Disclaimer: The Harding University College of Pharmacy Handbook is not intended to represent a contract, either specific or implied, with students enrolled in the College of Pharmacy. Rather it is intended as a set of guidelines for students, faculty, and staff regarding the handling of student academic and non-academic affairs. The contents of the Handbook may be changed at any time at the discretion of the administration of the College of Pharmacy. Every effort will be made to inform students of changes in a timely and responsible manner.
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HISTORY AND MISSION

History of the College of Pharmacy
In October 2004, a former Harding University administrator suggested that pharmacy be investigated as an addition to the offerings of the University. Over the next several months, research was conducted and a consultant was secured to study the question of whether pharmacy would be consistent with the mission and goals of the University. Constituents outside the University including local pharmacists, the Arkansas State Board of Pharmacy, and the Accreditation Council for Pharmacy Education were also involved in initial discussions regarding the establishment of a College of Pharmacy. Following the endorsement of two formal consultant reports in May 2005, the Board of Trustees of Harding University approved the creation of a College of Pharmacy at its campus in Searcy, Arkansas. Thus was born the first College of Pharmacy at a church of Christ-affiliated institution, and the second Doctor of Pharmacy program in the state of Arkansas. The College of Pharmacy’s first class of students matriculated in the fall of 2008 and graduated in the spring of 2012.

Mission
Harding University’s College of Pharmacy seeks to graduate pharmacists who accept the responsibility of improving the spiritual and physical wellness of the world by providing patient-centered care that ensures optimal medication therapy outcomes delivered through the highest standards of Christian service.

To achieve this mission, the College of Pharmacy embraces the following goals:
1. Deliver In-Depth Pharmacy Education: Provide an education which delivers in-depth knowledge of medications and the biomedical, sociobehavioral, and clinical sciences while focusing on patient-centered and population-based care that optimizes medication therapy.
2. Contribute to Society and the Profession: Engender an environment of caring for and being responsive to all people and to the pharmacy profession resulting in positive contributions to both.
3. Promote Health & Wellness: Promote health improvement, wellness, and disease prevention while managing health care system resources in the application of evidence-based therapeutic principles and guidelines.
4. Serve in Mission Efforts: Serve in mission efforts while incorporating relevant legal, ethical, social, cultural, economic, and professional issues of contemporary pharmacy practice.
5. Foster Innovation through Research: Foster innovation in the development of pharmacy practice models through basic and applied research related to both improving health care outcomes as well as identifying effective educational methods.
6. Pursue Lifelong Learning: Instill the importance of personal and professional growth in students, faculty, staff, and alumni through postgraduate education and the pursuit of lifelong learning.
7. Support Community Outreach: Support development of community outreach programs that ensure: (1) medication therapy management is readily available to all patients; (2) desired patient outcomes are more frequently achieved; (3) overuse, underuse, and misuse of medications are minimized; (4) medication-related public health goals are more effectively achieved; and (5) cost-effectiveness of medication therapy is optimized.
8. Accept Accountability for Patient Outcomes: Develop graduates who accept accountability for patients’ therapeutic outcomes and who view themselves as a primary resource for unbiased information and advice regarding the safe, appropriate, and cost-effective use of medications.
9. Promote the Practitioner Role of the Pharmacists: Promote pharmacists as the most trusted and accessible source of medications and related devices and supplies who are valued patient care providers whom health care systems and payers recognize as having responsibility for assuring the desired outcomes of medication use.
10. Evaluate Achievement of Mission & Goals: Engage in continuous quality improvement activities to ensure achievement of all college goals, and ultimately, the mission of the college and university.

Vision
The College of Pharmacy will be recognized nationally for its leadership and innovation in Christian pharmacy education and scholarship as well as for its service to society and the profession.

Core Values
The College of Pharmacy bases its educational program and position in the pharmacy community upon certain core values. The core values of the college are advancement, Christianity, collaboration, trustworthiness, innovation, outreach, nurturing, and service. These values are symbolized by the acronym ACCTIONS.
Profile of the Graduate

The Doctor of Pharmacy graduate of the Harding University College of Pharmacy will be able to:

- Deliver pharmacist-provided patient care and medication therapy management services in accordance with evidence-based practice guidelines
- Employ critical thinking to solve problems
- Educate patients, care givers, the public, and other health care providers in an effective manner
- Accept responsibility for patients' therapeutic outcomes
- Manage health care resources effectively through the application of pharmacy administration and management skills
- Obey all state and federal pharmacy practice laws
- Conduct themselves in a professional and ethical manner, consistent with Christian ideals
- Serve actively in professional organizations
- Adapt to changes in the health care environment
- Engage in continuous professional development and lifelong learning

Accreditation Status

Harding University’s Doctor of Pharmacy program is accredited by the Accreditation Council for Pharmacy Education, 135 South LaSalle Street, Suite 4100, Chicago, IL 60603, (312)-664-3575; FAX (866)-664-4652, web site www.acpe-accredit.org.

Administration

McLarty, Bruce D., D.Min. President, Harding University
Spears, Marty, Ph.D. Provost, Harding University
Mercer, Jeff, Pharm.D. Dean
Griffin, Sarah, Pharm.D., BCPS Assistant Dean for Academic Affairs
Story, Rayanne, Pharm.D. Assistant Dean for Experiential Education
Grace, Susan, M.A.Ed. Director of Student Affairs
Jones, Carol, M.B.A. Director of Admissions
Kissack, Julie Cold, Pharm.D., BCPP Chair, Department of Pharmacy Practice
Weston, Scott, R.Ph., Ph.D. Chair, Department of Pharmaceutical Sciences
Organizational Units and Departments

Dean’s Office
(501) 279-5205

Mercer, Jeff, Pharm.D.  Dean
Griffin, Sarah, Pharm.D., BCPS  Assistant Dean for Academic Affairs
Story, Rayanne, Pharm.D.  Assistant Dean for Experiential Education
Howard, Tim, Pharm.D.  Experiential Education Director
Smith, Jeanie, Pharm.D.  Experiential Education Director
McAleese, Sherrie, M.B.A.  Administrative Assistant
Quesinberry, Melissa  Office and Administrative Staff Manager

Office of Student Affairs and Admissions
(501) 279-5528

Grace, Susan, M.A.Ed.  Director of Student Affairs
Jones, Carol, M.B.A.  Director of Admissions
Celsor, Pam  Administrative Assistant

Department of Pharmaceutical Sciences
(501) 279-5530

Weston, Scott, R.Ph, Ph.D.  Chair and Professor
Bohn, Kaci, Ph.D.  Associate Professor
Brown, Josh, Ph.D.  Associate Professor
Kamdem, Landry, Pharm.D., Ph.D.  Associate Professor
Norris, Jim, Ph.D.  Associate Professor
North, Henry, Ph.D.  Assistant Professor
Smith, Forrest, Ph.D.  Professor
Tarrant, Jim, Ph.D.  Associate Professor
Yeboah, Kwame, Ph.D.  Associate Professor
Jones, Pam  Administrative Assistant

Department of Pharmacy Practice
(501) 279-5459

Kissack, Julie Cold, Pharm.D., BCPP  Chair and Professor
Bailey, Daniel, Pharm.D.  Assistant Professor
Douglass, Gabriella, Pharm.D., BCACP, AAHIVP  Assistant Professor
Earley, Ashley, Pharm.D., BCACP  Assistant Professor
Gettman, Lana, Pharm.D.  Associate Professor
Grace, Susan, M.A.Ed.  Instructor, Director of Student Affairs
Griffin, Sarah, Pharm.D., BCPS  Assistant Professor, Assistant Dean for Academic Affairs
Herring, MaRanda, Pharm.D., BCACP  Assistant Professor
Hixson-Wallace, Julie A., Pharm.D., BCPS  Professor, Vice Provost for Accreditation
Howard, Tim, Pharm.D.  Assistant Professor, Experiential Education Coordinator
Jones, Carol, M.B.A.  Instructor, Director of Admissions
Max, Melissa, Pharm.D., CDE  Associate Professor
Mercer, Jeff, Pharm.D.  Associate Professor, Dean
Nesbit, James, B.S.Pharm., Ph.D.  Associate Professor
Richmond, Rodney, B.S. Pharm., M.S., BCGP  Assistant Professor
Shipp, Melissa, Pharm.D., BCPS  Associate Professor, Experiential Education Coordinator
Smith, Jeanie, Pharm.D.  Assistant Professor, Assistant Dean for Experiential Education
Story, Rayanne, Pharm.D.  Assistant Professor
Turner, Mallory, Pharm.D., BCPS  Assistant Professor
Turner, Shawn, Pharm.D., BCPS  Assistant Professor
Waggoner, Debbie, Pharm.D., BCNP  Assistant Professor
Walls, Kelly, Pharm.D.  Assistant Professor
Ward, Richard, Pharm.D.  Assistant Professor
Ritchie, Deborah  Administrative Assistant
### Doctor of Pharmacy Curriculum

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**FOURTH PROFESSIONAL YEAR**

Advanced Pharmacy Practice Experiences (9, 4-week experiences): **36 semester hours**
501. INTRODUCTION TO PHARMACY & HEALTH CARE DELIVERY SYSTEMS. (2) Fall. This course orients the entering pharmacy student to the social, economic and political environments within which pharmacist-delivered care is currently being delivered to the patient. The role of the pharmacist in a variety of practice settings is examined. Students will also explore current topics in pharmacy.

503. BIOSTATISTICS/LITERATURE EVALUATION. (3) Spring. This course is designed to enable the student to develop an understanding of basic statistics and research design procedures and terms such that clinical studies in the medical and pharmaceutical literature may be objectively evaluated. This course introduces the student to evidence-based medicine by applying a framework for reading the full range of clinical studies published in the medical and pharmaceutical literature. The course will also provide the student with the necessary techniques and principles to apply literature to solve clinical problems and make clinical decisions. Additionally, students will learn to analyze, describe, summarize, and draw valid conclusions from data collected through personal research.

505. PATIENT COUNSELING AND COMMUNICATION. (3) Fall. This course will help the pharmacy student develop effective methods for creating positive, therapeutic relationships with patients through the application of communication skills (empathy, assertiveness training, effective listening, etc.) and other behavioral interventions. The course will also focus on the organization and provision of drug information to the patient and follow-up care. This course was created to help pharmacy students to internalize a wide variety of communication theories, skills and intervention strategies in order to reduce drug-related patient morbidity and mortality.

506. SPIRITUAL AND PROFESSIONAL VALUES. (2) Spring. The relationship between spirituality and the professional is studied with the goal of equipping students to function in the professional world with the strengths of a strong prayer life and spirituality. Setting priorities between personal, family and professional demands are examined.

520. CLINICAL HUMAN ANATOMY AND PHYSIOLOGY. (5) Fall. This course is devoted to the study of clinical gross anatomy and clinical physiology. It is designed to provide students with essential knowledge of the major anatomical regions, structures of the body and the important physiologic functions related to health and disease. Emphasis will be placed upon the relationship of components within a specific region as well as topographical and functional anatomy and physiology through the use of case studies and virtual laboratory experiences. The major anatomic features and physiologic functions of the human organism will be examined and discussed, with correlations to diagnostic modalities currently used by practitioners in order to establish correct diagnoses and plan appropriate therapies. Case studies will illustrate the anatomical findings in the classical clinical presentations of the most common chief complaints. The course includes regular lecture and laboratory sessions.

524. PRINCIPLES OF DRUG ACTION (3) Spring. This course provides an integrated foundation of key areas in the pharmaceutical sciences. An accelerated biochemistry sequence will focus on druggable pathways; medicinal chemistry will include recognizing common functional groups within drug molecules, ADMET, and drug design; pharmacology will explore pharmacokinetics/pharmacodynamics, and cell drug transporters.

525. INTRODUCTION TO PHARMACEUTICAL SCIENCES. (3) Fall. This course orients the entering Doctor of Pharmacy student to the interrelationships of the pharmaceutical sciences by providing the basic knowledge necessary to allow the student to begin to integrate fundamental physical, chemical, and biological sciences as they pertain to the development of safe and effective therapeutics. Also included in this course are mathematical principles and quantitative methods utilized in the contemporary practice of pharmacy. The calculations required in the quantitative development and assessment of prescriptions, dosage forms, drug delivery systems, and drug therapy modalities are integrated in a manner applicable to pharmacy practice.

526. PHARMACEUTICS. (3) Spring. This course is intended to give the student a basic knowledge of the pharmaceutical principles involved in formulation, design, compounding, and evaluation of dosage forms and drug delivery systems. The course will also familiarize the student with the concepts of drug standards, good manufacturing practice, and quality control. The student will gain background knowledge and skills necessary to apply biopharmaceutic principles to the selection and evaluation of drug products for use in patients. Emphasis will be placed on the various formulation and physiologic factors that affect drug response and absorption.

527. PHARMACEUTICS LABORATORY. (1) Spring. This course is designed to acquaint the student with basic compounding skills and techniques related to pharmaceutical dosage forms. The course also involves the study of the mathematics encountered in pharmacy practice and the application of calculations in laboratory exercises. The laboratory is designed around a student-centered, problem-based approach to learning.

528. PATHOPHYSIOLOGY I. (3) Fall. This course covers the fundamental mechanisms of human disease process, including causes, manifestations, diagnosis and treatment of immunological, oncological, endocrine, hematological, renal, and metabolic diseases.

529. PATHOPHYSIOLOGY II (4) Spring. This course covers the fundamental mechanisms of human disease process, including causes, manifestations, diagnosis and treatment of neurological, reproductive, cardiovascular, pulmonary, digestive, and musculoskeletal diseases.

570. PATIENT-CENTERED CARE I. (2) Fall. The course introduces the first year student to community pharmacy, patient care, drug information, and traditional community pharmacy practice. Activities include regulatory training.
and accountability, medical terminology, introduction to over the counter medications, introduction to drug
information and the opportunity to participate in reflection groups. Students will learn basic information about half of
the top 300 prescription medications including brand name, generic name and primary use through a self-directed
process.
571. PATIENT-CENTERED CARE II. (2) Spring. This course serves as a bridge into the pharmacotherapy course
series in the P2 and P3 years. An emphasis is placed on common therapeutic areas including hypertension,
asthma, and mental health. An introduction to over the counter medications is continued from Patient-Centered
Care I and includes group presentation combining drug information with patient education. There is an overriding
theme of application of knowledge to patients and practice scenarios. Students will be required to learn basic
information including brand, generic, and primary use of the top 300 prescription medications through a self-
directed process.
572. INTRODUCTORY PHARMACY PRACTICE EXPERIENCE 1. (0) Fall. This experiential course series is
designed to introduce the first year student to pharmacy practice in a real-life setting. Activities for the course series
include the following: shadowing of a health care provider, patient caring, pharmacy service-learning, community-
based practice, and simulation of pharmacy practice.
573. INTRODUCTORY PHARMACY PRACTICE EXPERIENCE 2. (0) Spring. This experiential course series is
designed to introduce the first year student to pharmacy practice in a real-life setting. Activities for the course series
include the following: shadowing of a health care provider, patient caring, pharmacy service-learning, community-
based practice, and simulation of pharmacy practice.
574. INTRODUCTORY PHARMACY PRACTICE EXPERIENCE 3. (1) Summer. This experiential course series is
designed to introduce the first year student to pharmacy practice in a real-life setting. Activities for the course series
include the following: shadowing of a health care provider, patient caring, pharmacy service-learning, community-
based practice, and simulation of pharmacy practice.
604. PHARMACY PRACTICE MANAGEMENT. (2) Fall. This course will address the discussion and analysis of
management principles in relation to community and institutional pharmacy management, including planning,
organizing, motivation, controlling, and marketing.
606. PSYCHOSOCIAL ASPECTS OF DISEASE. (2) Spring. An individual suffering from a disease or a disability
can experience an increase or a decrease in the severity of a particular handicap, depending on social-
environmental conditions. This course will explore the many non-pathophysiologic and non-biomedical factors that
impact the onset, development, response and outcome of physical illness and disability. Throughout the course
there will be an emphasis on Christian ideas in dealing with disease. A psychosocial model of disease and disability
will be developed in this course, and literature dealing with psychosocial interventions will be examined.
624. MEDICAL MICROBIOLOGY. (3) Spring. This course is an introduction to the techniques and principles of the
isolation, cultivation, identification and properties of microorganisms relevant to human health and disease.
631. PHARMACOLOGY & CHEMISTRY I. (3) Fall. This course integrates pharmacology and medicinal chemistry
of cardiovascular, pulmonary and renal agents. Course content will emphasize chemical structure of these agents;
drug structure-activity relationships and mechanisms of action; chemical reactions involved in the metabolism of
these agents; drug mechanisms related to the occurrence of adverse effects; generic and trade names of these
agents; pharmacological effects produced by these agents and their relationship to the blood, heart, circulatory
system, lungs and renal system.
632. PHARMACOLOGY & CHEMISTRY II. (3) Spring. This course integrates pharmacology and medicinal
chemistry of endocrine, GI, musculoskeletal and integument agents. Course content will emphasize chemical
structure of these agents; drug structure-activity relationships and mechanisms of action; chemical reactions
involved in the metabolism of these agents; drug mechanisms related to the occurrence of adverse effects; generic
and trade names of these agents; pharmacological effects produced by these agents and their relationship to the
endocrine, GI, musculoskeletal and integumentary systems.
650. PHARMACOTHERAPY I. (5) Fall. This course will integrate the pathophysiology of selected diseases and
disorders related to the cardiovascular, pulmonary and renal systems with the therapeutic use of drugs used to
treat these diseases and disorders. At the conclusion of this course, students will be able to explain the rationale for
use of specific drug categories in the treatment of cardiovascular, pulmonary, and renal disorders. Course content
will emphasize recognition and management of medication-related problems and decision-making processes
including utilization of laboratory tests and patient assessment skills to monitor drug efficacy and toxicity. Problem-
based case studies will be used to assist students in designing a pharmacy care plan for the patient. The use of
complementary and alternative therapies as well as the social/behavioral/administrative aspects of cardiovascular,
pulmonary, and renal disorders will be addressed. This is a student-centered learning course designed to begin the
process of life-long learning for students as health care professionals.
651. PHARMACOTHERAPY II. (5) Spring. This course will integrate the pathophysiology of selected diseases and
disorders related to the endocrine, GI, musculoskeletal and integumentary systems with the therapeutic use of
drugs used to treat these diseases and disorders. At the conclusion of this course, students will be able to explain
the rationale for use of specific drug categories in the treatment of endocrine, GI, musculoskeletal and integument
disorders. Course content will emphasize recognition and management of medication-related problems and
decision-making processes including utilization of laboratory tests and patient assessment skills to monitor drug efficacy and toxicity. Problem-based case studies will be used to assist students in designing a pharmacy care plan for the patient. The use of complementary and alternative therapies as well as the social/behavioral/administrative aspects of endocrine, GI, musculoskeletal and integument disorders will be addressed. This is a student-centered learning course designed to begin the process of lifelong learning for students as health care professionals.

672. PATIENT-CENTERED CARE III. (2) Fall. This course is a continuation of Patient-Centered Care II. The course will continue the transition from didactic instruction to practical application of pharmacy practice to better prepare the student as a provider of patient care. The course examines the practice of pharmacy in the health-system environment. Students will also be required to learn basic information regarding half of the top 300 prescription drugs through a self-directed process.

673. PATIENT-CENTERED CARE IV. (2) Spring. This course is a continuation of Patient-Centered Care III. The course will continue the transition from didactic instruction to the practical application of pharmacy practice to better prepare the student as a provider of patient care in the health-system environment. Compounded sterile products and aseptic technique will be reviewed and assessed in this course. Advanced health-system calculations will be reviewed and practiced through a series of case problems as well as IV drug compatibilities. Students will be required to learn basic information regarding half of the top 300 prescription drugs through a self-directed process.

674. INTRODUCTORY PHARMACY PRACTICE EXPERIENCE 4. (0) Fall. This experiential course series is designed to introduce the second year student to pharmacy practice in a real-life setting. Activities for the course series include the following: shadowing of a health care provider, patient caring, pharmacy service-learning, institutional-based pharmacy practice, and simulation of pharmacy practice.

675. INTRODUCTORY PHARMACY PRACTICE EXPERIENCE 5. (0) Spring. This experiential course series is designed to introduce the second year student to pharmacy practice in a real-life setting. Activities for the course series include the following: shadowing of a health care provider, patient caring, pharmacy service-learning, institutional-based pharmacy practice, and simulation of pharmacy practice.

676. INTRODUCTORY PHARMACY PRACTICE EXPERIENCE 6. (2) Summer. This experiential course series is designed to introduce the second year student to pharmacy practice in a real-life setting. Activities for the course series include the following: shadowing of a health care provider, patient caring, pharmacy service-learning, institutional-based pharmacy practice, and simulation of pharmacy practice.

677. PATIENT ASSESSMENT. (2) Fall. This interactive course is designed to introduce the student to the pharmacy care process, especially the relationship between patient assessment skills and the pharmacist. The student will learn basic skills for evaluating and monitoring pharmacotherapy as well as common triaging skills utilized in various pharmacy settings. The course will review basic laboratory monitoring, methods of physical assessment, the concepts of pharmacy care, therapeutic planning, and monitoring drug therapy. The course will assist the student with developing insight into the relationship between these components and the patient's pharmacotherapy. Students will be required to demonstrate assessment techniques. The course is intended to prepare the student for pharmacotherapy sequences and pharmacy practice experiences.

707. PHARMACY LAW. (2) Fall. This is a study focusing on the federal laws governing the practice of pharmacy. The course will emphasize introductory legal concepts that encompass the rights and responsibilities of the pharmacist and a practical application of these concepts.

709. INTRODUCTION TO TEACHING. (2) Offered upon sufficient demand. This is an elective course designed to stimulate interest of pharmacy students in a career in teaching. Through facilitating small groups of students, discussing readings from the literature, and assisting faculty in a variety of teaching activities, the student is better able to evaluate the possibility of a career in teaching.

710. MAJOR WORLD DISEASES AND IMPACT ON HEALTH CARE. (2) Offered upon sufficient demand. This elective course is designed to discuss the major diseases of the world, their impact on history and the development of health care and public policy. Drugs and biologics have been developed to treat these diseases with varying degrees of effectiveness. Practices for control of these diseases will be discussed and their relevance to health care professionals as well as provider precautions currently recommended. This course will be useful for any health care student but especially those considering medical missions.

720. BIOTECHNOLOGY. (2) Offered upon sufficient demand. This elective course is designed to familiarize the student with technology. Emphasis will be given to methods involving genetic manipulations and immunologic tools. In addition, the course will include a thorough review of the most current agents (both those approved and those undergoing testing) including a discussion of how they function and how they are produced.

733. PHARMACOLOGY & CHEMISTRY III. (3) Fall. This course integrates pharmacology and medicinal chemistry of anti-infective, hematologic and oncology agents. Course content will emphasize chemical structure of these agents; drug structure-activity relationships and mechanisms of action; chemical reactions involved in the metabolism of these agents; drug mechanisms related to the occurrence of adverse effects; generic and trade names of these agents; pharmacological effects produced by these agents and their relationship to infectious, hematologic and oncologic processes.

734. PHARMACOLOGY & CHEMISTRY IV. (3) Spring. This course integrates pharmacology and medicinal chemistry of nervous system agents. Course content will emphasize chemical structure of these agents; drug
structure-activity relationships and mechanisms of action; chemical reactions involved in the metabolism of these agents; drug mechanisms related to the occurrence of adverse effects; generic and trade names of these agents; pharmacological effects produced by these agents and their relationship to nervous system disorders.

736. APPLIED PHARMACOTHERAPY. (2) Spring. This course is designed to further develop student skills in critically analyzing patient parameters to provide comprehensive pharmaceutical care. Students will draw upon knowledge and applications gained earlier in the curriculum, including communication skills, literature evaluation and drug information tools, pharmacology, medicinal chemistry, and pharmacotherapy. As such, this course serves as a capstone course in the doctor of pharmacy program.

742. SPECIAL PROJECTS. (2) Offered upon sufficient enrollment. This elective course provides students with techniques, materials and/or methods needed to successfully complete a project identified and developed in the health sciences by student/faculty collaboration. The faculty collaborator may approve students to take courses, obtain training, visit training sites, or participate in national, state and local professional activities as partial credit for the requirements in PHA 742. Students will be expected to complete work deemed necessary by the faculty advisor established prior to initiation of the project. This course may be taken up to two times for credit. Prerequisites: student pharmacists in their second or third professional year (P2/P3) in the college of pharmacy, faculty advisor approval, consent of department chair, ADAA and a GPA of 2.75 or better.

743. HEALTH SCIENCES RESEARCH. (2) Offered upon sufficient enrollment. This elective course provides students with current techniques, materials and methods used to design basic and clinical research studies. A research project will be identified and developed by student/faculty collaboration. The student will be expected to complete work deemed necessary by the faculty advisor established prior to initiation of the project that outlines specific goals anticipated to be achieved during the semester. This course may be taken up to two times for credit. Prerequisites: student pharmacists in their second or third professional year (P2/P3) in the college of pharmacy, faculty advisor approval, consent of department chair and a GPA of 2.75 or better.

750. CHRISTIAN BIOETHICS. (2) Spring. This course introduces the basic concepts and language of Christian medical ethics, in the context of biblical principles, to topics that pertain to pharmacy practice. Students are given the opportunity to develop skills in the application of medical ethics to clinical cases. Some of the topics to be included are response to death and dying, advanced directives and end-of-life decisions, stem cell research, reproductive rights, and legal issues of health care.

752. PHARMACOTHERAPY III. (5) Fall. This course will integrate the pathophysiology of selected diseases and disorders related to the infectious, hematologic and oncologic processes with the therapeutic use of drugs used to treat these diseases and disorders. At the conclusion of this course, students will be able to explain the rationale for use of specific drug categories in the treatment of infectious, hematologic and oncologic processes. Course content will emphasize recognition and management of medication-related problems and decision-making processes including utilization of laboratory tests and patient assessment skills to monitor drug efficacy and toxicity. Problem-based case studies will be used to assist students in designing a pharmacy care plan for the patient. The use of complementary and alternative therapies as well as the social/behavioral/administrative aspects of infectious, hematologic and oncologic processes will be addressed. This is a student-centered learning course designed to begin the process of lifelong learning for students as health care professionals.

753. PHARMACOTHERAPY IV. (4) Spring. This course will integrate the pathophysiology of selected diseases and disorders related to the nervous system with the therapeutic use of drugs used to treat these diseases and disorders. At the conclusion of this course, students will be able to explain the rationale for use of specific drug categories in the treatment of nervous system diseases and disorders. Course content will emphasize recognition and management of medication-related problems and decision-making processes including utilization of laboratory tests and patient assessment skills to monitor drug efficacy and toxicity. Problem-based case studies will be used to assist students in designing a pharmacy care plan for the patient. The use of complementary and alternative therapies as well as the social/behavioral/administrative aspects of nervous system diseases and disorders will be addressed. This is a student-centered learning course designed to begin the process of lifelong learning for students as health care professionals.

754. OTC PHARMACOTHERAPY. (3) Spring. This course examines the role of over-the-counter (OTC) therapeutic, preventive and testing products as well as durable medical equipment and medical supplies in the pharmacotherapy and medical management of patients. Students examine the evidence base for the use of OTC medicines in the management of minor disease states. Issues of advice and recommendations when responding to patient symptoms are also addressed.

760. DRUG MISADVENTURES. (2) Offered upon sufficient enrollment. This elective course is designed to provide the student with more in-depth knowledge of major adverse reactions associated with commonly prescribed drug categories. Information relating to incidences, pre-disposing factors, and the management of adverse reactions will be discussed. Drug interactions as well as causes and methods of prevention of medication errors will also be emphasized.

761. SPECIAL TOPICS IN PHARMACOTHERAPY. (2) Offered upon sufficient enrollment. This elective course is designed to develop the student’s critical thinking and appreciation of various current controversial pharmacotherapeutic topics. Students will select a controversial topic for presentation, questioning or supporting
the current approach to treatment. Case studies may be used to further explain information presented. Each topic will be presented with a journal article for critical discussion.

762. SUBSTANCE ABUSE. (2) Offered upon sufficient enrollment. This elective course is designed to facilitate comprehensive learning regarding various aspects of substance abuse and addiction in our society and ways in which the pharmacist can offer a positive influence. Related topics to be covered include epidemiology, prevention and treatment approaches, special population issues, and clinical aspects pertaining to each drug class. Literature review, internet sites, and guest speaker(s) will be employed during the class. In addition, the case study format will be utilized to illustrate the diverse clinical situations related to different drug categories and to enhance the student's active participation in the learning process.

763. EXPLORING HEALTH DISPARITIES. (2) Offered upon sufficient enrollment. The purpose of this course is to expose students to the current state of health and health care in the US and abroad with a focus on the disparities in health care that are present in underserved, minority and rural populations. Students will become familiar with national trends regarding health improvement of its citizens and will explore the etiologies, statistics and implications of such trends. Students will build upon service learning and volunteerism in this elective and participate in a service(s) that target(s) underserved populations.

764. GERIATRIC ASSESSMENT AND PHARMACOTHERAPY. (2) Offered upon sufficient enrollment. The purpose of this course is to expose students to the key concepts in geriatric assessment and pharmacotherapy. There will be an emphasis on the physiology of aging and associated pitfalls of inappropriate prescribing which provide opportunity for pharmacist interventions. Complexity of regimen, changes in cognition, and the challenges of providing safe medication management through the continuum of care will be explored. Authentic patient cases will be presented. Pharmacotherapy selection and non-pharmacological interventions for neuropsychiatric disorders such as Alzheimer's and frontotemporal dementias, Parkinson's disease, depression, anxiety and behavioral disorders in the aging population will be highlighted. Additional student-selected geriatric pharmacotherapy topics will also be incorporated.

765. PHARMACY POLITICAL ADVOCACY. (2) Offered upon sufficient enrollment. The goal of this elective course is to increase pharmacy students' awareness of and involvement in legislative and policy issues affecting the pharmacy profession and healthcare by introducing them to ways to become advocates and influence legislative and administrative decisions.

766. DIABETES MANAGEMENT. (2) Offered upon sufficient enrollment. This course is designed to provide the student pharmacist with enhanced education on multiple topics related to diabetes management. Emphasis will be on the pharmacist's role in the provision of patient-centered diabetes education and evidence-based medical management of diabetes. Students will become familiar with diabetes self-management education standards and required instructor credentials. The empowerment approach to patient education will be a focus.

767. PEDIATRIC PHARMACOTHERAPY. (2) Offered upon sufficient enrollment. This elective course is designed to broaden and enhance the student's knowledge of pediatric diseases and corresponding pharmacotherapy. Providing appropriate and safe pharmaceutical care to pediatric patients can be challenging. This course will prepare the student for meeting and overcoming those challenges in the hospital and community settings.

768. LONG TERM CARE. (2) Offered upon sufficient enrollment. Consultant pharmacy practice historically originated in the provision of pharmacy services to geriatric populations in nursing homes. Today, consultant pharmacists serve residents of all ages across the full spectrum of long-term care settings. The consultant pharmacist is an integral member of the interdisciplinary health care team, working with physicians, nurses, and other team members to optimize drug therapy and help ensure the best possible overall treatment outcome. Consultant pharmacists are mandated by federal regulations to safeguard the health, safety, and well-being of each individual in their care. This elective will provide experience in which the student will have the opportunity to develop clinical skills and competence in the provision of pharmaceutical care to residents of long-term care, assisted living, and other care facilities.

769. PHARMACY REGULATORY COMPLIANCE. (2) Offered upon sufficient request. Regulation and policy can be positive tools in the improvement of patient care and those who understand their context and application can bring value to the process. This course is designed to give students an understanding of the regulatory framework that encompasses the manufacture, distribution, dispensing, and use of pharmaceutical products, and generally place pharmaceuticals in a larger context of healthcare policy. Students will explore the roles of regulation and the responsibilities of the regulated and regulator, as well as delve into understanding contemporary medication-related regulatory challenges facing healthcare. Further, students will be exposed to descriptions of career opportunities in drug regulation and oversight, governmental affairs, health care benefits administration, or administration of other pharmacy-related enterprises.

774. PATIENT-CENTERED CARE V. (2) Fall. Third-year patient-centered care is designed to continue the transition from didactic instruction to the application of the practice of pharmacy to better prepare the student as a provider of patient care. This course will expose students to the ambulatory care setting and provide the opportunity for certification in pharmaceutical care for patients with diabetes. Class and group settings will provide opportunities to discuss current pharmacy practice issues. Students will also be required to learn more details regarding the top 300 prescription drugs through a self-directed process.
775. PATIENT-CENTERED CARE VI. (2) Spring. This course is a continuation of Patient-Centered Care V and is designed to continue the transition from didactic instruction to the application of the practice of pharmacy to better prepare the student as a provider of patient care. This course will provide opportunities for credentialing in both immunizations and disease state management. Class and group settings will provide opportunities to discuss current pharmacy practice issues. Students will also be required to learn more details regarding the top 300 prescription drugs through a self-directed process and complete a review of pharmaceutical calculations.

776. INTRODUCTORY PHARMACY PRACTICE EXPERIENCE 7. (0) Fall. This experiential course series is designed to introduce the third year student to pharmacy practice in a real-life setting. Activities for the course series include the following: patient caring, pharmacy service-learning, interprofessional/ambulatory care-based pharmacy practice, simulation of pharmacy practice, and health and wellness preparation.

777. INTRODUCTORY PHARMACY PRACTICE EXPERIENCE 8. (1) Spring. This experiential course series is designed to introduce the third year student to pharmacy practice in a real-life setting. Activities for the course series include the following: patient caring, pharmacy service-learning, interprofessional/ambulatory care-based pharmacy practice, simulation of pharmacy practice, and health and wellness preparation.

778. CLINICAL PHARMACOKINETICS. (3) Fall. This course integrates basic pharmacokinetic concepts and the design and monitoring of therapeutic drug regimens. Emphasis is placed on learning how to analyze and interpret patient-specific drug concentration time data and to use this information to design pharmacy care plans.

779. SPECIAL POPULATIONS. (2) Fall. This course will look at therapeutic management of common disorders within special populations (e.g. pediatrics and geriatrics). Topics will include differences in drug absorption, distribution, metabolism and elimination in these populations and the effects these differences have on the pharmacodynamics and pharmacokinetics of common therapeutic agents used within these patient populations.

781. NUTRITION IN INTENSIVE CARE PATIENTS. (2) Spring, upon sufficient enrollment. This elective course is designed to give the student a basic understanding of disease states encountered in internal medicine. This course will stress the application of pharmacotherapy in patient care and require the student to develop skill in taking medication histories, monitoring patients, providing drug information and providing patient education. It is also designed to expose the student to the team concept of health care.

800. INPATIENT & ACUTE CARE GENERAL MEDICINE. (4) This required advanced pharmacy practice experience is designed to give the student a basic understanding of disease states encountered in internal medicine. This course will stress the application of pharmacotherapy in patient care and require the student to develop skill in taking medication histories, monitoring patients, providing drug information and providing patient education. It is also designed to expose the student to the team concept of health care.

810. AMBULATORY CARE. (4) This required advanced pharmacy practice experience will provide the student with the necessary assessment skills to implement and monitor cost effective drug therapy for safety and efficacy in the primary care and/or specialty clinic patient care environment. The student will work with an interdisciplinary team and will serve as a source of drug information to the team and medication educator to the patient to provide optimal care.

820. ADVANCED COMMUNITY – PATIENT CARE. (4) This required advanced pharmacy practice experience is designed to expose the student to a variety of patient-oriented services in community practice. These services may include: (1) patient counseling on appropriate drug use, home diagnostic test kits, durable medical equipment; (2) monitoring therapy for safety and efficacy; (3) providing drug information to physicians and nurses; (4) participating in the design, development, marketing and reimbursement process for new patient services; and (5) medication therapy management. This experience is designed to give the student further experience in documenting pharmacy care interventions in community pharmacy practice. Additionally, the student may gain experience in the dispensatory functions of a pharmacist in a community setting.

821. ADVANCED COMMUNITY – PHARMACY PRACTICE MANAGEMENT. (4) This required advanced pharmacy practice experience is designed to expose the student to a variety of pharmacy practice management services in community practice. These services may include: (1) management of pharmaceutical care resources; (2) routine business operations (3) experience in purchasing and inventory control; (4) development, implementation marketing, and/or management of value-added patient-care services and (5) principles of personnel management. The student may gain experience in the dispensatory functions of a pharmacist in a community setting.

830. ADVANCED HOSPITAL/HEALTH SYSTEM – PHARMACY PRACTICE MANAGEMENT. (4) This required advanced pharmacy practice experience will expose the student to the broad-based daily duties often required of a health system-based pharmacist. These duties may include: (1) participating in the health system’s formulary process; (2) participating in therapeutic protocol development; (3) participating in the management of medical emergencies; and (4) performing prospective and retrospective financial and clinical outcomes analyses to support formulary recommendations and therapeutic guideline development. The student may gain experience in the
dispensatory functions of a pharmacist in a health-system setting.

840. HEALTH AND WELLNESS. (4) This required advanced pharmacy practice experience is designed to address the needs of the world by providing population based care that ensures optimal health and wellness outcomes delivered through the highest standards of service. Students are tasked with participating in community health and wellness activities that address a documented need within a given community.

850. PATIENT CARE ELECTIVE. (4) This required/elective advanced pharmacy practice experience will provide the student with the opportunity to participate in one of several patient care specialties and develop skills necessary for the management of one or more specific patient populations. Students may choose from a list of several patient care specialty experiences including, but not limited to, the following: Critical Care, Hematology/Oncology, Nuclear, Veterinary, Indian Health Service, Military Pharmacy, Long Term Care, Pediatric, Geriatric, Nutrition Support, Pharmacokinetics, Home Health Care, Hospice, Medication Reconciliation, Psychiatry/Substance Abuse, Medication Therapy Management, Infectious Disease. Four hours required. May be repeated up to 12 hours.

860. PHARMACY PRACTICE MANAGEMENT ELECTIVE. (4) This elective advanced pharmacy practice experience will provide the student with the opportunity to participate in one of several pharmacy practice management environments and develop an understanding of how these sites contribute to the whole of healthcare and the pharmacy community. Students may choose from a list of several pharmacy practice management specialty experiences including, but not limited to, the following: Professional Association, Drug Information, Board of Pharmacy, Prescription Benefit, Corporate Management, Health System Administration, Community Pharmacy Ownership. Optional. May be repeated up to 8 hours.

870. GENERAL PHARMACY ELECTIVE. (4) This elective advanced pharmacy practice experience is designed to incorporate additional areas of pharmacy practice that may interest the student. These experiences may include, but are not limited to, the following: Academic, Research, Industry, International, Charitable, Compounding, and Informatics/IT. Optional. May be repeated up to 8 hours.

**Educational Philosophy**

The Harding University College of Pharmacy desires to graduate pharmacists who accept the responsibility of improving the spiritual and physical health of the world by providing patient-centered care that ensures optimal medication therapy outcomes delivered through the highest standards of Christian service. Therefore, the educational philosophy employed in providing the Doctor of Pharmacy curriculum to its students must be one that embraces the same mission. Using the core values of the College as guidance, this philosophy can be realized. In Advancement of our students as individuals and pharmacists, the educational environment is one that supports each individual in reaching their fullest potential and of reaching the fullest potential of the curricular components. In demonstrating Christianity, the servanthood of Christ serves as the example for how to respond to and treat one another in the classroom as well as at experiential sites when modeling behavior for students to imitate. Collaboration is key to the educational philosophy in recognizing that no one member of the health care or educational environment is greater than another but that all must work together to provide optimal care for the individual being served. Trustworthiness in the education we provide is demonstrated in standing by one’s word and always accepting the responsibility entrusted to us by other health care providers and the public. Innovation in education occurs as we seek to find the teaching and learning methodologies that are the best for student learning and then share these methodologies with others. Outreach is embraced as the faculty seek to touch the lives of the students, the community, and all other stakeholders in the College’s sphere of influence and make a difference in a positive way. Nurturing leads the faculty and students to care for one another and create an environment where learning is encouraged and inquiry is rewarded. Service in education drives us to do our best in whatever role we fill – that of teacher, mentor, learner, servant, or friend. The whole of these ACCTIONS is an educational philosophy that will develop lifelong learners who will care for their fellow man in their professional and personal lives while leading others to Christ.

**Early Assurance Program**

The Early Assurance Program (EAP) is intended to guarantee highly qualified students a position in the College of Pharmacy Pharm.D. program after the successful completion of prerequisite courses and maintenance of certain academic criteria at Harding University.

To be eligible for the College of Pharmacy’s Early Assurance Program current high school seniors must meet the following requirements:

1. Apply for admission to Harding University as a freshman student
2. Attain an ACT composite score of at least 26 or SAT total of 1240
3. Apply for admission to the Early Assurance Program by emailing pharmacy@harding.edu
4. Complete a successful interview with the College of Pharmacy during a Harding University preview day or other visit to campus
Once admitted to the EAP a student must meet the following academic requirements in order to successfully matriculate into the Pharm.D. program:

1. Complete all math and science prerequisites at Harding University* under the guidance of the pre-pharmacy advisor at Harding University.
2. Attain a minimum cumulative grade point average of at least 3.25 in all course work and a math/science grade point average of at least 3.00
3. Begin the Pharm.D. program no later than three years after beginning pre-pharmacy course work
4. Adhere to the Code of Conduct at Harding University
5. Meet with a College of Pharmacy faculty mentor one time each semester
6. Apply for Early Decision admission through PharmCAS by September 1, one year prior to admission to the College of Pharmacy
7. Complete a successful interview for Early Decision to the PharmD program

Completion of these requirements:

1. Guarantees a student admission to the Pharm.D. program if all pre-pharmacy requirements for early assurance are achieved. Students who do not achieve all requirements remain eligible to apply for admission to the Pharm.D. program at Harding University without guaranteed admission
2. Qualifies the student for a $10,000 scholarship for the student’s first year. This scholarship is available for renewal during the P2 year by maintaining a cumulative GPA of 3.5 or higher in the P1 year, participating in one or more pharmacy professional organizations and adhering to the Code of Conduct at Harding University as well as the professionalism standards of the College of Pharmacy
3. Waives the requirement for taking the Pharmacy College Admission Test (PCAT) for students who apply and complete the acceptance process through the early assurance program

* Advanced Placement (AP) credit(s) accepted by Harding University meet this requirement. Math and science prerequisites completed at other regionally accredited post-secondary institutions may be allowed but must have prior approval from the Assistant Dean for Academic Affairs for the College of Pharmacy

**Technical Standards**

In addition to the academic requirements for admission, candidates for the Doctor of Pharmacy degree must be able to exhibit mastery of technical standards for this field by performing the essential functions in each of the following categories: observation, communication, sensory/motor, intellectual, behavioral/social and ethical. The college is committed to enabling students with disabilities by reasonable means of accommodations to complete the Doctor of Pharmacy degree program. Some accommodations cannot be made because they are not reasonable.

When a student is admitted to the College of Pharmacy, a list of the technical standards is sent with each acceptance letter. Students must respond in writing whether they can meet the standards with or without accommodations. If accommodation is requested, the student must submit documentation of disability with proposed accommodation from a certified specialist to the Office of Student Affairs and Admissions. The College of Pharmacy at Harding University has an ethical responsibility for the safety of patients with whom the students come into contact. It is the patient’s safety that is the driving force in establishing technical requirements. These functions include, but are not limited to:

- **Observation**: A candidate must be able to observe demonstrations and experiments in the basic sciences, including but not limited to physiological and pharmacological demonstrations in animals, evaluation of microbiological cultures, and microscopic studies of microorganisms and tissues in normal and pathological states. A candidate must be able to visually observe and interpret presented information. A candidate must be able to observe a patient accurately at a distance and close at hand. This standard necessitates the functional use of vision, hearing, and somatic senses.
- **Communication**: A candidate must be able to communicate effectively and sensitively with patients, caregivers, and all members of the health care team. The purpose of this communication is to elicit information, describe changes in mood, activity and posture, and perceive nonverbal communication. Communication includes speech, reading, writing, and computer literacy. These skills include the appropriate use of oral and written English, hearing, reading, and computer literacy.
- **Sensory/Motor**: A candidate must have sufficient motor function and skills required in the compounding of medications including using techniques for preparing sterile solutions, e.g. parenteral or ophthalmic solutions. A candidate must have sufficient motor function to gain information from patients by physically touching patients. Examples of such tasks may include assessing range of motion of a joint, blood pressure measurement, or taking a pulse. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.
• Intellectual (Conceptual, Integrative, and Quantitative Abilities): A candidate must demonstrate a fundamental and continuing ability to use critical thinking and analytical skills to independently and in collaboration with a health care team synthesize knowledge, solve problems, and explain health care situations. A candidate must be fully alert and attentive at all times in clinical settings.

• Behavioral/Social: A candidate must demonstrate professional demeanor appropriate to his/her educational level. A candidate must possess the emotional health required for full utilization of his or her intellectual abilities, the exercise of good judgment, and the prompt completion of all patient care responsibilities. A candidate must be able to tolerate physically taxing workloads and to function effectively under stress. A candidate must be able to function within regulatory limits and modify behavior based on criticism. A candidate must be able to adapt to changing environments, to display flexibility, and learn to function in the face of uncertainties inherent in the clinical problems of many patients. A candidate must possess compassion, integrity, interpersonal skills, and motivation to excel in pharmacy practice.

Following admission to the college, students who fail to continue to exhibit mastery of these technical standards may be subject to dismissal from the college.

Professional Competencies and Outcomes

Upon completion of the Doctor of Pharmacy degree program at Harding University College of Pharmacy, graduates will achieve the ability to meet competencies and outcomes that follow Center for the Advancement of Pharmaceutical Education (CAPE) educational outcomes and the North American Pharmacist Licensure Examination (NAPLEX) competency statements.

CAPE Educational Outcomes – Developing the pharmacist who is a self-aware learner, caregiver, manager, promoter, provider, problem solver, educator, advocate, collaborator, includer, and communicator.

Domain 1 – Foundational Knowledge

1.1. Learner (Learner) - Develop, integrate, and apply knowledge from the foundational sciences (i.e., pharmaceutical, social/behavioral/administrative, and clinical sciences) to evaluate the scientific literature, explain drug action, solve therapeutic problems, and advance population health and patient-centered care.

1.1.1. Develop and demonstrate depth and breadth of knowledge in pharmaceutical, social/behavioral/administrative, and clinical sciences.

1.1.2. Articulate how knowledge in foundational sciences is integral to clinical reasoning; evaluation of future advances in medicine; supporting health and wellness initiatives; and delivery of contemporary pharmacy services.

1.1.3. Integrate knowledge from foundational sciences to explain how specific drugs or drug classes work and evaluate their potential value in individuals and populations.

1.1.4. Apply knowledge in foundational sciences to solve therapeutic problems and advance patient-centered care.

1.1.5. Critically analyze scientific literature related to drugs and disease to enhance clinical decision making.

1.1.6. Identify and critically analyze emerging theories, information, and technologies that may impact patient-centered and population-based care.

Domain 2 – Essentials for Practice and Care

2.1. Patient-centered care (Caregiver) - Provide patient-centered care as the medication expert (collect and interpret evidence, prioritize, formulate assessments and recommendations, implement, monitor and adjust plans, and document activities).

2.1.1. Collect subjective and objective evidence related to patient, medications, allergies/adverse reactions, and disease, by performing patient assessment (including physical assessment) from chart/electronic health records, pharmacist records and patient/family interviews.

2.1.2. Interpret evidence and patient data.

2.1.3. Prioritize patient needs.

2.1.4. Formulate evidence based care plans, assessments, and recommendations.

2.1.5. Implement patient care plans.

2.1.6. Monitor the patient and adjust care plan as needed.

2.1.7. Document patient care related activities.

2.2. Medication use systems management (Manager) - Manage patient healthcare needs using human, financial, technological, and physical resources to optimize the safety and efficacy of medication use systems.

2.2.1. Compare and contrast the components of typical medication use systems in different pharmacy practice settings.

2.2.2. Describe the role of the pharmacist in impacting the safety and efficacy of each component of a typical health care delivery system.
medication use system (i.e., procurement, storage, prescribing, transcription, dispensing, administration, monitoring, and documentation).

2.2.3. Utilize technology to optimize the medication use system.
2.2.4. Identify and utilize human, financial, and physical resources to optimize the medication use system.
2.2.5. Manage healthcare needs of patients during transitions of care.
2.2.6. Apply standards, guidelines, best practices, and established processes related to safe and effective medication use.
2.2.7. Utilize continuous quality improvement techniques in the medication use process.

2.3. Health and wellness (Promoter) - Design prevention, intervention, and educational strategies for individuals and communities to manage chronic disease and improve health and wellness.
2.3.1. Describe systematic preventive care, using risk assessment, risk reduction, screening, education, and immunizations.
2.3.2. Provide prevention, intervention, and educational strategies for individuals and communities to improve health and wellness.
2.3.3. Participate with interprofessional healthcare team members in the management of, and health promotion for, all patients.
2.3.4. Evaluate personal, social, economic, and environmental conditions to maximize health and wellness.

2.4. Population-based care (Provider) - Describe how population-based care influences patient-centered care and influences the development of practice guidelines and evidence-based best practices.
2.4.1. Assess the healthcare status and needs of a targeted patient population.
2.4.2. Develop and provide an evidence-based approach that considers the cost, care, access, and satisfaction needs of a targeted patient population.
2.4.3. Participate in population health management by evaluating and adjusting interventions to maximize health.

Domain 3 - Approach to Practice and Care

3.1. Problem Solving (Problem Solver) - Identify problems; explore and prioritize potential strategies; and design, implement, and evaluate a viable solution.
3.1.1. Identify and define the primary problem.
3.1.2. Define goals and alternative goals.
3.1.3. Explore multiple solutions by organizing, prioritizing, and defending each possible solution.
3.1.4. Anticipate positive and negative outcomes by reviewing assumptions, inconsistencies, and unintended consequences.
3.1.5. Implement the most viable solution, including monitoring parameters, to measure intended and unintended consequences.
3.1.6. Reflect on the solution implemented and its effects to improve future performance.

3.2. Educator (Educator) - Educate all audiences by determining the most effective and enduring ways to impart information and assess understanding.
3.2.1. Conduct a learning needs assessment of constituents who would benefit from pharmacist-delivered education (e.g., patients/caregivers, technicians and interns, pharmacy students, fellow pharmacists, other healthcare providers, legislators).
3.2.2. Select the most effective techniques/strategies to achieve learning objectives.
3.2.3. Demonstrate the ability to coordinate educational efforts with other healthcare providers, when appropriate, to ensure a consistent, comprehensive, and team-based encounter.
3.2.4. Ensure instructional content contains the most current information relevant for the intended audience.
3.2.5. Adapt instruction and deliver to the intended audience.
3.2.6. Assess audience comprehension.

3.3. Patient Advocacy (Advocate) - Assure that patients’ best interests are represented.
3.3.1. Empower patients to take responsibility for, and control of, their health.
3.3.2. Assist patients in navigating the complex healthcare system.
3.3.3. Ensure patients obtain the resources and care required in an efficient and cost-effective manner (e.g., triage to social and/or other healthcare services).

3.4. Interprofessional collaboration (Collaborator) - Actively participate and engage as a healthcare team member by demonstrating mutual respect, understanding, and values to meet patient care needs.
3.4.1. Establish a climate of shared values and mutual respect necessary to meet patient care needs.
3.4.2. Define clear roles and responsibilities for team members to optimize outcomes for specific patient care
3.4.3. Communicate in a manner that values team-based decision making and shows respect for contributions from other areas of expertise.
3.4.4. Foster accountability and leverage expertise to form a highly functioning team (one that includes the patient, family, and community) and promote shared patient-centered problem solving.

3.5. Cultural sensitivity (Includer) - Recognize social determinants of health to diminish disparities and inequities in access to quality care.
3.5.1. Recognize the collective identity and norms of different cultures without overgeneralizing (i.e., recognize and avoid biases and stereotyping).
3.5.2. Demonstrate an attitude that is respectful of different cultures.
3.5.3. Assess a patient’s health literacy and modify communication strategies to meet the patient’s needs.
3.5.4. Safely and appropriately incorporate patients’ cultural beliefs and practices into health and wellness care plans.

3.6. Communication (Communicator) – Effectively communicate verbally and nonverbally when interacting with an individual, group, or organization.
3.6.1. Interview patients using an organized structure, specific questioning techniques (e.g., motivational interviewing), and medical terminology adapted for the audience.
3.6.2. Actively listen and ask appropriate open and closed-ended questions to gather information.
3.6.3. Use available technology and other media to assist with communication as appropriate.
3.6.4. Use effective interpersonal skills to establish rapport and build trusting relationships.
3.6.5. Communicate assertively, persuasively, confidently, and clearly.
3.6.6. Demonstrate empathy when interacting with others.
3.6.7. Deliver and obtain feedback to assess learning and promote goal setting and goal attainment.
3.6.8. Develop professional documents pertinent to organizational needs (e.g., monographs, policy documents).

Domain 4 – Personal and Professional Development
4.1. Self-awareness (Self-aware) – Examine and reflect on personal knowledge, skills, abilities, beliefs, biases, motivation, and emotions that could enhance or limit personal and professional growth.
4.1.1. Use metacognition to regulate one’s own thinking and learning.
4.1.2. Maintain motivation, attention, and interest (e.g., habits of mind) during learning and work-related activities.
4.1.3. Identify, create, implement, evaluate and modify plans for personal and professional development for the purpose of individual growth.
4.1.4. Approach tasks with a desire to learn.
4.1.5. Demonstrate persistence and flexibility in all situations; engaging in help seeking behavior when appropriate.
4.1.6. Strive for accuracy and precision by displaying a willingness to recognize, correct, and learn from errors.
4.1.7. Use constructive coping strategies to manage stress.
4.1.8. Seek personal, professional, or academic support to address personal limitations.
4.1.9. Display positive self-esteem and confidence when working with others.

4.2. Leadership (Leader) - Demonstrate responsibility for creating and achieving shared goals, regardless of position.
4.2.1. Identify characteristics that reflect leadership versus management.
4.2.2. Identify the history (e.g., successes and challenges) of a team before implementing changes.
4.2.3. Develop relationships, value diverse opinions, and understand individual strengths and weaknesses to promote teamwork.
4.2.4. Persuasively communicate goals to the team to help build consensus.
4.2.5. Empower team members by actively listening, gathering input or feedback, and fostering collaboration.

4.3. Innovation and Entrepreneurship (Innovator) - Engage in innovative activities by using creative thinking to envision better ways of accomplishing professional goals.
4.3.1. Demonstrate initiative when confronted with challenges.
4.3.2. Develop new ideas and approaches to improve quality or overcome barriers to advance the profession.
4.3.3. Demonstrate creative decision making when confronted with novel problems or challenges.
4.3.4. Assess personal strengths and weaknesses in entrepreneurial skills.
4.3.5. Apply entrepreneurial skills within a simulated entrepreneurial activity.
4.3.6. Conduct a risk-benefit analysis for implementation of an innovative idea or simulated entrepreneurial activity.

4.4. Professionalism (Professional) - Exhibit behaviors and values that are consistent with the trust given to the profession by patients, other healthcare providers, and society.
   4.4.1. Demonstrate altruism, integrity, trustworthiness, flexibility, and respect in all interactions.
   4.4.2. Display preparation, initiative, and accountability consistent with a commitment to excellence.
   4.4.3. Deliver patient-centered care in a manner that is legal, ethical, and compassionate.
   4.4.4. Recognize that one’s professionalism is constantly evaluated by others.
   4.4.5. Engage in the profession of pharmacy by demonstrating a commitment to its continual improvement.

NAPLEX Competency Statements
Area 1 – Ensure Safe and Effective Pharmacotherapy and Health Outcomes
1.1.0 Obtain, interpret, assess, and/or evaluate:
   1.1.1 Information from patient interviews
   1.1.2 Patient medical records
   1.1.3 Results from instruments and screening strategies used to assess patients
   1.1.4 Laboratory and diagnostic findings
   1.1.5 Signs and symptoms associated with diseases and medical conditions
   1.1.6 Patients’ need for medical referral
   1.1.7 Risk factors relevant to the prevention of a disease or medical condition and the maintenance of wellness
   1.1.8 Information from interdisciplinary health care providers

1.2.0 Develop and implement individualized treatment plans, taking into consideration:
   1.2.1 Specific uses and indications and dosing for drugs
   1.2.2 Purported uses and indications for dietary supplements and complementary and alternative medicine
   1.2.3 Lifestyle and self-care therapy
   1.2.4 Pharmacologic classes and characteristics of drugs
   1.2.5 Actions and mechanisms of actions of drugs
   1.2.6 The presence of pharmacotherapeutic duplications and/or omissions
   1.2.7 Drug interactions
   1.2.8 Contraindications, warnings, and precautions
   1.2.9 Allergies
   1.2.10 Adverse effects and drug-induced illness
   1.2.11 Pharmacodynamic, pharmacokinetic, and pharmacogenomic principles
   1.2.12 Pharmacokinetic data to determine equivalence among drug products
   1.2.13 Pharmacoeconomic factors
   1.2.14 Routes and methods of administration, dosage forms, and delivery systems

1.3.0 Assess and modify individualized treatment plans, considering:
   1.3.1 Therapeutic goals and outcomes
   1.3.2 Safety of therapy
   1.3.3 Efficacy of therapy
   1.3.4 Medication non-adherence or misuse

1.4.0 Techniques for effective communication/documentation of the development, implementation, and assessment of individualized treatment plans to:
   1.4.1 Patients and/or patients’ agents
   1.4.2 Interdisciplinary health care providers

1.5.0 Advocate individual and population-based health and safety, considering:
   1.5.1 Best practices, scientific literature evaluation, and health-related resources
   1.5.2 Quality improvement strategies in medication-use systems
   1.5.3 Processes, evaluation of, and responses regarding medication errors
   1.5.4 Role of automated systems and technology in medication distribution processes
   1.5.5 Emergency preparedness protocols

Area 2 – Safe and Accurate Preparation, Compounding, Dispensing, and Administration of Medications and Provision of Health Care Products
2.1.0 Employ various techniques to calculate:
   2.1.1 Patients’ nutritional needs and the content of nutrient sources
   2.1.2 Drug concentrations, ratio strengths, and/or extent of ionization
   2.1.3 Quantities of medication to be compounded, dispensed, or administered
   2.1.4 Quantities of ingredients needed to compound preparations
   2.1.5 Rates of administration
2.2.0 Compound sterile and non-sterile products, considering:

2.2.1 Techniques, procedures, and equipment for drug preparation, compounding, and administration of sterile products
2.2.2 Techniques, procedures, and equipment for drug preparation, compounding, and administration of non-sterile products
2.2.3 Physicochemical properties of active and inactive ingredients
2.2.4 Identifying the presence of, and the cause of, product incompatibilities or degradation and methods for achieving stability
2.2.5 Physiochemical properties of drugs that affect solubility and stability

2.3.0 Review, dispense, and administer drugs and drug products, considering:

2.3.1 Packaging, labeling, storage, handling, and disposal of medications
2.3.2 Commercial availability, identification, and ingredients of prescription and non-prescription drugs
2.3.3 Physical attributes of drug products
2.3.4 Specific instructions and techniques for administration

ACADEMIC POLICIES

General Policy
Students at Harding are expected to be honorable and to observe standards of academic conduct appropriate to a community of Christian scholars. Harding expects from its students a higher standard of conduct than the minimum required to avoid discipline. A student whose deportment or scholarship is unsatisfactory may be dismissed from the College at any time. It is the policy of the College, reflected in the attitude of each member of the faculty, to spare no effort in helping each student to attain his/her objective, a successful Christian pharmacy career. The university will not graduate any student who doesn’t satisfactorily complete all curricular activities.

Academic Honesty: Our Integrity Covenant
We, the members of the Harding community, recognize that our covenant of integrity is with three parties. First and foremost, students and faculty recognize their covenant with God. All morality is ultimately defined by the very nature of God, in whom all truth can be found. Desiring to reflect the heart and nature of Christ, we make a covenant with our God to be truthful and transparent. Second, we acknowledge that we have a covenant with each other. By doing our own work, working hard, and receiving credit and recognition that represent effort and sacrifice, we create and maintain an atmosphere of excellence and fairness. As members, therefore, of this Christian community we covenant with each other to guard and protect our commonly held trust. Third, integrity is a covenant that we make with ourselves. Our goal of being servants deserves our every effort to dedicate ourselves fully to those disciplines of study and research that will contribute to the formation of our character and our academic skills. Academic rewards obtained without personal and authentic effort rob us of both the spiritual and professional preparation that God desires. Our academic integrity originates in the very nature of God, manifests itself in our commonly held and protected reputation, and reveals its value in the prepared Christ-like servanthood that results from a disciplined life.

Our Integrity Principles
Honesty: Using only authorized collaboration, information, and study aids for assignments and testing and being completely truthful in all academic endeavors.
Authenticity: Presenting only ideas and creative expressions that are unique, unless properly cited according to University guidelines. Submitting the work of another constitutes plagiarism.
Accountability: Holding ourselves to the highest ethical standards, and not allowing academic dishonesty in others to go unchallenged.

Our Integrity Pledge
I hereby pledge to God, to the Harding University academic community, and to myself that I will uphold godly standards of honesty, authenticity, and accountability in all my undertakings.

The University considers breaches of integrity to be serious offenses. All acts of dishonesty in any academic work constitute academic misconduct. This includes but is not necessarily limited to the following:

1. Cheating: Use or attempted use of unauthorized materials, information or study aids in any academic exercise. Such infractions include, but are not limited to, the following: using materials not authorized by the teacher, such as hidden notes, tape recorders, cell phones, cameras, text messages, wands, computers, or other electronic devices, for the completion of a quiz or test; copying from another student during a quiz or test; copying another student's assignment or project; obtaining answers to on-line quizzes and tests; deliberate submitting of work that is not one's own and that violates the professor's instructions for the work
for a grade or credit; the use of testing materials from past testing periods as a study guide unless authorized by a professor; possession of written materials not expressly authorized by the professor during an exam or test containing matter relevant to the course in which the examination is being taken; discussion of examination contents with any other student while taking an examination or test; divulgning or receiving any information on the content or form of any examination that either student has not yet taken. The student who gives illegal aid shall be considered as responsible as the student who receives it.

2. Plagiarism: Representing the words, ideas or data of another as your own in any academic exercise. Plagiarism is a type of stealing, whether done deliberately or by mistake. Such violations include, but are not limited to the following: purchasing a paper from an electronic source or other entity; downloading a partial paper or an entire paper from the internet and submitting it as one’s own or allowing someone else (including tutors) to write, or significantly rewrite, a paper and then submitting it as one’s own; using ideas, paraphrases, and/or direct quotes from a source without clear documentation of that source; recycling a paper from a concurrent class or a class that was previously taken in high school or college without the permission of the instructor to do so; copying verbatim from a source without using quotation marks, even if the source has been cited; copying, in part or in whole, from a print source, media broadcast or recording, or the internet or other electronic media without proper acknowledgement of the source; copying another person’s sentence style and structure, key words, organizational plan, or unique words or ideas without proper documentation.

3. Fabrication: Falsification or unauthorized invention of any information or citation in an academic exercise. Such misconduct includes, but is not limited to, the following: taking a course, test or quiz for another student; fabricating source information within an assigned paper and/or on the works cited page; fabricating lab or research information; submitting collaborative and/or group work as one’s own, unless the instructor has given permission for students to do so; completing another student’s class assignment for the student; collaborating on out-of-class assignments with students, professors, family members, and/or friends when the instructor intended for students to work independently; claiming to have attended an assigned function, such as a service activity, a performance, a job interview, a home visit, a symposium, an observation, or a lecture without having attended the function or performed the actual service; lying to a university employee about assignments or attendance; making unauthorized use of University letterhead; forging a signature for academic purposes; attempting to change an assigned grade or other information on any official University document, data source, or electronic item; making a statement that one knows is false with the intent to deceive.

4. Aiding and Abetting Academic Dishonesty: Intentionally helping or attempting to help another student commit an act of academic dishonesty. Such misconduct includes, but is not limited to, the following: allowing another student to copy one’s work and submit the work as his or her own; stealing an exam or quiz from an instructor or copying a test or quiz and/or sharing it with other students; sharing test questions with another student who has not taken the test; giving answers to on-line quizzes and tests; sharing test results in a non-proctored test environment in which an honor code is imposed; failing to challenge dishonest conduct witnessed in other students.

5. Conduct unbecoming a professional while participating in a pharmacy practice experience, practicum, internship, field experience, or any similar academic experience: Conduct unbecoming a professional includes, but is not limited to, the following: identifying oneself as a Harding student in off-campus locations for unauthorized academic, professional, or personal gain (for example, using a student nursing ID badge to gain access to a hospital area for non-educational purposes); violating the privacy of employees or patients in learning environments; disregarding policies of work environments in which learning occurs; acting in a manner that violates course policies or policies of the academic division.

6. Theft, abuse, hoarding, or concealment of academic property: Academic property includes, but is not limited to, the following: library resources and materials; laboratory equipment and supplies; departmental or class resources; tests and quizzes.

Any faculty member who is aware of student conduct consistent with an academic integrity violation is required to complete an Academic Incident Report or Academic Misconduct Report, whichever is more appropriate to the situation. All acts of potential academic misconduct will be handled in accordance with the University Academic Integrity Policy as outlined in the University Graduate and Professional Catalog. Sanctions may range from lowering of an assignment or course grade to a zero up to and including academic probation, suspension, or expulsion from the College and/or University.

Registration

Registration: Registration is the responsibility of the student. The Director of Student Affairs will communicate to students the time windows when registration should occur. Returning students typically pre-register near the end of each semester for the following semester. This includes registration for elective courses. Changes to elective courses may not be made following the close of the registration period. Students who decide not to attend a term
for which they have registered must withdraw from their classes for that term to avoid having grades of “F” recorded for those classes. See the “Withdrawal” section of this handbook.

Class Cancellation: When a class is cancelled by the College, all students enrolled in the cancelled course will be notified by the Director of Student Affairs and given opportunity to register for an alternate course.

Please Note: -- To cancel registration at any point after the Registrar’s Office has entered course selections in the computer, a student must complete a Drop/Add form. If the appropriate official form is not completed, a grade of “F” will be assigned if the student does not attend the class.

Course Load
Doctor of Pharmacy students are expected to carry the normal full-time course load (16 - 19 semester hours of pharmacy course credit in fall and spring of years one through three, 1 - 2 semester hours of pharmacy course credit in summer of years one and two, and 4-16 semester hours of pharmacy course credit in summer, fall, and spring of the fourth year). In special circumstances such as prior course failure or readmission, temporary part-time status may occur; however, continuous part-time study is not an option. A first, second, or third professional year student carrying fewer than 12 semester hours in a fall or spring semester is considered a part-time student; a fourth year professional student carrying fewer than 4 semester hours in any semester is considered part-time.

Special Registration Regulations
Course Overload. A course overload is defined as registration for any additional hours of credit above the number of credit hours outlined for each semester in the Doctor of Pharmacy curriculum. In order to register for course overloads, students must have a grade point average of 2.5 or better. In addition, students must have the approval of 1) the Assistant Dean for Academic Affairs; and 2) the faculty mentor designated for the student. No student may enroll for more than 21 hours of credit per semester, including courses taken at outside institutions for pharmacy credit or in other colleges or schools within the university, whether for pharmacy credit or not.

Elective Courses. Students can register for more than the required number of pharmacy elective courses if they have a grade point average of 2.5 or better. No student may enroll for more than 21 hours of credit per semester. Extra electives in one semester may not be used to replace designated electives in another semester. No Harding University course offered during the fall or spring semester may be taken for elective credit in the College during the summer semester.

Students who wish to take PHA 742 Special Projects or PHA 743 Health Sciences Research must have a grade point average of 2.75 and must contact the appropriate department chair (Pharmaceutical Sciences or Pharmacy Practice) before registration opens. The department chair will assist the student in completing the necessary documentation to authorize registration for these electives.

Tuition, fees, and expenses for summer elective courses at Harding University, summer elective courses at other institutions, or concurrent enrollment in elective courses at other institutions are not included in the fall or spring semester tuition and must be paid for separately by the student. Furthermore, all elective requirements listed above still apply.

In order to receive elective credit from the College of Pharmacy, students who plan on taking an elective outside of Harding University must obtain permission from the Assistant Dean for Academic Affairs and complete the appropriate documentation before registering for the outside course.

The following Harding University undergraduate courses may be used to satisfy pharmacy elective requirements: Exercise Pharmacology EXSS 314/514, Accelerated Elementary Spanish I SPAN 103, Medical Spanish SPAN 283, Skills for Health Missions NURS 210, Culture of Poverty NURS 305, Health Care Missions NURS 413, First Aid HED 202, Women’s Ministries BMIN 421, Conflict Management in Ministry BMIN 424, The World Christian BMIS 280, Seminar in World Missions BMIS 385, Development Ministry BMIS 388, Missions Practicum BMIS 481, Human Nutrition FCS 331, Advanced Nutrition FCS 431/531, Business and Professional Writing ENG 291, Financial Accounting ACCT 205, Managerial Accounting ACCT 206, Principles of Health Care Management HCM 210, Principles of Management and Supervision MGT 230, Survey in Health Information Systems HCM 315, Contemporary Issues in Health Care HCM 335, Long-Term Care Delivery HCM 425, Managing Change in Health Care Organizations HCM 440, Supervisory Management for Health Care Organization HCM 445. In order to register for courses outside the College of Pharmacy, a student must have a grade point average of 2.5 or better, meet all course pre-requisites, and must complete a separate registration approval form (which includes signature of the course instructor). This form can be obtained from the Office of Student Affairs. The course must also fit into the Doctor of Pharmacy curriculum schedule. The Assistant Dean for Academic Affairs must approve courses not listed above.

Professional Credit for Graduate Coursework. Pharmacy students may receive elective professional credit for
graduate level courses taken within the University. The following criteria apply to these decisions:

1. Course pre-requisites must be met.
2. Students must meet the requirements of the appropriate graduate program.
3. Enrollment in the course must have the approval of the graduate program director.
4. Enrollment in the course must have the approval of the Assistant Dean for Academic Affairs.

Pharmacy students who desire to pursue a Masters of Business Administration (MBA) degree through the Harding University College of Business Administration concurrently with their Pharm.D. degree may choose to take MBA courses to fulfill the elective requirements in the Pharmacy program, provided the preceding criteria are met. Pharmacy students will be allowed by the MBA program to substitute three Pharmacy courses in place of two MBA courses: PHA 503 Biostatistics/Literature Evaluation for BUS 652 QBA/Research and PHA 750 Christian Bioethics and PHA 506 Spiritual and Professional Values for BUS 601 Ethics, Legal and Social Issues in Business. Pharmacy students will take the remainder of the MBA courses outside of the doctor of pharmacy curriculum and may in no semester take more than a total of 21 credit hours at Harding (pharmacy full load varies from 16 to 19 hours per semester). A pharmacy student who chooses to pursue these options could concurrently earn up to 15 credit hours of the 36-hour MBA requirement by the time he or she graduates with a Pharm.D. degree. The Pharm.D. degree is conferred by the College of Pharmacy and the MBA is conferred by the College of Business. Students who do not hold a bachelor’s degree may not be awarded an MBA until completion of the Pharm.D. degree. The MBA and Pharm.D. degrees may be awarded concurrently by the respective colleges.

Course Limits
The decision of whether to offer a course (required or elective) will be based upon the availability of the faculty to teach the course, as determined by the department chair. The minimum number students required to seat a course is determined at the discretion of the department chair.

Leave of Absence
In the event that a student in the College of Pharmacy encounters a situation that requires a prolonged absence from the Program, that student may either request a leave of absence or withdraw from the College. A request for a leave of absence must be submitted in writing to the Director of Student Affairs with sufficient information to explain the situation. In the event that the student is ill or otherwise indisposed, the written requirement may be waived, and the Director of Student Affairs may initiate the action independently.

If the request for leave is deemed reasonable and appropriate for the circumstance, and if the student is in good academic standing at the time, the Director of Student Affairs may grant the leave. Otherwise, the Director of Student Affairs may, at his/her discretion, deny the leave, recommend that the student withdraw from the College, or may recommend that the student be dismissed from the College, following University policy. Conditions will be determined individually according to the merits of each case.

To return to the College from a leave of absence, the student must provide documentation from an appropriate source, as determined by the Director of Student Affairs, confirming their ability to resume academic study.

Withdrawal
Withdrawal from a course. Since withdrawal from a course affects a student’s academic progress, the Assistant Dean for Academic Affairs and the faculty will review such actions. Withdrawal from a course requires the approval of the Assistant Dean for Academic Affairs and must be submitted on the appropriate form, which may be obtained from the Registrar’s Office. A student may withdraw from a course, without receiving a grade, through the third day of the course. A student may, with approval, withdraw from a didactic class with a grade of “W” after the third day of the course and on or before the end of the seventh week of the course. It is the responsibility of the student to ensure that withdrawals are submitted in a timely manner. Any class dropped without official University approval is recorded as a grade of “F” and the failing grade counts in the student’s GPA and will subject the student to a return of financial aid. A student considering dropping a course should contact the Financial Services office to determine the impact of such a decision.

Withdrawal, within the time periods outlined above, with a grade of “W” does not affect the grade point average. If a student pursues a course beyond the last day for withdrawal, a grade will be recorded for that course and will be computed in the grade point average for that semester. If the official withdrawal is not completed within the time limits described, a grade of “F” will be assigned if the student discontinues class attendance and performance. After the last day for withdrawal, the grade of “W” can be recorded only in cases of illness or extreme circumstances as determined by the Assistant Dean for Academic Affairs. For information regarding the course withdrawal procedure as it relates to refund of tuition, refer to the “Refunds” section of this handbook.
Unofficial withdrawal from one or more courses in the curriculum will be considered as student failure, and the student may be dismissed from the College.

Withdrawal from an Advanced Pharmacy Practice Experience. A student may withdraw from an advanced pharmacy practice experience (APPE) without receiving a grade through the third day of the experience. If a student pursues a practice experience beyond the first three days of an APPE period, a grade will be recorded for that practice experience and will be computed in the GPA for that semester. After the first three days the grade of "W" can be recorded only in cases of illness or extreme circumstances as determined by the Assistant Dean for Experiential Education in consultation with the Assistant Dean for Academic Affairs.

Withdrawal from the College. Occasionally students find they must withdraw completely from the College. The student should go to the Office of Student Affairs to complete paperwork and a required exit interview. The student is then required to visit with the Office of Financial Services for an exit interview. The student will submit the completed and signed withdrawal form to the Registrar's Office. Students will not be considered officially withdrawn until the registrar has received notification and completed the drop for all classes. Students who do not complete an official withdrawal may receive a failing grade for each class.

Any student who withdraws or is dismissed from the College must follow the stated application procedures to be considered for readmission. Readmission is explained further in a subsequent section of this handbook.

Suspension
If in the judgment of a member of the faculty of the College of Pharmacy, a situation has or is about to occur that would jeopardize in some fashion the student, patients, other students, the College, or its affiliates, the Director of Student Affairs or his/her designee may immediately suspend a student from any College of Pharmacy course and initiate investigation within two business days following the suspension. The Dean may extend that suspension until appropriate investigation and resolution can be reached.

When academic misconduct has occurred as determined by application of the University Academic Integrity Policy possible sanctions may include suspension from the Doctor of Pharmacy program or from the University for a designated time.

Program Grading Scheme
Grading policies for Doctor of Pharmacy courses (didactic, laboratory, and/or experiential) will be determined by the faculty and noted on the course syllabi. The interpretation of the letter grades and their quality point values per credit hour is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Quality Point</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>B+</td>
<td>Good</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>Average</td>
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<tr>
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<tr>
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</tr>
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</tr>
<tr>
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<tr>
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<td>0.0</td>
</tr>
<tr>
<td>NC</td>
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</tr>
<tr>
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</tbody>
</table>

Hours earned with a "Credit" grade will be added to the total required for graduation, but will not affect the grade point average. The grade of "I" (incomplete) may be assigned when students, due to extenuating circumstances such as illness or family emergency, have not completed all required coursework and/or examinations for completion of a course. The deadlines for removing an "I" are as follows: fall incompletes by the end of the eighth week of the spring semester; spring incompletes by July 1; summer incompletes by the eighth week of the fall semester. A grade of "I" is considered to be an "F" for grade point average computing purposes until it is removed, and it becomes an “F” automatically if not removed by the deadline. In cases of illnesses or extreme circumstances the "I" will be changed to the grade of "W" with the approval of the Assistant Dean for Academic Affairs.

Standard of Performance
Each candidate for a Doctor of Pharmacy degree must secure credit in the approved courses of the Pharmacy curriculum totaling 144 semester hours. In securing this credit each candidate must have a grade point average of at least 2.25 and no grades less than "C" in any given course. A student's scholastic standing is normally determined by calculating a point average. This average, which is calculated for each semester and for the entire period of residence, is determined as follows: the total number of hours for which a grade is received is multiplied by the numerical equivalent for that grade. The results are added, and the sum is divided by the total number of hours for which grades have been assigned. Should a course be repeated due to a previous failing grade, all grades received in that course are used in the computation of the grade point average. Should a course be
repeated for which a passing grade has been previously received, and the repeated grade is “F”, the course requirement for the curriculum has been satisfied.

**Dean’s List**
A first, second, or third professional year student whose ratio of grade points to hours is 3.80 or better for 12 or more semester hours during a term is given Dean’s List standing at the end of the semester. Fourth professional year students are given Dean’s List standing if they earn the requisite grade point average of 3.80 or better for 8 or more hours during a semester.

**Transfer Students**
A transfer student is any person who has ever been enrolled in the professional level at another college or school of pharmacy who wishes to be considered for admission with advanced standing. Harding University College of Pharmacy accepts transfer students with advanced standing; however, space is limited and because curricula in pharmacy schools vary greatly students may not transfer at the same level achieved at the previous college. To be considered for transfer admission with advanced standing applicants must meet the following criteria:

- be in good standing in a Pharm.D. program at another college of pharmacy that is ACPE-accredited with a minimum of Candidate status
- satisfy core prerequisites for Harding University College of Pharmacy
- have a minimum grade-point average of 3.0 on a 4.0 scale

Student application materials include:

- transfer student application
- transcripts from the current program and all undergraduate coursework
- course syllabi for every pharmacy course completed and every pharmacy course that will be completed prior to transfer to Harding University College of Pharmacy
- Pharmacy College Admission Test (PCAT) scores
- four letters of recommendation:
  - one from a supervising pharmacist (work or volunteer)
  - two from faculty members from the current pharmacy school
  - one courtesy letter from the Dean of the current pharmacy school
- letter of explanation that addresses the reason transfer is being sought
- updated curriculum vitae which includes education, employment history, and any extracurricular activities or volunteer work
- personal interview is required

A minimum of three years in enrollment residence is required to receive the Pharm.D. degree from Harding University College of Pharmacy. No consideration will be given to students who wish to transfer solely to complete their Advanced Pharmacy Practice Experiences.

**Advanced Standing**
In determining advanced standing, the Director of Admissions will consult with the appropriate Department Chair(s) to determine course equivalence. Based upon this evaluation, the Director of Admissions will make a recommendation regarding transfer credit for advanced standing to the Dean’s office for final action.

**International Students**
An applicant who is not a citizen of the United States must follow the normal admissions procedure. This includes completing all pre-pharmacy course requirements in an American college or university. The College of Pharmacy Office of Admissions does not evaluate transcripts from outside the United States. If course work has been earned in a foreign country, several steps to proceed are required. In order for the College of Pharmacy Office of Admissions to determine whether the courses taken in a foreign country can be transferred for credit, foreign transcripts must be reviewed or evaluated by an undergraduate American institution. All of the credit accepted for transfer must appear on the transcript of an American college or university. Transfer credit must be identified as courses equivalent to those in the American college or university. In order to receive a transcript including the evaluation of transfer credit, the international student must be enrolled at the undergraduate American institution. Until this procedure has been accomplished, an application for admission cannot be accepted.

Federally funded financial aid is restricted for students who are citizens or permanent residents of the United States. It is required that the student provide documentation of financial ability to pay all expenses for the first year of study and demonstrate adequate health insurance coverage in the United States.
Academic Progression, Probation, and Dismissal

1. The implementation of all guidelines will be in addition to that of existing policies and standards of the University as published in the current Harding University Graduate and Professional Catalog.

2. Admission to the Harding University College of Pharmacy (HUCOP) is contingent on achieving a cumulative GPA of at least 2.5 (preferred) on all previous college course work. Grades below C cannot be accepted for any math or science course. A student may not enter the HUCOP while on academic warning status or academic suspension.

3. Early Identification of Academic Difficulty
   
   3.1. Students’ academic performance will be monitored by the Office of Student Affairs throughout the semester.
   
   3.2. Anyone identified as having a GPA ≤ 2.5 will receive written communication indicating the need for improvement and the need to meet with the Director of Student Affairs (DSA) to obtain assistance. Commonly suggested sources of aid include: the course instructor(s), the Harding University Center for Student Success, the University Counseling Center, faculty mentor(s), and the Director of Student Affairs. Faculty mentors will be notified of those students in their mentor-mentee groups who are experiencing academic difficulty.

4. Students must maintain a cumulative and per semester HUCOP GPA in all professional course work of at least 2.25. A student who fails to attain a 2.25 HUCOP GPA in any academic semester will be placed on academic probation and notified in writing by the DSA of this status.
   
   4.1. The Office of Student Affairs may request letters of evaluation regarding the student entering academic probation from selected faculty members (i.e., instructors, mentors, etc.). These letters will be placed in the student’s file and may be used to develop an academic recovery contract for the student.
   
   4.2. To be removed from probation the student must achieve at least a 2.25 semester GPA in each of the next two academic semesters, and the student’s cumulative GPA must be at or above 2.25 within one academic year after the probationary semester. Students who fail to achieve this will be dropped from the rolls of the HUCOP.
   
   4.3. During the probationary period, the student must successfully complete an academic recovery contract developed with the Director of Student Affairs. The contract will be the result of an evaluation of the student to determine the possible reasons for academic difficulty and development of a plan to address the areas contributing to academic difficulty.
   
   4.4. Students will have a cumulative GPA of 2.25 or higher and will have successfully completed all required first professional year courses and activities prior to beginning the second professional year.
   
   4.5. Students will have a cumulative GPA of 2.25 or higher and will have successfully completed all required second professional year courses and activities prior to beginning the third professional year.
   
   4.6. Students will have a cumulative GPA of 2.25 or higher, will have successfully completed all required third professional year courses and activities, and will have successfully completed at least six semester hours of electives prior to beginning the fourth professional year.
   
   4.7. A minimum cumulative GPA of 2.25 is required for graduation from the HUCOP.
   
   4.8. HUCOP will not recommend to the university for graduation any student who has not satisfactorily completed all curricular activities.

5. A student who receives a failing grade (F or U) in any course work outlined in the Doctor of Pharmacy curriculum must successfully complete an academic recovery contract developed with the Director of Student Affairs.
   
   5.1. If a student receives two or more failing grades (F or U) in any didactic course work outlined in the first professional, second professional, or third professional year of the Doctor of Pharmacy curriculum, the student’s name will be removed from the rolls of the HUCOP for academic deficiency.
   
   5.2. If a student receives two or more failing grades (F or U or NC) in any introductory pharmacy practice experience (IPPE) course work outlined in the first professional, second professional, or third professional year of the Doctor of Pharmacy curriculum, the student’s name will be removed from the rolls of the
5.3 If a student receives two failing grades (F or U) in any advanced pharmacy practice experience (APPE) course work outlined in the fourth professional year of the Doctor of Pharmacy curriculum, the student’s name will be removed from the rolls of the HUCOP for academic deficiency.

6. The following policies will be applied to repeating courses in the professional curriculum of the HUCOP:

   6.1. All F or U graded course work must be successfully repeated by first or second professional year students prior to matriculating into subsequent pharmacy courses.

   6.2. No required course in the professional curriculum may be repeated more than once.

7. Students on academic probation may not be appointed to any College committee or elected to any office in any College organization during the period of probation. Students holding such appointed or elected positions within the College must resign the position by the first class day of the semester in which they are placed on probation or dropped from the rolls of the HUCOP.

8. Students dropped from the rolls of the HUCOP may follow the University Harding University Complaint Policy to file an appeal. Students may also appeal the terms of any academic recovery contract developed by the Director of Student Affairs. Students are encouraged to contact the Director of Student Affairs for advice concerning the appeal process. They are also encouraged to contact their faculty mentor and course coordinators for letters of evaluation.

9. Any student who receives a grade of "I" (incomplete) at the end of an academic semester must develop an academic plan with the Assistant Dean for Academic Affairs. The coordinator of the course in which the "I" was received and the coordinators of courses for which the "I" course is a prerequisite must approve the plan, assuming the student is currently enrolled in these courses. The plan must be in place at the start of the next semester with dates specified for the completion of incomplete work. It is expected that incomplete coursework will be completed in a timely manner (i.e. no later than the 8th week of the next semester or by July 1 following spring semester). A student who does not finish work as stated in the specified plan will have his or her class schedule canceled and will receive an “F” in the course in question.

10. Any student with a grade of "I" or "MG" (no grade reported) may not proceed to the advanced pharmacy practice experience portion of the curriculum until the grade is recorded or the course completed.

11. Students must satisfactorily complete all curriculum components within a six-year period. Students who persist at HUCOP past six years may be required to repeat pharmacy courses at the discretion of the Assistant Dean for Academic Affairs.

Readmission
Applicants for readmission are evaluated along with new applicants. No withdrawn or dismissed student is ever guaranteed interview or readmission to the College of Pharmacy.

Any student who has been placed on academic dismissal may petition for readmission. However, students who have been dismissed for academic reasons or ethical misconduct and the dismissal has been upheld after all administrative recourse, are not eligible for readmission to the College. The petition for readmission should be made to the Assistant Dean for Academic Affairs within 90 days of the start of the semester in which the student is petitioning to start. There may be placed upon the readmittance certain conditions and requirements designed to aid the student in attaining good standing within the College. Breach of conditions or requirements will result in permanent dismissal of the student. A student who fails to achieve a semester grade point average of at least 2.25 or who earns a grade of “F” at any time following readmission will be permanently dismissed.

Academic Grievance Policy
Health sciences programs prepare students to be able to pass national licensure examinations and meet common standards for professionalism and competence-based performance in health science professions. Decisions made by health science professionals often involve life or death situations and health science students are therefore held to high and strict academic standards.

A student has the right to file an appeal if there is disagreement with the final grade that has been awarded in a course. Concerns may relate to, but are not limited to, failure to abide by stated requirements described in the course syllabus, a disputed test question, or unfair application of grading standards across students. Student
dissatisfaction with an earned grade or disagreement with faculty judgment in assessment of assignment or examination is not grounds for an appeal.

A student also has the right to file an appeal if there is disagreement with a decision related to academic progression. Concerns may relate to, but are not limited to, failure to abide by stated progression rules as outlined in the appropriate student handbook, failure to abide by stated technical standards, and/or unfair application of progression standards across students.

Please note that the following academic appeal policies and procedures do not include matters of academic misconduct or faculty misconduct. Matters of academic misconduct are covered in the section titled “Academic Integrity Policy.” Matters of alleged faculty misconduct should first be addressed with the specific faculty member. If the matter is still unresolved after addressing it with the faculty member, the student should then address the complaint to the course coordinator (if the faculty member is not the course coordinator) or the appropriate department chair for further assistance. If the issue needs further resolution or there is no department chair, the student should address the matter with the dean.

The Health Sciences Academic Performance and Standards Committee is a standing committee of the Center for Health Sciences and plays a key role in the academic appeals process. The committee is composed of two faculty members from the College of Allied Health, one faculty member from the Carr College of Nursing, one faculty member from the College of Pharmacy, and one student from the Center for Health Sciences. The faculty members are appointed for two-year terms by the deans of the three colleges in the Center with members from the College of Allied Health appointed in odd years and members from the Carr College of Nursing and College of Pharmacy appointed in even years. The student member is selected on a rotating basis among these three colleges and is appointed annually by the appropriate dean. The chair of the committee is named annually by the Provost. If a member of the committee is directly involved in an academic appeal, that member will recuse herself or himself from the committee’s deliberations.

The term “in writing” is used throughout this policy. All written communication must be done via e-mail using Harding University-assigned e-mail addresses. Notification sent after 5:00 p.m. will be treated as if sent on the next business day. If Harding University is closed on what would otherwise be a business day, for the purposes of this policy, such a day is not considered a business day. In addition to the email notification, decisions of the department chair, assistant dean, Health Sciences Academic Performance and Standards Committee, dean, Director of Academic Affairs, and Provost will be mailed to the student via US Postal Service delivery confirmation.

Students must complete and submit a Health Sciences Academic Appeal form at each level of the appeal process.

I. Grade Appeals
This student-initiated procedure is as follows:

1. Within five business days after the date final grades are posted online by the faculty member in charge of the course, the student should discuss in person or via telephone with that faculty member any concerns, stating the reasons for questioning the grade. During this good faith discussion, the student and faculty member should attempt to resolve the concerns. If resolution is not achieved, the student should inform the faculty member that he or she intends to file a written grade appeal.

2. The student may initiate the appeal within five business days after the date final grades are posted online by the Registrar. The appeal should be completed within 45 business days following initiation of the appeal process.

3. If the student appeals, he or she must do so in writing to the faculty member in charge of the course and copy the department chair (College of Allied Health and College of Pharmacy) or associate dean (Carr College of Nursing). The student must set forth reasons and grounds for the appeal. The faculty member will send a copy of his or her appeal decision in writing to the student and appropriate department chair (College of Allied Health and College of Pharmacy) or associate dean (Carr College of Nursing). If the faculty member does not render a decision within five business days after the student appeals to the faculty member, the appeal will be deemed denied as of the fifth business day.

4. If the faculty member in charge of the course is the department chair (College of Allied Health and College of Pharmacy) or associate dean (Carr College of Nursing), the student must skip Paragraph 5 and proceed to Paragraph 6 to continue the appeal. If the faculty member in charge of the course is the dean, the student must skip Paragraphs 5 and 6 and appeal in writing to the dean as required in Paragraph 6 to continue the appeal. In that case, Paragraphs 7 and 8 do not apply and the dean must convene the Health Sciences Academic Performance and Standards Committee, which will consider the documentation submitted in compliance with Paragraph 9.
5. If the faculty member denies the appeal or if the appeal is deemed denied, the student, within five business days of that denial, may appeal in writing to the appropriate department chair (College of Allied Health and College of Pharmacy) or associate dean (Carr College of Nursing) and copy the appropriate dean. The department chair or associate dean will send a copy of his or her appeal decision in writing to the student and appropriate dean. If the department chair or associate dean does not render a decision within five business days after the student appeals to the department chair or associate dean, the appeal will be deemed denied as of the fifth business day.

6. If the department chair or associate dean denies the appeal or if the appeal is deemed denied, the student may appeal in writing to the appropriate dean within five business days of that denial.

7. The dean will not consider an appeal based on any of the following reasons:
   • Disagreement with a faculty member over the quality of academic work, including the content of an exam answer, paper, or other assignment
   • Disagreement with published course policies
   • Differences in classroom policies or grading schemes in different courses or between different sections of the same course
   • A grade’s impact on a student’s academic progress, athletic eligibility, scholarship eligibility, or eligibility for veteran’s benefits

8. The dean will consider an appeal only if a student presents evidence of one or more of the following:
   • Terms of the syllabus were violated
   • An error was made in calculating or recording a grade
   • A university policy was violated in an assignment, administered exam, or assigned grade
   • An inconsistent grading standard was applied among students in the same course
   • A written agreement between the faculty member and student was violated

9. For appeals to the dean, the following supporting documentation is required (unless otherwise noted):
   • Explanation of what occurred and how the criteria above apply to the situation
   • Correspondence from the faculty member and department chair indicating that the appeal has been denied at those levels, unless the appeal was deemed denied
   • Course syllabus
   • Timeline of events relevant to the appeal
   • Assignment or exam in question (if applicable)
   • Excerpt from online catalog of university regulation (if applicable)
   • Correspondence with faculty member (if applicable)
   • Any other documentation supporting the appeal

10. If the appeal meets the criteria in paragraph 8, the dean will convene the Health Sciences Academic Performance and Standards Committee to review the case.

11. The committee will review the submitted documentation and may meet with the student or faculty member (in person or via telephone) to obtain additional information. The student may request to meet with the committee but may not bring other individuals to the meeting. If the student wants to meet with the committee, he or she must make that request when sending the appeal to the dean. The committee will send a copy of its appeal decision in writing to the student and the Director of Academic Affairs. If the committee does not render a decision within ten business days after the student appeals to the dean, the appeal will be deemed denied as of the tenth business day.

12. If the appeal is denied by the committee or is deemed denied, further appeal rights are limited. The student may present the appeal in writing to the Director of Academic Affairs for the Center for Health Sciences within ten business days of the denial. The appeal must specify the grounds, as well as supporting facts and rationale. Disagreement with the substance of the committee’s decision is not a ground for appeal at this level. The Director of Academic Affairs will limit review to alleged failure to adhere to appeal policies and procedures or new information that was unavailable to the student or the faculty member when the committee made its decision. The Director of Academic Affairs will render a final decision in writing within five business days after the student appeals to the Director of Academic Affairs.

13. Upon final decision of the Director of Academic Affairs, the student will have exhausted his or her right of appeal within the University.

II. Academic Progression Appeals
This student-initiated procedure is as follows:

1. The student may appeal within five business days after the date he or she is notified of dismissal from the health sciences college/program or of any other academic progression decision. The appeal should be completed within 45 business days following initiation of the process.

2. If the student appeals, he or she must do so in writing to the faculty member from whom notification of dismissal or other decision was received and send a copy to the appropriate dean. The student must set
forth reasons and grounds for the appeal. The faculty member will send a copy of his or her appeal
decision in writing to the student and the appropriate department chair (College of Allied Health and
College of Pharmacy) or associate dean (Carr College of Nursing). If the faculty member does not render a
decision within five business days after the student appeals to the faculty member, the appeal will be
deemed denied as of the 5th business day.

3. If the faculty member from whom notification of dismissal or other decision was received is the dean, the
student must skip Paragraph 4 and proceed to Paragraph 5 to continue the appeal.

4. If the appeal is denied by the faculty member or is deemed denied, the student, within five business days of
the denial, may appeal in writing to the appropriate dean with a copy to the Director of Academic Affairs.
The dean will send a copy of his or her decision in writing to the student and the Director of Academic Affairs. If the dean does not render a decision within five business days after the student appeals to the
dean, the appeal will be deemed denied as of the fifth business day.

5. If the appeal is denied by the dean or is deemed denied, the student may appeal in writing to the Director of
Academic Affairs within five business days of the denial.

6. The Director of Academic Affairs will not consider an appeal based on any of the following reasons:
- Disagreement regarding the quality of academic work, adherence to technical standards, or professional
  performance
- Disagreement with published college/program policies
- Differences in classroom policies or grading schemes in different colleges/programs or between different
  programs of the same college
- An academic progression issue’s impact on a student’s future earning potential, timeline for assuming
  professional practice, or eligibility for veteran’s benefits

7. The Director of Academic Affairs will consider an appeal only when a student presents evidence of one or
more of the following:
- Terms of the student handbook or catalog were violated
- An error was made in calculating or recording a grade
- A university policy was violated in an assignment, administered exam, technical standard, or assigned
  grade
- An inconsistent grading standard was applied across students
- A written agreement between the faculty member/program/college and student was violated

8. For appeals submitted to the Director of Academic Affairs, the following supporting documentation is
required (unless otherwise noted):
- Explanation of what occurred and how the criteria above apply to the situation
- Correspondence from the faculty member and dean indicating that the appeal has been denied at those
  levels, unless the appeal was deemed denied
- College/program handbook section related to academic progression and technical standards
- Timeline of events relevant to the appeal
- Assignment or exam in question (if applicable)
- Excerpt from online catalog of university regulation (if applicable)
- Correspondence with faculty member (if applicable)
- Any other documentation supporting the appeal

9. If the appeal meets the criteria in paragraph 7, the Director of Academic Affairs will convene the Health
Sciences Academic Performance and Standards Committee to review the case.

10. The committee will review the submitted documentation and may meet with the student or faculty
member/dean (in person or via telephone) to obtain additional information. The student may request to
meet with the committee but may not bring other individuals to the meeting. If the student wants to meet
with the committee, he or she must make that request when sending the appeal to the Director of
Academic Affairs. The committee will send a copy of its decision in writing to the student and the Provost. If
the committee does not render a decision within ten business days after the student appeals to the Director
of Academic Affairs, the appeal will be deemed denied as of the tenth business day.

11. If the appeal is denied by the committee or is deemed denied, further appeal rights are limited. The student
may appeal in writing to the Provost within ten business days of the committee’s decision. The appeal must
specify the grounds, as well as supporting facts and rationale. Disagreement with the substance of the
committee’s decision is not a ground for appeal at this level. The Provost will limit review to alleged failure
to adhere to appeal policies and procedures or new information that was unavailable to the student or the
faculty member when the committee made its decision. The Provost will render a final decision in writing
within five business days after the student appeals to the Provost.

12. Upon final decision of the Provost, the student will have exhausted his or her right of appeal within the
University.
III. Official Records of Academic Appeals
The Office of the Provost will ensure maintenance of the official records related to academic appeals. All documents and objects, including, but not limited to, papers, recordings, electronic documents or files, and e-mails, related to an academic appeal will be forwarded to the Office of the Provost once the appeal process is completed.

IV. Note
As in the case of any policy and policy guidelines, Harding reserves the right to change them or to make appropriate revisions, additions, amendments, or corrections. Faculty and students will be notified of any substantial changes.
Health Sciences Academic Appeal Form

Student Name: _______________________________________________ Date: ____________

College/Degree Program: ____________________________________________________________

Type of appeal (check one):  □ Grade  □ Academic progression

Level of appeal (check one):  □ Faculty  □ Department Chair or Associate Dean  
□ Dean □ Director of Academic Affairs □ Provost

Faculty Member Involved: ____________________________________________________________

If grade appeal, course name/number: _____________________________________________

Criteria for appeal (check all that apply):

☑ Terms of the syllabus were violated
☑ Terms of the student handbook or catalog were violated
☑ Error was made in calculating or recording a grade
☑ University policy was violated in an assignment, administered exam, technical standard, or assigned grade
☑ Inconsistent grading standard was applied among students
☑ Written agreement between the faculty member/program/college and student was violated

Required documentation (check that each is attached):

☑ Explanation of what occurred and how the criteria above applies to the situation
☑ Timeline of events relevant to the appeal
☑ College/program handbook section related to academic progression and technical standards (if applicable)
☑ Correspondence from the faculty member and Health Sciences Academic Performance and Standards Committee / dean indicating that the appeal has been denied at those levels (if applicable)
☑ Assignment or exam in question (if applicable)
☑ Excerpt from online catalog of university regulation (if applicable)
☑ Correspondence with faculty member (if applicable)
☑ Any other documentation supporting the appeal

Student Signature: _______________________________________________ Date: ____________
Student Advising Program

All students in the College of Pharmacy will be assigned to faculty mentor-student mentee small groups each year. Should a student encounter academic difficulties, their faculty mentor will become their formal academic advisor in the Student Advising Program. The Student Advising Program is under the direction of the Director of Student Affairs. This program provides information for successful matriculation and professional development of our students and key faculty members are utilized as resource personnel.

Students who are identified with special needs such as low grade point average (current or cumulative), failing grades, or student requests are required to participate in a formal academic advising program. This program requires a coordinated effort between the following:

A. Assistant Dean for Academic Affairs – The responsibilities of the Assistant Dean are to:
   1. Consult with the Director of Student Affairs on all cases of academic difficulty.
   2. Serve as a resource to students experiencing academic difficulty.

B. Director of Student Affairs - The responsibilities of the Director of Student Affairs are to:
   1. Provide faculty-training programs on student affairs-related topics.
   2. Notify faculty mentors when their student mentees require formal academic advising.
   3. Monitor the advising process.

C. Faculty Members - The responsibilities of faculty advisors are to:
   1. Participate in training programs provided by the Director of Student Affairs.
   2. Advise and/or refer students as appropriate.
   3. Meet with advisees at least twice per semester.
   4. Monitor student academic progress and assist the student in seeking appropriate help.
   5. Provide status reports on each advisee to the Director of Student Affairs at the end of each semester.

D. Student Advisees - It is the student’s responsibility to be aware of all department, College, and University degree requirements as published in the Graduate and Professional Catalog and to ensure that such requirements have been met or that appropriate waivers have been secured and filed in the Office of the Registrar. The specific responsibilities of the advisees under this program are to:
   1. Meet with advisor at least twice per semester.
   2. Seek appropriate help to achieve academic success.

Once the needs have been met to the satisfaction of the student, faculty advisor, Director of Student Affairs, and Assistant Dean for Academic Affairs participation in this advising program will no longer be required.

School-Wide Assessment

As part of the ongoing assessment, evaluation, and review of the College of Pharmacy curriculum, student information is used for evaluation and feedback to improve the educational program and to document student progress. Course evaluations, faculty evaluations, student progress assessment and feedback, surveys, videotaped encounters and group work are included in this process. Data are primarily reported in the aggregate, and individual identification will be protected.

There will be some instances when video recording review will be used to teach and assess interviewing skills and group dynamics. All persons being video recorded will give their consent prior to any other use of the video recorded material.

When data are used for documenting and publishing about the curriculum and student outcomes, appropriate institutional review will occur and aggregate data will be used. If the use of identifying information is needed, appropriate student consent will be obtained.

Advanced Pharmacy Practice Experience Placement

Students are required to complete nine advanced pharmacy practice experiences during the fourth professional year. Advanced pharmacy practice experiences are preferentially assigned to students on normal academic progression. Students who interrupt their normal academic progression will be assigned to experiential sites as they become available. Exceptions may be made at the discretion of the Assistant Dean for Experiential Education.
Six specific advanced pharmacy practice experiences are required: inpatient and acute care general medicine, ambulatory care, advanced community – patient care, advanced community – pharmacy practice management, advanced hospital/health-system – pharmacy practice management, and health and wellness. Three practice experiences are elective and at least one of the three electives must be patient care-oriented. Each advanced pharmacy practice experience is one calendar month in length, 40 hours weekly. The summer semester consists of two, one-month pharmacy practice experience blocks (June and July), the fall semester consists of four, one-month pharmacy practice experience blocks (August, September, October, and November), and the spring semester consists of four, one-month pharmacy practice experience blocks (January, February, March, and April). Students will be enrolled for nine of these ten potential pharmacy practice experience blocks during their fourth professional year. In addition to academic credit for completion of the advanced pharmacy practice experiences (four credit hours each), the student receives 1740 hours of internship credit towards pharmacy licensure in the state of Arkansas. It is the student’s responsibility to meet pharmacy licensure requirements regarding internship hours in states other than Arkansas by contacting the respective state board of pharmacy and satisfying requirements for receiving allowable amounts of internship credit for advanced pharmacy practice experiences completed at Harding.

During advanced pharmacy practice experiences, students will gain competency in the following areas: problem-oriented drug monitoring; therapeutic drug monitoring; medication histories; managing a patient’s drug therapy; identification, resolution and prevention of drug-related problems; drug information/retrieval skills; application of knowledge of diseases and drug therapy to pharmaceutical care; consulting and counseling with health care professionals and patients; education of health care professionals; communication and presentation skills; and professional conduct.

Students are surveyed during the third professional year to determine preferences and eligibility for advanced pharmacy practice required and elective experience assignment. All students must maintain an up-to-date portfolio utilizing the E*Value system and provide advanced pharmacy practice experience preferences prior to being assigned to advanced pharmacy practice experiences. College policy requires that all students have proper records of immunization, CPR training, and proof of health insurance on file prior to any assignment to a patient care setting. Some advanced pharmacy practice experience sites require additional immunizations, criminal background checks, and drug screening which must be completed at the student’s expense prior to the beginning of the experience.

Students are assigned to fourth year advanced pharmacy practice experiences primarily within the central Arkansas area. Due to limited availability of advanced pharmacy practice experience sites, students may be assigned to locations further away than the central Arkansas area. The College will assist the student in securing lodging at distant sites, but all expenses incurred are the student’s responsibility. Harding pharmacy students may also have an opportunity to complete all or part of their fourth year advanced pharmacy practice experiences at other locations across the country. This offers students who come from other areas a chance to stay “close to home” and save on living costs. Students requesting an out-of-town fourth year advanced pharmacy practice experience must have a GPA of 2.75 or better. Out-of-town fourth year advanced pharmacy practice experiences are assigned at the discretion of the Assistant Dean for Experiential Education.

The Harding in Zambia program offers students an opportunity to serve in a foreign field while gaining insight into the health care system, practice of pharmacy, and medical missions in Africa. The approved practice site is at the Namwianga Mission, Kolomo, Zambia. Students interested in participating in the Harding in Zambia program must have a GPA of 3.0 or better. Other opportunities for international advanced pharmacy practice experiences exist as well and new opportunities are always being explored and developed. Students may bring forward other new opportunities to the Assistant Dean for Experiential Education for approval. All international advanced pharmacy practice experiences must meet the same curricular guidelines as those completed in the U.S. and the Assistant Dean for Experiential Education will assess this before a student is allowed to complete any international experience. Costs for travel associated with international pharmacy practice experiences are the responsibility of the student. Funds to cover a portion of room and board at international sites are available from the College at the current standard rate as determined by the Assistant Dean for Experiential Education.

Class Attendance
Students are expected to attend class. Each course coordinator is charged with the responsibility of establishing an absentee policy for his/her course, subject to the approval of the department chair. This policy must be a part of the course syllabus distributed to students. No one other than the course coordinator may excuse any student absence. Students are responsible for assignments and work missed because of any absence.
Professional Meeting Attendance
The College acknowledges that viable professional organizations are essential to the well-being of the pharmacy profession and contribute to the maintenance of high professional standards, thereby assisting in assuring that pharmacists offer their patients state-of-the-art health care.

As a result, the College encourages its students to become actively involved in professional organizations and provides them with the opportunity to do so.

The College also recognizes that the primary responsibility of students is to achieve academic excellence and that any activity which hinders their pursuit of academic excellence is not in the best interest of the students or profession.

Students may choose to participate in professional meetings that conflict with their academic schedule and activities. Students must obtain, in writing at least one month prior to any such meeting, approval from the professors and department Chairs, to be excused from classes/examinations. In such cases students will be required to meet the requirements of the professor(s) whose examination(s) was (were) missed to satisfy the requirements for the course(s) involved. Examples of such requirements may include but are not limited to taking examinations early or in a proctored setting at the professional meeting.

Outside Employment
While enrolled in the Doctor of Pharmacy degree program at Harding University, students are expected to devote their maximum efforts to successful completion of the professional curriculum. The College does not discourage part-time employment provided it does not conflict with the student's ability to maintain satisfactory academic performance. Student employment schedules are not a consideration in the College's scheduling of classes, laboratories, reviews, recitations, examinations, practice experiences, experiential meetings, or other curricular activities.

Examinations
The testing policy and procedures preserve the integrity and fairness of all examinations. Students must report for examinations as scheduled. All examinations and quizzes will be administered in English. Students are expected to take all examinations and quizzes in English and are not allowed to use software or operating systems that translate examinations into other languages. Permission for a make-up exam due to illness or other emergency may be requested from the coordinator of the course. If permission is granted, it is the responsibility of the student to contact the course coordinator to schedule a make-up exam. When a school delay or cancellation occurs, due to inclement weather or other emergency, on a day when a course examination is scheduled, the course coordinator will reschedule the examination and communicate the new examination date to the students.

Students with Disabilities
It is the policy for Harding University to accommodate students with disabilities, pursuant to federal and state law. Therefore, any student with a documented disability (e.g. physical, learning, or psychological) who needs to arrange reasonable accommodations, must contact the Director of Student Affairs and the Disabilities Office at the beginning of each academic year and provide appropriate documentation approved by ADA Guidelines. (If the diagnosis of the disability occurs during the academic year, the student must self-identify with the Disabilities Director and the Director of Student Affairs as soon as possible in order to get academic accommodations in place for the remainder of the year.) The Director of Student Affairs will arrange academic accommodations with each course coordinator. Questions may be directed to Teresa J. McLeod, M.Ed., Disabilities Director, at tmcleod@harding.edu or (501) 279-4019, in the Disabilities Office located in Room 205 of the university Student Center, or to the Director of Student Affairs. A student with a documented disability must make a written request for accommodations which will be taken into consideration by the Director of Student Affairs. The necessary form is available at: https://www.harding.edu/assets/www/academics/academic-support/disabilityservices/pdf/dss_application.pdf. Reasonable accommodations will be provided depending on the documentation of the disability from a certified psychological examiner, psychologist, or medical doctor who made the diagnosis of the disability.

This statement represents responsiveness to federal expectations. It also reveals the desire on the part of the institution to meet its own commitments to students in the academic arena who have documented disabilities as well as to those patients who will be served by the students. Decisions regarding granting of accommodations will take into consideration the student’s ultimate ability to function in the clinical setting and in their future ability to practice pharmacy.
Registration for Graduation
Students who expect to qualify for graduation must register for graduation in accordance with deadlines set by the Registrar's Office and pay the associated graduation course fee in the fall semester of the fourth professional year.

Degree Requirements
1. Completion of the Doctor of Pharmacy curriculum (totaling 144 semester hours) with a passing grade in each course and with a 2.25 cumulative grade point average.
2. Forty-six months' residence in an accredited school or college of pharmacy, the final thirty-six months of which must be completed at Harding University College of Pharmacy.
3. Completion of all benchmark assessments as required throughout the didactic and experiential curriculum.
4. Recommendation by the faculty of the Harding University College of Pharmacy with satisfactory evidence of good interpersonal relations and professional conduct.
5. Payment of all financial obligations to the University.
6. Compulsory attendance at graduation exercises.

Graduation Exercises
A commencement ceremony is held annually at the end of the spring semester. Only students who have met all degree requirements are eligible to participate. The traditional cap and gown, with or without an academic hood, is considered formal academic attire for ceremonial events, and the addition of any ornamentation is quite limited by customary etiquette. At commencement, Harding has provided cords and ribbons for graduates to wear indicating specific academic honors. Any other addition to the formal academic regalia must be similarly appropriate, must represent only recognized organizations within the University, and must be approved in advance of commencement by the Director of Student Affairs.

Graduation honors are noted on pharmacy diplomas according to the following cumulative GPA achievements: those who achieve at least a 3.5 cumulative GPA graduate cum laude; those with a cumulative GPA of 3.75 graduate magna cum laude; those with a cumulative GPA of 3.9 or higher graduate summa cum laude.

Honor graduates are distinguished by the wearing of honor cords. Purple cords indicate membership in Rho Chi; light blue/white cords indicate recognition of active involvement in the American Pharmacists Association-Academy of Student Pharmacists; dark blue cords indicate recognition of active involvement in the National Community Pharmacists Association-Mark Riley Chapter. Traditional hoods of academic regalia are bestowed upon the graduates at commencement. The hood is lined with the Harding University colors of gold and black and is trimmed in olive green, denoting pharmacy.

Non-Academic Policies

Attitude and Conduct
Successful completion of the Doctor of Pharmacy program does not guarantee the ability to secure licensure as a pharmacist in any given state. It is the candidate's responsibility to satisfy all requirements of state licensure including completion of internship hours, satisfactory completion of state law examination, satisfactory criminal background checks, and drug screening.

Harding expects its students to conduct themselves as responsible citizens in a Christian community.

Enrollment at the University is viewed as a privilege that brings the attendant responsibilities and accountability. In order to encourage Christian living and growth, the University administers the student Code of Conduct. This code is provided to every student upon enrollment.

Upon registration to the University, students acknowledge and agree to abide by this code. Harding University reserves the right to refuse admission or dismiss students whose lifestyle is not consistent with the Christian principles for which Harding stands; and when the general welfare of the institution requires such action. Students suspended for disciplinary reasons during a semester may receive a grade of “F” in all courses for that semester.

Within the Harding University College of Pharmacy, the Code of Professional Conduct, as outlined below, has been established.

A. Code of Professional Conduct
(i) **Preamble**
The students, faculty and administration of the Harding University College of Pharmacy (HUCOP) cultivate professional and ethical standards by upholding the core values which are: advancement, Christianity, collaboration, trustworthiness, innovation, outreach, nurturing, and service. The vision and goals of the College are intended to create an atmosphere conducive to the professionalism of all members of the community. That atmosphere is supported and promoted by mutual respect and trust between students, faculty and administration. This code, set by administration, faculty and students, is a set of professional and ethical behaviors befitting a member of our community. Everyone in this community is responsible for upholding the standards in this Code of Professional Conduct. Therefore, any conduct determined as having an adverse effect on the Harding community may be subject to disciplinary action.

(ii) **Professional Conduct**
As members of the College of Pharmacy and the professional pharmacy community, students are expected to create and sustain a professional identity founded on our core values. Adherence to these principles is vital to the assurance of the development of a professional relationship between the pharmacist and society. These principles must become a part of a student's everyday life.

To accomplish the goals of professional development, students must: 1

- **a)** DEVELOP a sense of loyalty and duty to the profession of pharmacy by contributing to the well-being of others and by enthusiastically accepting the responsibility and accountability for membership in the profession.
- **b)** FOSTER professional competency through life-long learning, encourage creativity and innovation in practice, and strive for high ideals, teamwork, and unity within the profession in order to provide optimal patient care.
- **c)** SUPPORT professional colleagues by actively encouraging personal commitment to the *Oath of a Pharmacist* and *Code of Ethics for Pharmacists* as set forth by the profession.
- **d)** DEDICATE their lives and practice to excellence. This will require an ongoing assessment of personal and professional values.
- **e)** MAINTAIN the highest ideals and professional attributes to insure and facilitate the professional commitment required of the pharmacy caregiver.

Faculty and administration are also responsible for upholding similar professional standards as applicable to their roles within the community.

(iii) **Conduct in College-related Activities in the Classroom and On Campus**
The classroom and campus environment are primary settings for teaching and learning. As such, it is the responsibility of students and faculty to maintain an atmosphere that is conducive to teaching and learning. Behavior is expected to adhere to professional standards and to contribute in a positive way to the learning process. Behaviors that are rude, disruptive, or that infringe on the rights of faculty or other students to effectively engage in the teaching/learning process as well as tardiness to or absences from required activities such as mentor-mentee group meetings will not be tolerated.

(iv) **Conduct in College-related Activities Off Campus**
This Code of Professional Conduct extends beyond the classroom and campus to hospitals, community pharmacies, and various other practice settings where our students and faculty may engage in professional activities. Patient confidentiality and sensitivity to the needs of all patients, including those with different cultural backgrounds, are critical in order to contribute maximally to patient care. In practice settings, preceptors are treated as members of the community, and as such, are also responsible for upholding the standards included in this Code. Behaviors that are rude, disruptive, or that infringe on the rights of faculty, preceptors, other health care providers, patients, or other students to effectively engage in the teaching/learning and health care process as well as tardiness to or absences from required activities such as introductory and advanced pharmacy practice experiences will not be tolerated.

(v) **Professional Appearance / Attire**
Additional professional standards include appropriate dress and proper attention to personal hygiene. Students preparing for careers in a health profession must take particular care regarding their appearance, specifically avoiding concerns of their appearance being unkempt. Specific activities and settings require

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1 Adapted from the *Pledge of Professionalism* adopted by the American Pharmacists Association Academy of Student Pharmacists.
particular attire and appearance. Students must be aware of and adhere to these expectations and requirements.

(vi) **Academic Integrity**

Mutual trust is a basic component of any community. Harding University expects students, as members of the academic community, to take seriously their position in that community. Students are expected to insure the continuance of trust among themselves and between them and the faculty by accepting responsibility for their own work. The University considers breaches of this trust and responsibility to be serious offenses. A student who engages in academic dishonesty is subject to disciplinary action under the Academic Integrity Policy, which is published in the University Graduate and Professional Catalog.

(vii) **Chemical Dependence / Impairment**

Health care professionals – including future pharmacists – are faced with the challenges of chemical impairment. Pharmacy students need to be aware of these challenges and acknowledge that the HUCOP administration will take steps to assist chemically-impaired students. The University's policies regarding personal wellness are published annually in the Harding University Graduate and Professional Student Handbook.

(viii) **Non-Academic Disciplinary Procedures**

Any student who violates the Code of Professional Conduct is subject to disciplinary action under the Non-Academic Judicial Policies, which are published in the HUCOP Student Handbook.

Any student who violates the University Code of Conduct is subject to disciplinary action under the Code of Conduct Disciplinary Procedures. Both documents are published on the Harding University web site (http://www.harding.edu/catalog/) and may be located by selecting the Graduate and Professional Catalog in the right hand drop down box and then selecting the Ethical Standards link on the left.

**Non-Academic Judicial Procedures**

1. Any member of the University community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the Director of Student Affairs. Any charge should be submitted as soon as possible after the event takes place.

2. The Director of Student Affairs may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Director of Student Affairs. Any such administrative disposition shall be final, and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the Director of Student Affairs will convene a Non-Academic Disciplinary Committee to hear the matter and render a decision.

3. All charges shall be presented to the accused student in written form. A time shall be set for a hearing as soon as the Committee can be convened after the student has been notified.

4. Hearings shall be conducted by the Non-Academic Disciplinary Committee according to the following guidelines:
   a. Hearings normally shall be conducted in private.
   b. Admission of any person to the hearing shall be at the discretion of the Non-Academic Disciplinary Committee.
   c. The complainant and the accused may present written evidence and witnesses, subject to cross-examination by the Non-Academic Disciplinary Committee.
   d. Hearings shall be conducted under informal procedures. All procedural questions are subject to the final determination of the chair of the Non-Academic Disciplinary Committee.
   e. After the hearing, the Non-Academic Disciplinary Committee shall determine by majority vote whether the student has violated the Code of Conduct, and if so what sanction(s) should be imposed. The Non-Academic Disciplinary Committee’s determination shall be made on the basis of whether it is more likely than not that the accused student violated the Code.

5. A single verbatim record, such as a tape recording, shall be made of all hearings before the Non-Academic Disciplinary Committee. The record shall be the property of the University.

6. The following sanctions may be imposed for violations of the Code of Conduct:
   a. Warning — a written notice that the student has violated institutional regulations.
   b. Probation — a written reprimand for violation of specified regulations, with notice that further violations during the probationary period include the probability of more severe sanctions.
   c. Loss of Privileges — denial of specific privileges.
   d. Fines — not to exceed one hundred dollars.
   e. Restitution — Compensation for loss, damage or injury. This may take the form of appropriate service or monetary or material replacement.
f. Discretionary Sanctions — Work assignment, service to the University, other community service, or other creative sanctions.

g. Suspension — Temporary separation of the student from the University for a specified period of time. Conditions for re may be specified.

h. Expulsion — Permanent separation of the student from the University.

7. Non-Academic disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record. Upon graduation, the student's confidential record shall be expunged of disciplinary actions other than suspension or expulsion.

Suspension or expulsion shall be expunged from the student’s confidential record five years after final disposition of the case.

Appeals
A decision reached or a sanction imposed by the Non-Academic Disciplinary Committee may be appealed by the accused student or the complainant to the University Graduate or Professional Appeals Committee in accordance with university policy as outlined in the Graduate and Professional Catalog, Ethical Standards section.

Background Checks and Drug Screening
The College of Pharmacy does not require a background check or drug screening for admission. Once a student is admitted and the admission decision is transmitted to the Pharmacy College Application Service (PharmCAS), PharmCAS will initiate a criminal background check through Certiphi Screening, Inc. Potentially adverse background information will be discussed with the student and a decision will be made regarding how the information will impact the student’s ability to progress in the program.

The Arkansas State Board of Pharmacy requires a criminal background check for licensure as a pharmacy intern. Licensure as a pharmacy intern in the state of Arkansas is required during the first professional and all subsequent professional years and failure to obtain licensure will prevent a student’s progression in the professional degree program and may be grounds for dismissal. Admission into the College of Pharmacy does not guarantee eligibility for licensure as either a pharmacy intern or pharmacist in any state as state regulations govern policies regarding criminal record search and verification of suitability for licensure.

Concern for the care and safety of patients is one reason why random drug screenings have become a standard practice in today’s health care workplace. Harding University College of Pharmacy seeks to provide the best possible preparation for its graduates by adhering to best practice standards. Therefore, the College conducts regular, random drug screenings each semester. A percentage of students in each cohort (e.g. class of 20XX) is randomly selected by the Director of Student Affairs for participation. Selected students receive notification and instructions for compliance with the drug screening process. Any student who does not comply with the drug screening process is considered to be in violation of the College’s Code of Professional Conduct.

The College bears the cost of random drug screenings. The results of all drug screenings are handled in compliance with applicable rules of confidentiality and the duty to report to state licensing agencies.

Additionally, many introductory and advanced pharmacy practice experience sites require a criminal background check and/or drug screening for participation at the site. The Assistant Dean for Experiential Education for the College of Pharmacy will notify students of any such requirements well in advance of the beginning of the pharmacy practice experience. Any required background check and/or drug screening must be performed at the student’s expense. Determination of student fitness for participation at a clinical site requiring such checks will be at the sole discretion of the clinical site.

Building Access
Student identification cards provide after-hours access to the Farrar Center for Health Sciences (FCHS) and Swaid Center for Health Services (SCHS) buildings as well as to some of the interior classroom and other spaces for health sciences students. The FCHS and SCHS are open to the public from 7 a.m. to 6 p.m. on weekdays during the regular fall and spring semesters. From mid-May until the first day of Fall classes FCHS and SCHS are open to the public until 5 p.m. Pharmacy and physician assistant students may enter the buildings using their identification cards from 6 a.m. to 1 a.m., seven days a week, excluding official university holidays. Any student found in the buildings between the hours of 1 a.m. and 6 a.m. will be subject to disciplinary sanctions. Any student reported to a faculty or staff member to have been in the buildings between the hours of 1 a.m. and 6 a.m. is subject to investigation and to disciplinary sanctions if presence in the buildings during these hours is confirmed. Disciplinary sanctions may include revocation of after-hours building access, non-academic judicial procedures, disciplinary probation, or suspension from the college. Student card entry is logged and entry information is monitored by college administrators. Professional behavior dictates respect of equipment, furnishings, and building access by all
health sciences students. Any student not exhibiting professional behavior in regards to building access, including destroying or damaging property, allowing unauthorized guests in the building, or compromising building security, will be addressed through the non-academic judicial procedures. Harding Public Safety routinely checks the security of the building and officers may be contacted at 501-279-5000 if the building is found unsecured after hours.

**Campus Health Care/Immunizations**

The Student Health Services Center provides free health services and resources for enrolled students. Student Health Services, located at 115 Dr. Jimmy Carr Drive, is a walk-in clinic with no appointments necessary. Symptomatic treatment is provided for minor illnesses such as colds, headache, sinus congestion, upset stomach, aches, sprains, first aid for accidental injury, blood pressure screening, and allergy injections with physician permission. Students are assisted with referrals and appointments with local health professionals and agencies. Transportation may be provided if necessary. Office hours are 7:30 a.m. to 4:15 p.m. weekdays during fall and spring semesters. Hours for summer sessions are 7:30 a.m. to 12:30 p.m. When the clinic is closed, assistance may be provided through Harding Public Safety. In the event of a serious illness or accident when the clinic is closed, the student should report to the nearest urgent care facility or emergency room for immediate treatment.

While residing in Searcy, students should secure information from their insurance company for the appropriate procedure for out of area visits to a physician and for prescription costs. Also, it is strongly recommended that students identify with a local physician for local medical assistance or in case of an emergency.

The University does not assume financial responsibility for any professional services that require a physician or any medical, surgical, or emergency services or hospitalization. Students are financially responsible for the costs of his/her services.

The contact information for the Center is HU Box 12271, Searcy, AR 72149-5615, 501-279-4346 (phone), 501-279-4577 (fax).

Applicants selected for admission to the program must provide evidence of good health, no communicable diseases, and required immunizations and screenings prior to matriculation.

Immunizations and screening tests required are as follows:

1. Hepatitis B series and positive titer (this can take up to seven months to complete).
2. Two MMRs or positive measles, mumps, and rubella titer.
3. Tetanus/diphtheria (DPT, DTaP, or Td) primary series and Tetanus-Diphtheria-Pertussis (Tdap) booster; booster must be kept up-to-date through completion of the fourth professional year.
4. Evidence of varicella immunity is required by written documentation of one of the following: two doses of varicella vaccine given at least 28 days apart, or laboratory confirmation of immunity (titer).
5. Results of a PPD tuberculin skin test (measurements must be in millimeters), a QuantiFERON Gold test, or a chest X-ray performed within three months prior to matriculation and must be repeated annually while enrolled.
6. Influenza vaccine is required but will be administered by the College during the fall semester.

Additionally, all pharmacy students are required to maintain health insurance and CPR certification. A copy of the front and back of the health insurance card should be submitted to myRecordTracker prior to admission and annually while in the program.

**Cell Phones**

Out of courtesy for all those participating in the learning process, all cell phones and pagers must be turned off before entering any classroom, lab or formal academic, performance, or experiential event. Cell phones may not be used during examinations or examination review sessions unless specifically permitted by the faculty member conducting the examination or examination review session. This includes the use of cameras or other video or audio recording devices that may be features of the cell phone.

**Computer Accessibility**

Every student is required to have his/her own laptop computer upon entry into the program. The minimum requirements are provided after acceptance into the program.

**Food in Classrooms**

The consumption of food and beverages is not allowed in laboratories, including the Clinical Practice Lab (Farrar 104). Food and beverages may be consumed in classrooms, public spaces, and the COPPA Kettle, although some
faculty do not allow food and beverages during examinations. Students are reminded that professional behavior includes having respect for building furnishings and maintaining a clean learning environment. Professional behavior also includes cleaning up after oneself and leaving no trash or spilled food or beverages behind. Demonstration of unprofessional behavior related to food or beverages may lead to the revocation of food privileges for the entire student body or charges filed against individuals through non-academic judicial procedures.

**Fundraising**
Harding University is blessed with talented, caring, and generous students, faculty, and staff. All fundraising activities must be approved at both the college and university level. Individuals wishing to raise funds related to any pharmacy practice experiences must submit plans for approval by the Assistant Dean for Experiential Education. Organizations planning a fundraiser must submit a Student Organization Request for Fundraising to the Office of Student Affairs (OSA). The OSA will submit the form to the university student life office for university approval. Once both the OSA and the Harding University student life office approve an event, the student organization will be notified and the event will be placed on the college student calendar. Additional guidelines and procedures for Harding University College of Pharmacy student organization activities can be found at the end of this handbook.

**Anti-Hazing Policy**
Students are expected to maintain the highest standards of morality, integrity, orderliness and personal honor. Harding University upholds state laws regarding hazing and considers hazing to be in conflict with her mission and, therefore, strictly prohibited.

> “The second is this: ‘Love your neighbor as yourself.’ There is no commandment greater than these.” Mark 12:31
> “Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves.” Philippians 2:3

No student shall 1) engage or threaten to engage in what is commonly known and recognized as hazing, 2) permit, encourage, aid or assist any person, whether a student or not, in the commission of hazing, 3) willfully acquiesce in the commission of hazing, or 4) fail to report promptly his or her knowledge or any reasonable information within his or her knowledge of the presence and practice of hazing to any club sponsor or any officer of the University.

Hazing refers to any action, whether on or off campus, suggested or expected of someone to join a group or to maintain status in a group that produces mental or physical discomfort, humiliates, degrades, risks emotional or physical harm, regardless of the person’s willingness to participate. Some examples of hazing include, but are not limited to:

- Expecting new members to do things that old members are not willing to do
- Personal servitude
- Completing essays or tests
- Wearing unusual, uncomfortable or embarrassing attire
- Forcing, requiring, or endorsing nudity at any time
- Requiring public stunts
- Requiring use of titles for older members different from newer members
- Name calling
- Expecting certain items to always be in one’s possession
- Forced silence
- Sleep deprivation
- Deception and the playing of mind games
- Staging any form of line-up, walkout, or march
- Yelling, insulting, or threatening
- Causing fatigue through forced calisthenics such as push-ups, sit-ups, running, etc.
- Exposure to cold, hot, or extreme weather without appropriate protection
- Smearing of vile substances or concoctions on an individual
- Consumption of distasteful food or concoctions
- Throwing anything at a person or group of people
- Striking, paddling, marking, or branding
- Conducting any “pledge week,” “rough night,” or “jump night” activities

A clear legal concern exists for any club or individual member that fails to adhere to the guidelines established by Harding University in regards to the induction of new members. Any club or individual who engages in or threatens to engage in activities that have danger of physical or mental discomfort, pain or harm or subjects the prospective or new member to humiliation and/or degradation should be aware that the club and the individual may become legally liable for such acts.
All members, new or old, of a club at Harding University have an obligation to ensure that the club in which they hold membership upholds the guidelines set forth in this handbook. If a club member, new or old, witnesses or is subjected to any inappropriate activity, it is important that one of the following offices be contacted immediately: Office of Student Life at 501-279-4331 or Office of Public Safety at 501-279-5000 or College of Pharmacy Office of Student Affairs at 501-279-5528.

The University adheres to the Arkansas Hazing Law as outlined below.

§ 6-5-201. Definition
(a) As used in this subchapter, unless the context otherwise requires, “hazing” means:
(1) Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others which is directed against any other student and done for the purpose of intimidating the student attacked by threatening him with social or other ostracism or of submitting such student to ignominy, shame, or disgrace among his fellow students, and acts calculated to produce such results; or (2) The playing of abusive or truculent tricks on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others, upon another student to frighten or scare him; or (3) Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others which is directed against any other student done for the purpose of humbling the pride, stifling the ambition, or impairing the courage of the student attacked or to discourage him from remaining in that school, college, university, or other educational institution, or reasonably to cause him to leave the institution rather than submit to such acts; or (4) Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim; or to do or seriously offer, threaten, or attempt to do physical violence to any student of any such educational institution; or any assault upon any such student made for the purpose of committing any of the acts, or producing any of the results, to such student as defined in this section.
(b) The term “hazing” as defined in this section does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

§ 6-5-202. Restrictions
(a) No student of any school, college, university, or other educational institution in Arkansas shall engage in what is commonly known and recognized as hazing or encourage, aid, or assist any other student in the commission of this offense.
(b) (1) No person shall knowingly permit, encourage, aid, or assist any person in committing the offense of hazing, or willfully acquiesce in the commission of such offense, or fail to report promptly his knowledge or any reasonable information within his knowledge of the presence and practice of hazing in this state to an appropriate administrative official of the school, college, university, or other educational institution in Arkansas. (2) Any act of omission or commission shall be deemed hazing under the provisions of this subsection.

§ 6-5-203. Hazing
(a) The offense of hazing is a Class B misdemeanor.
(b) Upon conviction of any student of the offense of hazing, he shall, in addition to any punishment imposed by the court, be expelled from the school, college, university, or other educational institution he is attending.

Inclement Weather Policy
If the President of the University or his designee cancels University classes for all or a portion of a day due to inclement weather, an announcement will be made through the campus emergency notification system. To opt in to the campus emergency notification system, follow the instructions at https://www.harding.edu/public-safety/emergency-management. The information will also be communicated in Harding Pipeline. When school opening is delayed, classes for the day will begin at the announced time, starting with the class that would normally meet at that time and following the regular schedule for the remainder of the day. When school opening is canceled for the day, didactic classes will be rescheduled at the discretion of the course coordinator and may be outside of normal class hours, if necessary. Closure of the University does not affect pharmacy practice experience responsibilities if the clinical site is open. When on pharmacy practice experiences, check with the clinical site first and then proceed using sound judgment.

Campus Security
Harding University maintains a full-time Department of Public Safety located in the Heritage building across from Admissions Services. Harding Public Safety should be advised of all incidents involving breach of security. They should also be contacted in cases of accident, injury, or other related emergencies. The Department of Public
Safety may be contacted for other needs, such as locked keys in a vehicle, jump starting a battery, emergency transportation to the hospital, and courtesy escorts after dark.

Public Safety officers are medical First Responders and certified in CPR. They have additional training in crime prevention, emergency response, and other public safety concerns. Any suspicious behavior, on-campus traffic accidents, on-campus emergencies, and all crimes occurring on campus should be reported immediately to the Department of Public Safety.

Blood Borne Pathogens and Universal Precautions
General Statement
All students are required to complete a program on universal precautions, blood borne pathogens, and patient confidentiality. Students are expected to review and be accountable for following universal precautions and reporting any potential blood borne pathogens exposure, including parenteral (needle stick or cut), mucous membrane (splash to eye or mouth), or cutaneous exposure (especially if the skin is abraded or chapped) to blood or body fluids.

Definitions
"Blood borne pathogens" refers to disease-causing microorganisms present in blood or other potentially infectious body fluids. "High-Risk exposure" is defined as an accidental puncture injury, mucous membrane, or non-intact skin exposure to human blood/body fluid (semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids). “Universal precautions” refers to the process of treating all blood and body fluids as if they are infected.

Universal Precautions
Responsible health care professionals incorporate universal precautions into the routine practice of patient/client care. The underlying principles will not change and can be applied in all situations; however, there may be policy differences at a given practice site/institution/clinical situation that must be known and followed.

All personal protective equipment used will be provided without cost to faculty, staff, or students. Personal protective equipment should be chosen based on the anticipated exposure to blood or potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time that the protective equipment will be used.

General Sharps Safety
Contaminated needles and other contaminated sharps objects will not be bent, recapped, removed, sheared, or purposely broken. Following usage, needles or other contaminated sharps objects will be disposed of in a clearly marked biohazard sharps container. The only exception to this rule, per Occupational Safety & Health Administration (OSHA) regulations, is if a procedure requires that the contaminated needles be recapped or removed and no alternative is feasible and the action is required by the medical procedure. If such action is required, then recapping or removal of the needle or sharp must be done by the use of a mechanical device or one hand technique.

Possibility of Communicable Diseases During Academically-Related Travel Abroad
Students participating in travel abroad are expected to see the health care provider of their choice to receive appropriate immunizations and prophylactic medications sufficiently in advance of the scheduled travel. The costs of these services are the responsibility of the student. Faculty members leading travel abroad experiences will make every attempt to plan for post-exposure treatment of communicable diseases that may be encountered. This includes having knowledge of the availability of prophylactic and empiric treatments for tuberculosis, intestinal disorders, influenza, HIV, etc., depending on the communicable diseases most prevalent in the area of travel. In some cases, the necessary treatments are available in country and in other cases the faculty member must secure and transport the necessary treatments during travel. Students and faculty are encouraged to research labeling and other legal requirements for transporting medications into foreign countries.

Post-Exposure Procedure
All students who have a blood/body fluid exposure, regardless of the type of exposure or risk status of the patient/client, must report the incident to their supervising faculty or preceptor. If the exposure occurs during a didactic course activity, it should be reported to the supervising faculty member who will report it as needed to the appropriate department chair. If the exposure occurs during an experiential activity, it should be reported to the
clinical preceptor and assistant dean for experiential education. Students who incur an exposure will be counseled regarding post-exposure evaluation and follow-up in accordance with OSHA standards.

Any “high-risk” exposure should be considered infectious regardless of the source and the following steps should immediately be taken:

1. Remove contaminated clothing.
2. Clean wound with soap and water.
3. Flush mucous membranes with water or normal saline solution.
4. Notify supervising staff immediately.
5. Do not delay in seeking treatment. If considered “high risk”, treatment should begin within 2 hours of exposure if possible, but may be started within 72 hours.

For any exposure, the following steps should be taken:

1. If the exposure occurs at a clinical site, the student must follow the clinical site’s blood borne pathogens policy in its entirety.
2. Written documentation of the route(s) of exposure and the circumstances related to the incident as soon as feasible following the exposure using the accompanying blood borne pathogens exposure form. This documentation should be submitted to the department chair for exposure during a didactic curricular component and to the assistant dean for experiential education for exposure during an experiential curricular component. The college of pharmacy will keep a copy of the documentation in the student’s file, the student will be given a copy, and a copy will be submitted to the individual responsible for maintenance of the university’s OSHA records.
3. Identification and documentation of the source individual unless identification is infeasible or prohibited by state or local law.
4. The source individual’s blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, it must be established that legally required consent cannot be obtained. When the source individual’s consent is not required by law, the source individual’s blood, if available, shall be tested and the results documented. When the source individual is already known to be infected with HBV or HIV, testing for the source individual’s known HBV or HIV status need not be repeated. Results of the source individual’s testing shall be made available to the exposed student, and the student shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual. If the exposure occurs at a clinical site, the cost of testing is generally covered by the clinical site. If the exposure occurs in a didactic, on-campus setting, the cost of testing will be covered by the university via the Center for Health Sciences.
5. The student’s blood should be collected and tested for HBV and HIV serological status as soon as is feasible after consent is obtained. The cost is the responsibility of the student. If the exposure occurs at a clinical site, collection and testing should be performed following the site’s blood borne pathogen policy. If the exposure occurs in a didactic, on-campus setting, collection and testing can be most quickly accomplished at Unity Health-White County Medical Center emergency room, 3214 E. Race Street, Searcy, AR 72143; testing can also be performed at PrimeCARE Medical & Wellness Clinic (48-72 hour turnaround), 400 South Main, Suite 100, Searcy, AR 72143.
6. The student will be directed to seek post-exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service; counseling; evaluation of reported illnesses; and re-testing as advised by the provider. The student should be directed to follow the provider’s instructions for follow-up care.

The student is responsible for submitting all costs incurred to his/her health insurance carrier.
Health Sciences Student Blood Borne Pathogen Exposure Form

Name: ___________________________________ Date/time of exposure: __________________

Course/experiential activity involved: ___________________________________________________

Physical address where exposure occurred: ________________________________________________

Supervisor at time of exposure: _______________________________________________________

Clinical site report filed? ☐ Yes ☐ No

Clinical site contact person, phone number, e-mail address: _________________________________

☐ Injury with clean sharp     ☐ Injury with contaminated sharp     ☐ Splash in mucous mmb

☐ Other ____________________________

Identify source of contamination (name of patient, clinical ID) ____________________________

Describe the incident including procedure involved and body part involved (use back of this sheet if necessary):

________________________________________________________

Did the device being used have engineered sharps safety protection? ☐ Yes ☐ No

Was the protective mechanism fully activated? ☐ Yes ☐ No

Do you have an opinion that any other engineering, administrative, or practice control could have prevented this injury? ☐ Yes ☐ No If yes, please explain:

Date of last tetanus: ________________ Date of hepatitis B series: ____________

________________________________________________________

Faculty signature

________________________________________________________

Student signature
Exposed student washes/irrigates area immediately
Exposed student notifies appropriate individuals
 □ If during a didactic activity, student notifies supervising faculty member
   □ Supervising faculty member determines whether risk is low or high
     □ If high-risk exposure, seek treatment within 2 hours if possible but definitely within 72 hours
       □ Student’s blood is collected and tested for HBV and HIV (collection and testing should be performed at Unity-White County Medical Center emergency room, 3214 E. Race Street, Searcy, AR 72143 for immediate turnaround or PrimeCARE Medical & Wellness Clinic, 400 South Main, Suite 100, Searcy, AR 72143 for turnaround in 48-72 hours)
     □ Student identifies source individual
       □ Source individual’s blood is collected and tested for HBV and HIV (issues of consent must be appropriately addressed)
         □ Collection and testing should be performed at Unity-White County Medical Center emergency room, 3214 E. Race Street, Searcy, AR 72143 for immediate turnaround or PrimeCARE Medical & Wellness Clinic, 400 South Main, Suite 100, Searcy, AR 72143 for turnaround in 48-72 hours
       □ Source individual’s HBV and HIV status is communicated to the student
       □ Student’s health care provider of choice evaluates risk and provides student with information regarding post-exposure prophylaxis
         □ Student makes decision regarding post-exposure prophylaxis
       □ Supervising faculty member completes Health Sciences Student Blood Borne Pathogen Exposure Form
       □ Supervising faculty member notifies appropriate academic administrator
       □ Academic administrator ensures three copies of the completed Health Sciences Student Blood Borne Pathogen Exposure form are submitted
         □ one to the student
         □ one to the student’s program file
         □ one to the university official responsible for maintaining OSHA records
       □ If during an experiential activity, student notifies supervising clinical site preceptor and appropriate academic program administrator
         □ Student follows clinical site blood borne pathogen policy in its entirety
         □ Supervising clinical site preceptor leads student through clinical site blood borne pathogen policy
         □ Supervising clinical site preceptor determines whether risk is low or high
           □ If high-risk exposure, seek treatment within 2 hours if possible but definitely within 72 hours
             □ Student’s blood is collected and tested for HBV and HIV according to clinical site’s blood borne pathogen policy
             □ Student identifies source individual
               □ Source individual’s blood is collected and tested for HBV and HIV (issues of consent must be appropriately addressed) according to clinical site’s blood borne pathogen policy
               □ Source individual’s HBV and HIV status is communicated to the student
               □ Student’s health care provider of choice evaluates risk and provides student with information regarding post-exposure prophylaxis
                 □ Student makes decision regarding post-exposure prophylaxis
             □ Academic administrator completes Health Sciences Student Blood Borne Pathogen Exposure form
             □ Academic administrator ensures three copies of the completed Health Sciences Student Blood Borne Pathogen Exposure form are submitted
               □ one to the student
               □ one to the student’s program file
               □ one to the university official responsible for maintaining OSHA records
Emergency Procedures
The following steps should be followed when an accident, injury, or other related emergency occurs.

1. Notify the Harding University Department of Public Safety immediately by dialing 279-5000 from ANY
telephone nearest you. Give the location of the injured person and briefly describe the apparent injury. The
Harding Department of Public Safety will then 1) place the 911 call and then 2) dispatch an officer to the
scene and direct a bystander to guide any emergency vehicles to the scene on campus. No employee
should assume the responsibility of transporting an injured or ill person. If there is difficulty in reaching
Harding Department of Public Safety by telephone, send another person to the Harding Department of
Public Safety.

2. Any attempt to render first aid or other treatment by an untrained party should be limited to only those steps
necessary to sustain life and make the injured person as comfortable as possible.

3. Remain with the injured party at all times until professional medical aid arrives. A security officer trained as
a First Responder will be on hand as soon as possible to maintain order and render whatever assistance
possible.

4. After the injured person has been removed or treated by trained medical personnel, give the public safety
officer on the scene as accurate a description as possible of the apparent cause of the accident and the
nature of the injury.

By receiving professional medical treatment through standard emergency procedures, the victim of a serious injury
or illness stands a much greater chance of survival and avoidance of serious after-effects.

EMERGENCY TELEPHONE NUMBERS:
Harding University Public Safety: 279-5000
Searcy Police Department/Fire Department: 911
Campus Health Services Center: 279-4346
Poison Control Center: 1-800-222-1222

When pharmacy practice experience sites are selected, information is collected about possible safety or security
issues that may exist. Students will not be scheduled in sites with significant safety and security concerns. Students
who perceive their personal safety or security to be at risk will be allowed to leave a pharmacy practice experience
site with proper notice to the College and to the clinical preceptor. If adequate remediation of the problem cannot be
quickly obtained, an alternate clinical assignment will be made for that student.

Identification
Name badges will be provided for students at the beginning of the first professional year. These name badges must
be worn at all pharmacy practice experience sites. Additional or replacement name badges will be provided as
necessary and cost $10.00. These may be obtained through the Office of Student Affairs.

Pharmacy students must be readily identifiable at all times. In all pharmacy practice experience areas or places
where other health professionals or patients are likely to be met, a College-approved nametag identifying the
wearer as a pharmacy student must be properly worn and visible. When meeting another health professional or a
patient, a pharmacy student must introduce him/herself as a pharmacy student and do so with sufficient clarity to
insure that the other person understands. Some pharmacy practice experience sites may require additional
identification.

Students employed in health care fields or settings are not permitted to identify themselves as pharmacy students
while employed in another capacity.

Mental and Physical Health and Welfare of Students
The mental and physical health of students can strongly affect their academic and social success at the University,
as well as influencing the other members of the University community.

Harding University provides counseling services through the University Counseling Center which is staffed by
professionally trained counselors. The University Counseling Center is located on the third floor of the McInteer
building. Through the services offered by Christian counselors, students receive confidential assistance with
personal, relational, and social problems. Strong emphasis is given to education and prevention of drug and
alcohol-related problems. Any student can obtain help in assessing and overcoming difficulties in personal living.
Students may also participate in small groups with specialized needs. A student may voluntarily request help or s/he may be referred by a proper representative of the University, a parent, or other interested persons. All services provided are non-fee services. Individuals requiring long-term professional help may be referred to an appropriate source. **Students may access the Counseling Center at counseling@harding.edu.**

The Student Health Services Center provides services as previously described in the **Campus Health Care/Immunizations** section of this handbook.

**Posting of Materials**

Posting of signs, flyers, bulletins, announcements, etc. upon painted or stained doors or walls is prohibited to prevent damage to campus physical facilities.

Bulletin boards for student-related announcements are located throughout the Farrar and Swaid Center for Health Sciences buildings. Students should contact the Office of Student Affairs for questions regarding bulletin boards.

Special notices and other information of interest may be posted only on “Public Notice” bulletin boards, located in various areas of the University campus and student center. These boards are monitored and maintained by the University Office of Student Life located on the second floor of the student center, Room 218.

**Sexual Harassment**

Harding University reaffirms the principle that students, faculty and staff have the right to be free from sex discrimination in the form of sexual harassment by any member of the academic community.

Sexual harassment is defined as an attempt to coerce an unwilling person into a sexual relationship, or to subject a person to unwanted sexual attention, or to punish a refusal to comply, or to create a sexually intimidating, hostile or offensive environment. Sexual harassment is generally understood to include a wide range of behaviors, from the actual coercing of sexual relations to the unwelcome or inappropriate emphasizing of sexual identity. This definition will be interpreted and applied consistent with Christian standards of behavior and conduct.

A student who believes that he or she has been sexually harassed may obtain redress through informal and formal procedures of the University. Complaints about sexual harassment will receive prompt and equitable response. The right to confidentiality of all members of the academic community will be respected in both informal and formal procedures, insofar as is possible. Retaliation against individuals for bringing bona fide complaints of sexual harassment is expressly prohibited. Knowingly or willfully making a false claim is subject to discipline up to but not limited to suspension from school. Formal procedures will not be initiated without a signed and verified written complaint. An individual found to have engaged in sexual harassment is subject to disciplinary action for violations of the policy, consistent with existing procedures.

A student who believes that he or she is the victim of dating violence, domestic violence, sexual assault or stalking may obtain redress through procedures of the University. Complaints will receive prompt and equitable response. The right to confidentiality of all members of the academic community will be respected, insofar as is possible. Retaliation against individuals for bringing bona fide complaints of sexual assault or stalking is expressly prohibited. Knowingly or willfully making a false claim is subject to discipline up to but not limited to dismissal from the University. Formal procedures will not be initiated without a signed and verified written complaint. An individual found to have engaged in dating violence, domestic violence, sexual assault or stalking is subject to disciplinary action for violations of the policy, consistent with existing procedures.

The Office of Student Life will make a copy of the rights of the accuser and accused available at the time the complaint is filed. Further information may be obtained through the annual security report: [http://www.harding.edu/DPS/](http://www.harding.edu/DPS/).

In any situation where a graduate/professional student is involved in an offense with an undergraduate student, sanctions against the graduate/professional student may include those listed in the Undergraduate Student Handbook, as well as the University Graduate and Professional Student Handbook.

Zachary Neal, assistant vice president for Student Life, serves as Title IX Coordinator of the University. Sexual harassment claims against a student may be filed with the Title IX coordinator in the Office of Student Life located in Student Center 218. Claims against a faculty or staff member may be filed with the Title IX coordinator or with David Ross, director of Human Resources, in Ezell 130.
Appearance

All members of the Harding community are expected to maintain standards of modesty and decency in dress appropriate to the Christian lifestyle and consistent with professional employment expectations. For these reasons, students are expected to adhere to an established dress code. Violations of the dress code will be referred to the Director of Student Affairs.

Men and Women:

1. Clothing should be neat, clean, and relatively free of the tattered and worn look. Shoes are required to be worn on campus.
2. Tight or form-fitting attire (such as leggings) and garments as well as garments designed as underwear or sleepwear should not be worn as outerwear. Undergarments should not be visible.
3. Shorts should be mid-thigh or longer in length. Shorts are not permitted in classes, chapel, pharmacy practice experiences, or lyceum events such as American Studies programs.
4. Clothing that is unusual or displays material inconsistent with the mission of the University is prohibited.
5. Hair should be neat, clean, and free of extreme styles; unnatural hair colors are not permitted.

Women:

1. Tops must have at least 2-inch wide shoulder straps. Clothing must not be lowcut and may not reveal cleavage or the midriff. Halter-tops are not permitted.
2. Skirts and dresses must not have hemlines or slits that extend above the knee. Banquet dresses may be strapless; however, the back must not extend below the natural bra line.
3. Piercing is limited to the wearing of earrings and a small nose stud or ring.

Men:

1. Shirts must be worn at all times. Tank tops and body shirts are limited to athletic participation only.
2. Caps, hats, and do-rags are not permitted in classes or chapel.
3. Piercing is limited to the earlobes and the wearing of small earrings or studs.

The Dean, in consultation with the faculty, staff, and students, may designate special “dress-up” or “dress-down” days.

During pharmacy practice experiences, professional dress is expected with a clean, well-pressed, short, white lab coat with the official College patch securely affixed on the left arm just below the shoulder, and the College-issued name badge. Additional or replacement patches may be purchased through the Office of Student Affairs at a cost of $5.00. Men must wear a shirt and tie and women should dress in a skirt, dress, or trousers. No open-toed shoes are allowed on pharmacy practice experiences.

Non-Discriminatory Statement

Harding University does not discriminate on the basis of sex in admissions, employment opportunities, education programs or activities which it operates. This is in keeping with Title IX of the Education Amendments of 1972 and Part 86 of the Department of Health, Education and Welfare’s regulations implementing Title IX. Zachary Neal, assistant vice president for Student Life, serves as Title IX Coordinator of the University. Inquiries concerning the application of Title IX and Part 86 to Harding University may be referred to the Title IX Coordinator in the Office of Student Life located in Student Center 218.

Parking

Professional students must pay applicable fees to have a University-issued parking sticker and vehicles MUST be registered or a parking ticket will be issued. Entering students will have time to complete this after their arrival on campus. The College of Pharmacy office must submit names to the Office of Parking Services prior to permits becoming available. To obtain a parking sticker go to: www.thepermitstore.com. Enter Harding as your destination. Information needed is your University ID and vehicle information. If there are questions, call the Office of Parking Services at 501-279-4005.

It is the policy of Harding University to permit all students to have and drive automobiles on campus and in the community under certain conditions and exceptions as cited below:
Vehicle Registration

1. All students enrolled at Harding University, living on or off campus, and their spouses must register their vehicles.
2. All vehicles driven on the University's campus must be properly licensed and registered with the Office of Parking Services.
3. All students who own one or more vehicles are required to register the vehicle(s) and correctly display a valid parking permit.
4. Permits must be affixed to the vehicle in the manner in which they were designed by the manufacturer. This will constitute the final phase of vehicle registration. The permit must be correctly/permanently affixed to avoid penalty.
5. Specific registration instructions can be found online at http://www.harding.edu/DPS/.
6. The Office of Parking Services may utilize online resources to locate unregistered vehicles. The Office of Parking Services may also tow unregistered vehicles after the vehicle has accumulated five citations. (Separate citations may be written for a vehicle parked improperly and for not being registered.) Unregistered student-owned or driven vehicles may be registered by the Office of Parking Services with a $35 surcharge added to the student's account in addition to any citations the vehicle may have received.
7. Students who falsify registration information are subject to disciplinary action.

Special Circumstances

1. Physically disabled persons who are connected with the University and who suffer a permanent or temporary physical disability may apply at the Office of Parking Services for special parking consideration.
2. Faculty, staff, and students who have a motor vehicle registered and, for some extraordinary circumstance, find it necessary to operate and park an unregistered vehicle on campus, may obtain a temporary permit without cost for a period of no longer than two weeks from the Office of Parking Services.
3. Students may not store or drive golf carts or all terrain vehicles (ATVs) on campus without prior approval from the Office of Student Life.

Rules and Regulations

1. Every person operating a vehicle on campus is held responsible for acquainting himself/herself with and obeying the traffic and parking regulations of the University.
2. Vehicles must be parked in designated slots (red spaces are for faculty/staff only).
3. Vehicles are considered parked when left unattended.
4. Tickets are written 24 hours a day, seven days a week. Example: If a vehicle is parked in a handicap slot, loading zone or staff area, it is subject to a ticket every hour (also see towing policy).
5. Reserved slots are restricted 24 hours a day.
6. Students may park in faculty/staff areas (i.e. red spaces) from 5 p.m. to 7:30 a.m., unless otherwise restricted.
7. Loading zones are for emergency and maintenance vehicles. Students loading and unloading will be allowed for 15 minutes.
8. Overnight parking (midnight to 7 a.m.) is NOT allowed on the north and east sides of campus and where otherwise posted.
9. No vehicle shall be parked in such a fashion as to obstruct pedestrian or vehicle traffic.
10. Double parking is not permitted on the campus at any time.
11. Parking is prohibited for vehicles in the following areas: all areas not distinctly designated as parking areas; red curbs; service lane zones and roads; traffic lanes within parking lots; on the grass or sidewalks; on a pedestrian crossing.
12. Students driving vehicles with faculty/staff stickers are required to park in student parking.

A record will be kept of all fees and penalties assessed. Students may not register for the next semester until all fees have been paid.

Exceptional Circumstances

1. When leaving campus for vacations, leave your vehicle parked in student parking (not in “No Overnight” parking).
2. If you park illegally because of car failure, notify the Office of Parking Services. You will be required to move the vehicle within 24 hours unless other arrangements are made with the manager of Parking Services.

Appeals Process
To contest a parking citation, one must submit an appeal within 10 days of when the citation was written to the Traffic Appeals Committee via the Web site, www.scapay.com. The Appeals Committee is made up of Harding staff
Committee members review each appeal and make their decision based on the information contained in the appeal as well as information from the ticket itself. When there is a question about an appeal, members of the committee may consult with the manager of Parking Services to find a resolution. The decision of the Traffic Appeals Committee is final.

**Towing Policy**

The University reserves the right to remove or have removed by impounding any vehicle parked in such a way as to constitute a serious hazard or any vehicle that impedes vehicular or pedestrian traffic movement, the operation of emergency equipment, the making of essential repairs and services, or for other cogent reasons, such as failure to properly register the vehicle, continuous parking violations (five tickets), or abandoned vehicles. Owners of such vehicles will be required to pay all costs involved in removing, impounding, or storing such vehicles.

**General Information**

1. The campus and buildings of Harding University are private property. The Office of Parking Services is responsible for regulating and enforcing traffic and parking regulations.
2. All parking violations should be handled through the Office of Parking Services located on the second floor of the Ezell building.
3. All traffic accidents or mishaps should be handled through the Office of Public Safety by calling 279-5000.
4. All Harding students are required to carry a valid Harding ID card at all times while on campus. This ID card must be surrendered to any Harding University faculty member, staff member, public safety officer, or parking enforcement officer upon request.
5. Harding University assumes no financial responsibility for any vehicle or its contents while parked on campus.

**Penalties for Each Violation**

Penalties for parking violations vary depending on the type of violation and the number of tickets received. Penalties may be amended by the Vice President for Finance. Penalties may be paid at the business office. Specific penalties for each fine can be found online at http://www.harding.edu/DPS/.

**Transportation/Housing**

Pharmacy practice experiences during the first, second, and third professional years are generally offered at sites within an approximately one-hour drive of Searcy. Pharmacy practice experiences during the fourth professional year may be outside the local area. Students must provide their own transportation to experiential sites and classroom activities. It is therefore required that all pharmacy students have a means of transportation. This includes a valid driver's license and current auto liability insurance if transportation is to be provided through a personal vehicle.

Students are responsible for their own housing during all phases of the professional curriculum. The Office of Student Affairs and Admissions will assist with locating suitable housing for the first three years of the professional curriculum, but the student is ultimately responsible for making adequate housing arrangements. The College will assist with locating suitable housing when a student is assigned to a remote experiential site during the fourth professional year, but the student is ultimately responsible for making adequate housing arrangements.

**Rules, Regulations and Procedures**

In addition to the rules and regulations contained in the College of Pharmacy student handbook, students are expected to adhere to the rules and policies of Harding University and also to the rules, regulations and policies of other institutions or facilities where they may be assigned. Harding University’s rules and guidelines can be found in the [Graduate and Professional Student Handbook](#). Any conflicting policies should be discussed with the Director of Student Affairs. All information herein is subject to change with timely notification to students in writing.

**Student Complaints**

Harding University is committed to fair treatment of its constituents in their relationships with the administration, faculty, staff, and students. The purpose of this policy is to establish, implement, and operate a complaint procedure. This [policy and the formal complaint form](#) are accessible on the Harding University Consumer Information website (www.harding.edu/consumerinfo).

Information concerning filing of academic complaints, such as academic dishonesty or academic disputes (grading, progression, program requirements, etc.) is provided in the University Graduate and Professional Catalog as well as in other sections of this College of Pharmacy Student Handbook.
This policy does not govern sexual-harassment complaints. Make complaints of student-to-student sexual harassment and employee-to-student sexual harassment to Harding’s Title IX Coordinator, Mr. Zach Neal, Assistant Vice President/Dean of Students, Student Center, Room 218, (501) 279-4331. Make complaints of employee-to-employee sexual harassment to Mr. David Ross, Director of Human Resources, Ezell Building, Room 131, (501) 279-4380.

The Accreditation Council for Pharmacy Education (ACPE) is required by the U.S. Secretary of Education to require its pharmacy programs to record and handle student complaints regarding a school's adherence to the ACPE Standards. ACPE must demonstrate a link between its review of complaints and its evaluation of a program in the accreditation process. Therefore, in order to demonstrate compliance with the U.S. Department of Education Criteria for Recognition, and with the prior review and advice of Department of Education personnel, ACPE requires pharmacy schools to provide an opportunity for pharmacy students to provide comments and/or complaints about the school's adherence to ACPE's Standards. The colleges and schools of pharmacy accredited by ACPE have an obligation to respond to any written complaints by students lodged against the college or school of pharmacy, or the pharmacy program that are related to the standards and the policies and procedures of ACPE. Any student who wishes to file a complaint may visit the ACPE website (https://www.acpe-accredit.org/complaints/) to access the standards and the procedures for filing a complaint.

Other Student Services
More information on services offered to Harding University students in regards to Harding ID card, Student Center and Cafeteria, Bookstore, Student Health Services, Housing, Parking, Career Services, the University Counseling Center, the Media Center, Technology, and Library Services can be found in the University Graduate and Professional Student Handbook.

Pharmacy Student Organizations
Harding University recognizes the significant role of students in institutional decision-making. Students in the University's schools and colleges serve with faculty and staff on many committees. In the College of Pharmacy students are appointed to the following committees: Admissions Committee, Assessment Committee, Chemical Dependence and Impairment Intervention Committee, Non-Academic Disciplinary Committee, and the Curriculum Committee. At the University level, students are appointed to the Health Sciences Academic Affairs Committee and Health Sciences Academic Performance and Standards Committee. Various student government organizations serve as the voice of the students and are liaisons with the administration and faculty. Students at Harding University College of Pharmacy are encouraged to cultivate involvement in professional organizations and extracurricular activities while enrolled. There are currently four student chapters of professional organizations on campus: an American Pharmacists Association-Academy of Student Pharmacists (APhA-ASP) chapter, a Student Society of Health-System Pharmacists (SSHP) chapter, a National Community Pharmacists Association (NCPA) chapter, and a Rho Chi Society chapter. Meetings provide a forum for discussion of matters relating to scholarly, scientific, and professional attitudes and performance among pharmacy students and serve to familiarize students with problems confronting and conditions existing in the pharmacy profession. The Director of Student Affairs serves as the administrative leader of student organizations. Each organization is also assigned a faculty advisor. The guidelines and procedures for student organizations can be found at the end of this handbook.

Council of Students (COS). The Council of Students is an organization of elected professional pharmacy students working for the furtherance of existing programs set forth by the preceding councils and for the attainment of various new goals set forth by the present council. All students of the College of Pharmacy are included in the student body organization. The Council of Students meets once a month and acts as the official voice of the student body. Its objectives include establishing two-way communication expressing views on pharmacy education between students and educators. The Council strives to promote and perpetuate professionalism of pharmacy in all endeavors with adherence to the principles of ethical practice in all fields of pharmacy. COS is available to all students for consultation and advice when needed and endeavors to consider all student opinions. Student involvement in institutional decision processes is also sought by student participation on various school committees.

Class Representation. Each professional year pharmacy class has elected class officers whose primary goal is to be aware of student needs within the class and to represent those needs as members of the COS. Class officers plan class projects and class social events in addition to overseeing class fund raising activities and the setting of class dues to provide for a fourth professional year banquet and/or class-selected related graduation festivities.

American Pharmacists Association-Academy of Student Pharmacists (APhA-ASP). The APhA-ASP is to be the collective voice of student pharmacists, to provide opportunities for professional growth, to improve patient care,
and to envision and advance the future of pharmacy. APhA-ASP has opportunities for student pharmacists to become involved through patient care projects, community outreach, and professional development. Members keep abreast of professional information by meetings, by reading and discussing the bulletins issued from the Washington headquarters of the American Pharmacists Association, and by reading the Journal of the Association that each member receives. Many members also attend regional and national conventions that place them in contact with peer practitioners. Through the Academy of Student Pharmacists, students have the opportunity to discuss both national and local issues pertaining to pharmacy. Members are encouraged to read the various state publications and to participate in the activities of the parent organization (http://www.pharmacist.com/apha-asp).

Student Society of Health-System Pharmacists (SSHP). The American Society of Health-System Pharmacists (ASHP) is the 30,000-member national professional association that represents pharmacists who practice in hospitals, health maintenance organizations, home care agencies, long-term facilities, and other components of health systems. An important element in achieving the goals of the ASHP is providing a mechanism at every school of pharmacy whereby students are afforded increased opportunities to learn about pharmacy practice health systems. ASHP believes this is best achieved through the establishment of student societies of health-system pharmacy, directly affiliated with the respective ASHP Affiliated State Chapter and closely linked to programs, services, and activities of the ASHP Pharmacy Student Forum (http://www.ashp.org/menu/MemberCenter/SectionsForums/PSF.aspx).

National Community Pharmacists Association (NCPA) – Mark Riley Chapter. The Student Affairs branch of NCPA offers pharmacy students a wide array of opportunities to broaden and enrich their educational experience, gain valuable real world skills, earn scholarships and have fun in the process. Their mission is to encourage, foster, and recognize an interest in community pharmacy ownership and entrepreneurship among the future leaders of the profession (http://www.ncpanet.org/students/student-resources).

Rho Chi Society – Delta Omicron Chapter. The Rho Chi Society encourages and recognizes excellence in intellectual achievement and advocates critical inquiry in all aspects of pharmacy. The Society further encourages high standards of conduct and character and fosters fellowship among its members. The Society seeks universal recognition of its members as lifelong intellectual leaders in pharmacy, and as a community of scholars, to instill the desire to pursue intellectual excellence and critical inquiry to advance the profession (http://www.rhochi.org/about/).

Financial Assistance

Financial aid is available to most Harding students in the form of scholarships, government grants, loans, work-study programs, veterans programs, and vocational rehabilitation programs.

These funds are administered wholly or in part by the Office of Student Financial Services. Requests for information and assistance should be directed to Harding University, Box 12282, Searcy, AR 72149-5615; telephone 501-279-4257 or 1-800-477-3243 (toll free); or e-mail finaidgrad@harding.edu.

Requirements: Application for aid should be made as follows:
1. Apply or be admitted to Harding University College of Pharmacy. Application forms are available online at www.harding.edu/pharmacy.
2. Complete the Free Application for Federal Student Aid (FAFSA).
3. Request any other application forms for financial aid from the Office of Student Financial Services.

In most cases, to qualify for professional student financial aid, a student must be enrolled for at least 5 hours each semester. Before enrolling for less than half time, students should check with the Office of Student Financial Services to determine what effect it will have on their financial assistance.

Financial aid awards are based on current federal and state regulations. To help meet students’ needs (as determined by the FAFSA), awards are made in the following order: grants, scholarships, loans and work-study. Students have the right to accept or decline any aid offered.

Financial Aid Funding Limitations:

Full-Tuition Limitation: The combined maximum award for all Harding-funded grants, scholarships, discounts, or other assistance is limited to a student’s full-tuition charges. Should a student receive multiple Harding-funded awards in excess of full tuition, the awards will be reduced to actual tuition costs. NOTE: NCAA grant-in-aid athletic contracts are exempt from the full-tuition limitation.

Direct-Costs Limitation: Harding-funded scholarship assistance may be combined with other financial
assistance (including private, state and federal grants and scholarships), not to exceed a student’s actual direct costs. Direct costs include full tuition, technology fees, standard fees, campus housing and declining credit balance (DCB). The cost of books, activity fees, and the costs associated with maintaining or purchasing a computer are not considered direct costs. Should a student receive multiple awards in excess of direct costs, Harding-funded scholarships will be reduced until total scholarships/discounts do not exceed direct costs.

**Financial Aid Budget Limitation:** Aid in the form of student loans and work-study may be received in excess of direct costs, not to exceed a student’s financial aid budget. A financial aid budget includes all direct costs, as well as reasonable allowance for books, transportation to and from school, and personal expenses. Please refer to the financial aid Web site for a listing of all financial aid budget components.

**Return of Title IV Funds (Federal Aid):** Professional students receiving Title IV financial aid (federal loans, federal grants, etc.) and who withdraw, drop out or are dismissed before completing more than 60 percent of the payment period are subject to a calculation to determine if the funds must be returned to the federal or state financial aid programs. In some cases, all Title IV aid must be returned. The calculation of the return of these funds may result in the student owing a balance to the University and/or the federal government. Once the student has completed more than 60 percent of the payment period, all federal financial aid assistance is considered to be earned, and the funds may be retained. If funds must be returned, the order of return is as follows: Unsubsidized Federal Stafford Loan; Subsidized Federal Stafford Loan; Federal PLUS Loan; Other Title IV aid programs. A detailed explanation of the required Return of Title IV Funds calculation is available in the Office of Student Financial Services and on the University Web site at www.harding.edu/finaid.

**Financial Aid Probation and Suspension:** Students who receive Title IV financial aid must make satisfactory progress toward a degree. Satisfactory progress includes maintaining a cumulative grade point average of at least 2.5 by the completion of the first professional year in attendance. Enrollment, academic progress and grade point average monitoring occurs at the end of each fall and spring semester. Failure to maintain the required grade point average or successfully completing degree work as specified will result in financial aid probation status. Probation is removed at the end of a semester where the student has satisfied the grade point average and enrollment criteria. Failure to remove financial aid probation status the following semester results in financial aid suspension.

Students on financial aid suspension are not eligible to receive Title IV financial aid. Students with mitigating circumstances regarding financial aid may appeal in writing to the Harding University College of Pharmacy Director of Student Affairs. Appeals must be received by August 1 for the fall term.

**Student Classification**
All students are classified as professional during each professional year of the curriculum.

**Types of Financial Assistance**
Financing a college education is a concern shared by virtually all prospective students and their families. The financial information contained in the following pages presents educational expenses in a realistic manner and suggests ways that you can meet them.

Harding University, a private institution without benefit of tax support, must meet its operating costs by income from student tuition and fees, government grants, auxiliary enterprises, gifts, and endowment earnings. As tuition and fees are discussed in the following pages, you will discover that the cost of attending Harding is moderate compared to many colleges and universities of the same size and quality.

The following financial aid programs are available to students who enroll at Harding University College of Pharmacy.

**Loan Programs**

**Federal Stafford Student Loans:** The federal Stafford student loan program makes loans available to both undergraduate and graduate students. Loans normally are made through participating lenders and are electronically processed by the Student Financial Services Office. Through this program, students borrow at an interest rate of 6 percent. Repayment does not begin until six months after students graduate or cease taking a half-time load of study. The government pays the interest while students are in school if they qualify for a subsidized loan based on need. Students who do not qualify on the basis of need are given unsubsidized loans and are responsible for the interest that accrues while in school.
Federal Graduate/Professional PLUS Loans: Students may borrow up to the cost of attendance. Repayment begins within 30-60 days of the final loan disbursement, but can be deferred until the student graduates or is no longer in the program. Interest is fixed at 7%. Students without a credit history are eligible; those with adverse credit may require a co-signer.

Employment Programs
Work on campus is a source of financial aid to students. There are two work programs: The Work-Study program, funded by the federal government; and the Harding work program. To qualify for either program, students must complete the FAFSA.

Students approved for work on campus are eligible for work but are not guaranteed an assignment. Neither can Harding promise students will be able to earn the entire award for which they are eligible. After arriving on campus, those who have been approved for and have not obtained work should contact the Human Resources office for assistance in locating an assignment. Students are paid minimum wage on the college Work-Study program and may be switched to the Harding program when Work-Study funds are expended. The Harding program rate of pay is 85 percent of minimum wage.

Scholarships
The Honors, Awards, and Scholarships Committee reviews all candidates for honors, awards, and scholarships. To be considered, students must complete a curriculum vitae (CV) form and attach a photograph. The CV should be submitted to the Director of Admissions and should be updated annually. Two exceptions to this requirement are those scholarships that require application directly to the donor and merit scholarships that are based upon academic grade point average and/or rank in class. In addition to the requirements listed for each scholarship, the committee considers additional criteria in selecting recipients, such as involvement in student organizations and activities, as well as professional and public service.

Currently available scholarships include:

Agatha Culpepper Wallace Scholarship. The recipient of this scholarship is a student with demonstrated scholarship, leadership, diligence, capability, and financial need.

CVS/pharmacy Scholarship. The CVS/pharmacy scholarship provides annual scholarship funds for selected students. Recipients are selected based on academic performance and their level of interest in community pharmacy practice.

Dean’s Merit Scholarship. This scholarship is awarded to the top ten percent of each professional year class.

Faculty and Staff Scholarship. This scholarship was established by the inaugural faculty and staff of the Harding University College of Pharmacy to recognize superior talent within the student body and seeks to select students who possess strong leadership ability, academic and professional promise, and exemplify the ideals of Harding.

National Association of Chain Drug Stores (NACDS) Foundation Scholarship. The recipients of these scholarships are students with a strong desire to pursue a career in community pharmacy.

Pharmacists Mutual Scholarship. This scholarship is awarded on the basis of desire to be a community practitioner who practices in a state in which the company operates. Selection of the recipient is based on both academic achievement and on need.

Richard Farmer Scholarship. This scholarship is awarded on the basis of academic performance and financial need.

Richie’s Specialty Pharmacy Scholarship. This scholarship is awarded on the basis of academic performance and financial need.

St. Bernards Medical Center Scholarship. The recipient of this scholarship is a student who is in good academic standing who has demonstrated an interest in health-system pharmacy practice.

Walgreens Diversity Scholarship. This scholarship is awarded annually to a student engaged in efforts to raise awareness in diversity and community outreach.

Wal-Mart Pharmacy Scholarship. The recipient of this scholarship is a student who has strong academic credentials...
Veterans Programs
Veterans must be certified for eligibility by their local VA offices and must contact the appropriate representative in the Office of Student Financial Services. Veterans of the post-Vietnam period must have made contributions into the educational program (Montgomery and New GI Bill) in order to receive benefits. An educational program is also available to certain members of the Reserves and National Guard. Widows and children of eligible veterans should contact the Office of Veterans Affairs to apply for assistance through educational benefits. Disabled veterans entering under Public Law 16 should apply to their state Veterans Administration headquarters for counseling and approval, and then contact the Office of Student Financial Services. In compliance with the Veterans Administration’s minimum standards of progress, if a student receives VA assistance, is placed on academic probation, and does not remove this probation within one semester, he or she will be suspended from receiving VA education benefits for the following semester.

Vocational Rehabilitation
Students who are permanently disabled may receive free vocational counseling and financial assistance toward the cost of their college education, provided their vocational objective is approved by a rehabilitation counselor. They should apply directly to the vocational rehabilitation counseling service of their state Department of Education and at the same time notify the Office of Student Financial Services at Harding so that assistance may be given if necessary.

EXPENSES

Typical Expenses
Please note that these rates and miscellaneous fees are for the 2017-2018 academic year and are subject to change without prior notice. For a student enrolled in 12 or more hours per semester the tuition per semester is $19,265 and per academic year (2 semesters) is $38,530. For a student enrolled in fewer than 12 hours per semester the tuition is $1,070 per semester hour.

A typical resident student taking more than 12 hours per semester can meet all regular expenses of tuition, fees, and room/board for $49,470 for the school year. These expenses are illustrated in the following table:

<table>
<thead>
<tr>
<th></th>
<th>SEMESTER</th>
<th>YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$19,265.00</td>
<td>$38,530.00</td>
</tr>
<tr>
<td>Technology/Academic Enrichment Fee</td>
<td>250.00</td>
<td>500.00</td>
</tr>
<tr>
<td>Room/Board</td>
<td>5,205.00</td>
<td>10,410.00</td>
</tr>
<tr>
<td>Parking fee (annual fee)</td>
<td>30.00</td>
<td>30.00</td>
</tr>
<tr>
<td><strong>Total basic cost for typical student</strong></td>
<td>$24,750.00</td>
<td>$49,470.00</td>
</tr>
</tbody>
</table>

Upon acceptance to the College of Pharmacy, students must submit an $800.00 non-refundable tuition deposit. The first $200 of the deposit is due 14 days from acceptance. The remaining is divided into $300 deposits due on April 1st and May 1st. These deposits are applied toward the first semester’s tuition.

For students in the fourth professional year, who will take nine, four-week advanced pharmacy practice experiences (APPEs), the per APPE tuition is one-ninth of the tuition rate in effect for the academic year in which they are expected to graduate. All students will be assigned to at least one APPE per semester (summer) and up to as many as four APPEs per semester (fall and spring) during the fourth professional year.

Other potential expenses include books/equipment (estimated to be $600 - $1000 per semester in the first and second professional years but less or nonexistent in the third and fourth professional years); required laptop/software (not to exceed $1500); travel to practice sites (estimated to be $275 per practice experience in the first through third professional years and $500 per practice experience in the fourth professional year); criminal background check and drug screening as needed for specific practice sites (estimated to be $65.00 each); RxPrep NAPLEX review package (approximately $300); and a graduation fee (approximately $300).

Financial Responsibility
Harding’s financial well-being is dependent upon prompt payment of accounts. For this reason, Harding transcripts and diplomas will not be released if a student has failed to take care of any indebtedness to the University. Exception is made for government loans if they are not past due. Failure to meet financial obligations to the University may result in the delinquent account being placed with a collection agency. Students are responsible for...
all attorney fees and other collection costs incurred by the University in collecting accounts. Term charges are not reduced for late enrollment. There will be a $25 service charge on all dishonored checks.

Payment of Accounts
Payments may be mailed in or made in person at the Business Office, located in the Administration Building. Payments may be in the form of cash, check, and money order in person or mail. MasterCard, Discover, and American Express are accepted online via a third-party vendor (CASHNET). Credit card fees do apply.

Payment Options
1. Pay the total balance by the due date on the first ebill statement of each term.
2. Enroll in Harding University Payment Plan. Enrollment fee is $25 per term (fall and spring only). Deadline to enroll is September 1 for fall and February 1 for spring. Pay the balance due in four monthly payments. A late fee of $35 will be assessed if a due date is not met. No interest will accrue on the Harding Payment Plan.
3. Accounts not paid in full or not enrolled in the payment plan will be subject to a per annum interest charge compounded monthly. Interest charges are not reduced for delays in receiving financial aid.
4. Any additional charges incurred during a term will be posted to the student’s account and should be paid by the due date on the statement. Examples include adding classes, traffic fines, library fines, adding declining balances, etc. Any credits posted to an account will appear on the monthly ebill statement.

If prior term charges have not been paid in full, enrollment for a future term will be delayed until payment is received or satisfactory payment arrangements have been approved.

Refunds
Students are granted admission with the understanding that they are to remain for a full term. A student who enrolls in a class but does not attend or stops attending and does not officially withdraw may not receive a refund. An official withdrawal from the University begins at the college level. Please note that the Business Office manages the refund policy, not the individual colleges. A prorated refund will be made according to an established refund schedule that takes into account the particular characteristics of each course (traditional, online, nontraditional term, etc.). Please contact the Business Office for more information.

If a student’s withdrawal is the result of misconduct, the institution is under no obligation to make any refunds.

Housing Security Deposit: The security deposit will be kept as long as a student lives in University housing. When the student leaves University housing, the deposit will be applied to any unpaid balance on the student’s account or it will be refunded within 90 days.

Credit Balance Refunds: Students may request a refund through Pipeline. No refunds are issued during the first week following registration.

Tuition Refund Plan: A protective insurance program provided by DEWAR Insurance Company is available and enrollment is voluntary. The policy will minimize the financial loss for students who suffer a serious illness or accident and have to leave the University. Enrollment is processed by the Business Office.

Council of Students Constitution of the College of Pharmacy

Article I

Section 1. The name of this organization shall be formally recognized as the COUNCIL OF STUDENTS.

Article II

Nature

Section 1. The Council of Students is an organization of elected professional pharmacy students working for the furtherance of existing programs set forth by the preceding councils and for the attainment of various new goals set
forth by the present council. Each member shall perform his/her specific duty according to his/her conscience and understanding of the Constitution and Bylaws of the Council of Students.

Article III
Objectives

Section 1. The objectives of the Council of Students shall be:
(a) To participate in and contribute to the accomplishments of the aims and purposes of the Council of Students;
(b) To promote and perpetuate professionalism of pharmacy in all endeavors pertaining to the students of Harding’s College of Pharmacy;
(c) To inculcate a sense of individual obligation to the community, state, nation, and world transmitting to posterity the principles of ethical practice in all fields of pharmacy;
(d) To be available to students for consultation and advice when needed, and to consider all student opinions;
(e) To establish two-way communication expressing views on pharmacy education between students and educators.

Article IV
Membership and Organization

Section 1. Eligibility
Membership in the Council of Students shall be limited to students with an overall GPA that is greater than 2.50, with conduct in accordance with the code of conduct contained in the Constitution and Bylaws of the Council of Students.

Section 2. Membership
The membership of the Council of Students shall consist of no more than those listed below, constituted by each representative group and/or office.
(a) There shall be no more than five offices, and the number of those offices shall not be expanded for the purpose of governing the Council of Students;
(b) Delegates-at-Large shall be composed of the presidents of each of the clubs, classes or recognized organizations specified below, and a member selected at the discretion of the organization he/she is to represent;

EXECUTIVE OFFICERS: President, Vice President, Secretary, Treasurer, and Parliamentarian
CLASS OFFICERS: President, Vice President, Secretary/Treasurer
DELEGATES: 1st year class, 2nd year class, 3rd year class, 4th year class, President Pro Tem, APhA-ASP, NCPA, Rho Chi, and SSHP

Section 3. Faculty Advisor
The faculty advisor shall have a seat on the Council of Students serving in an advisory capacity only; i.e., a non-voting member. He/she should be available for consultation with any Council of Students representative, and should be at all Council of Students meetings.

Section 4. Judgment
The Council of Students shall be the judge of its own membership, with the reservation that expulsion of a member may take place only if the member’s qualifications no longer comply with the eligibility requirements of the code of conduct set forth by the Constitution and Bylaws of the Council of Students, or said member stands in neglect of his duties. Attendance is mandatory at all Council of Students meetings. No one is allowed more than one unexcused absence from the scheduled meetings per semester. If a member has two unexcused absences in one semester, the organization is responsible for replacing the member or forgoing their seat on the Council of Students. Any person needing to be excused from a Council of Students meeting is to notify the COS parliamentarian and COS advisor prior to the meeting.

Section 5. New Organization Approval
Each prospective new organization shall be evaluated by the Council of Students in the same manner, based on the following guidelines:
(a) There should be a parent organization.
(b) The organization should be pharmacy-related.
(c) The survival of the organization needs to be long term. It should not be based on a mission of an individual.
(d) The organization should reaffirm the mission of the college of pharmacy.
(e) There should be a unique reason for the organization’s existence that cannot be met by other organizations.
(f) The organization should strengthen the Council of Students.
(g) The organization’s membership in COS should not establish an undesired precedent.
(h) There should be sister organizations at other pharmacy schools.

Article V
Council of Students (COS) Elections

Section 1. Executive Committee Elections
(a) The length of the offices listed above will be from May 1 to April 30, one year in length.
(b) Executive Committee officers shall file intent to run during the ninth week of classes in the spring semester. The Intent to Run Form as well as Constitution and Bylaws are available from the COS Parliamentarian. Verification of each candidate’s GPA shall take place in the same week with the Director of Student Affairs. In case of an unqualified candidate, he/she shall be asked to withdraw his/her name from the ballot prior to the election;
(c) Elections shall be during the early part of the tenth week. All students enrolled at Harding’s College of Pharmacy are eligible to vote;
(d) If necessary, a run-off election may be held during the middle of election week. The results will be announced soon thereafter;
(e) The President of the Council of Students must be a 3rd year student during his/her term of office;
(f) All Council of Students officers must have an overall grade point standing that is greater than 2.50;
(g) All Council of Students officers shall have obtained a majority of votes; i.e., over 50% of the votes cast, in order to be elected. There shall be at least two hours available for the casting of ballots in Council of Students elections. Run-off elections will be scheduled for the next school day. Students will be notified of all run-off elections;
(h) The offices of Secretary and Treasurer, respectively may be held by the same person for a maximum of two years;
(i) No student officers on the council shall hold the office of President in any other organization in the College of Pharmacy;
(j) Write-in candidates are prohibited;
(k) If only one person runs for an office, he/she automatically holds that office.

Section 2. Class Officer Elections
(a) First year (P1) class officers shall file intent to run during the first week of November of the P1 year. The Intent to Run Form as well as Constitution and Bylaws are available from the COS Parliamentarian. Verification of each candidate’s GPA shall take place in the same week with the Director of Student Affairs. In case of an unqualified candidate, he/she shall be asked to withdraw his/her name from the ballot prior to the election;
(b) Elections of first year (P1) class officers begin in the second week of November of the P1 year. Run-off elections will be scheduled for the day following the elections and students will be informed of all run-off elections. The results shall be announced the following day;
(c) Elected class Vice-president of third year (P3) will serve as president pro-tem of first year (P1). The term of president pro-tem will end upon election of first year (P1) class officers.
(d) P2, P3, and P4 class officers shall file intent to run during the tenth week of spring semester. The Intent to Run Form as well as Constitution and Bylaws are available from the COS Parliamentarian. Verification of each candidate’s GPA shall take place in the same week with the Director of Student Affairs. In case of an unqualified candidate, he/she shall be asked to withdraw his/her name from the ballot prior to the election;
(e) Elections of P2, P3, and P4 begin during the early part of the eleventh week of spring semester. Run-off elections shall be held in the middle of the eleventh week. The results shall be announced shortly thereafter;
(f) P1 officers serve from November elections to April 30. P2, P3, and P4 officers serve from May 1 to April 30.
(g) GPA standing for class officers shall be the same as for COS Executive Committee members.
(h) Elections of officers of clubs, organizations, and/or recognized societies shall be held at a time designated by that particular organization, etc., with the reservation that it fall at a date subsequent to
the elections described in Article V, sections 1 and 2.

Section 3. Verification of All Student Elections

(a) The Council of Students’ Parliamentarian shall be available to provide information to all student organizations prior to nominations and elections of officers. They shall directly oversee elections for all classes.

(b) It shall be the responsibility of the current President of clubs and recognized societies to submit a list of candidates to the COS Executive Parliamentarian for verification of each candidate’s GPA prior to the said election with the Director of Student Affairs. In case of an unqualified candidate, he/she shall be asked to withdraw his/her name from the ballot prior to the election.

(c) Any and all election results involving students shall be submitted to the COS Executive Parliamentarian within seven days after the election. A listing of all officers and their phone numbers shall be compiled and held by the Council during each year for each organization.

(d) No student shall hold the office of President for more than one organization.

(e) A list of all organization officers shall be submitted to the Dean’s Office.

(f) To win an election, a candidate must have over 50% of the votes cast.

(g) In the event of an elected officer’s not enrolling in school during his/her term of office or vacating of his/her office due to any reason; the Council of Students shall have the authority to call a special election for the purpose of filling the vacant office. The elected officer of the organization must meet the eligibility requirements of the council in order to serve in that capacity; i.e., have a seat on the council.

(h) There shall be no campaigning the day of the election; i.e., poster, fliers, speech making, etc. All campaign material is to be removed the day before the election.

(i) A voter must be present during the appointed election time in order to cast a ballot; proxy voting or absentee ballots via US mail, email, etc. will not be allowed.

(j) No student will be allowed to run for more than one office within the same organization/class during the same school year.

(k) A candidate must be present, or have someone present to speak for him/her at time of nomination to be eligible for election.

Article VI
Amendments to the Constitution

Section 1. Proposed amendments to this constitution may be submitted through or by a council member at a meeting of the council at least 30 days prior to ratification of said amendment. A two-thirds majority vote of the council is required for ratification, and all amendments so adopted shall immediately become effective.

Article VII
Quorum

Section 1. A quorum for the Council of Students shall be constituted by three officers of the Executive Committee and fifty percent of delegates-at-large representing the organizations. A quorum must be present for the COS to conduct business.

Article VIII
Duties of the Executive Committee

Section 1. President
It shall be the duty of the President of the Council of Students to preside at all meetings of the Council of Students. He/she shall chair the Executive Committee, appoint members of standing committees and create such other committee and appoint members thereon as he deems advisable, and to appoint all officers not otherwise provided for, with the approval of the Council of Students Executive Committee. He/she shall be an ex-officio member of all standing Council of Students committees. The President shall recommend student(s) to the following faculty committees: Assessment; Admissions; Chemical Dependence and Impairment Intervention; Curriculum; Non-Academic Disciplinary; Spiritual Life; Missions Advisory; and Self-Study (as needed). These recommendations shall be subject to the approval of the Council of Students, and final approval shall lie with the Dean of the College of Pharmacy. He/she shall be charged with the responsibility of executing the mandates of the Council of Students. He/she shall not waive his/her rights to any other officer or person having a seat on the council. It shall be the duty of the President of the Council of Students to serve as a liaison in all matters involving the student body as a whole and
It shall be the duty of the President to provide a skeleton budget for the coming fiscal year to be presented to the Finance Committee by or at the first Council of Students meeting in September. It shall be the duty of the outgoing President to transfer to the newly elected council all papers and information concerning any business of the previous Council of Students.

Section 2. Vice President
The Vice President of the Council of Students shall assume the duties of the President in the President’s absence, after his/her dismissal or after his/her resignation from the council. He/she shall be Chairman of the Activities Committee and shall have monthly reports to the Council of Students as to the activities planned or scheduled by that committee. He/she shall keep a calendar (up-to-date) of all events posted in the student activities room as to the activities scheduled by that committee.

Section 3. Secretary
The Secretary of the Council of Students shall conduct all official correspondence under the direction of the President. The Secretary shall also keep a record of the proceedings of the council and the Executive Committee meetings. He/she shall transmit reports and bulletins of all council standing committees and send out all literature and calls of meetings. The Secretary shall keep all records and perform all other duties incidental to the office.

Section 4. Treasurer
The Treasurer of the Council of Students shall be the custodian of the funds, and he/she shall account for the same. He/she shall sign all request for funds for distribution from the Council of Students. It will also be the responsibility of the Treasurer to provide reports upon the condition of the treasury when called upon to do so. The Treasurer of the Council of Students shall serve as the Chair of the Finance Committee. It will be the duty of the Treasurer and the faculty advisor to request all funds through the university to finance the activities of the council and any of their supported activities. He/she shall turn over to his/her successor all vouchers, books, and papers belonging to the council at the end of his term.

Section 5. Parliamentarian
The Parliamentarian of the Council of Students shall be responsible for obtaining adequate knowledge of parliamentary procedure according to Robert’s Rules of Order. He/she shall also be custodian and guardian of the Constitution and Bylaws of the council. It will be his/her responsibility to pass the Constitution to the following council each May. The Parliamentarian shall derive all his duties insofar as overseeing any elections from the Constitution, Article V. The Parliamentarian shall be charged with keeping order at all times during the meetings of the council.

Article IX
Standing Committees of the Council of Students

Section 1. Executive Committee
This committee shall be composed of the officers of the Council of Students. It shall be chaired by the President of the council. The Executive Committee shall be the legislative branch of the council. It shall have the power to make decisions and perform acts between sessions of the full Council of Students.

Section 2. Activities Committee
The Activities Committee shall be charged with the responsibility of creating worthwhile cultural, educational, and entertaining programs and/or activities for the benefit of each student of Harding University’s College of Pharmacy. This committee shall keep its activities within the guidelines of the university’s rules and regulations. This committee is also charged with the responsibility of trying to keep close ties with the other schools/colleges/programs/campuses of Harding University.

Section 3. Finance Committee
It shall be the duty of the Finance Committee to scrutinize the budgets prepared by the Presidents of each organization in the spring following the elections. The committee shall be responsible for making alterations of the budgets and to delegate the supervision of the expenditures of funds under the budgets to the Treasurer. The budgets shall be submitted to the Finance Committee by April 15th. The committee will then finalize the budgets to be implemented in the new fiscal year. Council funds shall be used for council-sponsored activities. Funds shall also be available for activities sponsored by other organizations or in reward for duties performed by specific persons and/or organizations. The chair of the Activities Committee may spend up to a $50.00 limit without the approval of the council. No organization, excluding the senior class or person may receive more than $1750.00
from the Council of Students during one fiscal year, and the following conditions must be met:

(a) COS will pay for one-half of one delegate's expenses for attendance at conventions. Receipts are necessary and the organizations are encouraged not to send the same persons to conventions.

(b) Meal expenses for conventions will be separated from other convention expenses. COS will reimburse up to $10.00 per day with receipts.

(c) Half of the funds provided by COS for convention expenses (including meals) are available to the organization before receipts.

(d) The COS budget year will run from July 1st to June 30th.

(e) COS will pay for a maximum of $500.00 per year for parties that are open to the entire student body and advertised as such prior to the party. Receipts are necessary.

(f) No miscellaneous categories will be allowed in budgets.

(g) All budgets shall be itemized and detailed.

(h) There will be a limit of $125.00 per semester for “food for finals.”

(i) There will be a $50.00 allowance for office supplies.

(j) There will be a $25.00 allowance for bulletin boards.

The expenses necessary for the performance of official duties shall be paid by the council funds according to the rules prescribed by the university for reimbursement or by the Finance Committee.

Article X
Parliamentary Ruling

Section 1. The Council of Students shall be governed by Robert’s Rules of Order, Revised in all points not covered by this Constitution and Bylaws.

Article XI
Resolutions

Section 1. All resolutions presented to the Council of Students for action must be in the hands of the Executive Committee one week prior to the meeting of the council.

Section 2. Enough copies of the resolution(s) for all members of the council shall be required and these must bear the signature of at least three members of the council.

Section 3. Resolutions concerning business deemed by the President and Vice President as being of an emergency nature may be presented to the council for action with no notice.

Section 4. All resolutions presented to the council relative to the expenditure of money shall be submitted at least one week in advance to the Treasurer of the council for study by the Finance Committee. Resolutions should be within reason and if possible documented.

Article XII
Amendments

Section 1. The Bylaws of the Council of Students may be amended at any meeting of the Council of Students by a vote of a two-thirds majority with a quorum of members present. All proposed amendments must be a subject to a reading at the previous council meeting in which the amendment is being voted on.

Updated by the COS 1/14/10

Student Records and Right of Privacy
(Family Education Rights and Privacy Act of 1974)

The Family Educational Rights and Privacy Act of 1974 (called FERPA and also known as the Buckley Amendment) regulates a student's right of access to and privacy regarding his or her education records. A student has the right of access to his or her records, and only persons authorized by the act may access a student’s records without his or her permission.
Occasionally, the media, employers, and scholarship donors request lists of students who rank in the top ten, one-fourth, and one-third of freshman, sophomore, junior, senior, graduate, and professional classes. Academic ranking, as well as directory information such as name, campus address, permanent address, e-mail address, telephone number, date and place of birth, major field of study, class rosters, class schedules, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, achievements, academic awards, honors, most recent previous educational agency or institutions attended, social clubs, academic clubs and societies, and photographs are available to any person inquiring. However, if you do not wish this information to be released, refer to the Harding University Student Education Records Policy on file with the Registrar’s Office.

**University Calendar**

### Fall Semester 2017

- Classes begin / Orientation: August 21/14-18
- Fall Break: October 13
- Thanksgiving Recess: November 20-24
- Final Examinations: December 11-15
- Christmas Recess: December 18 - January 7, 2018

### Spring Semester 2018

- Classes begin: January 8
- Martin Luther King, Jr. Holiday: January 15
- Spring Recess: March 5-9
- Final Examinations: April 30-May 3
- Graduation: May 5

**Tentative University Calendar** (subject to change; official calendar available at [www.harding.edu/calendar](http://www.harding.edu/calendar))

### Fall Semester 2018

- Classes begin / Orientation: August 20/13-17
- Fall Break: October (TBA)
- Thanksgiving Recess: November 19-23
- Final Examinations: December 10-14
- Graduation: December 15
- Christmas Recess: December 17-January 8, 2017

### Spring Semester 2019

- Classes begin: January 14
- Martin Luther King, Jr. Holiday: January 19
- Spring Recess: March 11-15
- Final Examinations: May 6-10
- Graduation: May 11
NEAR THE FOOTHILLS OF THE OZARKS,
MIDST OF HILL AND PLAIN;
STANDS OUR GLORIOUS ALMA MATER;
HARDING IS HER NAME.

CHORUS:
SING THE CHORUS, SHOUT IT LOUDLY!
ECHOING THRO’ THE VALE.
HAIL TO THEE, BELOVED HARDING!
ALMA MATER, HAIL!

CHRISTIAN STANDARD IS HER MOTTO;
CHRISTIAN LIFE IS STRESSED;
AND IN EV’RY BRANCH OF LEARNING,
EACH ONE DOES HIS BEST.

CHORUS:
SING THE CHORUS, SHOUT IT LOUDLY!
ECHOING THRO’ THE VALE.
HAIL TO THEE, BELOVED HARDING!
ALMA MATER, HAIL!

HARDING OPENS WIDE HER PORTALS,
THUS INVITING ALL
WHO WOULD TREAD THE PATH TO KNOWLEDGE,
HEED THEN TO HER CALL.

CHORUS:
SING THE CHORUS, SHOUT IT LOUDLY!
ECHOING THRO’ THE VALE.
HAIL TO THEE, BELOVED HARDING!
ALMA MATER, HAIL!
Guidelines and Procedures for Student Organizations

STUDENT ORGANIZATION-SPONSORED EVENTS
The Office of Student Affairs (OSA) must approve all Harding University College of Pharmacy (HUCOP) student organization-sponsored events and activities. A HUCOP Student Organization Event Request (Appendix 1) must be completed and submitted to the OSA. Once an event is approved, it will be placed on the HUCOP student calendar and room(s) will be reserved. To minimize schedule conflicts, the OSA will review events. Each student organization must also provide the OSA with a schedule of executive committee and general membership meetings for inclusion on the HUCOP student calendar.

such as baby showers, wedding showers, birthday parties, etc. may be held in the Farrar Center for Health Sciences. These events do not require approval of the OSA, but a room reservation must be made through the OSA if a group wishes to have exclusive use of a particular space for the event. Please refer to the CALENDARS/ROOM RESERVATIONS section of this document for guidance. Any activity held without a room reservation may be asked to move if the space in question is already committed for university or other business.

HUCOP-PROVIDED STUDENT ORGANIZATION FUNDS
The dean will notify each student organization faculty advisor and student president annually of the amount of funds the organization will be provided from the HUCOP budget for supplies and travel. At the beginning of the fall semester, each student organization must submit to the OSA a budget outlining the use of those funds allocated to the organization from the HUCOP budget. Disbursement of funds is contingent upon submission of the student organization budget. The budgets follow the university fiscal year, which begins July 1 and ends June 30. Appropriate uses of HUCOP-provided funds are as follows:

- Materials, supplies, and refreshments for meetings
- Materials, supplies, and refreshments for organization-sponsored community service events
- Materials, supplies, and refreshments for social events designed to encourage camaraderie involving a majority of the student body
- Promotional materials for fundraising events
- Items to be sold for fundraising purposes
- Travel to professional meetings and conferences (air/ground transportation, lodging, registration fees)
- Gifts for guest speakers or student competition judges

HUCOP-provided budget funds are NOT intended to be used for baby showers, wedding showers, birthday parties, small social gatherings, gifts for administrative staff or faculty or other similar personal events. Such items may be funded through the organization’s fundraising efforts or donations from students or others. Gift cards purchased to be presented to guest speakers or student competition judges may require the completion of an IRS 1099 form by the individual receiving the gift.

The student organization faculty advisor or treasurer must notify the dean’s office via e-mail the amount of funds authorized to be reimbursed to student members in accord with appropriate uses. The preferred method of payment for purchases made from outside vendors is direct to the vendor by the university upon submission of an invoice to the dean’s office. If payment cannot be made in this fashion, a paid invoice or receipt must be submitted to the dean’s office for reimbursement of funds after a purchase is made. The name and Harding ID number of the individual requesting reimbursement must be submitted with the paid invoice(s) or receipt. In order to be reimbursed with HUCOP-provided funds, original receipt(s) must be submitted to the dean’s office within 30 days of the expenditure. On the back of the receipt(s), the name of the student organization, the reason for the expense, and the person(s) for whom the expense was incurred must be noted.

If requesting reimbursement for airfare, travel must be arranged through the dean’s office who will contact Harding Travel Services to make the purchase on behalf of the student(s) traveling. Airfare purchased by individual students will not be reimbursed. Receipts older than 60 days may not be reimbursed or if paid may be considered taxable income in accordance with IRS policies.

When students request travel during an academic semester, a Student Travel Request (Appendix 2) must be submitted to the advisor of the student organization at least 30 days prior to the scheduled travel. The student organization will retain the document for internal purposes.

Student officers are encouraged to seek the counsel of the organization faculty advisor prior to making purchases using HUCOP-provided funds.
FUNDRAISERS
All fundraising activities must be approved at both the college and university level. A Student Organization Request for Fundraising (Appendix 3) must be submitted to the OSA. The OSA will submit the form to the university student life office for university approval. Once both the HUCOP OSA and the Harding University student life office approve an event, the student organization will be notified and the event will be placed on the HUCOP student calendar.

STUDENT ORGANIZATION-GENERATED FUNDS
Student organizations are responsible for maintaining a current financial statement of all funds raised, donated, and expended. For an individual to receive reimbursement from a student organization, an original receipt must be submitted to the organization's treasurer. On the back of the receipt, the name of the student organization, the reason for the expense and the person(s) for whom the expense was incurred must be noted. The treasurer is responsible for completing the Harding University Student Activities Check Request (Appendix 4) and submitting it, with receipts attached, to the HU Business Office, which is located in the lobby of the Administration Building.

FOOD
ARAMARK holds an exclusive catering contract with Harding University for any event held on the Harding campus. Therefore, all events involving food on campus must be catered by ARAMARK. The OSA administrative secretary places all catering orders on behalf of HUCOP student organization-sponsored events. To book food for an event, the sponsoring student organization must complete the HUCOP ARAMARK Request (Appendix 5).

Student organizations may accept contributions of food from outside vendors or individuals. Events such as baby showers, wedding showers, birthday parties, etc. do not require the use of ARAMARK for catering or the approval of the OSA.

CALENDARS/ROOM RESERVATIONS
Groups who wish to hold events in the Farrar Center for Health Sciences must make a room reservation. To request a room, submit either a HUCOP Student Calendar/Room Request for events not requiring OSA approval (Appendix 6) or a HUCOP Student Organization Event Request (Appendix 1) for events requiring OSA approval.
Appendix 1: Student Organization Event Request

HUCOP Student Organization Event Request
Date: __________________________

Organization or Group Making Request: __________________________________________________________

As the main contact person or additional contact for the event/activity listed below, if collection of funds is part of the event/activity, I agree to assume the responsibility to oversee the collection, counting, and allotment of all funds associated with this request.

<table>
<thead>
<tr>
<th>Primary contact</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>printed name</td>
</tr>
<tr>
<td>signature</td>
</tr>
</tbody>
</table>

Contact phone number __________________________________

Additional Contacts:

<table>
<thead>
<tr>
<th>Name/phone number</th>
<th>Name/phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Faculty/Staff/Preceptor Contacts:

<table>
<thead>
<tr>
<th>Name, description, and location of event or activity:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

How is the event/activity funded?

Additional person(s) responsible for collection of funds, if applicable:

HUCOP resources needed for the event:

Date(s) and time of the event:

Room(s) to reserve:

Additional information:

For OSA use:
Approved: ___________________________________________

Calendar(s) updated: ___________________________________
Appendix 2: Student Travel Request

Student Travel Request

Name(s): ___________________________________________    Date: _____________________
Reason for trip: ____________________________________________________
________________________________________________________________________________
Actual Meeting Date: _________________________        Absence from: ____________ to ____________
Amount Requested: $___________
Student Organization: ________________________________________________________________

Student should make every effort to minimize expenses (e.g. on-time registration, early transportation booking, sharing rooms, etc.). Attach receipts, quotes or invoices for reimbursement prior to departure, if available.

Classes  Mentor-Mentee  IPPE scheduled during this time? Yes or No
Circle scheduled academic activity that will be missed
    If yes for classes, were course coordinators notified? Yes or No
    If yes for mentor-mentee, was mentor notified? Yes or No
    If yes for IPPE, was preceptor notified? Yes or No
    If yes for IPPE, was Assistant Dean for Experiential Education notified? Yes or No

Additional Information – use back if additional space is needed:

____________________________________________________________________________________

Student Signature – Date

For Advisor/Organization Use:

Funding Amount Authorized $ _____________

_____________________________________________________
Organization President/Vice President/Treasurer Signature – Date

_____________________________________________________
Organization Advisor Signature – Date

This document to be retained by the student organization.
### Appendix 3: Student Organization Request for Fundraising

**REQUEST FOR FUNDRAISING**

<table>
<thead>
<tr>
<th>Date</th>
<th>Organization or group making request</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>As the main contact person or additional contact for the fundraising activity listed above, I agree to assume the responsibility to oversee the collection, counting and allotment of all funds associated with this request.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Main contact person</th>
<th>Faculty/Staff contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>printed name</td>
<td>Name, description, and location of fundraising event or activity</td>
</tr>
<tr>
<td>signature</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact phone number (__)</th>
<th>How will money be collected?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Who will be doing the collection?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date(s) of the fundraising event</th>
<th>Date(s) of fund distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will 100% of the funds collected be distributed?</td>
<td>□ Yes □ No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>If not, how will the differences be used?</th>
<th>Fundraising event is: □ Approved □ Disapproved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments:</td>
<td>Can reapply if</td>
</tr>
<tr>
<td>HARDING UNIVERSITY STUDENT ACTIVITIES CHECK REQUEST</td>
<td></td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td></td>
</tr>
</tbody>
</table>

PAY TO______________________________________ DATE:_______

ID Number or SSN OF PAY TO:____________________ Required

PRINT COMPLETE ADDRESS OF PAY TO: Required

______________________________________________

CHECK ONE: Mail _______ Name and Mailing Address If Different Than Pay To
Pick Up _______

If information is needed on the check stub, please print on the lines provided below.

<table>
<thead>
<tr>
<th>Amount of check</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
</tr>
</tbody>
</table>

ACCOUNT NAME ___________________________

ACCOUNT NUMBER _________

Check request must be signed by both Faculty Advisor and Treasurer.

FACULTY ADVISOR _______________________

TREASURER __________________________

**************************************************************************

BUSINESS OFFICE USE ONLY

Check # Transaction # Date Mailed

Or at counter_______
Appendix 5: HUCOP ARAMARK Request

HUCOP ARAMARK Request

Organization & Faculty Advisor: ____________________________________________________________

Event: __________________________________________________________

Date of Event: ___________________________ Time of Event: _____________ to _____________

Delivery Location: ________________________________________ Delivery Time: ________________

Contact Person/Cell #: _______________________________________ Expected Attendance: _________

Account #: ______________________________________________ Food Budget: _____________

Menu:

Special Requests:

Appendix 6: HUCOP Student Calendar/Room Request

HUCOP Student Calendar/Room Request

Organization: ____________________________________________________________

Requested by (Name & Date): ________________________________________________

Event:

Date and Time – Start/End: ________________________________________________

Purpose: ___________________________________________________________________

Room reservation needed? Y N Preferred room(s): ____________________________

Catered event? Y N (If yes, please complete a HUCOP ARAMARK Request)

Additional Information:

OSA Use:

Calendar(s) updated: __________________________________________________________