:
 - 5.03.1 To receive and review, with the Chairperson, all notifications of alleged violations of the Code, and to assist the Chairperson in the notification of all parties involved in the alleged violation as described in Sections 11.00 and 12.00.
 - 5.03.2 To assist the Chairperson of the Board and the Office of the Dean in the notification of witnesses who are to be present at a hearing.
- 5.04 The functions and responsibilities of the Board:
 - 5.04.1 All members and alternates may assist the Chairperson, Vice-Chairperson and Office of the Dean with dissemination of information concerning the provisions of the Code.
 - 5.04.2 All members and alternates may attend and participate in all called meetings of the Board, excluding hearings (Section 5.04.3).
 - 5.04.3 To hear cases of alleged violations of the Code:

- 5.04.3.1 Hearings requested by students charged with violation of the Code will be heard by a Board, which will consist of the Chairperson, Vice-Chairperson, and the other student and faculty members of the Board.
- 5.04.3.2 In the event that a student or faculty Board member is excused or cannot be present to hear a case, the Chairperson may appoint the alternate to represent the appropriate pharmacy class as a member of the in place of the excused or absent member. A member should excuse him/herself for perceived conflict of interest.
- 5.04.3.3 In the event that a member of the Board Hearing Committee is involved as a charging party, witness, or the student charged in the violation to be heard by the committee, the Chairperson will excuse that member and may appoint the alternate to represent the appropriate pharmacy class as a member in place of the excused member.
- 5.04.3.4 In the event the Chairperson is involved as a charging party or witness, or is the student charged in the violation to be heard by the committee, the Vice-Chairperson will excuse the Chairperson and will appoint the alternate P5 representative as the new Chairperson. If both the Chairperson, and the alternate P5 representative are excused, an elected Pharmacy Council officer will take the place as the Chairperson.
- 5.04.3.5 In the event the Vice-Chairperson is involved as a charging party or witness, or is the student charged in the violation to be heard by the committee, the Chairperson will excuse the Vice-Chairperson. In this case, the Dean will appoint a temporary Vice-Chairperson.
- 5.04.3.6 If neither a member nor alternate can be present to hear a case, the Board Hearing Committee may proceed provided the Chairperson, Vice-Chairperson and three other members, or duly appointed alternates, are present.
- 5.04.3.7 Board Hearing Committee members or duly appointed alternates must be present during the entire hearing process to participate in subsequent deliberations.
- 5.04.3.8 All recommendations of the Board Hearing Committee will be determined by simple majority vote. Each member present will cast a vote of guilty or not guilty. The Chairperson will vote only in the event of a tie.
- 5.04.3.9 All recommendations and findings of the Board Hearing Committee will be forwarded to the Office of the Dean within two (2) working days by the Chairperson.

6.00 RESPONSIBILITIES OF THE OFFICE OF THE DEAN

- 6.01 To administer the pledge (Section 2.01) and the reaffirmation of the pledge (Section 2.02) to student pharmacists at the beginning of the academic year.
- 6.02 To provide information concerning the provisions of the Code and modifications of the Code to faculty, students and staff of the College of Pharmacy.

- 6.03 In consultation with the charging party, determine appropriate sanctions based on presented violations in situations described in 7.02.
- 6.04 Notification of Board members of all regular and special meetings called.
- 6.05 To assist the Board Hearing Committee and any party involved in cases of alleged violation of the Code if such assistance is requested at a reasonable time prior to the scheduled hearing (Section 12.02).
- 6.06 To notify the accused student and the charging party of the Board Hearing Committee recommendations and to implement sanctions as described in Section 15.00.
- 6.07 To implement all sanctions.
- 6.08 To maintain confidential files regarding violations of the Code and all records concerning the findings and recommendations of the Board Hearing Committee.
- 6.08.1 All records concerning violations of the Code will be filed for a period of seven (7) years following hearing the case. Access to these records will be limited as indicated by applicable law, University policy concerning student records, and the provisions of the Code.

7.00 PROCEDURES FOR FILING CHARGES

- 7.01 When a College of Pharmacy instructor detects or witnesses a violation of the Academic Honesty Code, he/she shall provide a written notice of the alleged violation and any recommended sanctions to the Office of the Dean within two (2) working days of the time the alleged violation becomes known. Under no circumstances shall any accusation be made in public.
- 7.02 A student, or person other than a course instructor, who detects or witnesses a violation of the Code pertaining to academic honesty is advised to consult with the instructor in charge of the course in which the alleged violation occurred. Under these circumstances the instructor will then prepare a written notice and file the notice as described in Section 7.01 if he/she determines that the facts warrant such action. A student or person other than a College of Pharmacy instructor who detects or witnesses a violation of the Code pertaining to academic honesty may file a written notice of the alleged violation directly to the Office of the Dean within two (2) working days of the time the alleged violation becomes known. Under no circumstances shall any accusation be made in public.
- 7.03 Any person who detects or witnesses a violation of the Code pertaining to professional conduct shall provide written notice of the alleged violation to the Office of the Dean within two (2) working days following the time the alleged violation becomes known. Under no circumstances shall any accusation be made in public.

8.00 HEARING

A student has the right to a hearing for any charge of violations of the Code. The student must file a written request with the Office of the Dean.

9.00 RIGHTS OF THE ACCUSED PARTY

The student charged of a violation of the Code has the following rights:

- 9.01 To be informed in writing of the specific charge or charges made against him/her and of any sanctions recommended by the charging party.
- 9.02 To a hearing for any charge of violations of the Code. The student must file a written request with the Office of the Dean.
- 9.03 To be informed in writing of the right of hearing, procedures involved in the hearing and the names of the known witnesses.
- 9.04 To receive written notice of the time and place of the hearing regarding the charges or charges if a hearing is requested by the student.
- 9.05 To present witnesses and evidence and to be present throughout the presentation of all witnesses and evidence at the hearing, if a hearing is requested by the student.

10.00 RIGHTS OF THE CHARGING PARTY

A member of the faculty, staff or student body who has submitted a written notice of an alleged violation (Section 11.00) is the charging party and as such has all the rights guaranteed the student charged, including the right of appeal (Section 9.00).

11.00 PROCEDURES FOR PROCESSING CHARGES

- 11.01 The Chairperson and/or Vice-Chairperson of the Board Hearing Committee will receive all written notices of alleged violations of the Code, and the recommended sanctions, they shall prepare a written notice of charges which includes a specific listing of the charge or charges, the names of any known witnesses and a statement of the student's right to a hearing as well as the procedures involved in the hearing. Copies of this written notice are to be provided to the student charged with the violation, the charging party and the instructor in charge of the course in which the alleged violation occurred within two (2) working days. Written notice shall be sent via electronic mail and "Certified Mail Return Receipt Requested Deliver to Addressee only."
- 11.02 If the student charged with violation of the Code desires a hearing before the Board Hearing Committee, he/she must file a written request for a hearing to the Office of the Dean within two (2) working days after receipt of notice of the charge(s) (Section 11.01). This request should include any reply or response the student charged wishes to make to the charges and the names of witnesses willing to testify on his/her behalf. The Office of the Dean will then send a copy of the

request for hearing to all parties who received a copy of the written notice described in Section 11.01.

11.03 If the student charged with a violation of the Code does not request a hearing or fails to request a hearing within two (2) working days, the student defacto accepts the responsibility for the violations and the submitted sanctions will be enforced.

11.04 If the student charged with a violation of the Code requests a hearing, a date shall be set for a hearing and all parties involved notified by the Board Hearing Committee as to the date, time and place. The hearing shall be scheduled within five (5) working days from the date of the request for hearing (Section 11.02). If a student fails to attend a scheduled hearing the hearing will be conducted in their absence.

12.00 PROVISION OF EVIDENCE AND WITNESSES

12.01 Each party shall have the right to provide evidence and witnesses at the hearing and to be present throughout the presentation of all witnesses and evidence.

12.02 Each party shall provide a list of witnesses to the Board Hearing Committee. The Vice-Chairperson of the Board will then issue summons to the witnesses requiring their presence at the hearing. Witnesses with an unexcused absence will be held in contempt of the Code and will be subject to appropriate sanctions within reason. If either party requests, for just cause, as determined by the Vice-Chairperson of the Board Hearing Committee or the Office of the Dean, that additional witnesses be present, the Board Hearing Committee may defer the hearing until such time that the witnesses may appear and be questioned.

12.03 The Board Hearing Committee may request the appearance of additional witnesses if the Board determines that such witnesses could present relevant information.

12.04 Any witness who wishes or needs to be excused should, in advance of the hearing, confer with the Office of the Dean. The decision reached during this conference will be communicated immediately by the Dean, to the Chairperson or to the Vice-Chairperson of the Board who will then promptly relay any such information to all parties.

12.05 If a witness fails or refuses to appear, the Board Hearing Committee shall first determine whether or not to proceed on the basis of other evidence or witnesses available. If it is the decision of the Board Hearing Committee to proceed, the challenged portions of any written statements that may have been made by the absent witness shall be disregarded.

13.00 HEARING PROCEDURES

13.01 The Board Hearing Committee will conduct the hearing and all of its deliberations in closed and confidential session within the committee.

- 13.02 The hearing will be called to order by the Chairperson who will then identify by name members of the Board Hearing Committee who are present for the record.
- 13.03 The Chairperson will then identify by name the student charged with the alleged violation of the Code and his/her witnesses and the charging party and his/her witnesses.
- 13.03.1 In the event the student charged with the alleged violation of the Code or any of his/her witnesses or the charging party or any of his/her witnesses fail to appear, the Board Hearing Committee shall determine whether or not to proceed based on the witnesses and evidence available.
- 13.04 The presentation of all evidence and witnesses and questioning by the members of the Board Hearing Committee will proceed generally as described by the following:
 - 13.04.1 The charging party will have approximately 10-15 minutes present his/her evidence and witnesses.
 - 13.04.2 The student charged with an alleged violation of the Code will have approximately 10-15 minutes to present his/her evidence and witnesses.
 - 13.04.3 The members of the Board Hearing Committee will ask questions of all parties to the Board's satisfaction.
 - 13.04.4 The Chairperson may recognize others present to speak if the Chairperson believes that the information provided is required for the Board Hearing Committee to discharge their duties.
 - 13.04.5 Following presentation of all evidence and witnesses and questioning by the members of the Board Hearing Committee, all parties will be excused while the Board Hearing Committee deliberates.
 - 13.04.5.1 The parties will remain available in the event that they are recalled as described in Section 13.04.6.
 - 13.04.6 The Chairperson may recall the parties for further questioning if it is deemed necessary for the Board Hearing Committee to discharge their duty. All parties have the right to be present during further questioning.
- 13.05 The Chairperson may grant a recess at the request of members of the Board Hearing committee or the parties involved to allow time for further preparation.
- 13.06 The Chairperson and members of the Board Hearing Committee shall not discuss the evidence or testimony in the presence of the parties. All parties present shall hold all proceedings of the Board Hearing Committee as confidential information.

14.00 BOARD HEARING COMMITTEE DELIBERATIONS

- 14.01 The burden of proof rests with the charging party and will be satisfied by any clear and convincing evidence in the record when considered as a whole.

- 14.02 If the student charged with an alleged violation of the Code fails to make a statement or to answer any or all questions, this shall not be considered in the determination of guilt or innocence by the Board Hearing Committee.
- 14.03 The Board Hearing Committee will begin deliberation immediately following the hearing and continue their deliberations until the verdict of guilty or not guilty is reached. The verdict will be determined by a simple majority vote as stipulated in Section 5.04.3.8
- 14.04 A student's prior record or sanctions and/or prior accusations shall be inadmissible as evidence to provide/or prove innocence or guilt. However, Board Hearing Committee in the determination of the appropriate sanctions must consider the student's prior record of sanctions if the student is judged guilty of the present violation.
- 14.05 In the event a verdict of guilty is reached, the Board Hearing Committee will consider recommended sanctions as stipulated in Section 4.00.
- 14.05.1 The deliberation and determination of sanctions to be recommended may be postponed until previous cases can be reviewed. Deliberations concerning sanctions must be completed within two (2) working days after the determination of the guilty verdict.
- 14.05.2 The Chairperson of the Board will provide recommended sanctions to the Dean in writing within two (2) working days as stipulated in Section 5.02.3.
- 15.00 ACTIONS IN RESPONSE TO BOARD HEARING COMMITTEE'S FINDINGS**
- 15.01 The Dean will amend or accept the findings and recommendations of the Board Hearing Committee, and notify the student charged and the charging party involved of the action to be taken by the College of Pharmacy.
- 15.01.1 The Dean will notify the student charged, in writing, of the findings and, in the case of a guilty verdict, any sanctions to be imposed. Copies of this notification of action shall be sent to the charging party(ies), to the student, and be placed in the student's permanent file and the appropriate offices as determined by the Dean.
- 15.02 The Office of the Dean shall monitor probation.
- 15.03 A student may not graduate during the appeal process.
- 15.04 A student will abide by the sanctions during the appeals process.
- 15.05 A student returning after completion of a suspension will follow the same procedure to register as any other returning student.

16.00 APPEAL PROCEDURES

16.01 Academic Honesty Violations (3.01; specifics found in Appendix F in the Student Handbook)

16.01.1 If either the charged student or the complainant is not satisfied with the decision reached through the college procedures, an appeal from the decision may be filed with the University Committee on Academic Conduct. Appeal must be filed within ten (10) class days following the decision.

16.01.2 If either the charged student or the complainant is not satisfied with the sanction established through the college procedures, an appeal may be filed with the Vice President for Academic Affairs within ten (10) class days following the establishment of the sanction. The authority of the Vice President for Academic Affairs shall be to (1) sustain the college decision or (2) remand the matter, with recommendation, to the person or body within the college which made the decision. Following review of the Vice President's recommendation, a final and binding establishment of sanction shall be made by the person or body to which the matter was remanded.

16.02 Professional Conduct Violations (3.02)

16.02.1 Upon notification of action, either party may appeal to an appeals committee consisting of a panel of faculty and student members of the College Executive Committee (hereafter referred to as the Appeals Committee), not present at the Board hearing, as stipulated below.

16.02.2 The appeal must be filed in writing within five (5) working days after receipt of notification of the action described in Section 15.01. The appeal must include a statement of the asserted facts and the argument concerning appeal.

16.02.3 The Office of the Dean shall immediately send a copy of the appeal to all parties who received the notification of action described in Section 15.01.

16.02.4 The other parties may submit a written response to the appeal within five (5) working days of receipt of the appeal described in section 15.02.1.

16.02.5 The Appeals Committee shall accept or amend the appeal and any response by the other parties. The Appeals Committee's decision will constitute the final action of the College of Pharmacy.

16.02.6 The Office of the Dean shall notify all parties of the decision(s) regarding the appeal. This notification shall represent the College of Pharmacy's final action.

17.00 AMENDMENTS AND REVISIONS

17.01 Proposed amendments and revisions shall be submitted to the faculty of the College of Pharmacy through the Board of Ethical and Professional Conduct. A majority vote of the faculty is necessary for the adoption of amendments, with a majority defined as greater than 50% of those voting. Amendments and revisions so adopted are then subject to the approval of the Dean of the College of Pharmacy and the Academic Vice President of Ohio Northern University, who may accept or veto said amendments and revisions. If vetoed, the revisions and/or amendments may be re-voted upon by the faculty and will be added to the Code of Conduct if greater than two-thirds of the popular vote indicates approval on a given revision.

APPENDIX B
Examination Administration Policy
Rudolph H. Raabe College of Pharmacy

For all occurrences of academic dishonesty, refer to the Student Code of Conduct.

Technology Requirements

1. Students must possess a computing device and accessories that meet the College of Pharmacy specifications starting P3 year.
2. Students must install and maintain a current version of the electronic testing application (ex. Examssoft/Examplify®) on any device that will be used during a proctored exam, as directed by the College of Pharmacy.
3. Students should be familiar with their laptop, testing software, and instructions prior to downloading an examination.
4. Students are expected to:
 - a. Have an A/C power cord available AND a fully charged battery (at least 2 hours) for cases in which there is a power disruption during the examination OR an electric outlet is not near the student's assigned seat.
 - b. Furnish a privacy screen for any exams taken on an electronic device at the student's expense.

Timing and Attendance

1. Students requiring accommodations must self-identify to the course coordinator as outlined in the course syllabus.
 - a. If a medication is needed during an examination, it must be placed in a Ziploc® bag or its original prescription container labelled with the student's name, and should be placed in the front of the room with the proctor.
2. Students are expected to be present for all examinations. All absences require appropriate documentation and course coordinator approval. In any case where a delayed or make-up examination is necessary, a comparable, but different examination may be given per individual course. A pro-rated exam may be substituted at the discretion of the course coordinator. Faculty may assess in a different format from the original exam (e.g. multiple choice may be replaced with essay questions, verbal examination, etc.).
 - a. An excused absence may be defined as a death in immediate family, University or College sponsored event, illness with doctor's note, etc.
 - b. Students missing an examination due to an EXCUSED absence may be permitted to take a make-up examination **prior to the scheduled exam** at the discretion of the course coordinator.
 - c. Students missing an examination due to an EXCUSED absence who are unable to schedule a make-up examination prior to the scheduled exam, may be permitted to take a make-up examination up to one time in the same format at the discretion of the course coordinator.
 - d. Any further missed exam(s) by the student beyond the first missed exam, due to an EXCUSED absence, are subject to a comparable but different examination. Faculty may assess in a different format from the original exam. Instructors will assess make-up examinations of both consistent content and format within each course.

- e. Students missing an examination due to an UNEXCUSED absence may be granted the privilege of taking a make-up examination; however, the student may receive a penalty to their exam score per the course syllabus.
3. Students arriving late must open the examination at the front of the room in the presence of the proctor before taking their assigned seat. Unless extenuating circumstances are cause for the delay and were unavoidable, they will receive no additional time beyond the examination period, not the total time allotted for the exam.
4. Examination start times will not be delayed due to a hardware or software problem with a student's laptop. Students encountering a technical issue during an exam should notify the proctor for instructions. See Technology Issues.
5. Students are responsible for bringing their approved device to the examination room with the exam file already downloaded. Additional time will not be granted for downloading exam files when it was available prior to the exam session.

Exam Procedure

1. Two proctors of different sexes may be present in large exam rooms (ex. 151, Meyer 107).
 - a. Proctors may sweep the bathrooms prior to examinations, and at their discretion during the examination, for exam related materials or other evidence of cheating.
2. Students may be asked for identification or to sign an attendance log at any time.
3. Students are expected to maintain a decorum and demeanor consistent with accepted academic and professional standards at all times during examinations. Lack of professional decorum may result in dismissal from the exam, which will be considered an unexcused absence with associated penalty.
4. Students may be randomly seated during each examination. If applicable, students should refer to the posted seating assignments to determine their seat for each examination. Failure to sit in the proper assigned seat may be considered a lack of proper decorum and be subject to penalty per course syllabus.
5. Students are allowed ONLY the following items at their seat:
 - a. Approved technical device with power adapter (including but not limited to computer, non-programmable calculator, etc.) devoid of taped-on notes or markings that could be construed as "cheat sheets."
 - b. Writing utensil(s)
 - c. Any item(s) provided by the College of Pharmacy if deemed necessary for the examination by the course coordinator:
 - i. Scratch paper
 - ii. Tissues
 - d. A beverage in a see-thru container that contains a transparent, non-opaque liquid that does not contain any external wrappings (ex. water bottle with paper label).
6. Students must leave ALL personal items at the front, side, or back of the testing room unless they receive specific proctor approval. Restricted items include everything not specifically mentioned in section 5 above. This includes, but is not limited to:
 - a. Food or beverage (except beverages as specified above)
 - b. Books, notes, study aids, etc. (unless specifically permitted by the course coordinator for each individual exam)
 - c. Pencil cases, eyeglass cases, containers, etc.
 - d. Bulky coats (students are instead encouraged to dress in layers, ideally in sweaters/light/fleece jackets)

- e. Hats, including hoods on clothing being up on head (unless worn for religious purposes)
 - f. Scarves (unless worn for religious purposes)
 - g. Watches (regardless of type)
 - h. Make-up, chapstick, lip balm, etc.
 - i. Keys
 - j. Electronic devices such as:
 - i. Activity tracking devices
 - ii. Cell phones
 - iii. Programmable/graphing calculators
 - iv. Any other devices capable of storing/transmitting/receiving information
7. Students may be asked to turn out pockets, remove jackets, change position, or provide other means of assurance to demonstrate compliance with this policy. One's body should be void of writing in reference to exam content. All items are subject to inspection.
 8. Proctors may confiscate restricted items until the exam is completed. If academic dishonesty is suspected, items may be kept for a reasonable amount of time for investigation.
 9. If there is a need to communicate with a proctor, the student should raise his/her hand. Students should not leave their seats until their exam is completed unless requested by the proctor. A technology problem (see Technology Issues) may warrant the student coming to the front of the room.
 - a. Student inquiries related to interpretation or context of exam questions will NOT be answered by the proctors. Proctors will answer questions only per typographical issues or formatting issues. Concerns with a question may be noted using the scrap paper and notifying the proctor that they have addressed an issue on their scrap paper at the end of the exam.
 - b. Students witnessing suspected cheating should notify the proctor discreetly and immediately.
 10. Students will not be excused from the exam room without good reason. Those granted permission by the proctor, should turn over all papers and close device so it cannot be viewed by a classmate. No more than one student will be allowed to leave the examination room at one time. During absence, students should not use any communication device or consult any reference.
 - a. Restroom breaks are discouraged. If restroom breaks are needed during an examination, only one student at a time will be allowed to leave the exam room at the discretion of the proctor. Students may be accompanied by a proctor of the same sex.
 11. Students must turn in all materials provided (e.g. exam, answer sheet, scratch paper, equation sheets) prior to exiting the examination room.
 12. When completing the exam, students must submit and have receipt of their uploaded exam confirmed by the proctor before leaving the exam room. Students who experience difficulty submitting their exam will be referred for technical assistance.
 13. After submitting the exam, a student must leave the examination room and any adjacent area to prevent disturbing those students still taking the examination.
 - a. In HP151 students will leave through rear exits only, unless approved by proctor.

Technology Issues

1. Students should follow the procedures outlined below when experiencing technology issues such as the following:
 - a. Unable to download examination file or device failure after downloading examination file but prior to the examination start time:
 - i. Report the issue to the course coordinator prior to the start of the examination.
 - ii. Bring device and charging cord to Department Office RE225 prior to the start of the examination to ensure a diagnosis and appropriate support measures are taken to enable the student to take the examination as scheduled.
 - b. Device freezes/fails during an examination:
 - i. Bring device to the proctor at the front of the room.
 - ii. Restart the device (proctor will note amount of time needed for restart).
 - iii. Input continuation code given by the proctor.
 - iv. If unable to restart and resume the examination, take device to Department Office RE225 for further instructions.

Interruptions during the Examination

1. If a fire alarm or other emergency condition occurs during an examination, either paper or computer-based, students will immediately cease taking the examination and evacuate the building. Electronic devices should be closed.
2. Students may be asked to evacuate to a specific location. Students are to remain in full view of the proctors where they can hear the all clear announcement.
3. Students may not discuss the examination with any other person or access any materials including electronic devices. The Student Code of Conduct will be in effect, and students should monitor themselves and others to ensure compliance.
4. Resumption of the exam will be at the discretion of the proctor and/or course coordinator.

APPENDIX C
Curriculum Class of 2024; starting Fall 2018

Fall	CH
General Chemistry 1 CHEM 1711	5
Introductory Biology BIOL 1201	4
Calculus MATH 1471 <u>or</u> Gen Ed	3
Profession of Pharmacy 1 PPHR 1011	2
Gen Ed	3
Wellness PPHR 1151	1

Spring	CH
General Chemistry 2 CHEM 1721	5
Anatomy/Histology BIOL 1351	4
Gen Ed <u>or</u> Calculus MATH 1471	3
Profession of Pharmacy 2 PPHR 1021	2
Gen Ed <u>or</u> Biostatistics STAT 1761	3
Open Elective	1

Fall	CH
Organic Chemistry 1 CHEM 2511	3
Organic Chemistry 1 Lab CHEM 2551	1
Biostatistics STAT 1761 <u>or</u> Gen Ed	3
Profession of Pharmacy 3 PPHR 2011	2
Med Microbiology BIOL 3131 <u>or</u> Gen Ed	3
Gen Ed	3
Gen Ed	3

Spring	CH
Organic Chemistry 2 CHEM 2521	3
Organic Chemistry 2 Lab CHEM 2561	1
Applied Sciences of Pharmacy PHBS 2901	3
Profession of Pharmacy 4 PPHR 2021	2
Med Microbiology BIOL 3131 <u>or</u> Gen Ed	3
Gen Ed	3
Gen Ed	3

Com IPPE

Fall	CH
Physiology 1 BIOL 3311	4
Biochemistry PHBS 3411	3
Self Care and Pharmacist PPHR 3311	3
Gen Ed	3
Bioscience Lab BIOL 3221	1
Profession of Pharmacy 5 PPHR 3011	2
Open Elective(s)	1

Spring	CH
Physiology 2 BIOL 3321	4
Biochemistry PHBS 3421	3
Gen Ed	3
Pharmaceut. Science Module-1 PHBS 3311	2
Professional Pharmacy Skills 1- PPHR 3021	3
Open Elective(s)	3

Inst IPPE

Fall	CH
Pharm Science Module-2 PHBS 4321	6
Biomed Sciences Module-1 PHBS 4431	5
Professional Pharmacy Skills 2 PPHR 4011	4
Open Elective(s)	3
Elective IPPEs	0

Spring	CH
Biomed Sciences Module-2 PHBS 4441	6
Therapeutic Module-1 PPHR 4411	6
Therapeutic Module-2 PPHR 4421	6
Elective IPPEs	0

Outreach hrs

Fall	CH
Therapeutic Module-3 PPHR 5431	5.5
Therapeutic Module-4 PPHR 5441	3.5
Therapeutic Module-5 PPHR 5451	3.5
Therapeutic Module-6 PPHR 5471	5.5

Spring	CH
Pharmacy Administration PPHR 5501	6
Capstone PPHR 5461	6
Special Populations PPHR 5531	3
Open Elective(s)	3

Fall	CH
Advanced Practice Rotations P HPR 6501	4
Advanced Practice Rotations P HPR 6502	4
Advanced Practice Rotations P HPR 6503	4
Advanced Practice Rotations P HPR 6504	4
Advanced Practice Rotations P HPR 6505	4

Spring	CH
Advanced Practice Rotations P HPR 6506	4
Advanced Practice Rotations P HPR 6507	4
Advanced Practice Rotations P HPR 6508	4
Advanced Practice Rotations P HPR 6509	4

General Education Courses (must complete one per category)

- Writing Seminar (ENGL 1221)
- Oral Communication (CAMS 1301 or CAMS 2301 or CAMS 2321)
- Social Science (PSYC 1001 or SOC 1001)
- Business Foundation (BIZ 2021, BIZ 2031, 2101 or ABUS 2221)
- International History and Relations (HIST 1101, 1111, 1151, 1161 or PLSC 1021, 1031, 3301, 3311, 3421, 3671)
- Literature (any 2000 level or higher literature class- this could be offered in ENGL or in a modern language)
- Aesthetics (ART 1651 or MUSC 1001 or TATH 105 or TADN 1101)
- Religious Perspectives (RELG 1001, 1071, 2031, 3021, 3031 or PHIL 2431)
- Ethics (PHIL 2401)
- Diversity Seminar

APPENDIX D

Disability Services

Disability Services at Ohio Northern University

Ohio Northern University offers many services to students with disabilities. This document is intended to help you understand the differences in accommodations at the high school and college levels, as well as help ease the transition from high school to college for students with disabilities.

There are many differences between disability services offerings at the high school and college levels. All too often freshman with disabilities struggle to make a successful transition to college because they do not realize these many differences. Federal laws that require high schools to assess students and develop Individualized Educational Plans (IEP) **do not apply** to colleges. This means that a student with an IEP or 504 plan from high school may not be eligible for disability services at the college level. Instead, colleges are required to provide reasonable accommodations to persons whose disability substantially impacts a major life activity. The law has defined learning as a major life activity. The college has the right to approve or deny accommodations requested by the student which are not reasonable, will fundamentally alter the nature of the course, or which constitute an undue hardship to the college.

Documentation

In order to be eligible for accommodations, students must provide the Student Disabilities Coordinator with documentation from an appropriate health care professional. To be eligible, students must submit Forms 101 and 102 to their disability services representative **preferably before the start of fall semester**. Form 101 discusses what accommodations have been used in the past and what accommodations are being requested at Ohio Northern University. Form 102 indicates what documentation is required from an appropriate health care professional for accommodations to be considered at the college level. All testing pertaining to Form 102 must have been completed within the last 3 years. Dependent upon the circumstances, the college may request that the student undergo additional testing at his/her expense.

Responsibilities

Post-secondary institutions have a responsibility to:

- Protect a student's right to privacy and confidentiality
- Provide access to programs and services which are offered to persons without disabilities
- Inform students of office location and procedures for requesting accommodations
- Evaluate verifying documentation provided by the student
- Determine whether a mental or physical impairment substantially limits a major life activity based upon the student-provided documentation
- Make reasonable accommodations for students who meet the qualifying criteria
- Provide reasonable access to programs and services equal to those available to the general public
- Inform students of their responsibilities

Post-Secondary institutions are not required to:

- Reduce or waive any of the essential requirements of a course or program
- Conduct testing and assessment of learning, psychological or medical disabilities
- Provide personal attendants
- Provide personal or private tutors

At the post-secondary level students have a responsibility to:

- **Timely** disclose disability status in the event that an academic adjustment, assignment to accessible facilities or other accommodation is needed on that basis
- Provide verifying documentation as outlined in Form 102
- Arrange their own schedules
- Arrange for and access personal care attendants and private tutors

Each college maintains a process whereby they meet with qualifying students prior to each term and a letter is completed and sent to all instructors for the student's courses that term, detailing what accommodations are to be provided, should the student request them in advance.

Pursuing Eligibility for Services

Disability services at Ohio Northern University are handled individually by each of the academic colleges. We recommend that students desiring services contact the appropriate representative for their college of enrollment as soon as they know they will be attending Ohio Northern University. We will review each student's documentation and in consultation with the student and appropriate others will determine what, if any, accommodation. Please do not hesitate to contact us with any questions or concerns.

Copies of all disability forms are available at:

http://www.onu.edu/student_life/health_and_counseling/disability_services

APPENDIX E
ACPE Student Complaint Policy
[*https://www.acpe-accredit.org/complaints/](https://www.acpe-accredit.org/complaints/) (3/17)

Complaints

ACPE has an obligation to assure itself that any institution which seeks or holds a preaccreditation or accreditation status for its professional program(s) conducts its affairs with honesty and frankness. Complaints from other institutions, students, faculty, or the public against a college or school of pharmacy, including tuition and fee policies, and as related to ACPE standards, policies or procedures, shall be placed in writing in detail by the complainant and submitted to the ACPE office.

The complaint shall be submitted to the institution for response. Requests for confidentiality shall be respected to the extent any such information is not necessary for the resolution of the complaint.

The Executive Director shall, based upon the complaint, the response, and information from such further investigation deemed necessary, promptly determine the facts surrounding the issue, determine the validity of the complaint, and resolve the issue; provided, however, where the Executive Director deems it necessary or appropriate, the matter shall be considered at the next regular meeting of the Council. The time frame for resolution is generally within six months. A record of complaints regarding a specific college or school of pharmacy, including student complaints received or made available, is kept for consideration on file at the Council office. Such record of complaints are considered during scheduled evaluations, or a special evaluation, as the case may require.

The procedure shall provide for treatment of complaints in a timely manner that is fair and equitable to all parties. The complainant shall be advised of the decision or action as soon as possible. When ACPE has cause to believe that any institution with which it is concerned is acting in an unethical manner or is deliberately misrepresenting itself to students or the public, it will investigate the matter and provide the institution an opportunity to respond to the allegations. If, on the basis of such investigation, after notice to the institution and opportunity for institutional response, ACPE finds an institution has engaged in unethical conduct or that its integrity has been seriously undermined, ACPE will either:

- a. request that the institution show cause, within a stated time period, why adverse action should not be taken, or
- b. in extreme cases, immediately discontinue its relationship with the institution by denying or withdrawing preaccreditation or accreditation status.

A complaint against a college or a school of pharmacy must be related to the standards or the policies and procedures of ACPE and must be submitted in writing to the Executive Director. Under existing practices, when a complaint is received, it is submitted to the college or school affected for response. If, thereafter, based upon the complaint and the response, the Executive

Director determines that a complaint is not related to the standards or policies, the complainant is so advised in writing with a copy to the school or college, and the matter is treated as resolved.

Anonymous complaints pertaining to accreditation matters are retained and, depending on circumstances, may or may not be forwarded to the school or college involved, depending somewhat on the severity of the complaint. This decision is made by the Executive Director. Where a complainant has threatened or filed legal action against the institution involved, ACPE will hold complaints in abeyance pending resolution of the legal issues and the complainant is so advised.

If the Executive Director finds a complaint to be extremely serious in nature charging egregious conduct that may warrant adverse action by the Council, or involves an interpretation which the Executive Director believes should be made by the Council, the complaint will be submitted to the Council for determination at the next regular meeting. Extraordinary remedies available for complaints covering extreme cases are set forth in paragraphs (a) and (b) above.

ACPE has an obligation to respond to any complaints which may be lodged against it by any institution, student, faculty or third party in respect to the application of ACPE's standards, policies and procedures where the complaining party is directly affected thereby. Any such complaint shall be submitted in writing. The Executive Director shall promptly determine the facts surrounding the issues and shall attempt to resolve the matter in consultation with the Public Interest Panel established pursuant to Article V of the ACPE By-Laws. Complaints which cannot be resolved by the Executive Director shall be considered and resolved at the next regular meeting of the Council. The time frame for resolution is generally within six months.

If you wish to file a complaint, please complete the ACPE Complaint Form at https://acpe-accredit.formstack.com/forms/complaint_form

APPENDIX F PROFESSIONAL ORGANIZATIONS

Pharmacy Honor Society

Rho Chi

Rho Chi is the national pharmacy honor society. Rho Chi's fundamental objective is the stimulation and recognition of academic excellence. The society serves as an instrument for the advancement of the profession of pharmacy. To be eligible for invitation into this society you will need to be in the upper 20% of your class, with at least a "B" average, and have completed at least 70% of the scholastic work applicable toward your degree.

Pharmacy Leadership Society

Phi Lambda Sigma

Phi Lambda Sigma is the leadership society for pharmacy students. Members must be chosen by their peers and must exhibit leadership. To be eligible for membership, you will need to have completed at least 90 semester hours of coursework toward your degree, have at least a 2.50 GPA, and be of high moral and ethical character.

Pharmacy Professional Fraternities

Kappa Epsilon

Kappa Epsilon is a professional fraternity in pharmacy. At ONU, Kappa Epsilon strives to unite women in pharmacy and to stimulate a desire for high scholastic achievement. To be eligible, you need to have second year standing. Kappa Epsilon promotes the profession of pharmacy by having various professional projects, including poison prevention educational shows, blood pressure screening, CPR training and an array of guest speakers.

Kappa Psi

The Kappa Psi Pharmaceutical Fraternity returned to Ohio Northern University in 2009-2010. Fostering high ideals, scholarship and pharmaceutical research, the Kappa Psi national organization was founded in 1879 and currently boasts 130 active chapters with 5,000 collegiate and over 80,000 graduate members, making it the oldest and largest pharmaceutical fraternity in the world. Ohio Northern University's Gamma Delta chapter was started by the Dean, Rudolph H. Raabe, in 1920 and celebrated its 90th anniversary in March 2010. As does the national fraternity, the revitalized Gamma Delta chapter welcomes men and women into its membership.

Pharmacy Service Organization

Pharmacy Council

Pharmacy Council is a group of elected students who represent their various classes within the College of Pharmacy and also includes a Pharmacy senator serving on the University Student Senate. The Council serves as a liaison between the students and administration, faculty, and staff concerning issues that affect the College of Pharmacy. It also serves as a unifying Council of the various Pharmacy organizations. It elects or appoints all student members serving on College committees, such as the Curriculum Committee.

Pharmacy Professional Associations

American Pharmacists Association (APhA)

The American Pharmacists Association (APhA) is the national professional organization for all pharmacists. The pharmacy student is represented in APhA through the Academy of Student Pharmacists (ASP). In addition, membership in APhA while a student at ONU will also be membership in the Ohio Pharmacists Association. Pennsylvania residents will be granted membership in the Pennsylvania Pharmacists Association. Membership is open to all students enrolled in the College of Pharmacy. The organization has regular meetings and sponsors speakers and health professional programs such as blood pressure screening and poison prevention awareness. The APhA publishes a monthly journal under the title of *Pharmacy Today*.

Student Society of Health-System Pharmacists (SSHP)

The American Society of Health-System Pharmacists (ASHP) is the national professional association that represents pharmacists that are associated with the practice of pharmacy in the institutional setting, which is hospitals, nursing centers. ASHP is an extremely active organization with not only annual meetings, but also regional and mid-year clinicals. The Mid-Year Clinical meeting of ASHP probably attracts the largest number of pharmacists to any meeting of this kind. ASHP publishes a number of journals, including *American Journal of Health-System Pharmacy*. The student Chapter is SSHP.

Christian Pharmacists Fellowship International (CPFI)

The CPFI was established to provide a fellowship of Christian Pharmacists and students in order to help them to integrate their beliefs into their professional life.

Academy of Managed Care Pharmacy (AMCP)

The Academy of Managed Care Pharmacy (AMCP) is a professional association of pharmacists and associates who serve patients and the public through the promotion of wellness and rational drug therapy by the application of managed care principles. The mission of AMCP is to serve as an organization through which the membership pursues its common goals; to provide leadership and support for its members; to represent its members before private and public agencies and health care professional organizations; and to advance pharmacy practice in managed health care systems. The Academy now has more than 4,700 members nationally who are part of more than 600 health care organizations that provide comprehensive coverage to over 150 million Americans served by managed care.

National Community Pharmacists Association (NCPA)

The ONU National Community Pharmacists Association (NCPA) Student Chapter offers ONU pharmacy students a wide array of opportunities to broaden and enrich their education experience, gain valuable, real world skills, and have some fun in the process. Some of the contributions an NCPA Student Chapter make to ONU and our community are:

- Provide a forum for students to learn about the vast number of career opportunities that exist in independent pharmacy practice.
- Raise student awareness about the clinical, pharmacist care, and entrepreneurial opportunities available in independent pharmacy.
- Offer the opportunity to attend the NCPA Annual Convention as well as the NCPA Legislative Conference. NCPA's journal is *America's Pharmacist*.

Students National Pharmaceutical Association (SNPhA)

The National Pharmaceutical Association represents the interests of minorities in health care. SNPhA is the student level of this organization. SNPhA meets regularly and is of particular interest – but not limited to – minority students. SNPhA members attend regional and national meetings. They are active on campus in the recruitment of minority pharmacy students.

Student Personalized Medicine Coalition (sPMC)

The ONU Raabe College of Pharmacy Student Chapter of the Personalized Medicine Coalition is focused on fostering the development and awareness of personalized medicine both professionally and educationally by keeping Ohio Northern University pharmacy students on the forefront of personalized medicine and pharmacogenomics, that is, the interactions between our genome and drug response.

American Society of Consultant Pharmacists (ASCP)

The American Society of Consultant Pharmacists is a national professional association that strives to provide optimal medication management and improved health outcomes for all older persons through the appropriate use of medication and the promotion of healthy aging.

College of Psychiatric and Neurologic Pharmacists (CPNP)

CPNP is comprised of pharmacists and student pharmacists with interest in practicing in the psychiatry and neurology specialties. The group is driven to raise awareness about mental health and substance abuse not only on campus, but also throughout the surrounding community. CPNP meets monthly to hear guest lectures from experienced pharmacists and psychologists and trained educators from the National Alliance on Mental Illness (NAMI).

Polar Pediatrics

Polar Pediatrics is the first interdisciplinary pharmacy and nursing pediatric organization. We are a student chapter of the national association Pediatric Pharmacy Advocacy Group (PPAG). The primary purpose of our organization is to develop an interdisciplinary network of professionals to educate the community about pediatric pharmacy and nursing, while also giving students the opportunity to make children's lives better. Polar pediatrics meets monthly to hear from speakers, receive updates on current legislation and learn about health issues in the pediatric population. We have membership drives in the Fall and Spring.

APPENDIX G

College of Pharmacy Dress Code Policy

Students are expected to dress in appropriate, professional attire whenever deemed necessary by an instructor for a course activity, when participating in an Introductory Pharmacy Practice Experience (IPPE), an Advanced Pharmacy Practice Experience (APPE), and outreach activity. Students are expected to adhere to all additional appearance and hygiene standards that apply to a specific experiential site.

Violation of Code: Students who violate the dress code may be asked to leave class by the instructor until dressed appropriately. Missed coursework and/or exams are not eligible for make-up work or an excused absence. Multiple violations will result in a violation of the Code of Ethical and Professional Conduct.

Daily Hygiene

- All students are expected to maintain a neat appearance and good hygiene.
- Daily hygiene must include clean teeth, hair, clothing and body.

Hair

- Hair should be clean, neat and maintained. Long hair may need to be pulled back.
- Beards and mustaches should be clean and well-groomed; otherwise students should be clean-shaved.
- No hair dyed unnatural hair colors when at an experiential site.

Nails

- Fingernails must be clean, short, and neatly trimmed. Clear or light colored nail polish is acceptable. No extreme nail polish colors or long artificial fingernails are permitted

Skin

- No visible tattoos or body piercings, with the exception of ear piercings, will be permitted (includes eyebrow, lip, nose, tooth, or tongue)

Clothing

- Students will wear a clean, neatly pressed, short, white professional lab jacket with an ONU identification badge/name tag and patch.
 - A lab coat will be expected unless otherwise told.
- Clothing should be professional and appropriate.
 - No recreational attire (jogging shorts or pants, sports outfits)
 - No garments made of spandex or lycra material
 - No items with glitter or sequins
 - No items designed to be worn as undergarments
 - No “revealing” clothes such as low-cut, sheer, or tight/form fitting attire—stomach and/or undergarments should not be exposed when sitting or standing
 - No clothing with holes, tears, or fringe

- **Shirts**
 - No T-shirts, halter-tops, or tank tops
 - Appropriate shirts include: blouses, sweaters, collared shirts with ties
- **Skirts and Dresses**
 - Students may wear skirts or dresses of appropriate length
 - Skirts and dresses must come to 3 inches above the knee when standing and sitting
- **Pants and Slacks**
 - Students may wear dress pants
 - No cargo pants, denim jeans of any color

Shoes

- Footwear should be clean and appropriate for the setting. Generally, dress shoes are desired. Socks or hosiery should be worn when necessary.
 - No open-toed shoes or flip-flops
 - No athletic shoes, boat or deck shoes unless approved by preceptor or instructor
 - No shoes with branded name showing
 - Heels should not be higher than 3 inches

Accessories

- No electronic equipment such as iPods/MP3 players or Bluetooth devices which are unrelated to the professional environment
- No dark-lensed glasses (except for documented medical reasons)
- No headwear, including hats, sweatbands, and bandanas
 - Headgear worn for religious purposes is acceptable
 - Hair ornaments should be moderate and in good taste

APPENDIX H

Policies on Substance Abuse, Addiction and Related Disorders

Introduction and Background

In October of 2009, the President-Elect of the American Association of Colleges of Pharmacy (AACP) created a Special Committee on Substance Abuse and Pharmacy Education. Included in the charges to this committee was the charge “to examine and recommend how pharmacy colleges and schools should prepare all student pharmacists to appropriately assist those who are addicted or affected by others’ addiction, and help support addiction recovery with an emphasis on public safety.”

The Special Committee recommends that all colleges and schools of pharmacy develop and implement policies and procedures to assist student pharmacists with addiction and related disorders. Such programs must assure appropriate treatment as well as accountability to assure patient safety is not compromised impaired students must not have access to practice sites until they have demonstrated initial success in a recovery and monitoring program.

The faculty of the Ohio Northern University Raabe College of Pharmacy recognize the importance of addressing this issue and have established the following policies on substance use, addiction, and related disorders. These policies apply to both patterns of behavior and isolated, one-time incidents.

An increasing number of pharmacy practice experiential sites, both Introductory Pharmacy Practice Experiential (IPPE) and Advanced Pharmacy Practice Experiential (APPE), require students to pass both criminal background checks and drug testing prior to the students’ participation. It is because of the recommendations of the Academy, the professional standard of our partnering practice institutions, and the concerns of the faculty, that the Raabe College of Pharmacy establishes these drug use and drug testing policies.

Drug and Substance Use Policy

Student pharmacists shall not possess, use or have within their bodies; any illegal substance; any prescription medication unless the student has a valid prescription for that medication; any inhalants; any drug paraphernalia. Student pharmacists may not use, possess, or be under the influence of alcohol while in class or during any formal or informal instructional setting, or when practicing as a pharmacist intern in any environment. Student pharmacists may not abuse alcohol or prescription medications. Student pharmacists may not use, possess, sell, buy, transfer, or distribute drug paraphernalia.

Definitions under this Policy

A “substance” includes alcohol, illegal drugs, inhalants, prescription medications, and non-prescription medications, supplements, vitamins, or herbal products.

A “positive drug screen” occurs when the following substances are found upon testing: an illegal substance; any prescription medication unless the student has a valid prescription for that

medication; any inhalants, any legal substance that causes the individual to be under the influence of the substance (see below).

An “illegal drug” is any substance that is illegal to use, possess, sell, or transfer in Ohio and/or in the United States.

“Drug paraphernalia” are any items used or intended for use in making, packaging, concealing, injecting, inhaling, or consuming illegal drugs or inhalants.

A “prescription drug” is any substance prescribed for an individual by a licensed health care provider.

An “inhalant” is any substance that produces mind-altering effects when inhaled.

One is “under the influence” if any substance:

- impairs one’s behavior or one’s ability to work safely and productively;
- results in a physical or mental condition that creates a risk to one’s own safety, the safety of others, or university property; or
- is shown to be present in one’s body, by laboratory evidence, in more than an identifiable trace.

Mandatory Drug Testing Policy

All students will undergo screening for illegal or prescription drugs or any other substance (drug testing) prior to beginning IPPE experiences [generally during the P2 year], and again prior to beginning APPE experiences [generally, during the P5 year]. In addition, all college of Pharmacy students (P1 – P6) are subject to random drug testing at any time. It is the intention of the College to consistently order random drug screening of its students each year. Therefore, any student may be screened more than once in any academic year. Additionally, a student may be required to undergo drug screening by the dean, associate dean, or Director of Student Affairs, if the student is believed to be under the influence of a substance or alcohol.

All students who enter the Doctor of Pharmacy degree program waive their right to privacy of drug screening results, and agree to the sharing of their test results with the dean, associate dean, and/or Director of Student Affairs, and any other personnel so designated by the dean.

All drug screening will be performed at the ONU Student Health Center unless otherwise approved by the dean, associate dean, or Director of Student Affairs. Students will be notified via email when they must be tested (including the mandatory testing in the P2 and P5 years and any random testing). Students must complete the drug screening within 48 hours of notification.

If a positive drug screen occurs, the student may be required to complete additional and/or follow-up drug testing. The cost of this additional testing will be the financial responsibility of the student.

Any student who fails to comply with drug screening within the time allocated will be considered as having a positive drug screen, and be subject to the same sanctions as a student who tests positive. Any extenuating circumstance that prohibits a student from compliance with this policy must be communicated to the dean, associate dean, or Director of Student Affairs within the 48 hour testing timeframe. The dean, associate dean, or Director of Student Affairs will determine acceptability of the extenuating circumstance and respond to the student. Failure to comply with drug screening more than once may result in dismissal of the student from the Doctor of Pharmacy degree program.

A student testing positive on a drug screen will be required to undergo addiction assessment and required to comply with the treatment prescription, which includes entering the Pharmacy Student Rehabilitation Program (see below). Failure to comply with evaluation and/or treatment will result in dismissal from the Doctor of Pharmacy degree program. A student testing positive on a drug screen is subject to sanctions via the Code of Ethical and Professional Conduct.

Students with a second “positive” for a screened substance without a valid prescription may be dismissed from the Doctor of Pharmacy degree program.

Procedure of Notification Around Positive Test Results

All positive drug screen results will be shared with the dean, associate dean, or Director of Student Affairs by the ONU Student Health Center. Any student with a positive drug screen will receive an email notification of their results by the Office of the Dean, and be provided a copy of their test results from the ONU Student Health Center.

Student Pharmacist Referral (Self or Peer)

Student pharmacists who self-report inappropriate substance use will be referred to the Pharmacists Rehabilitation Organization (PRO) for evaluation and treatment.

Students may (and are encouraged to) report peers with drug abuse/ dependency issues using the Ohio Northern Student Affairs Response Team (SART) notification process available on the Ohio Northern website.

Student Pharmacist Rehabilitation Program

Students may enter the Pharmacy Student Rehabilitation Program via several pathways. Each pathway has its own set of conditions. These pathways and conditions include but are not limited to:

Student Self-Reporting

A student who recognizes she/he has a chemical dependency may seek entrance to the rehabilitation program through the Office of the Dean. The student must complete professional evaluation for dependency and may be required to enroll in a chemical dependency rehabilitation program. The student may be required to take a leave of absence from the College of Pharmacy per the student leave policy for the purpose of completing a drug or alcohol rehabilitation program. A student with an approved leave of absence may apply for an extension of their anticipated graduation date.

Conditions

The student may continue within the curriculum provided she/he is compliant with all the conditions for readmission and/or continuation. For the self-reporting student these include:

- Documentation of professional evaluation for dependency including recommendations for rehabilitation if the student is impaired.
- Documentation of the student's successful completion of the recommended rehabilitation program.
- Copy of the student's current contract with the Pharmacists Rehabilitation Organization (PRO).

Student Testing Positive

See policy for positive drug screen above. A student who has a second positive drug screen, or who fails to comply with the terms of their treatment, may be dismissed from the Doctor of Pharmacy degree program.

Conditions for Readmission Consideration

The student may apply for readmission under the following conditions:

- Documentation from the Ohio State Board of Pharmacy regarding the student's eligibility to obtain or renew a valid pharmacy intern's license.
- Documentation the student is in compliance with all Ohio State Board of Pharmacy sanctions, conditions, etc.
- Documentation the student is in compliance with College sanctions.
- If identified through professional evaluation as being impaired the student must provide documentation of their successful completion of the recommended rehabilitation program and a copy of a current contract with PRO.

Arrested Student

A student who has been arrested for a drug or alcohol offense must notify the dean, associate dean, or Director of Student Affairs within three business days of the arrest. The student must keep the Office of the Dean informed of the legal proceedings and their final outcome. A student found guilty of a drug or alcohol offense will be subject to the College's Code of Ethical and Professional Conduct, and the drug policy described above. Any student who was dismissed from the Doctor of Pharmacy degree program for drug, substance, or alcohol offenses may be considered for readmission as outlined in the Conditions for Readmissions Consideration as described above.

Via Student/Faculty Intervention

A student brought to the attention of the Office of the Dean of the College of Pharmacy for possible substance abuse may follow the same pathway as the student who enters the rehabilitation program as a self-reporting student, provided the student has had a positive drug screen or been arrested for an alcohol or drug-related offense.

NOTE:

In any issue not covered by this policy, the dean has the discretion to address the issue in a manner fitting to the situation.

APPENDIX I
Technical Standards
Principles, Technical Standards, and Disability Services
for Admission and Retention

Principles

The primary role of the pharmacist is to provide safe and effective healthcare to the patients served. Patient safety must be considered in the selection and education of student pharmacists. The professional program leading to the Doctor of Pharmacy degree and eligibility for pharmacist licensure requires a certain level of cognitive, behavioral and technical skill and ability inherent in a professional education. These principles and standards hold for admission, progression, retention and completion of the program.

As well, the College of Pharmacy has a responsibility to maintain as safe an environment as possible for its students and the practice settings in which they receive education. Student pharmacists must reasonably contribute to a safe environment. Students must qualify for and be able to maintain a pharmacy intern license during their educational program.

All students are expected to successfully fulfill the same core educational requirements. Because students who graduate from the program are eligible to become pharmacists without restrictions on their practice, the curriculum requires students to successfully complete all core components of the program.

Candidates for the Doctor of Pharmacy degree must be able to perform the essential functions in each of the following categories: Observation, Communication, Motor, Intellectual, and Behavioral/Social (collectively, the “The Technical Standards”).

Any faculty or administrative team member may question any enrolled student’s or candidates (for admission) ability to meet any Technical Standard. A request for an investigation of the College of Pharmacy Technical Standards for a specific individual must be made in writing to the Dean’s office, detailing the reasons why such an evaluation is deemed necessary.

Technical Standards

I. Observation Skills

All candidates for the Doctor of Pharmacy degree at the Raabe College of Pharmacy must be able to observe:

- Lectures;
- Recitation/Seminar presentations;
- Experiments;
- Practice-based activities; and
- Patients at varied distances from the candidate.

II. Communication Skills

All candidates for the Doctor of Pharmacy degree at the Raabe College of Pharmacy must be able to:

- Effectively and efficiently communicate in oral and written English;
- Effectively communicate with patients, caregivers and all members of the health care team;
- Communicate with compassion and empathy;
- Communicate efficiently with instructors and peers as well as recognizing and employing non-verbal communication cues;
- Understand the role of professional communication within the field of pharmacy; and
- Rapidly elicit information from patients using sensitive and effective communication including information from non-verbal cues.

III. Motor Skills

All candidates for the Doctor of Pharmacy degree at the Raabe College of Pharmacy must have sufficient sensory and motor skills including exteroceptive sense (touch, pain, and temperature), proprioceptive sense (position, pressure, movement, stereognosis, and vibratory), and motor function as well as functional use of the senses of equilibrium needed for diagnostic skills to:

- Provide adequate patient care and assessment utilizing diagnostic equipment and procedures,
- Provide cardiopulmonary resuscitation (CPR), first aid, and other functions required for an emergency response in a timely manner;
- Provide injections for immunization;
- Utilize compounding techniques and equipment;
- Safely and effectively prepare and handle sterile products and perform aseptic techniques;
- Dispense pharmaceutical compounds and monitor their effects in a patient.

IV. Intellectual, Conceptual, Integrative and Quantitative Abilities

All candidates for the Doctor of Pharmacy degree at the Raabe College of Pharmacy must be able to:

- Solve problems using varied skills, including:
 - Measurement
 - Mathematical calculations
 - Reasoning
 - Analysis
 - Synthesis
 - Evaluation
- Incorporate new and changing information obtained during an exercise or patient encounter and modify plans to take that information into account;
- Identify and communicate the limits of one's knowledge, when appropriate;
- Consistently, quickly and accurately integrate all information received by whatever sense(s) employed;
- Learn, integrate, analyze, and synthesize data; and

- Perform the above abilities in a reasonable amount of time consistent with the task at-hand.

V. Behavioral Attributes

All candidates for the Doctor of Pharmacy degree at the Raabe College of Pharmacy must be able to:

- Read, understand and abide by the Professional Code of Conduct put forth by the Raabe College of Pharmacy;
- Exercise good judgments in all situations, including but not limited to online communications;
- Learn to competently function in stressful situations, be flexible and adapt to change;
- Possess integrity, passion, empathy, concern and interpersonal skills;
- Exhibit ethical decision making and behavior;
- Create mature and effective relationships with patients; and
- Have good moral character, decent values and principled judgment meet the ethical standards set forth by the pharmacy profession.

Disability Services

It is the policy of Ohio Northern University to comply with the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and other applicable federal and state regulations that prohibit discrimination on the basis of disability.

Person with a disability – Any person who has an impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

If you feel you are unable to meet the Technical Standards because of a disability, you are encouraged ***prior to application*** to discuss your concerns with the Director of Counseling Center at Ohio Northern University in order to determine whether or not reasonable accommodations can be made. Reasonable accommodations will be provided. However, students must possess the skills and abilities, with or without reasonable accommodations that will allow successful fulfillment of the requirements necessary to complete the program.

Students pursuing the academic program who lack the ability to appropriately comply with these standards and who do not seek accommodations may place themselves in academic jeopardy. The Ohio Northern University Raabe College of Pharmacy is committed to enabling its students by any reasonable accommodations to complete the course of study leading to the Doctor of Pharmacy degree.

Process for Applicants Seeking an Accommodation

Shortly after a letter of acceptance is tendered to an applicant, a communication will be distributed including the Technical Standards adopted by the faculty and required for completion of the College of Pharmacy's curriculum. At that time, the candidate must respond in writing that she/he has read the Technical Standards for Completion of the Curriculum and that she/he can perform and meet the technical standards.

If the applicant believes that she/he cannot meet the Technical Standards because of a disability:

1. The applicant must submit an accommodation request in writing. The applicant may be required to submit written verification of disability from a licensed physician or qualified licensed professional with expertise in the area of the disability and specific recommendations for accommodation. The required information is detailed in Form 102 available at: http://www.onu.edu/student_life/health_and_counseling/disability_services
2. Such verification must be mailed from the appropriate professional directly to Dr. Michael Schafer, Director of Counseling Center.
3. If the candidate is judged to be able to meet the Technical Standards the Director of Counseling Center will notify the Dean's office in writing regarding the specific accommodation(s) to be provided to the applicant. The applicant will receive a copy of that letter.
4. If the applicant desires any change in accommodation, either deletion or addition of accommodation, that request must be presented in writing to the Director of Counseling Center.
5. If the accommodations requested cannot be met in a reasonable manner, then the letter of acceptance to the College of Pharmacy will be withdrawn on the basis that the applicant cannot meet the Technical Standards for Completion of the Pharmacy Curriculum with or without reasonable accommodation. The applicant will be notified by the Assistant Dean of the College of Pharmacy of such a decision.
6. If the applicant disagrees with the decision, she/he may appeal in writing to the Dean of the College of Pharmacy. An ad hoc Appeals Committee will be appointed by the Dean to review the candidate's written petition. If the committee judges that there is a basis for appeal, it may hear the Director of Counseling Center and the candidate and such other persons whom the candidate designates. It will make a recommendation to the Dean.

Bases for appeal include:

- a. due process was not followed;
- b. a policy or procedural error was committed which adversely affected evaluation of the candidate;
- c. the information considered by the committee was not sufficient to justify the decision of the committee.

Upon receipt of the recommendation of the Appeals Committee, the Dean will make a final decision and will notify the candidate of his/her decision in writing with a copy sent to the Assistant Dean. This step exhausts the candidate's appeal.

Process for Enrolled Students Seeking an Accommodation

If an enrolled student becomes unable to meet any of the prescribed Technical Standards because of a disability during the course of their professional education at the College of Pharmacy, the student should contact the Director of Pharmacy Student Affairs at the College of Pharmacy. If it is determined that the student can meet the Technical Standards with reasonable accommodations, the Director of Pharmacy Students Affairs at the College of Pharmacy may require the student to submit written verification of disability and recommendations for accommodation on a regular basis.

APPENDIX J
Rudolph H. Raabe College of Pharmacy • Ohio Northern University
Code of Ethical and Professional Conduct Notice of Complaint

Name of Student Accused: _____ Student Number: _____

Name of Complainant: _____

Please be advised there are reasons to believe you have been in violation of the College of Pharmacy Code of Ethical and Professional Conduct (Honor Code).

Possible Violation(s) – check all that apply:

Academic Dishonesty Violations		
	Knowingly providing assistance not authorized to another before, during, or after any graded/assessed activity. (3.01.1)	Knowingly resubmitting assignment in order to deceive. (3.01.5)
	Obtaining, possessing, or using any graded/assessed material prior to or during the administration of activity. (3.01.2)	Altering or attempting to alter an assigned grade on official ONU record. (3.01.6)
	Using and/or possessing any unauthorized materials, information, or any electronic device not previously approved during any graded/assessed activity. (3.01.3)	Intentionally sharing electronic examination information (including but not limited to examination start codes and passwords) with any persons. (3.01.7)
	Plagiasm. (3.01.4)	Other violation delineated in advance by instructor. (3.01.8)
Professional Conduct Violations		
	Purposely falsifying documents prior to admission to the College or while enrolled. (3.02.1)	Engaging in any facet of Pharmacy practice prior to graduation that is not under direct supervision of a licensed practitioner or otherwise allowed by law. (3.02.7)
	Knowingly producing false evidence (or rumors) against another or providing false statements or charges in bad faith against another. Knowingly publishing or circulating false information concerning any ONU member. (3.02.2)	Intentionally revealing the names of the charging party, the accused, witnesses or facts involved in an alleged violation except in accordance with the provisions of the Code, or revealing the confidential proceedings of an Honor Board hearing. (3.02.8)
	Disruption of teaching, research, or extension programs. (3.02.3)	Failure to report known violations of the College of Pharmacy Code of Ethical and Professional Conduct. (3.02.9)
	Threatening or purposely committing physical violence and/or verbal abuse against any ONU member. (3.02.4)	Use, possession, or participation in the trafficking of illegal drugs or controlled substances, or the misuse/abuse of alcohol and other chemical substances (including underaged consumption). (3.02.10)
	Misusing or misrepresenting one's status as a Pharmacy student for the right to use any ONU property or facility. (3.02.5)	Unauthorized access or disclosure of information about faculty, staff, or students of the College of Pharmacy, or patients/clients, that is private or confidential. (3.02.11)
	Stealing, damaging, or unauthorized use of any University property. (3.02.6)	Failing to complete stated sanctions from previous Code of Ethical and Professional Conduct violation. (3.02.12)

Date of Violation: _____ **Time of Violation:** _____

Place Where Violation Occurred: _____

Description of Violation:

Proposed Sanction:

In addition to any academic consequences that may occur in an involved course,

Signature of Complainant: _____ **Date:** _____

Complainant: Please print, sign, and send to the College of Pharmacy Dean's Office (RE 115); ATTN: Honor Code Notice of Complaint.

Please be advised that you have three (3) options. Please sign in the appropriate space to indicate your decision. (Must respond within two (2) working days or forty-eight (48) hours).

1. I accept responsibility for the violation and agree with the proposed sanction and waive my rights to a hearing.

Signature of Student: _____ **Date:** _____

2. I accept responsibility for the violation, but request a hearing in order to contest the proposed sanction.

Signature of Student: _____ **Date:** _____

3. I do not accept responsibility for the violation and request a hearing.

Signature of Student: _____ **Date:** _____

APPENDIX K
Student Traveling Funding Policy
Revised August 2018

The Raabe College of Pharmacy will provide a pool of funds to support deserving pharmacy students traveling to professional conferences at the regional and national level in order to further education, professionalism, leadership, career development, and/or scholarship. These funds are meant to supplement student supported professional development costs, and the funds are limited.

Purpose

The purpose of this policy is to provide consistency to the student travel funding process and guidance for students who are looking for funding assistance to professional conferences or meetings related to the field of Pharmacy.

Eligibility

Students should meet the following criteria in order to be considered for reimbursement.

1. Current student in good standing with the college and university
2. Active member of the related student organization if conference or meeting is connected
3. Meet early bird registration deadline
4. Provide a brief summary of your experience within 5 days of returning from travel to Director of Pharmacy Student Affairs (DPSA).

Funding will be given to students in the following order: presenting on behalf of the College of Pharmacy, required attendance due to student organization role, attending.

If a student will receive funding from another source other than a student organization's direct account for a conference/meeting, the student is not eligible for funds from this budget line for that specific conference/meeting. The student is able to apply for funding for another conference/meeting.

Funding Details

The College of Pharmacy may assist students in offsetting some of the costs associated with travel for professional development, but, as a rule, will not cover the entire cost of the trip. A student may receive funding for one conference/meeting per fiscal year (June 1 – May 31). The amount requested cannot exceed the total cost of the conference/meeting.

The College of Pharmacy is allocated \$14,000 for student travel. This amount is divided among three time frames: summer, fall semester, spring semester.

If a student is presenting a session or poster, the maximum the student may request is \$150 for a conference/meeting. If a student is attending the conference for professional development (including those required to attend), the maximum the student may request is \$100 for a conference/meeting. The amount for the specific time period will be divided among those who applied by the stated deadline.

- a. If the reimbursement of applications received totals less than the total for that time period at the \$100/\$150 amounts, the applicants will receive additional funds.

- b. If the reimbursement of applications received totals more than the total for that time period, the order of importance will be followed. The reimbursement of those students attending only will be randomly drawn to receive the \$100 reimbursement by seniority; P5s & P6s would be randomly drawn first, then P4s and younger.
- c. Reimbursement will occur at the end of the semester to ensure funding is disbursed equitably.

Travel funds may assist with registration, accommodations, and travel (mileage, taxi/Uber/Lyft, or car rental; no gas receipts). Travel funds may not assist with any meals. Students are expected to pick the most economical option for travel and accommodations.

Application Process

Students interested in receiving funding for travel to professional meetings and presentations must submit an electronic Student Travel Funding Application to the DPSA by the dates outlined below, and follow the Student Travel Reimbursement Policy. If a student is waiting to hear about a program submission, the student should submit an application which has an option for the student indicate the submission.

If attending the conference/meeting is being sponsored by a student organization, or the student is working directly with a faculty member, the appropriate faculty member’s confirmation will be obtained after the application is submitted. This signifies that faculty is aware that the student’s intent on attending the conference/meeting.

If a student is presenting a session or poster at the conference/meeting, verification of presentation will be required.

It is in the best interest of students to plan in advance for travel and submit requests by the following deadlines:

<u>Application Deadline</u>	<u>Travel Dates</u>
July 1	June - September
November 1	October – January
March 1	February – May

A completed Student Travel Funding Application should be submitted before any travel arrangements are made and must be received by the DPSA by the appropriate deadline to be considered. Late applications will not be accepted.

Applications received by the appropriate deadline will be reviewed by the DPSA. Final approval for funding is dependent on available funds, and travel funds are not guaranteed until a notice of approval is provided to the traveler.

Student Travel Reimbursement Policy

Reimbursement may only be requested upon completion of the student’s attendance at the professional conference/meeting.

If students are splitting the cost of registration, flights, or hotels, please keep the following requirements in mind:

- All students whose registration/room/flight is being purchased must be listed on the invoice
- Ask organization/hotel/airline company for individual invoices, or pay with multiple cards
- If not possible, the reimbursement from one student to another must be made through PayPal, or similar company, in which details of the reimbursement is provided (i.e., paying for my portion of the registration/lodging/flight for [specific organization] meeting), making sure the amount correlates with the exact amount from the original invoice/receipts

Travel reimbursements are limited to mileage (Map indicating mileage one-way required), taxi/Uber/Lyft, and car rental. Reimbursement of gas is not accepted.

All original receipts must be submitted to the DPSA within five (5) business days of return from travel. **Receipts as attachments or forwarded email receipts will not be accepted; they must be printed.** If a student will not be on campus due to summer or APPE rotations, the receipts must be mailed and postmarked no later than five (5) business days of return from travel.

Screenshots of receipts from electronic devices do not meet the intent of original receipts and cannot be accepted for reimbursement. The original receipts must include the following:

1. Student's name
2. Date of service
3. Itemized list of services received

Reimbursement will occur at the end of the semester to ensure funding is disbursed equitably.