OHIO NORTHERN UNIVERSITY
RAABE COLLEGE OF PHARMACY

STUDENT HANDBOOK
2013-14

Prepared and published by the College of Pharmacy Student Services Office
Introduction

This 2013-14 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.

Thomas L. Kier, Ph.D., R.Ph.
Interm Dean

Kelly M. Shields, PharmD
Assistant Dean
Director of Pharmacy Student Services

Kathryn Baker
Advanced Administrative Assistant
Student Services Office
RE Room 115B
419- 772-2278
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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 nearly 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

As the Teacher/Scholars of Pharmacy Education we are committed to:

- Nurturing Leaders
- Creating Professionals who contribute to the greater good of society
- Advancing the Profession and the Practice of Pharmacy

The following Professional and General Ability Based Outcomes (ABO) are derived from our University and College Mission statements and are in congruence with the Accreditation Council for Pharmacy Education standards and guidelines.

The Raabe College of Pharmacy Professional Ability Based Outcomes

I. Provide patient care in cooperation with patients, prescribers and other health care providers.

   A. Develop and implement population-specific, evidence-based pharmaceutical care programs
      1. Participate in the development of medication use criteria.
      2. Conduct and analyze medication use reviews.
      3. Identify and use risk reduction strategies.
4. Interpret epidemiologic and pharmacoeconomic data relevant to specific diseases and their management.

B. Formulate, evaluate and implement appropriate patient or drug-related information that will generate a new or revised care plan.
   1. Take a patient health history, including medication history.
   2. Identify patient attitudes toward taking medications.
   3. Assess patient adherence.
   4. Identify and address adverse drug reactions, including drug interactions with food, laboratory values, and pharmacogenetics variables.
   5. Identify barriers to health care for a patient.
   7. Evaluate laboratory test results and pharmacokinetic data.
   8. Retrieve, evaluate and apply current disease state information in the delivery of pharmaceutical care.
   9. Retrieve, evaluate and apply current drug information and evidence-based medicine in the delivery of pharmaceutical care.
  10. Evaluate signs of potential indicators of drug misuse, abuse, therapeutic success or failure.

C. Work with the prescribers and other health care providers to develop and implement a patient care plan.
   1. Communicate clearly, accurately, and knowledgeably with patients, caregivers, prescribers and other health care providers in appropriate verbal, nonverbal and written communications.
   2. Triage patients to appropriate health care providers.
   3. Assess the patients’ health literacy and the effectiveness of health communication strategy:
      a. Evaluate patient and caregiver understanding of the patient care plan.
      b. Appraise patient and caregiver skill in medical product use.
      c. Assess patient and caregiver participation in the patient care plan.
      d. Modify health communication strategy as needed.
4. Empower the patient and caregiver to be active partners in the patient care plan.

5. Provide counseling on the selection and use of non-prescription medications and complementary medicine products.


7. Assure safe and accurate preparation and dispensing of medications:
   a. Read and interpret written prescriptions.
   b. Receive and transcribe verbal prescription orders.
   c. Recognize when a prescription falls outside the usual dose range.
   d. Determine whether a medication order should be filled.
   e. Recommend a course of action when a medication order should not or cannot be filled.
   f. Perform calculations required to compound, dispense, and administer medication.
   g. Select medications that promote safe and effective use.
   h. Prepare and compound extemporaneous preparations and sterile products.
   i. Prepare, package, and label a dosage form according to state and federal laws.

8. Administer immunizations and maintain appropriate documentation.

D. Exhibit professional attitudes and behaviors.

   1. Establish and maintain covenantal relationships with patients.
   2. Promote the good of every patient in a caring, compassionate, and confidential manner.
   3. Respect the autonomy and dignity of each patient.
   4. Act with honesty and integrity in all professional matters.
   5. Demonstrate an ongoing commitment to maintaining professional competence.
   6. Respect the value and abilities of others.
   7. Serve individual, community and societal needs.
   8. Provide patient care in accordance with legal, ethical, social, economic, and professional guidelines.
II. Manage and use resources of the health care system, in cooperation with patients, prescribers and other health care providers.

A. Select resources that will accurately and efficiently find drug and health information.
B. Identify relevant monographs through a well-designed literature search.
C. Document drug information provided.
D. Participate in the management and use of health care resources within health care systems.
   1. Identify the key features of private and public payers of health care.
      a. Describe benefits provided by Medicare and Medicaid.
      b. Describe the roles of state and federal governments in financing and administering health care.
      c. Describe the objectives of health insurance and managed health care programs.
      d. Differentiate between insuring health and managing health care.
   2. Define the role of the pharmacist in providing medication therapy management.

III. Promote health improvement, wellness, and disease prevention in cooperation with patients, prescribers and other health care providers.

A. Define and assess the health status of individuals and populations, including determinants of health and illness, factors contributing to health promotion and disease prevention, factors influencing the use of health services, and epidemiology of diseases.
B. Formulate and implement strategies to promote healthy lifestyles and programs for preventive health care and disease detection.
   1. Define the role of pharmacists in addressing public health issues.
   2. Anticipate and consider social, economic, and cultural issues.
   3. Provide public health-related services and educational material tailored to the needs of patients, caregivers, and other health care providers.
C. Promote a healthy lifestyle, including the appropriate use of screening tools and immunizations.
1. **Conceptual Competence**: The ONU pharmacist shall understand the foundations of the pharmacy profession and its position in health care.

2. **Scientific Comprehension**: The ONU pharmacist shall comprehend the scientific method and its use in scientific discoveries.

3. **Mathematical Competence**: The ONU pharmacist shall use mathematical variables to analyze physical, chemical, biological and socioeconomic phenomena.

4. **Communication Competence**: The ONU pharmacist shall appropriately inform, educate and motivate using a variety of methods and media with clarity, sensitivity, and accuracy.

5. **Critical thinking and decision making abilities**: The ONU pharmacist shall acquire, evaluate, synthesize and apply information, knowledge and processes relevant to the solution of an identified problem and make sound decisions.

6. **Social Awareness**: The ONU pharmacist shall demonstrate the ability to place health care and professional issues within appropriate historical, cultural, social, economic, scientific, political and philosophical frameworks, and demonstrate sensitivity and tolerance within a culturally diverse society.

7. **Professional Conduct and Demeanor**: The ONU pharmacist acts ethically and responsibly, with integrity, compassion, empathy, and respect. The ONU pharmacist accurately self-assesses behaviors and conduct, and seeks, accepts and applies constructive feedback.

8. **Leadership, Innovation and Advocacy**: The ONU pharmacist initiates or contributes to positive change on behalf of patients and the profession.

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¹Adapted from ACPE CAPE Advisory Panel on Educational Outcomes, November 1998.  
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 for 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. Thomas L. Kier, Interim Dean,
- Mrs. Pam Tenwalde, Executive Administrative Assistant
- Mrs. Linda Louth, Advanced Administrative Assistant

**Student Services Office:**

- Dr. Kelly Shields, Assistant Dean
- Ms. Kathryn Baker, Advanced Administrative Assistant

For a description of services provided by this office please examine the section entitled Student Services.

**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).

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

These offices will be important to you as you seek information or assistance on faculty affairs or the courses taught by pharmacy faculty.

**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: Inter-professional Education (IPE), Introductory Pharmacy Practice Experiences (IPPE) and Advanced Pharmacy Practice Experiences (APPE).

The faculty and staff located in this office include:

- Dr. Pat Parteleno, Director of Experiential Education
- Dr. Jennifer Kline, Assistant Director of Experiential Education
- Mrs. Karen Montgomery, Executive Pharmacy Experiential Specialist
**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 staffing, academic standards, admissions, quality assurance, student services, awards, appeals, and many others. Students hold regular membership on four of these committees: Academic Affairs, Student Affairs, Curriculum Committee and College Assessment Committee. Two students are on the Academic Affairs Committee (elected by Pharmacy Council), three students are on the Student Affairs Committee (President of the Pharmacy Council, President of the Academy of Student Pharmacists, and Representative to the University Student Senate), three students are on the Curriculum Committee (P3, P4, P5) and one student 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 appropriate representatives in the Council.

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

**Drug Information Center:** The Drug Information Center 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 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.

**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.

**Computer Lounge Room 228:** This room is available to all pharmacy students for study and computer use during building hours. Any questions and/or problems with the technology should be directed to the Building Manager in room 209.

**Research Laboratories:** On the second floor of the Hakes-Pierstorf building there are clusters of specially designed laboratories intended for student 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.

College Operational Notes

With a building as large as Robertson-Evans and Hakes-Pierstorff, and with a large student body to serve, it seems appropriate that a small number of procedures will help in smoothing out the operation. As you encounter situations that may be assisted through some changes, please bring these to the attention of a faculty member or the Pharmacy Student Services Office.

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 smoking have been banned in the building, and your assistance in observing and supporting this policy is needed. In addition the university has restrictions on smoking in academic buildings or near entrance points.

Parking: A number of parking spaces have been reserved for commuting students in lots adjacent to the Pharmacy and Science 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 is required prior to posting, by the Dean’s office.

Student Mail: Student mail should not be addressed to the College of Pharmacy. Any pieces of student mail received are held in the College Office and must be picked up following notification. All mail addressed to student organizations is distributed to individual mail bins located in the Pharmacy Student Services office.

Notary Public: Occasionally you may need the service of a Notary Public. Karen Montgomery (RM 129) and Kathryn Baker (RM 115B, are certified Notaries and can help.

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 D.

Special Forms: There are a number of application and verification forms you will need as you progress through the pharmacy program, such as the forms to apply for registration as an Ohio Intern. The Student Services Office attempts to keep an ample supply of these forms at all times.

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 soon 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 health care 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, and really no choice, 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 advisor will be glad to counsel with you 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 are 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. Members of the pharmacy student body readily accept this obligation, and furthermore as a member of a health profession, the pharmacy student 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 Pharmacy Student Services office. 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 C. Any student having a question about this policy and the procedure for implementing accommodations should see Dr. Kelly Shields, the Assistant Dean and Director of Pharmacy Student Services in Room 115C.

Cell Phone Policy: Students should be considerate of classmates/colleagues and rational 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 examine 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 under 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.

Student Conduct

The Faculty of the College of Pharmacy firmly believes 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, dangerous drugs) must be avoided. Any evidenced conduct of mis-use 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 F.

**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:** The Joint Commission for Accreditation of Health-Care Organizations (JCAHCO) now requires background checks for all students completing educational experiences. Many community pharmacies also require background checks and drug screens on employees working in the pharmacy department. In addition students will be subject to a background check when applying for their intern license (generally in the 2nd year of the program).

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 B), 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:

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<th>Semester Hours</th>
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<td>Organic Chemistry 2511/2551 &amp; 2521/2561</td>
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<td>Introductory Biology 1201</td>
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<td>Anatomy/Histology BIOL 1341 &amp; 1361</td>
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<td>Medical Microbiology BIOL 3131</td>
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<td>Bio Sci Lab 1- 3221</td>
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<td>Calculus/ Probability in Life Sciences 1471</td>
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<td>Statistics in Pharmacy 1761</td>
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<td>Physiology BIOL 3311 &amp; 3321</td>
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</table>

**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 plan to complete your general education courses no later than the end of the P-3 year. This will allow you to move forward into the modular curriculum in the P-4 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
- Oral Communication

**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
- Business Foundation
- World History
- Literature

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

- Aesthetics

**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
- Ethics

**Extra Disciplinary Seminar:** This course expands a student’s experience beyond the major by exploring a common theme from multiple perspectives.

**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 1011, 1021 and Wellness/Fitness/Life Activity 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 2011, 2021 and Applied Science of Pharmacy 2091... 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 3011, 3021, and advanced sciences that include courses such as Biochemistry, Physiology, Immunology, OTC & Home Diagnostics, Profession of Pharmacy 3011, Pharmacy Professional Skills 1 and Pharmaceutical Science Module 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 Practice 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 2011. These new standards require colleges of pharmacy to implement Introductory Pharmacy Practice Experiences (IPPEs) in addition to the Advanced Pharmacy Practice Experiences (APPEs, a.k.a. “rotations”). ACPE has also defined the number of hours spent in both IPPEs (300 hours) and APPEs (1440 hours). Although Ohio Northern previously had some introductory hours in the curriculum, the hours have now been more specifically defined by ACPE. ACPE has indicated that the 300 introductory hours must involve direct patient care and the majority of these hours will be spent in community and institutional settings. As with APPEs, students cannot be compensated for their 300 hours of IPPEs. IPPE hours are comprised of multi-disciplinary shadowing, patient interviews, patient interactions, institutional and community pharmacy practice experiences, community outreach and classroom simulation. For further information, please contact the Experiential Office.

**CURRICULUM ENTERING CLASS FALL 2013**

**Doctor of Pharmacy (216 hrs)**  See Appendix B

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 Assistant Dean of Student Services 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:

a. advisor  
b. student services  
c. 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**

**Accumulative Grade Point Average:** You must meet the minimum standard of 2.00 accumulative grade point average (GPA) in order to be in good academic standing. 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.”

**Graduation Requirement:** In order to be eligible for graduation you will need to meet the minimum standard of 2.00 GPA.
A student who fails to maintain the prescribed standard of scholarship will be subject to one of the following actions, namely: (1) probation, (2) continued probation, (3) suspension or (4) 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 Pharmacy for re-admission 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 re-admission 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 re-admission. If re-admission 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 re-admission may lead to academic dismissal. Dismissal is a terminal action and the student is not eligible to apply for re-admission to the University at any time thereafter.

Students on probation may not participate in any extracurricular activities including but not limited to fraternity, sorority, or student governance; athletics or any performance-related activities or course work.

**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
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 course work will go into an Academic Watch program.
2. A student who receives a 2nd deficient grade (D or F), regardless of GPA, in any course work will be sent a warning letter.
3. A third deficient grade (D or F), regardless of GPA, in any course work will cause the student to be suspended for up to 1 year.
4. A student who receives a 4th deficient grade (D or F), regardless of GPA, in any course work will cause the student to be suspended for a minimum of 1 year.
5. A student who received a 5th deficient grade (D or F), regardless of GPA, in any course work 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.

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.

Classification 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 including completion of the following courses or their articulated equivalent: PHPR 1011, 1021, Chemistry 1711 and 1721; Biology 1201, 1341 and 1361; and Math 1461.

P-3: a minimum of 72 semester hours of credit including completion of the following courses or their articulated equivalent: PHPR 2011, 2021, Chemistry 2511/2551 and 2521/2561 Stats for Pharmacy 1761 and Applied Sciences of Pharmacy PHBS 2901.

P-4: a minimum of 108 semester hours of credit including completion of all lower division basic science and pharmacy course work, plus completion of all general education requirements.

P-5: a minimum of 144 semester hours of credit. A cumulative GPA of 2.00 or higher and have successfully completed PHPR 4411 and 4421; PHBS 4321, 4441; and PHPR 4011.

P-6: a minimum of 180 semester hours of credit. A cumulative GPA of 2.00 or higher and have successfully completed PHPR 5431, 5441 and 5451; PHPR 5501 modules and received a letter grade of “C” or better in BSPC 5461.

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 PHPR or PHBS course, all grades are averaged in calculating your GPA.

Example: You receive a “D” in PHPR 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 course work.

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 a summer class elsewhere, and receive an "A." The "D" at ONU will remain when calculating your cumulative or accumulative GPA, and the "A" will never be 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
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 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 in poor work 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. There are only a small number of credible reasons for missing examinations, namely illness, family emergencies, and a University imposed conflict. You must be sure to clearly communicate with your professor any time you are absent from an examination.

Transient Students: Pharmacy students who wish to pursue course work 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/administration/registrar's_office/academic_information/transient_credit to
assure the course(s) that you are taking will be acceptable, and transferable.

**Transfer Courses:** Generally, any course you receive the letter grade "C" (or better) will be
transferable between universities. You must be careful if you want to replace a required course
with one from another university, since there may be a great deal of difference in 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 course work.

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 SERVICES**

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 Services Center.

The Student Services Center is located on the first floor of the pharmacy building (RE
115B), and contains resources for counseling and advising, and other materials that are generally
beneficial to student affairs. You are free to stop in at anytime for counseling, advising, or any other matter of concern, although it may serve you better to arrange an appointment time through the Center’s Advanced Administrative Assistant.

The main objective of the Student Services Center 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 Services Center 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 those students who feel the need to seek personal counseling. Individual needs and concerns are addressed candidly and confidentially. Those situations that require counseling skills that are beyond the resources of the Center 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 5:00pm contact the 24-hour Mental-Health Crisis hotline at 1-800-567-4673.

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 Services Center. A new advisor will be assigned only upon mutual agreement of the student and the requested faculty member.

Tutoring service: 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 board outside the Pharmacy Experiential Office and also in the student coffee room across from the Pharmacy Student Lounge.

Admissions: Ordinarily, the Student Services Center personnel will meet with all prospective pharmacy students visiting the campus. The Assistant Dean also reviews applications received from many first-time freshmen and from all transfer student candidates.
**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/administration/registrars_office/services/ferpa_information](http://www.onu.edu/administration/registrars_office/services/ferpa_information).

**Early warning system:** The early warning system is a service to all first-year pharmacy students during the first semester on campus. Faculty teaching traditionally difficult first-year courses, notify Student Services of those students who may be having problems with the material. These students are then asked to see their advisor 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 course work at another institution during a summer term or concurrently while enrolled in the university must consult with the Assistant Dean and submit a transient request (the transient request form is available at [http://www.onu.edu/administration/registrars_office/academic_information/transient_credit](http://www.onu.edu/administration/registrars_office/academic_information/transient_credit). In order for evaluate the request, a catalog description of the course or courses you would like to take must accompany the request. 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 must meet with Dean’s office personnel to complete paperwork indicating the student will not be returning for the next term.

**Application for Graduation:** All students must apply for graduation prior to the expected graduation date. The application for graduation can be obtained through the Dean's Office.

**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.
Office of Career Services

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 Center during the year.

**Pharmacy Jobs Fair:** This annual event is an opportunity for all students (P-1 through P-6) to talk informally with a wide variety of pharmacy employers. The Pharmacy Jobs Fair has individuals representing a variety of post-graduate 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.

**Position Interviews:** These "interview" days are posted on the Career Services website and any student that is interested must schedule a time for a personal interview. Although most interview times are utilized by upper level students, most employers will also talk to pharmacy students concerning internship programs and opportunities within their company or organization.

**Position Postings:** In addition to interview days, the Career Services posts employment opportunities to their online databases and/or sends out student listserv emails.

**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 obtained through the center. 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.

**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 that are assigned to the Students Services Center that concern various aspects of student life. You are invited to inquire for greater 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.

**Professional Commitment Ceremony (white coat ceremony):** The Professional Commitment Ceremony is scheduled for all P-3 students and their families. Invited students are recognized in this ceremony, which includes presentation of laboratory coats and taking the oath of professionalism.
APPENDIX A
Ohio Northern University
Raabe College of Pharmacy
Code of Ethical and Professional Conduct

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 Before beginning the curriculum, 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 enroll 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 giving assistance not authorized by the instructor to another while an examination or quiz is in progress.

3.01.2 Unethically obtaining, possessing, or using test or quiz material prior to the administration of any test or quiz.

3.01.3 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.

3.01.4 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.

3.01.5 Altering or attempting to alter an assigned grade on any official College of Pharmacy or University record.

3.01.6 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 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 accused, witnesses or the facts involved in an alleged violation except in accordance with the provisions of this Code, or revealing the confidential proceedings of an Honor 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 or disclosure of information about faculty, staff, or students of the College of Pharmacy, or patients/clients, that is private or confidential.

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 recommendation of assignment of a grade of “F” in the course in which the violation(s) occurred and 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.

4.09 All students will be asked to record and explain any and all violations on an annual basis.

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. One student member and one alternate will be elected to represent the P2 class. One student member and one alternate will be elected to represent the P3 class. One student member and one alternate will be elected to represent the P4 class. One student member and one alternate will be elected to represent the P5 class. One faculty member and an alternate will be selected at the spring faculty meeting to represent each of the academic departments in the College of Pharmacy, as well as a representative from the Office of the Dean.
5.01.2 The student members and student alternates will be elected each year in the elections that determine the Pharmacy Council. The Pharmacy Council representatives for the respective classes (P2-P5) will make up the Board. The student receiving the highest number of votes in each class will serve as the student member 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 will be appointed to three-year, staggered terms by the Dean. All necessary faculty appointments will be made by the Dean at the Spring (March) faculty meeting.

5.01.4 The Chairperson will be the P5 member with the most votes, and the Vice-Chairperson will be a faculty member selected by the Dean.

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 Notification of Board members of all regular and special meetings called.

5.03.3 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.

5.03.4 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 accused 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 accused 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 accused 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 all students entering the professional programs of the College of Pharmacy.

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 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).

6.04 To maintain confidential files regarding violations of the Code and all records concerning the findings and recommendations of the Board Hearing Committee.

6.04.1 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.

6.05 To notify the accused party and the charging party of Board Hearing Committee recommendations and to implement sanctions as described in Section 15.00.
6.06 To hear all appeals as described in Section 15.00.

6.07 To implement all sanctions as described in Section 4.00

7.00 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 Chairperson or Vice-Chairperson of the Board as set forth in Section 11.02.

8.00 RIGHTS OF THE ACCUSED PARTY

The party accused of a violation of the Code has the following rights:

8.01 The right to be informed in writing of the specific charge or charges made against him/her and of any sanctions recommended by the charging party.

8.02 The right to be informed in writing of the right of hearing, procedures involved in the hearing and the names of the known witnesses.

8.03 The right 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.

8.04 The right 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.

8.05 The student shall NOT be allowed to continue until the appeal process is completed.

9.00 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 accused, including the right of appeal (Section 8.00).

10.00 PROCEDURES FOR FILING CHARGES

10.01 When an 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 Chairperson or Vice-Chairperson of the Board Hearing Committee within two (2) working days of the time the alleged violation becomes known. Under no circumstances shall any accusation be made in public.

10.02 A student or person other than an 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 10.01 if he/she determines that the facts warrant such action. A student or person other than the 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 Chairperson or Vice-Chairperson of the Board Hearing Committee within two (2) working days of the time the alleged violation becomes known. Under no circumstances shall any accusation be made in public.
10.03 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 Chairperson or Vice-Chairperson of the Board Hearing Committee within two (2) working days following the time the alleged violation becomes known. Under no circumstances shall any accusation be made in public.

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 accused of 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 “Certified Mail Return Receipt Requested Deliver to Addresssee 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 Chairperson or Vice-Chairperson of the board 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 accused student wishes to make to the charges and the names of witnesses willing to testify on his/her behalf. The Chairperson or Vice-Chairperson 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 (Section 11.02), the Board Hearing Committee will consider the case based on the evidence available and will submit its findings and recommendations to the Dean. Such deliberations shall be completed no later than ten (10) class (working) days after the student charged received the notice of the charge(s) (Section 11.02).

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).

12.00 PRESENTATION 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 Board Hearing Committee 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 Chairperson of the Board Hearing Committee, 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 present his/her evidence and witnesses.

13.04.2 The student charged with an alleged violation of the Code will 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 13.05.6.

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 which 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 precedental cases can be reviewed. Deliberations concerning sanctions must be completed within two (2) working days after the determination of the guilty verdict.

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 parties 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 Upon notification of action, either party may appeal to the Office of the Dean as stipulated below:

15.02.1 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.

15.02.2 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.

15.02.3 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.

15.03 The Dean shall accept or amend the appeal and any response by the other parties. The Dean of the College of Pharmacy’s decision will constitute the final action of the College of Pharmacy.

15.04 The Office of the Dean shall notify all parties of his/her decision(s) regarding the appeal. This notification shall represent the College of Pharmacy’s final action.

15.05 If the student or complainant is not satisfied with the College of Pharmacy final action they may file an appeal with the University Judicial Board. (Appendix 3: Section II: Part 4, in the University Faculty Handbook)

15.06 The Office of the Dean shall monitor probation.
15.07 A student may not graduate during the appeal process.

15.08 A student may not be enrolled in classes during the appeals process.

15.09 A student returning after completion of a suspension will follow the same procedure to register as any other returning student.

16.0 AMENDMENTS AND REVISIONS

16.01 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
#### Curriculum

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Com IPPE

Inst IPPE

Outreach hrs
Other requirements on page 2 (general education/open elective hrs)
Updated 4.23.13 *Subject to change please see current catalog for tags offered in each course

General Education Courses (must complete one per category)

Writing Seminar****Freshman course
   ENG 1221

Religious Perspectives
   RELG 1001
   RELG 1011
   RELG 1071
   RELG 2021
   RELG 2031
   RELG 2041
   RELG 2051
   RELG 3021
   PHIL 1031
   PHIL 2341

Social Science
   PYSC 1001
   SOC 1001

Business Foundation
   BIZ 2021
   ABUS 2221

Aesthetics
   ART 1651
   MUSC 1001
   TATH 1051

Ethics
   PHIL 2401

Communication
   CAMS 1301
   CAMS 2311
   CAMS 2331
   CAMS 3311
**World History**
- HIST 1101
- HIST 1111
- HIST 1151
- HIST 1161

**ExtraDisciplinary Seminar**
- EXDS 2001

**Open Electives (11 hours)**

**Literature (any 2000 level or higher Lit course)**
- Literature courses offered in ENG as well as Modern Languages could fulfill this requirement
APPENDIX C
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 disability services representative from their college of enrollment 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/disability_services](http://www.onu.edu/student_life/disability_services)
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 e-mail:

csinfo@acpe-accredit.org (regarding a professional degree program)
ceinfo@acpe-accredit.org (regarding a continuing education provider)
APPENDIX E

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 for women 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, blindness screening clinics, CPR training and an array of guest speakers.

**Phi Delta Chi**

Phi Delta Chi is a professional fraternity for men whose mission is to advance the profession of pharmacy through fraternal activities. Membership is by invitation. To be eligible, a student must be enrolled in the College of Pharmacy, be in good academic standing, and be of high moral character. Phi Delta Chi sponsors a variety of professional projects designed to increase the public's awareness of pharmacy, or to provide financial or moral support to charitable or worthy groups. It links its members with a communal bond of fraternal spirit that binds them together as they partially fulfill their own personal commitments to their chosen profession.
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. 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, that 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.

**Ohio Pharmacists Association (OPA)**

The Ohio Pharmacists Association (OPA) is the statewide professional association for all pharmacists. On the ONU campus there is a joint membership program in APhA-OPA. All membership functions of OPA are open and available for the student member, including Annual Meetings, Mid-Year Meetings, House of Delegate meetings, Continuing Professional Education events, and a host of others. OPA publishes a monthly journal under the title of *Ohio Pharmacist*.

**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.
- Provide students with more opportunities for leadership roles and experiences by becoming a chapter officer or committee chair.
- 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 (snaffa) 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

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

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.
APPENDIX F

Policies on Substance Abuse, Addiction and Related Disorders

Introduction

In October of 2009, President-Elect for 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.”

Recommendation 1 is “The 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.”

Ohio Northern University’s Raabe College of Pharmacy recognizes the importance of addressing this issue and has established the following policies on addiction and related disorders (AARDs). These policies apply to both patterns of behavior and isolated, one-time, incidents.

Mandatory Drug Testing Policy (in process of implementation)

An increasing number of 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. Because of this professional standard in these practice settings, the Raabe College of Pharmacy also has established a mandatory drug testing policy.

All P2 and P5 students will be tested in a randomized order. In addition to testing all P2 and P5 students, any student (P1 – P6), at any time can be subject to a random drug test. This means any student may be tested more than once in any academic year. Additional testing may be required of students believed to be under the influence of an abused substance.

Therefore, all students must report to a specified location for submission of a urine sample for drug testing when notified to do so. This notification will be conducted by an external agency contracted by the College. The costs of randomized drug testing will be incorporated as a portion of student fees. Additional and/or follow-up drug tests requested by the College officials are the responsibility of the student.

Any student who fails to comply with drug testing within the time allocated will be considered as not passing and subject to the same sanctions as a student who tests “positive” for a screened substance without a valid prescription. Failure to comply with drug testing for a second time will result in the student’s dismissal from the pharmacy program.

A student testing “positive” for a screened substance without a valid prescription will be administratively withdrawn from the University. A student testing “positive” is also subject to sanctions via the Code of Ethical and Professional Conduct.

Student Pharmacist Assistance Committee (SPAC)

The SPAC is a group of student pharmacists who are knowledgeable about addiction and related disorders including their recognition and referral. Such committee members will be appointed on the basis of having taken related course work or other related training or attended the Pharmacist Section at the University of Utah School on Alcoholism and Other Drug Dependencies. SPAC will serve as the resource
for referring concerns about student pharmacists with addiction and related disorders (AARDs) as well as the provision of education and support concerning AARDs.

**Pharmacy Student 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 Associate Dean of the College of Pharmacy. The student must then be professionally evaluated for dependency and the possible enrollment in a chemical dependency rehabilitation program. The student may be required to take a leave of absence from the college of pharmacy 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 re-admission 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**

A student who tested positive for a screened substance without a valid prescription will be administratively withdrawn from the College.

**Conditions**

The student may apply for re-admission 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 an alleged drug or alcohol offense must notify the Associate Dean of the College of Pharmacy within one business day of the arrest. The student must keep the Associate 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.

**Conditions**

A suspended student convicted of a drug or alcohol offense may apply for re-admission under the following conditions:

- Documentation from the Ohio State Board of Pharmacy regarding the student’s eligibility to obtain 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 the recommended rehabilitation program and a copy of a current contract with PRO.

**Via Student Intervention**

A student brought to the attention of the Associate Dean of the College follows the same pathway as the student who enters the rehabilitation program as a self-reporting student. Provided the student has not tested positive for a screened substance without a valid prescription or been arrested and found guilty of an alcohol or drug related offense.

**NOTE:**

In any issue not covered by this policy, the Dean of the College has the discretion to address the issue in a manner fitting to the situation.
APPENDIX G Technical Standards

Standards are being finalized for implementation. A finalized version will be included in the next edition of the student handbook. In the interim students are welcome to contact the College of Pharmacy Student Services Office to receive a copy of the current draft.