

Harding University College of Pharmacy



STUDENT HANDBOOK

Updated January 2025

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.

TABLE OF CONTENTS

History and Mission	5
History of the College of Pharmacy	5
Mission	5
Vision	5
Core Values	5
Profile of the Graduate	6
Accreditation Status	6
Administration	6
College of Pharmacy Organizational Chart	7
Organizational Units and Departments	8
Doctor of Pharmacy Curriculum	9
Doctor of Pharmacy Course Descriptions	11
Educational Philosophy	19
GOLD Program	19
Technical Standards	20
Professional Competencies and Outcomes	21
Co-Curricular Learning	22
EPAs and PPCP	22
Interprofessional Education	23
Academic Policies	23
General Policy	23
Academic Honesty	23
Course Load	24
Registration	25
Special Registration Regulations	26
Course Availability	26
Student Advising	26
Academic Monitoring & Early Alert	27
Program Grading Scheme	27
Standard of Performance	28
Dean's List	28
Transfer Students	28
Advanced Standing	28
International Students	29
Academic Progression, Probation, and Dismissal	29
Leave of Absence	32
Withdrawal	32
Suspension	33

Readmission	33
Academic Grievance Policy	33
Course Grade Appeals	34
Academic Progression Appeals	35
Program Assessment	36
NAPLEX Preparation	37
Advanced Pharmacy Practice Experiences Placement	37
Class Attendance	38
Professional Meeting Attendance	38
Outside Employment	38
Student Learning Assessment Examinations and Exercises	38
Students with Disabilities	40
Registration for Graduation	40
Degree Requirements	40
Graduation Exercises	41
Non-Academic Policies	41
Licensure as a Pharmacist	41
Attitude & Conduct	41
Appearance	43
Non-Academic Judicial Procedures	44
Appeals	44
Background Checks and Drug Screening	45
Building Access	45
Campus Health Care/Immunizations	45
Smart Devices	46
Computer Accessibility	47
Food in Classrooms	47
Student-led Fundraising and Events	47
Anti-Hazing Policy	47
Inclement Weather Policy	47
Campus Security	47
Blood Borne Pathogens and Universal Precautions	48
Blood Borne Pathogens Post-Exposure Checklist	50
Emergency Procedures	51
Identification	51
Mental and Physical Health and Welfare of Students	51
Posting of Materials	52
Sexual Harassment	52
Statement of Non-discrimination	53

Parking	53
Transportation/Housing	55
Rules, Regulations and Procedures	55
Student Complaints	55
Other Student Services	56
Pharmacy Student Organizations	56
Financial Assistance	57
Student Classification	58
Types of Financial Assistance	58
Loan Programs	59
Employment Programs	59
Scholarships/Tuition Assistance Programs	59
Veterans Programs	60
Vocational Rehabilitation	60
Expenses	61
Typical Expenses	61
Financial Responsibility	61
Payment of Accounts	61
Refunds	62
Council of Students Constitution	62
Student Records and Right of Privacy	67
University Calendar	67
The Harding Alma Mater	68
Guidelines and Procedures for Student Organizations	69
Appendix 1: Student Organization Activity Reimbursement Request form	71
Appendix 2: Student Travel Request form	72
Appendix 3: Harding University Student Activity Check Request form	73
Appendix 4: Entrustable Professional Activities (EPAs)	74
Appendix 5: Pharmacists' Patient Care Process (PPCP)	74
Appendix 6: Health Sciences Student Blood Borne Pathogen Exposure Form	75

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 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 College of Pharmacy Doctor of Pharmacy degree program is accredited by the Accreditation Council for Pharmacy Education, 190 South LaSalle Street, Ste. 3000, Chicago, IL 60603, (312)-664-3575; FAX (866)-228-2631, website www.acpe-accredit.org.

ADMINISTRATION

Harding University

Williams, Mike, Ed.D., MBA

President

Spears, Marty, Ph.D.

Provost

McGalliard, Mike, ScD, PT, COMT

Associate Provost for Health Sciences

College of Pharmacy

Hixson-Wallace, Julie, Pharm.D., MBA, BCPS

Dean

Crank, Sarah, Pharm.D., BCPS

Associate Dean for Academic Affairs

Story, Rayanne, Pharm.D.

Associate Dean for Experiential Education

Ward, Richard, Pharm.D., MS

Assistant Dean for Admissions

Brown, Josh, Ph.D.

Assistant Dean for Student Affairs

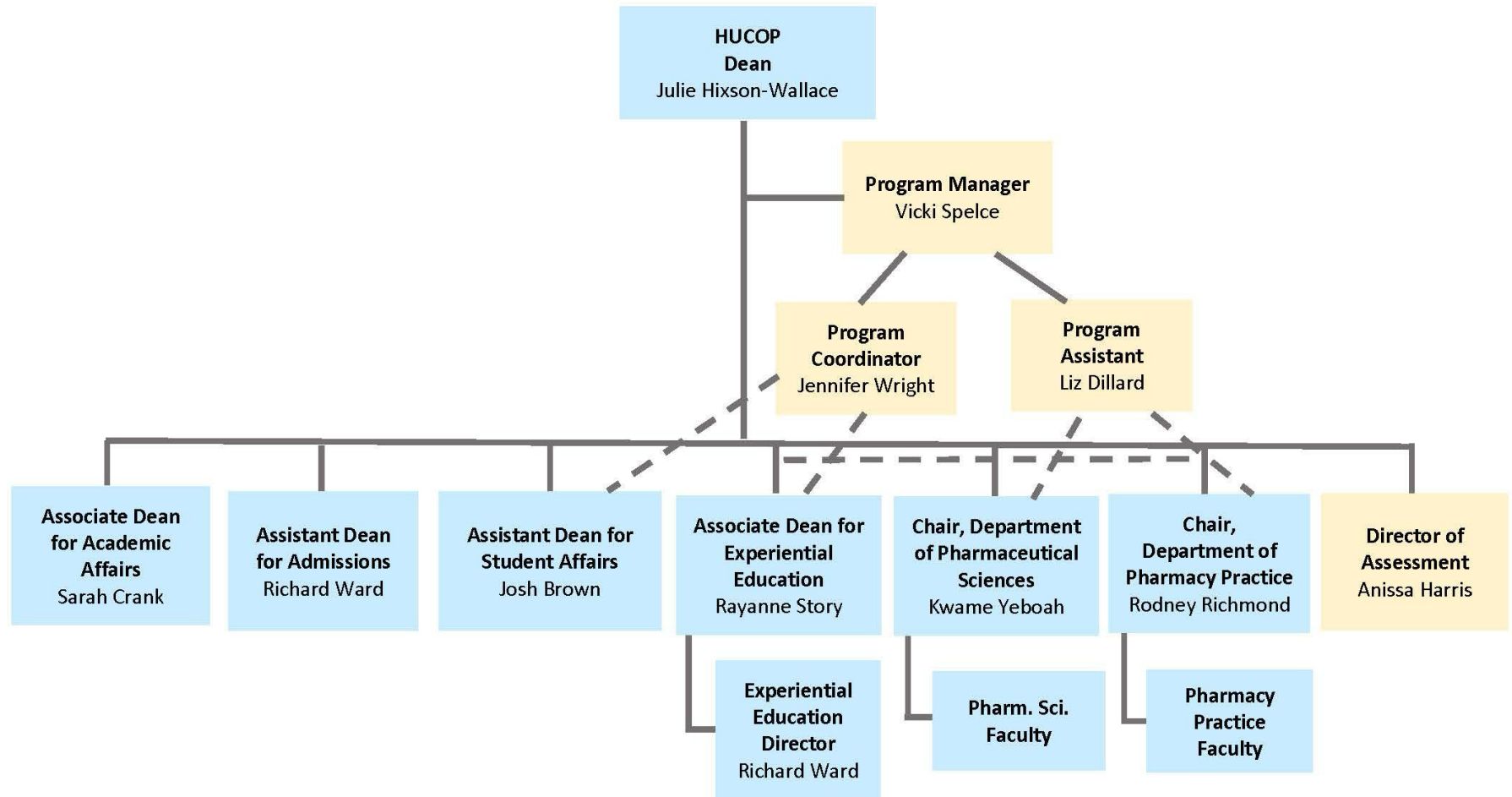
Richmond, Rodney, Pharm.D., BCGP

Chair, Department of Pharmacy Practice

Kwame, Yeboah, Ph.D., M.P.H, MPhil, MT

Chair, Department of Pharmaceutical Sciences

COLLEGE OF PHARMACY ORGANIZATIONAL CHART



ORGANIZATIONAL UNITS AND DEPARTMENTS

Office of the Dean (501) 279-5205

Hixson-Wallace, Julie, Pharm.D., MBA, BCPS
Crank, Sarah, Pharm.D., BCPS
Story, Rayanne, Pharm.D.
Ward, Richard, Pharm.D., MS
Brown, Josh, Ph.D.
Harris, Anissa, Ed.D.
Spelce, Vicki
Wright, Jennifer
Dillard, Liz

Dean
Associate Dean for Academic Affairs
Associate Dean for Experiential Education
Assistant Dean for Admissions
Assistant Dean for Student Affairs
Director of Assessment
Program Manager
Program Coordinator
Program Assistant

Office of Experiential Education (501) 279-5517

Story, Rayanne, Pharm.D.
Ward, Richard, Pharm.D., MS

Associate Dean for Experiential Education
Assistant Professor, Experiential Education Director

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

Brown, Josh, Ph.D.
Ward, Richard, Pharm.D., MS

Assistant Dean for Student Affairs
Assistant Dean for Admissions

Department of Pharmaceutical Sciences (501) 279-5459

Kwame Yeboah, Ph.D., M.P.H, MPhil, MT
Atchley, Daniel, Ph.D., MT-ASCP
Brown, Josh, Ph.D.
Kamdem, Landry, Pharm.D., Ph.D.
Smith, Forrest, Ph.D.
Tarrant, Jim, Ph.D.

Chair and Professor
Professor
Professor, Assistant Dean for Student Affairs
Professor
Professor
Professor

Department of Pharmacy Practice (501) 279-5459

Richmond, Rodney Pharm.D., BCGP
Bailey, Daniel, Pharm.D., BCPS
Carter, Barrett, Pharm.D., BCPS
Carter, Jessica, Pharm.D., BCPS
Crank, Sarah, Pharm.D., BCPS
Gettman, Lana, Pharm.D.
Hixson-Wallace, Julie A., Pharm.D., MBA, BCPS
Jones, Ellen, Pharm.D., BCACP
Kellett, Kristin, Pharm.D., MSW, BCMTMS
Knight, Debbie, Pharm.D.
Selby, Courtney, Pharm.D., BCACP
Shipp, Melissa, Pharm.D., BCPS
Story, Rayanne, Pharm.D.
Turner, Mallory, Pharm.D., BCPS, BCCP
Ward, Richard, Pharm.D., MS

Wright, Charlie, Pharm.D., BCPS

Chair and Professor
Associate Professor
Assistant Professor
Assistant Professor
Associate Professor, Associate Dean for Academic Affairs
Professor
Professor, Dean
Associate Professor
Assistant Professor
Professor, CHS IPE and Co-Curricular Coordinator
Associate Professor
Associate Professor
Associate Professor, Associate Dean for Experiential Education
Associate Professor
Assistant Professor, Asst. Dean for Admissions & Experiential Ed
Director
Assistant Professor

DOCTOR OF PHARMACY CURRICULUM**SEMESTER / HOURS (Total 148)**

	SUMMER	FALL	SPRING
FIRST PROFESSIONAL YEAR			
PHA 5010 Introduction to Pharmacy & Health Care Delivery Systems	2		
PHA 5210 Foundations of the Pharmaceutical Sciences	2		
PHA 5510 Patient-Centered Care I	2		
PHA 5710 Introductory Pharmacy Practice Experience Introduction.	1		
PHA 5800 Professional and Career Development I	<u>1</u>		
	8		
PHA 5050 Patient Counseling and Communication		3	
PHA 5200 Clinical Human Anatomy and Physiology		4	
PHA 5220 Principles of Pharmaceutical Sciences		2	
PHA 5230 Foundations of Pharmaceutical Calculations		1	
PHA 5280 Pathophysiology I		3	
PHA 5520 Patient-Centered Care II		2	
PHA 5720 Introductory Pharmacy Practice Experience I		<u>1</u>	
		16	
PHA 5240 Biochemical Principles of Drug Action			2
PHA 5260 Pharmaceutics			3
PHA 5270 Pharmaceutics Laboratory			1
PHA 5290 Pathophysiology II			4
PHA 5530 Patient-Centered Care III			2
PHA 5540 Self-Care Therapeutics			3
PHA 5730 Introductory Pharmacy Practice Experience II			<u>1</u>
			16
SECOND PROFESSIONAL YEAR			
PHA 6040 Pharmacy Practice Management	2		
PHA 6540 Patient Centered Care IV	2		
PHA 6740 Introductory Pharmacy Practice Experience III	1		
Elective I	<u>2</u>		
	7		
PHA 6030 Biostatistics/Literature Evaluation		3	
PHA 6340 Applied Pharmacotherapy I		1	
PHA 6550 Patient-Centered Care V		2	
PHA 6910 Integrated Pharmacy Sequence I (Renal, Cardiovascular)		4	
PHA 6920 Integrated Pharmacy Sequence II (CV, Pulmonary, Musculoskeletal, Integumentary)		4	
PHA 6750 Introductory Pharmacy Practice Experience IV		1	
Elective II		<u>2</u>	
		17	
PHA 6240 Clinical Microbiology			3
PHA 6350 Applied Pharmacotherapy II			1
PHA 6560 Patient-Centered Care VI			2
PHA 6930 Integrated Pharmacy Sequence III (Men/Women Health, Endocrine, CNS)			4
PHA 6940 Integrated Pharmacy Sequence IV (CNS, Psych)			4
PHA 6760 Introductory Pharmacy Practice Experience V			1
Elective III			<u>2</u>
			17
THIRD PROFESSIONAL YEAR			
PHA 7500 Christian Bioethics	2		
PHA 7570 Patient-Centered Care VII	2		
PHA 7760 Introductory Pharmacy Practice Experience VI	1		
Elective IV	<u>2</u>		
	7		
PHA 7070 Pharmacy Law		2	
PHA 7360 Applied Pharmacotherapy III		2	
PHA 7580 Patient-Centered Care VIII		1	
PHA 7780 Clinical Pharmacokinetics		3	
PHA 7950 Integrated Pharmacy Sequence V (GI, Hematology, Oncology)		4	
PHA 7960 Integrated Pharmacy Sequence VI (Infectious Disease)		5	
PHA 7770 Introductory Pharmacy Practice Experience VII		<u>1</u>	
		18	
FOURTH PROFESSIONAL YEAR ADVANCED PHARMACY PRACTICE EXPERIENCES (Spring, Summer, Fall)			
PHA 8800/8810/8820 Professional and Career Development II, III, IV course series	3		
PHA 8000 Inpatient and Acute Care General Medicine	4		
PHA 8200 Advanced Community I	4		
PHA 8250 Advanced Community II	4		
PHA 8300 Advanced Hospital/Health-System	4		

PHA 8400 Health and Wellness	3
PHA 8500 Inpatient Care I	4
PHA 8550 Inpatient Care II	4
PHA 8600 Patient Care Elective	4
PHA 8700 General Pharmacy Elective	<u>4</u>
	39

DOCTOR OF PHARMACY (PHA) COURSE DESCRIPTIONS

5010. INTRODUCTION TO PHARMACY & HEALTH CARE DELIVERY SYSTEMS. (2) Summer. 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.

5050. 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.

5200. CLINICAL HUMAN ANATOMY AND PHYSIOLOGY. (4) 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.

5210. FOUNDATIONS OF PHARMACEUTICAL SCIENCES. (2) Summer. This course orients the entering Doctor of Pharmacy student to the pharmaceutical sciences by providing the basic knowledge necessary to allow the student to begin to integrate fundamental physical, chemical, and biological sciences as it pertains to the development of safe and effective therapeutics. The basic principles for drug structure, delivery, disposition, and action will be discussed. The student will also be introduced to immunology, pharmacogenomics and cancer pathophysiology.

5220. PRINCIPLES OF PHARMACEUTICAL SCIENCES. (2) Fall. This course orients the entering Doctor of Pharmacy student to the inter-relationships 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 it pertains to the development of safe and effective therapeutics. The history of drug development as well as basic principles for drug structure, design, delivery, disposition, and action will be discussed.

5230. FOUNDATIONS OF PHARMACEUTICAL CALCULATIONS. (1) Fall. This course introduces students to mathematical principles and quantitative methods utilized in 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. Lectures and practical exercises will present theories, concepts and empirical materials on the topic in a way that the student can integrate this information into their professional experiences.

5240. BIOCHEMICAL PRINCIPLES OF DRUG ACTION. (2) 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.

5260. 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.

5270. 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.

5280. 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.

5290. 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.

5510. PATIENT CENTERED CARE I. (2) Summer. This course is the first in a series of courses that imparts the knowledge, skills, behaviors necessary to provide patient-centered care. The course introduces the first-year student to foundational patient-centered pharmacy care, drug information, and traditional community pharmacy practice. Students will learn basic information about selected medications, the role of the pharmacist in patient care,

logistics of pharmacy practice, and elements of professional readiness. Students will be introduced to pharmacy calculations, terminology, and information resources. This course will include attainment of pharmacy intern licensure. Students will also be introduced to concepts of interprofessional education and collaborative practice.

5520. PATIENT CENTERED CARE II. (2) Fall. This course is a continuation of the series designed to introduce the first-year student to patient-centered pharmacy care and lays a foundation for pharmacotherapy in the second and third professional years. Students will continue to build upon basic medical terminology, information about selected medications including brand, generic, primary use, and skills needed in pharmacy practice. This course will contain elements of professional readiness, and students will apply concepts of interprofessional education and collaborative practice.

5530. PATIENT CENTERED CARE III. (2) Spring. This course is a continuation of the series designed to introduce the first-year student to patient-centered pharmacy care, immunization techniques, pharmacy informatics, evidence-based medicine, sterile compounding and effective communication skills. Students will learn basic information about select prescriptions including brand, generic and pharmaceutical class through a self-directed process.

5540. SELF-CARE THERAPEUTICS. (3) Spring. This course examines the role of nonprescription 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 over-the-counter (OTC) medicines and other nonprescription therapies in the management of minor disease states. Issues regarding the communication of advice and recommendations when responding to patient symptoms are also addressed.

5710. INTRODUCTORY PHARMACY PRACTICE EXPERIENCE INTRODUCTION. (1) Summer. This course is an Introductory Pharmacy Practice Experience (IPPE) course designed to introduce the professional student to pharmacy practice in a real-life setting. Activities for the course include the following: Obtaining Arkansas pharmacy intern license, patient safety trainings, myRecordTracker requirements, and select Pharmacy Service Learning (PSL), and Community-based Introductory Pharmacy Practice Experiences.

5720. INTRODUCTORY PHARMACY PRACTICE EXPERIENCE I. (1) 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 community-based pharmacy practice hours and other activities, such as introduction to pharmacy service learning and simulation of pharmacy practice.

5730. INTRODUCTORY PHARMACY PRACTICE EXPERIENCE II. (1) 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 community-based pharmacy practice hours and other activities, such as introduction to pharmacy service learning, interprofessional socialization, and simulation of pharmacy practice.

5800. PROFESSIONAL AND CAREER DEVELOPMENT I. (1) Summer. This is the first in a series of courses during the pharmacy curriculum designed to provide professional development opportunities, career guidance, and focused academic support. The focus of this course is the introduction of foundational skills essential for pharmacists including self-awareness, emotional intelligence, professionalism, time management, organization, leadership, entrepreneurship, continuous professional and career development skills.

6030. BIostatistics/LITERATURE EVALUATION. (3) Fall. 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.

6040. PHARMACY PRACTICE MANAGEMENT. (2) Summer. 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.

6240. CLINICAL MICROBIOLOGY. (3) Spring. A course designed to increase student understanding of microbiological laboratory techniques, human immunology, infectious disease pathology, and antimicrobial therapies.

6340. APPLIED PHARMACOTHERAPY I. (1) Fall. This course is the first in a series of applied pharmacotherapy courses designed to assist students in developing patient assessment skills and formulating pharmacotherapeutic recommendations based on the application of pharmacology, medicinal chemistry, and pharmacotherapy through patient case presentations and discussion. Students 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 assessments, the concepts of pharmacy care, therapeutic planning, and monitoring drug therapy. The course will assist the student with developing insight into relationship between these components and the patient's pharmacotherapy. Students will be required to demonstrate assessment techniques. This course aligns with disease state topics in and serves as an extension of the integrate pharmacy sequence courses.

6350. APPLIED PHARMACOTHERAPY II. (1) Spring. This course is the second in a series of applied pharmacotherapy courses designed to assist students in developing patient assessment skills and formulating pharmacotherapeutic recommendations based on the application of pharmacology, medicinal chemistry, and pharmacotherapy through patient case presentations and discussion. Students 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 assessments, the concepts of pharmacy care, therapeutic planning, and monitoring drug therapy. The course will assist the student with developing insight into relationship between these components and the patient's pharmacotherapy. Students will be required to demonstrate assessment techniques. This course aligns with disease state topics in and serves as an extension of the integrated pharmacy sequence courses.

6540. PATIENT CENTERED CARE IV. (2) Summer. This course is a continuation of Patient Centered Care courses from the first professional year and is designed to introduce the second-year student to patient-centered pharmacy care and lay a foundation for how to analyze select pharmacotherapy principles in a step-by-step approach. Students will learn additional information about the top 250 drugs, building on concepts learned in the first year.

6550. PATIENT CENTERED CARE V. (2) Fall. This course is a continuation of Patient Centered Care courses from the first professional year. The course examines the many different aspects of health-system pharmacy. 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. Students will also learn additional information regarding the top 250 prescription medications. 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 triage skills utilized in various pharmacy settings. The course will review basic laboratory monitoring, methods for 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 augment learning in the Integrated Pharmacy Sequence courses and prepare students for pharmacy practice experiences.

6560. PATIENT CENTERED CARE VI. (2) Spring. This course is a continuation of Patient Centered Care courses during the second professional year focusing on aspects of health-system pharmacy. Aseptic technique is emphasized and includes training in the lab. Other topics include pharmacokinetics pediatric TPNs, and biostatistics. Students will also learn additional information regarding the top 250 prescription medications. 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 triage skills utilized in various pharmacy settings. The course will review basic laboratory monitoring, methods for 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 augment learning in the Integrated Pharmacy Sequence courses and prepare students for pharmacy practice experiences.

6740. INTRODUCTORY PHARMACY PRACTICE EXPERIENCE III. (1) 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 institutional-based pharmacy practice hours and other activities, such as intermediate pharmacy service learning, interprofessional socialization, and simulation of pharmacy practice.

6750. INTRODUCTORY PHARMACY PRACTICE EXPERIENCE IV. (1) 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 institutional-based pharmacy practice hours and other activities, such as intermediate pharmacy service learning, interprofessional socialization, and simulation of pharmacy practice.

6760. INTRODUCTORY PHARMACY PRACTICE EXPERIENCE V. (1) 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 institutional-based pharmacy practice hours and other activities, such as intermediate pharmacy service learning, interprofessional socialization, and simulation of pharmacy practice.

6910. INTEGRATED PHARMACY SEQUENCE I. (4) Fall. This course will integrate the pathophysiology, medicinal chemistry, and pharmacotherapy of agents used in the treatment of select cardiovascular and renal diseases and disorders. Course content focuses on drug names and characteristics that contribute to the therapeutic use and rationale of drug choice in the treatments of these diseases and disorders: the 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, pharmacological effects produced by these agents and their relationship to associated body systems. Course content will also focus on the management of medication-related problems and decision-making processes including utilization of laboratory tests and patient assessment data to monitor drug efficacy and toxicity. The use of complementary and alternative therapies as well as the social/behavioral/administrative aspects of cardiovascular and renal disorders will be addressed.

6920. INTEGRATED PHARMACY SEQUENCE II. (4) Fall. This course will integrate the pathophysiology, medicinal chemistry, and pharmacotherapy of agents used in the treatment of select cardiovascular, pulmonary, endocrine, and integumentary diseases and disorders. Course content focuses on drug names and characteristics that contribute to the therapeutic use and rationale of drug choice in the treatments of these diseases and disorders: the 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, pharmacological effects produced by these agents and their relationship to associated body systems. Course content will also focus on the management of medication-related problems and decision-making processes including utilization of laboratory tests and patient assessment data to monitor drug efficacy and toxicity. The use of complementary and alternative therapies as well as the social/behavioral/administrative aspects of cardiovascular, pulmonary, endocrine, and integumentary disorders will be addressed.

6930. INTEGRATED PHARMACY SEQUENCE III. (4) Spring. This course will integrate the pathophysiology, medicinal chemistry, and pharmacotherapy of agents used in the treatment of select endocrine, musculoskeletal, and neurological diseases and disorders. Course content focuses on drug names and characteristics that contribute to the therapeutic use and rationale of drug choice in the treatments of these diseases and disorders: the 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, pharmacological effects produced by these agents and their relationship to associated body systems. Course content will also focus on the management of medication-related problems and decision-making processes including utilization of laboratory tests and patient assessment data to monitor drug efficacy and toxicity. The use of complementary and alternative therapies as well as the social/behavioral/administrative aspects of endocrine, musculoskeletal, and neurological disorders will be addressed.

6940. INTEGRATED PHARMACY SEQUENCE IV. (4) Spring. This course will integrate the pathophysiology, medicinal chemistry, and pharmacotherapy of agents used in the treatment of select neurological and psychiatric diseases and disorders. Course content focuses on drug names and characteristics that contribute to the therapeutic use and rationale of drug choice in the treatments of these diseases and disorders: the 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, pharmacological effects produced by these agents and their relationship to associated body systems. Course content will also focus on the management of medication-related problems and decision-making processes including utilization of laboratory tests and patient assessment data to monitor drug efficacy and toxicity. The use of complementary and alternative therapies as well as the social/behavioral/administrative aspects of neurological and psychiatric disorders will be addressed.

7070. 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.

7090. INTRODUCTION TO TEACHING. (2) Offered upon sufficient enrollment. 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.

7100. MAJOR WORLD DISEASES AND IMPACT ON HEALTH CARE. (2) Offered upon sufficient enrollment. 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.

7200. BIOTECHNOLOGY. (2) Offered upon sufficient enrollment. 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.

7360. APPLIED PHARMACOTHERAPY III. (2) Fall. 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.

7400. PHARMACY SPECIAL TOPICS ELECTIVE I. (2) Fall, Spring, Summer. This elective course is to facilitate opportunities for students to engage in activities and events related to pharmacy and the health sciences. Focused experiences may include engagement in training programs (e.g., approved certificate training programs, PCCA training courses), participation and completion in approved pre-packaged course material offered at the state, regional, or national level (e.g., online managed care). It may also include collaborative engagement in special topics in pharmacy or the health sciences that reaches beyond the classroom in collaboration with faculty (e.g., APhA Institute for Substance Use Disorders).

7410. PHARMACY SPECIAL TOPICS ELECTIVE II. (2) Fall, Spring, Summer. This elective course is to facilitate additional opportunities for students to engage in activities and events related to pharmacy and the health sciences. Focused experiences may expound upon previous special topics electives and include engagement in training programs (e.g., approved certificate training programs, PCCA training courses), participation and completion in approved pre-packaged course material offered at the state, regional, or national level (e.g., online managed care). It may also include collaborative engagement in special topics in pharmacy or the health sciences that reaches beyond the classroom in collaboration with faculty (e.g., APhA Institute for Substance Use Disorders).

7420. HEALTH SCIENCES RESEARCH I. (2) Offered upon sufficient enrollment. The purpose of this elective course is to introduce students to concepts in pharmacy research including but not limited to research design and methods, biostatistics and analysis, literature evaluation, and research ethics. Some applications of concepts may be applied to ongoing research projects of an established faculty member for further learning. 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 at least 2.75.

7430. HEALTH SCIENCES RESEARCH II. (2) Offered upon sufficient enrollment. This purpose of this elective course is to allow students to further apply basic research principles by participating in ongoing research projects of an established faculty member(s). Research projects may include pharmaceutical science-based or clinical based activities or critical analysis of available published data. Degree of project involvement will be dictated by the faculty member and must include a formal communication output by the end of the course (poster, abstract, manuscript, presentation of project preliminary design, format, results, etc.). 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 at least 2.75.

7500. CHRISTIAN BIOETHICS. (2) Summer. 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.

7570. PATIENT CENTERED CARE VII. (2) Summer. This course is a continuation of the Patient Centered Care courses from the second professional year and is designed to introduce the student to public health and the unique needs of special populations with an emphasis on the pharmacist's role in management of population-based care. The course will present the principles, context, and framework of public health and prepare the student to evaluate and respond to the needs of the patients across the lifespan.

7580. PATIENT CENTERED CARE VIII. (1) Fall. This course is a continuation of the Patient Centered Care courses during the third professional year 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. The course will review basic laboratory monitoring, methods of physical assessment, the concepts of pharmacy care, therapeutic planning, and monitoring during 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 augment learning in the Integrated Pharmacy Sequence courses and prepare students for pharmacy practice experiences. Students will be required to learn more details regarding the top 250 prescription medications through self-directed learning.

7600. 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.

7610. 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.

7620. 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.

7630. 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.

7640. 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.

7650. 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.

7660. 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.

7670. 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.

7680. 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.

7690. PHARMACY REGULATORY COMPLIANCE. (2) Offered upon sufficient enrollment. 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.

7760. INTRODUCTORY PHARMACY PRACTICE EXPERIENCE VII. (1) Summer. 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 ambulatory-based pharmacy practice hours and other activities, such as pharmacy service learning and simulation of pharmacy practice.

7770. INTRODUCTORY PHARMACY PRACTICE EXPERIENCE VIII. (1) 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 ambulatory-based pharmacy practice hours and other activities, such as pharmacy service learning and simulation of pharmacy practice.

7780. 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.

7810. NUTRITION IN INTENSIVE CARE PATIENTS. (2) Spring. Offered upon sufficient enrollment. This elective course is designed to provide the student pharmacist with enhanced education on multiple topics related to nutrition in critically ill hospitalized patients. Emphasis will be on the pharmacist's role in the provision of evidence-based nutrition support. Students will become more familiar with initiating and managing parenteral and enteral nutrition.

7820. PSYCHIATRIC PHARMACY THROUGH FILM. (2) Upon sufficient enrollment. This elective course is designed to evaluate the description and treatment of mental illness as portrayed by the movie industry. The focus will be on specific movies and movie scenes that address specific mental illnesses in terms of symptomatology (accurate or not), effect of illness on character's lives, attitudes of friends/family portrayed in the movie, portrayal of health care workers and medications in the movie, and other associated and relevant aspects.

7830. DISASTER PREPAREDNESS AND EMERGENCY MANAGEMENT FOR PHARMACISTS. (2) Upon sufficient enrollment. This elective course is to prepare students to work with an interprofessional team, utilizing their unique skills as student pharmacists and later as pharmacists, to successfully integrate with local emergency management personnel and provide emergency medical care during any type of disaster. Students will learn about personal and family safety, surge capacity, points of dispensing, mass immunization, basic first aid, mental health first aid, triage, and other topics related to emergency management. Upon successful completion of this course students will receive up to 12 certificates from the Federal Emergency Management Agency (FEMA) and will have appropriate credentials to join any Medical Reserve Corps (MRC) or Community Emergency Response Team (CERT) in the US.

7840. PERSONAL FINANCE FOR PHARMACISTS. (2) Upon sufficient enrollment. This elective course will provide future pharmacists the informational and decision-making tools needed for planning and implementing a successful personal financial plan within the context of the current pharmacy profession. Each day, pharmacists encounter technological developments and an expanding global economy that influences personal financial decisions. This atmosphere of change makes it crucial that all spending, saving, borrowing, and investing decisions be wise, informed choices.

7950. INTEGRATED PHARMACY SEQUENCE V. (4) Fall. This course will integrate the pathophysiology, pharmacology, medicinal chemistry, and pharmacotherapy of agents used in the treatment of select GI, hematological and oncologic diseases and disorders. Course content focuses on drug names and characteristics that contribute to the therapeutic use and rationale of drug choice in the treatments of these diseases and disorders: the 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, pharmacological effects produced by these agents and their relationship to associated body systems. Course content will also focus on the management of medication-related problems and decision-making processes including utilization of laboratory tests and patient assessment data to monitor drug efficacy and toxicity. The use of contemporary and alternative therapies as well as social/behavioral/administrative aspects of GI, hematological and oncologic diseases and disorders will be addressed.

7960. INTEGRATED PHARMACY SEQUENCE VI. (5) Fall. This course will integrate the pathophysiology, pharmacology, medicinal chemistry, and pharmacotherapy of agents used in the treatment of select infectious diseases and disorders. Course content focuses on drug names and characteristics that contribute to the therapeutic use and rationale of drug choice in the treatments of these diseases and disorders: the 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, pharmacological effects produced by these agents and their relationship to associated body systems. Course content will also focus on the management of medication-related problems and decision-making processes including utilization of laboratory tests and patient assessment data to monitor drug efficacy and toxicity. The use of contemporary and alternative therapies as well as social/behavioral/administrative aspects of infectious diseases and disorders will be addressed.

8000. 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.

8100. 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.

8200. ADVANCED COMMUNITY I. (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.

8250. ADVANCED COMMUNITY II. (4) This required advanced pharmacy practice experience builds on the broad-based patient care activities described in the Advanced Community I experience. In addition to patient care activities, this experience exposes 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.

8300. ADVANCED HOSPITAL/HEALTH SYSTEM. (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 including clinical patient care. Aside from clinical duties other learning opportunities 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.

8400. HEALTH AND WELLNESS. (3) This required advanced pharmacy practice experience, embedded within the fourth professional year, aligns with the service-centric mission, vision, and core values of the Harding University College of Pharmacy. It is designed as a direct patient care experience to help address the needs of the world by providing community-based pharmacy care that ensures optimal health and wellness outcomes delivered through the highest standards of service.

8500. INPATIENT CARE I. (4) This required 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 in an inpatient setting. Students may choose from a list of several inpatient experiences including, but not limited to, the following: Acute General Medicine, Cardiology, Critical Care, Emergency Medicine, Geriatrics, Hematology/Oncology, Infectious Disease, Medication Reconciliation, Nutrition Support, Pediatrics, Pharmacokinetics, Physical Rehabilitation, Psychiatry/Substance Abuse.

8550. INPATIENT CARE II. (4) This required advanced pharmacy practice experience will provide the student with the opportunity to participate in one of the several patient care specialties and develop skills necessary for the management of one or more specific patient populations in an inpatient setting. Students may choose from a list of several inpatient experiences including, but not limited to, the following: Acute General Medicine, Cardiology, Critical Care, Emergency Medicine, Geriatrics, Hematology/Oncology, Infectious Disease, Medication Reconciliation, Nutrition Support, Pediatrics, Pharmacokinetics, Physical Rehabilitation, Psychiatry/Substance Abuse.

8600. PATIENT CARE ELECTIVE. (4) This required 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 in an inpatient or outpatient patient care setting. Students may choose from a list of several experiences including, but not limited to, the following: Acute General Medicine, Ambulatory Care, Cardiology, Community Specialty Pharmacy, Critical Care, Emergency Medicine, Geriatrics, Hematology/Oncology, Home Health, Hospice, Indian Health Services, Infectious Disease, Medication Reconciliation, Medication Therapy Management, Military Pharmacy, Nutrition Support, Pediatrics, Pharmacokinetics, Physical Rehabilitation, Psychiatry/Substance Abuse.

8700. GENERAL PHARMACY ELECTIVE. (4) This required advanced pharmacy practice experience is designed to incorporate additional areas of pharmacy practice that may interest the student in non-direct patient care 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, Academic, Research, Industry, International, Charitable, Compounding, and Informatics/IT. Inpatient or outpatient direct patient care experiences are other options for this experience including, but not limited to, the following: Acute General Medicine, Ambulatory Care, Cardiology, Community Specialty Pharmacy, Critical Care, Emergency Medicine, Geriatrics, Hematology/Oncology, Home Health, Hospice, Indian Health Services, Infectious Disease, Medication Reconciliation, Medication Therapy Management, Military Pharmacy, Nutrition Support, Pediatrics, Pharmacokinetics, Physical Rehabilitation, Psychiatry/Substance Abuse.

8800. PROFESSIONAL AND CAREER DEVELOPMENT II. (1) Spring. This is the first in a series of three courses during the fourth professional year designed to provide professional development opportunities, career guidance, focused academic support, and an independent study of various pharmacotherapy disease states. Activities include a focused meeting with the Associate Dean for Academic Affairs (ADAA) or their designee, identification of strengths, weaknesses and possible career field(s) of interest, creation of a plan for continuous professional development, and completion of NAPLEX preparation events/assessments. Additional activities may include participation in professional development events that fulfill a minimum requirement across the three-course series.

8810. PROFESSIONAL AND CAREER DEVELOPMENT III. (1) Summer. This is the second in a series of three courses during the fourth professional year designed to provide professional development opportunities, career guidance, focused academic support, and an independent study of various pharmacotherapy disease states. Activities include completion of NAPLEX preparation events/assessments, completion of career enhancing activities such as mock interview, writing a letter of interest, etc. Additional activities may include participation in professional development events that fulfill a minimum requirement across the three-course series.

8820. PROFESSIONAL AND CAREER DEVELOPMENT IV. (1) Fall. This is the third in a series of three courses during the fourth professional year designed to provide professional development opportunities, career guidance, focused academic support, and an independent study of various pharmacotherapy disease states. Activities include completion of a professional portfolio, participation in an etiquette dinner, and completion of NAPLEX preparation

events/assessments. Additional activities may include participation in professional development events that fulfill a minimum requirement across the three-course series.

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 ACTIONS 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.

GATEWAY FOR ONBOARDING LEARNERS OF DISTINCTION PROGRAM

The Gateway for Onboarding Learners of Distinction (GOLD) Program is intended to guarantee highly qualified students a position in the College of Pharmacy after the successful completion of prerequisite courses and maintenance of certain academic criteria.

Students who meet the following requirements are eligible for the GOLD Program:

1. Be enrolled or accepted to Harding University or GOLD Partner School for prerequisite coursework
2. Apply for admission to the GOLD Program by emailing pharmacy@harding.edu before December 15 of the undergraduate freshman or sophomore year
3. Complete a successful interview with the College of Pharmacy

Once admitted to the GOLD Program, a student must meet the following requirements to successfully matriculate into the Pharm.D. program:

1. Complete all math and science prerequisites at Harding University* or GOLD Partner School under the guidance of the pre-pharmacy advisor
2. Attain a minimum cumulative grade point average (GPA) of at least 3.25 in all coursework and a math and science GPA of at least 3.00
3. Apply through PharmCAS by February 1 of the year of desired June Pharm.D. program matriculation
4. Begin the Pharm.D. program no later than three years after beginning pre-pharmacy coursework
5. Adhere to the Code of Conduct at Harding University or GOLD Partner School
6. Meet with a College of Pharmacy faculty mentor once per semester

Completion of these requirements:

1. Guarantees admission to the Pharm.D. program
2. Qualifies the student for a scholarship for the first year. This scholarship is available for renewal in remaining years by maintaining a cumulative GPA of at least 3.5, participating in one or more pharmacy professional organizations, and adhering to the HU Code of Conduct and HUCOP professionalism standards.

Students who do not achieve all requirements remain eligible to apply for admission to the Pharm.D. program at Harding University without guaranteed admission.

**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 Admissions for the College of Pharmacy.*

TECHNICAL (NON-ACADEMIC) STANDARDS

In addition to the academic requirements for admission, candidates for the Doctor of Pharmacy degree must be able to exhibit the ability to meet the technical standards necessary to master the educational outcomes for the practice of pharmacy by performing essential functions in each of the following categories: observation, communication, sensory/motor, intellectual/conceptual/integrative/quantitative, 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 or violate the professional and technical standards.

Students admitted to the College of Pharmacy are provided with a list of the technical standards. 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.

The College of Pharmacy at Harding University has an ethical responsibility for the safety of individuals with whom the students come into contact. Safety is the driving force in establishing technical requirements.

The essential functions by category include, but are not limited to:

- **Observation:** Students must be able to observe demonstrations and experiments in the basic sciences. Students must be able to observe physical characteristics, signs, and symptoms exhibited by individuals who present for medical care. Students must be able to visually observe and interpret presented information both at a distance and close at hand. This standard necessitates the functional use of vision, hearing, and somatic senses.
- **Communication:** Students must be able to communicate effectively and sensitively with individuals who present for care, caregivers, and all members of the healthcare team to elicit information, describe changes in mood, activity and posture, and perceive nonverbal communication. Communication includes speech, reading, writing, and technological literacy. These skills include the appropriate use of oral and written English, hearing, reading, and computer literacy.
- **Sensory/Motor:** Students 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). Students must have sufficient motor function to gain information from individuals who present for care by physically touching them. Examples of such tasks may include assessing range of motion of a joint, blood pressure measurement, providing cardiopulmonary resuscitation, administration of injections, fingerstick point-of-care tests, or taking a pulse. Such actions require coordination of both gross and fine muscular movements, balance, and equilibrium.
- **Intellectual/Conceptual/Integrative/Quantitative:** Students must be able to assimilate detailed and complex information presented in both didactic and clinical coursework. Students must demonstrate a fundamental and continuing ability to use critical thinking and analytical skills to independently and in collaboration with a healthcare team synthesize knowledge, solve problems, and explain health care situations. Students must be fully alert and attentive at all times in clinical settings. Students must be able to comprehend three-dimensional relationships and to understand spatial relationships of structures and to adapt to different learning environments and modalities.
- **Behavioral/Social:** Students must possess the emotional health required for full utilization of their intellectual abilities, the exercise of good judgment, the prompt completion of all direct care responsibilities attendant to the diagnosis and care of people, and the development of mature, sensitive and effective relationships with individuals presenting for care, fellow students, faculty, and staff. Students should be able to tolerate physically taxing workloads and to function effectively under stress. Students should be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of many individuals presenting for care. Students must demonstrate the potential to nonjudgmentally provide care for persons whose race, culture, sexual orientation, or spiritual beliefs differ from their own. Compassion, integrity, concern for others, interpersonal skills, professionalism, interest, and motivation are all personal qualities that are expected and necessary to excel in pharmacy practice.
- **Ethical:** Students must demonstrate the highest level of professional demeanor and behavior, and must perform in an ethical and moral manner in all dealings with peers, faculty, staff, and individuals presenting for care. Students are expected to understand the legal and ethical aspects of the practice of pharmacy and function within the law and ethical standards of the Oath of a Pharmacist.

Following admission to the College, students who fail to continue to exhibit the ability to meet 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 the American Association of Colleges of Pharmacy Curriculum Outcomes and Entrustable Professional Activities (COEPA), competencies identified by the North American Pharmacist Licensure Examination (NAPLEX) and standards outlined by the Accreditation Council for Pharmacy Education (ACPE).

COEPA 2022

Knowledge

- 1.1. **Scientific thinking (Learner):** Seek, analyze, integrate, and apply foundational knowledge of medications and pharmacy practice (biomedical; pharmaceutical; social, behavioral, administrative; and clinical sciences; drug classes; and digital health).

Skills

- 2.1. **Problem-solving process (Problem-Solver):** Use problem solving and critical thinking skills, along with an innovative mindset, to address challenges and to promote positive change.
- 2.2. **Communication (Communicator):** Actively engage, listen, and communicate verbally, nonverbally, and in writing when interacting with or educating an individual, group, or organization.
- 2.3. **Cultural and structural humility (Ally):** Mitigate health disparities by considering, recognizing, and navigating cultural and structural factors (e.g., social determinants of health, diversity, equity, inclusion, and accessibility) to improve access and health outcomes.
- 2.4. **Person-centered care (Provider):** Provide whole person care to individuals as the medication specialist using the Pharmacists' Patient Care Process (PPCP)
- 2.5. **Advocacy (Advocate):** Promote the best interests of patients and/or the pharmacy profession within healthcare settings and at the community, state, or national level.
- 2.6. **Medication-use process stewardship (Steward):** Optimize patient healthcare outcomes using human, financial, technological, and physical resources to improve the safety, efficacy, and environmental impact of medication use systems.
- 2.7. **Interprofessional collaboration (Collaborator):** Actively engage and contribute as a healthcare team member by demonstrating core interprofessional competencies.
- 2.8. **Population health and wellness (Promoter):** Assess factors that influence the health and wellness of a population and develop strategies to address those factors.
- 2.9. **Leadership (Leader):** Demonstrate the ability to influence and support the achievement of shared goals on a team, regardless of one's role.

Attitudes

- 3.1. **Self-awareness (Self-aware):** Examine, reflect on, and address personal and professional attributes (e.g., knowledge, metacognition, skills, abilities, beliefs, biases, motivation, help-seeking strategies, and emotional intelligence) that could enhance or limit growth, development, and professional identity formation.
- 3.2. **Professionalism (Professional):** Exhibit attitudes and behaviors that embody a commitment to building and maintaining trust with patients, colleagues, other health care professionals, and society.

2021 NAPLEX Competency Statements

Area 1 Obtain, Interpret, or Assess Data, Medical, or Patient Information (~ 18%)

- 1.1 From instruments, screening tools, laboratory, genomic or genetic information, or diagnostic findings
- 1.2 From patients: treatment adherence, or medication-taking behavior; chief complaint, medication history, medical history, family history, social history, lifestyle habits, socioeconomic background
- 1.3 From practitioners: treatment adherence, or medication-taking behavior; chief complaint, medication history, medical history, family history, social history, lifestyle habits, socioeconomic background
- 1.4 From medical records: treatment adherence, or medication-taking behavior; chief complaint, medication history, medical history, family history, social history, lifestyle habits, socioeconomic background
- 1.5 Signs or symptoms of medical conditions, healthy physiology, etiology of diseases, or pathophysiology
- 1.6 Risk factors or maintenance of health and wellness
- 1.7 Evidence-based literature or studies using primary, secondary, and tertiary references

Area 2 Identify Drug Characteristics (~ 14%)

- 2.1 Pharmacology, mechanism of action, or therapeutic class

- 2.2 Commercial availability; prescription or non-prescription status; brand, generic, or biosimilar names; physical descriptions; or how supplied
- 2.3 Boxed warnings or REMS
- 2.4 Pregnancy or lactation

Area 3 Develop or Manage Treatment Plans (~ 35%)

- 3.1 Triage or medical referral
- 3.2 Therapeutic goals or outcomes and clinical endpoints
- 3.3 Medication reconciliation; indication or therapeutic uses; lack of indication; inappropriate indication; duplication of therapy; omissions
- 3.4 Drug dosing or dosing adjustments; duration of therapy
- 3.5 Drug route of administration, dosage forms, or delivery systems
- 3.6 Drug contraindications, allergies, or precautions
- 3.7 Adverse drug effects, toxicology, or overdose
- 3.8 Drug interactions
- 3.9 Therapeutic monitoring parameters, monitoring techniques, monitoring tools, or monitoring frequency
- 3.10 Drug pharmacokinetics or pharmacodynamics
- 3.11 Evidence-based practice
- 3.12 Non-drug therapy: lifestyle, self-care, first-aid, complementary and alternative medicine, or medical equipment

Area 4 Perform Calculations (~ 14%)

- 4.1 Patient parameters or laboratory measures
- 4.2 Quantities of drugs to be dispensed or administered
- 4.3 Rates of administration
- 4.4 Dose conversions
- 4.5 Drug concentrations, ratio strengths, osmolarity, osmolality, or extent of ionization
- 4.6 Quantities of drugs or ingredients to be compounded
- 4.7 Nutritional needs and the content of nutrient sources
- 4.8 Biostatistics, epidemiological, or pharmacoeconomic measures
- 4.9 Pharmacokinetic parameters

Area 5 Compound, Dispense, or Administer Drugs, or Manage Delivery Systems (~ 11%)

- 5.1 Physicochemical properties of drug products affecting compatibility, stability, delivery, absorption, onset, duration, distribution, metabolism, or elimination
- 5.2 Techniques, procedures, or equipment for hazardous or non-hazardous sterile products
- 5.3 Techniques, procedures, or equipment for hazardous or non-hazardous non-sterile products
- 5.4 Equipment or delivery systems
- 5.5 Instructions or techniques for drug administration
- 5.6 Packaging, storage, handling, or disposal

Area 6 Develop or Manage Practice or Medication-Use Systems to Ensure Safety and Quality (~ 7%)

- 6.1 Interdisciplinary practice, collaborative practice, or expanded practice responsibilities
- 6.2 Continuity of care or transitions of care
- 6.3 Disease prevention or screening programs; or stewardship
- 6.4 Vulnerable populations, special populations, or risk prevention programs
- 6.5 Pharmacy informatics

Co-Curricular Learning

In addition to curricular requirements (didactic and experiential), each student in the Doctor of Pharmacy program must complete co-curricular requirements including a defined number of activities, self-assessments, and reflections. Co-curricular activities include activities and experiences intended to advance professional, personal, and career development, are purposely designed and implemented to ensure an array of opportunities for students to document competency of advocacy, self-awareness, leadership, and professionalism as mentioned in ACPE Standards 2025 2.1.n. These co-curricular activities complement and advance the learning that can occur outside, alongside, or within the curriculum. Co-curricular activities are monitored by the Center for Health Sciences (CHS) IPE and Co-Curricular Coordinator and student achievement is assessed through modalities such as self-assessments, reflections, peer evaluation, and mentor evaluation.

EPAs and PPCP

Entrustable Professional Activities (EPAs) and the Pharmacists' Patient Care Process (PPCP) are both essential elements of professional practice developed to define expectations of all graduates in the profession of pharmacy. EPAs are units of professional practice and describe specific tasks or responsibilities that trainees are entrusted to perform without direct supervision once they attain sufficient competence. PPCP is a consistent process for the

delivery of patient-centered care that is applicable to any patient care service or practice setting where pharmacists provide patient care. EPAs are listed in detail in Appendix 4 and a diagram of the PPCP is displayed in Appendix 5.

Interprofessional Education

The College of Pharmacy seeks to prepare students to work as members of collaborative healthcare teams to improve patient wellness and shared outcomes in clinical practice. Doctor of Pharmacy students are required to participate in interprofessional education (IPE) experiences with other healthcare students in the didactic, experiential, and co-curricular portions of the program as outlined in the Interprofessional Education/Interprofessional Practice Manual. Experiences are designed to meet objectives under each of the four Interprofessional Education Collaborative (IPEC) core competency domains, Values/Ethics for Interprofessional Practice, Roles and Responsibilities, Interprofessional Communication, and Teams and Teamwork.

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 their 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. 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.

Academic Integrity Violations

The following are specific types of violations of the University Academic Integrity Policy; if a violation of academic integrity principles occurs which is not specifically provided for below, then any sanctions will be based on the most similar type of violation that exists. Until a professor notifies the student of academic misconduct, multiple occurrence of the same kind of violation may be handled as a single incident. After notification, additional infractions will be counted separately. If a violation requires the Director of Academic Affairs to issue a sanction, the Director shall provide a rationale for its determination and application of the particular sanction(s). General guidance on substantial issues of sanctions shall be provided by the Provost.

- Any form of plagiarism whether done deliberately or by mistake. This includes submitting as one's own material produced using artificial intelligence such as ChatGPT without proper citation.
- Unauthorized collaboration on homework assignments.
- Using artificial intelligence for an assignment without the teacher's consent.
- Copying from or viewing another student's work during an examination or while completing an assignment.
- Using any materials or resources that are not authorized by the instructor for use during an examination or in completing any assignment.
- Collaborating during an examination with any other person by giving or receiving information without specific permission of the instructor.
- Facilitating or aiding and abetting any act of academic dishonesty.
- Collaborating on laboratory work or other assigned work when instructed to work independently.
- Submitting, without specific permission of the instructor, work that has been previously offered by the same student for credit in another course.
- Falsification of attendance and/or participation.
- Fabricating any information or citation in an academic exercise or lying to a University employee about assignments.
- Submitting as one's own any theme, report, term paper, essay, computer program, speech, painting, drawing, sculpture, or other written or creative work or project of any nature prepared totally or in large measure by another.
- Submitting altered or falsified data for a research project.
- Conduct unbecoming of a professional in the classroom or while participating in a practicum, internship, field experience, or any similar academic experience.

The following violations will result in multiple sanctions including either disciplinary probation or suspension:

- 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)
- Buying, selling, or otherwise obtaining or providing information about an examination not yet administered
- Substituting for another person or permitting any other person to substitute for oneself to take an examination
- Falsifying or signing another person's name on any academically-related University form or document

The following violations will result in academic suspension or expulsion:

- Altering grades or official records
- Sabotaging another student's work
- Submitting altered or falsified data for work submitted for requirements outside the classroom at the graduate level (e.g., honor's thesis, master's thesis; doctoral dissertation; candidacy exam; qualifying exam; dissertation defense)

Multiple violations that occur over the length of the student's tenure at Harding University, even if discovered late, may result in disciplinary academic probation, academic suspension, or expulsion. Faculty members and administration retain the right to impose sanctions according to their course syllabi, program handbooks, and/or professional judgment.

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 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.

Course Load

Doctor of Pharmacy students are expected to carry the normal full-time course load (16 - 18 semester hours of pharmacy course credit in fall and spring of years P1 through P3, 7-8 semester hours of pharmacy course credit in summer of years one, two, and three, and 13-17 semester hours of pharmacy course credit in spring, summer, and fall of the final 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 professional student on APPEs or during summer didactic semesters carrying fewer than 4 semester hours is considered part-time.

Registration

Registration: Registration is the responsibility of the student. The Associate Dean for Academic Affairs will communicate to students the time windows when registration for P1-P3 courses is to occur. Registration for the final professional year will be managed by the Associate Dean for Experiential Education. Returning students typically pre-register near the end of each semester for the following semester. Summer and fall registration occur simultaneously near the end of the spring semester. This includes registration for elective courses. Changes to elective courses may not be made following the close of the registration period. Questions regarding registration are to be directed to the Associate Dean for Academic Affairs. 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. Withdrawal of this nature would delay a student's progression in the program. Complete withdrawal from all courses requires approval from the Assistant Dean for Student Affairs. See the "Withdrawal" section of this handbook.

Class Cancellation: When a class is canceled by the College, all students enrolled in the canceled course will be notified by the Associate Dean for Academic Affairs and given the opportunity to register for an alternate course.

Please Note: To cancel registration at any point after the Registrar's Office has entered course selections into the student schedule, a student must contact the Associate Dean for Academic Affairs. Upon approval, the Associate Dean for Academic Affairs will complete a Drop/Add form and distribute it to appropriate University departments. If the student fails to complete this process and/or does not attend the class, a grade of "F" will be assigned.

Elective Courses. Starting in the P2 year, students have the opportunity to choose from various electives to explore areas of potential interest related to pharmacy. There are several elective options offered within the College of Pharmacy. Open courses are shared with students at the time of registration. Students who wish to take PHA 7420 Health Sciences Research I or PHA 7430 Health Sciences Research II must have a grade point average of 2.75 and must confirm their project with the requested faculty member and complete appropriate documentation for the Associate Dean for Academic Affairs before registration opens. The Associate Dean for Academic Affairs will assist the student in completing the necessary documentation to authorize registration for these electives.

In order to register for courses outside the College of Pharmacy, a student must have a grade point average of at least 2.5, meet all course prerequisites, and complete the appropriate documentation for approval. Approval forms can be obtained from the Office of Academic Affairs. The course must also fit into the Doctor of Pharmacy class schedule. The Associate Dean for Academic Affairs must approve courses not listed below and will register the student in the course. Students should not register themselves for classes outside the College of Pharmacy.

The following Harding University undergraduate courses have already been approved to satisfy pharmacy elective requirements, provided they are offered in a timeframe that aligns with the pharmacy class schedule:

ACCT 2050	Financial Accounting
ACCT 2060	Managerial Accounting
BMIS 3000	The World Christian
BMIN 4010	Foundations of Women's Ministries
CJ 3260	Drugs Alcohol and Crime (fall only)
ENG 3100	Business and Professional Writing (afternoons in fall – conflicts with P2 class schedule)
FCS 3310	Human Nutrition
HCM 3100	Healthcare Administration
NURS 3010	Social Determinants of Health
NURS 4130	Health Care Missions
SPAN 1030	Accelerated Elementary Spanish I
SPAN 3283	Medical Spanish

Pharmacy students who desire to pursue a Master of Business Administration (MBA) or Master of Science in Information Systems (MSIS) degree through the Graduate School of Business concurrently with their Pharm.D. degree may choose to take courses to fulfill the elective requirements in the Pharmacy program, provided the preceding criteria are met: (1) Course prerequisites 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 approval of the Associate Dean for Academic Affairs.

Pharmacy students will be allowed by the MBA program to substitute three Pharmacy courses in place of two MBA courses: PHA 5800 and PHA 7500 for BUS 6400, and PHA 6030 for their MBA elective. Pharmacy students will be allowed by the MSIS program to substitute three Pharmacy courses in place of two MSIS courses: PHA 5800 and PHA 7500 for IS 6450, and PHA 6030 for IS 6510.

Pharmacy students may take a maximum of four additional Graduate School of Business courses for pharmacy elective credit toward an MBA/MSIS degree during the second professional year and the summer term of the third professional year. A pharmacy student who chooses to pursue these options could concurrently earn up to 15 credit hours toward a 30-hour MBA or MSIS degree by the time they graduate with a Pharm.D. degree. Any other courses taken toward an MBA or MSIS degree would be outside the Doctor of Pharmacy curriculum. Students may not take more than a total of 21 credit hours in a single semester at Harding without prior approval and may not be enrolled in the certain Graduate School of Business courses without an appropriate degree if not concurrently enrolled in the pharmacy program. A dual Pharmacy and MBA/MSIS student who does not already have a bachelor's degree must complete the Pharm.D. prior to or simultaneously with the MBA/MSIS degree. Failure to complete the Pharm.D. will require the student to complete an undergraduate degree before earning an MBA/MSIS degree. During the fourth professional year students must receive approval for non-PHA electives from the Associate Dean for Experiential Education.

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 at least 2.5. In addition, students must have the approval of 1) the Associate Dean for Academic Affairs; and 2) the Assistant Dean for Student Affairs if they desire to enroll in more than 21 hours of credit per semester, including electives and other courses taken at outside institutions for pharmacy credit or in other colleges or schools within the university, whether for pharmacy credit or not. Per University policies, students may not exceed a total of 22 hours in any given semester. Extra electives in one semester may not be used to replace designated electives in another semester unless scheduled as part of an academic recovery plan at the discretion of the College administration.

Tuition, fees, and expenses for elective courses at other institutions, or concurrent enrollment in courses at other institutions are not included in the pharmacy 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 Associate Dean for Academic Affairs and complete the appropriate documentation before registering for the outside course.

Professional Credit for Non-Pharmacy Elective Coursework. Pharmacy students may receive elective professional credit for courses taken within or outside the University. The following criteria apply to these decisions:

1. Course prerequisites must be met
2. Students must meet the requirements of the appropriate program
3. Students must complete the required form and submit to the Associate Dean for Academic Affairs
4. Enrollment in the course must have the approval of the Associate Dean for Academic Affairs
5. Enrollment in the course must have the approval of the instructor/program director/chair
6. Transcripts for courses taken outside of Harding University must be sent to the College of Pharmacy

Course Availability

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 of students required to seat a course is determined at the discretion of the department chair.

Student Advising

The Student Advising is under the direction of the Assistant Dean for Student Affairs and is coordinated in collaboration with faculty course coordinators and mentors. All students in the College of Pharmacy will be assigned to a faculty mentor-student mentee small group each year during their first through third professional year. This small group provides information and mentorship for professional and career development of our students and key faculty members are utilized as resource personnel.

Students who are identified or self-identify with special needs (e.g., mental or physical disabilities, personal loss, illness, other difficulties) should work with the Assistant Dean for Student Affairs for formal accommodations. Support for student affairs is a coordinated effort between the following:

- A. Assistant Dean for Student Affairs (ADSA) - The responsibilities of the ADSA are to:
 1. Monitor student needs and advise students on resources and how to access information/support
 2. Collaborate with the Associate Dean for Academic Affairs on academic matters related to student

- affairs
3. Provide faculty-training, as needed, on student affairs-related topics
- B. Associate Dean for Academic Affairs (ADAA) – The responsibilities of the ADAA are to:
1. Consult with the Assistant Dean for Student Affairs on all cases of academic difficulty
 2. Notify faculty mentors when their student mentees require formal academic monitoring
 3. Develop an academic recovery plan for students where needed
 4. Serve as a resource to students experiencing academic difficulty
- C. Faculty Members – The responsibilities of faculty are to:
1. Mentor students as assigned or through other connection opportunities
 2. Monitor student attendance and wellbeing and assist students in seeking appropriate help if needed
 2. Provide status updates for students who need support to the Assistant Dean for Student Affairs as needed
 3. Participate in training programs provided by the ADAA
- 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 assigned mentor and any other faculty/preceptor as scheduled or encouraged
 2. Seek appropriate help and practice good communication

Once the needs have been met to the satisfaction of the student, faculty mentor, Assistant Dean for Student Affairs, and Associate Dean for Academic Affairs support may be adjusted as appropriate.

Academic Monitoring

Academic advising and the Early Alert process is under the direction of the Associate Dean for Academic Affairs and is coordinated in collaboration with the Assistant Dean for Student Affairs, faculty course coordinators, and mentors. Should students encounter academic difficulty (low grade point average, failing grades, or upon student request) the College coordinates an "Early Alert" process – designed to identify students who are experiencing academic challenges early in the semester – which offers the necessary support and referrals to help students get back on track and remain in good standing within the College.

Early Alert

Students with below-standard academic performance within the first 3-4 weeks of the semester are identified by course coordinators and the Associate Dean for Academic Affairs (ADAA). The ADAA coordinates efforts to support each student including a plan for success and communicates information to the student's faculty mentor as appropriate. It is the student's responsibility to seek appropriate help, practice good communication with all stakeholders, and implement recommendations to achieve academic success.

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:

A	Excellent 4.0	I	Incomplete 0.0
B+	Good 3.5	W	Withdrawn 0.0
B	Good 3.0	CR	Credit 0.0
C+	Average 2.5	NC	No Credit 0.0
C	Average 2.0		
F	Failure 0.0		

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 Associate 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 148 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 at least 3.80 for 12 or more semester hours during a fall or spring term is given a Dean's List standing at the end of the semester. Dean's List standing is not applied to fourth professional year students because courses are evaluated using a Credit/No Credit status that bears no quality point values.

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, transferability is limited because curricular format in pharmacy schools varies greatly. Therefore, 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
- 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 2.5 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

The Associate Dean for Academic Affairs (ADAA) will review advanced standing requests and determine course equivalence. Based upon this evaluation and input from the Admissions Committee after review of the applicant's

packet, the ADAA will make a recommendation to the Executive Committee regarding transfer credit for advanced standing and admittance into the College. The Executive Committee will make the final admission decision.

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 will only review coursework completed outside the United States that has been evaluated by World Education Services (WES) www.wes.org or a similar organization. Credit may be given only for the number of hours as evaluated by WES or that is transferred to an institution within the U.S. accredited by an agency nationally recognized by the US Department of Education or the Council of Higher Education Accreditation.
- Scores from the Test of English as a Foreign Language (TOEFL) must be submitted if English is not the applicant's native language. The Harding University TOEFL code is 6267. The TOEFL is not required if an applicant completes a BA or BS degree within the United States. In lieu of this exam, students may be assessed via the required college interview.
- Students must submit documentation of financial ability to pay all expenses for the first year of study at Harding University College of Pharmacy and demonstrate adequate coverage for health insurance in the United States. Non-U.S. citizens must supply documentation of current status with the U.S. Immigration and Naturalization Service (INS) (i.e., I-20, I-94, and F-1 or H-4 Visa). International students must also have a U.S. Social Security Number in order to apply for an Arkansas pharmacy intern license.

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 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 coursework. 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 Associate Dean for Academic Affairs, in collaboration with Department Chairs and the Offices of Student Affairs and Experiential Education when appropriate, 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 Associate Dean for Academic Affairs to obtain assistance. Commonly suggested sources include the course instructor(s), the University Counseling Center, faculty mentor(s), and the Assistant Dean for Student Affairs. Faculty mentors will be notified of those students in their mentor-mentee group 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 ADAA of this status.
 - 4.1. The Associate Dean for Academic Affairs may request letters of evaluation regarding the student entering academic probation from the Assistant Dean for Student Affairs and selected faculty members (e.g., instructors, mentors). These letters will be placed in the student's file and may be used to develop an academic recovery plan 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 plan developed with the Associate Dean for Academic Affairs. The plan 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 at least 2.25 and will have successfully completed all required first professional year courses and activities prior to beginning the second professional year. At the discretion of the Associate Dean for Academic Affairs, elective courses and participation in introductory pharmacy practice experiences may be allowed during a semester when a student is taking a part-time load while repeating previously failed coursework.
- 4.5. Students will have a cumulative GPA of at least 2.25 and will have successfully completed all required second professional year courses and activities prior to beginning the third professional year. At the discretion of the Associate Dean for Academic Affairs, elective courses and participation in introductory pharmacy practice experiences may be allowed during a semester when a student is taking a part-time load while repeating previously failed coursework.
- 4.6. Students will have a cumulative GPA of at least 2.25, 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. Upon recommendation of the College and successful completion of the following requirements, student may participate in graduation exercises: a minimum of 1440 APPE site-based hours or at least 10 APPEs, credit in all professional and career development courses (which includes minimum requirements for RxPrep, experiential requirements, etc.). However, degree conferral will only be granted on completion of all program requirements.
5. Remediation Policy: The remediation policy applies to all didactic courses offered through the College of Pharmacy. Experiential courses are excluded from this policy. The College is committed to the academic success of each student in the program. To ensure a student's progress and success, the College has implemented a remediation policy to identify and prevent unsatisfactory academic performance that may delay student progression. The student's ability to remediate coursework is a privilege, not a right.
 - 5.1. Course remediation is defined as the act of remedying course-specific academic knowledge or demonstrated ability deficiencies by allowing students an opportunity to correct or improve prior performance through an end-of-course reassessment (EOC-R) before advancing to the next semester of the curriculum.
 - 5.2. End of course reassessment (EOC-R) is defined as a structured activity that requires students who have earned a grade of F to demonstrate competence and ability to meet course outcomes. Examples include a comprehensive final exam, an oral challenge exam, or a written case exam. The EOC-R is the method HUCOP uses to assess remediation.
 - 5.3. Students who earn a final course grade of F may take an EOC-R to demonstrate competency in that course providing that:
 - Following any earned grade of F on a major assessment identified in the course syllabus, the student has met with the course coordinator in collaboration with a Student Success coach and completed any resulting action steps/plan. This meeting should occur prior to the next major assessment in that course.
 - The student has not exceeded the number of EOC-R attempts as outlined below:
 - A student is eligible for EOC-R in a maximum of two courses per semester and no more than three times total in their enrollment in the Doctor of Pharmacy curriculum.
 - No student may apply the Remediation Policy to the same course twice.
 - Records on student eligibility for remediation are maintained by the Assistant Dean for Student Affairs

in collaboration with the Associate Dean for Academic Affairs.

5.4. The EOC-R shall occur under the supervision of the course coordinator and in coordination with the department chair and at least two others from the Academic Progressions Council (i.e., Student Success team, the Associate Dean for Academic Affairs, the Assistant Dean for Student Affairs, and the Director of Assessment). In so doing, the planned EOC-R may be vetted to maintain content and construct validity and eliminate potential bias.

5.5. EOC-Rs should be completed prior to the start of the subsequent academic term, except for 8-week courses. For example, EOC-Rs for IPS courses will occur at the end of the academic term rather than the end of the course. Other exceptions to this rule may be inclement weather, school closure, or special circumstances that are approved by the Academic Progressions Council.

5.6. If a student successfully remediates, the final grade will be changed to “C” for the course. No greater than a “C” can be achieved with remediation. If a student chooses not to remediate or does not successfully remediate, they will retain their original grade for the course and follow the procedures for repeating the course the next time the course is offered.

5.7. Students with a final grade of at least a “C” are not eligible to use course remediation in an attempt to improve their grade in a course.

6. A student who receives a failing grade (F or U or NC) in any coursework outlined in the Doctor of Pharmacy curriculum must successfully complete an academic recovery plan developed with the Associate Dean for Academic Affairs.

6.1. If a student receives three or more failing grades (F or U) in any didactic coursework 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.

6.2. If a student receives two or more failing grades (F or U or NC) in any introductory pharmacy practice experience (IPPE) coursework 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.

6.3. If a student receives two failing grades (F or U) in any advanced pharmacy practice experience (APPE) coursework 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.

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

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

7.2. Any student who receives a “No Credit” as a final grade in IPPE course must repeat the course and will not be allowed to progress to the next professional year until the course is repeated. At the discretion of the Associate Dean for Academic Affairs, elective courses may be allowed during a semester when a student is taking a part-time load while repeating previously failed IPPE(s).

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

8. 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.

9. Students dropped from the rolls of the HUCOP may follow the [Harding University Complaint Policy](#) to file an appeal. Students may also appeal the terms of any academic recovery plan developed by the Associate Dean

for Academic Affairs. Students are encouraged to contact the Associate Dean for Academic Affairs for advice concerning the appeal process. They are also encouraged to contact their faculty mentor and course coordinators for letters of evaluation.

10. Any student who receives a grade of "I" (incomplete) at the end of an academic semester must develop an academic plan with the Associate 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.
11. 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.
12. 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 Associate Dean for Academic Affairs.

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 Assistant Dean for 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 Assistant Dean for 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 Assistant Dean for Student Affairs may grant the leave. Otherwise, the Assistant Dean for 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(s), as determined by the Assistant Dean for Student Affairs, confirming their ability to resume academic study. Upon return the Assistant Dean for Student Affairs will meet with the student and may develop an academic plan to ensure success.

Withdrawal

Withdrawal from a course. Since withdrawal from a course affects a student's academic progress, the Associate Dean for Academic Affairs and the faculty will review such actions. Withdrawal from a course requires the approval of the Associate Dean for Academic Affairs and must be submitted on the university [Drop Request](#) form, which may be accessed in Pipeline. The student should also alert the Assistant Dean for Student Affairs if they are considering filing this form. 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 Student Affairs in consultation with the Associate 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 Associate Dean for Experiential Education in consultation with the Associate 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 discuss the ramifications before making a final decision. To initiate official withdrawal from the College and University, the student must complete the [Intention to Withdraw from Harding University](#) form, which may be accessed in Pipeline. An exit interview is also required with the Assistant Dean for Student Affairs. If receiving financial aid, the student is advised to visit with the Financial Services office for an exit interview. 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 Assistant Dean for 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.

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 dismissed from the program and has not been previously readmitted 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 Associate Dean for Academic Affairs at least 90 days prior to 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 failing grade 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.

If a student believes that he or she has reason to question the decision of a faculty member with regard to the final grade received in a course or the denial of academic progression, a procedure has been established to resolve the grievance. A student has the right to file an appeal if there is disagreement with the final grade that has been awarded in a course. A student also has the right to file an appeal if there is a disagreement related to academic progression. Students may only grieve either the final grade in a course or denial of academic progression, but not both. If academic progression is denied due to final grade in a course, then the grievance is for the final grade in the course. If the final grade in more than one course leads to denial of academic

progression, grade grievances for any or all of the involved courses must be filed at the same time. 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. In other words, a new grievance for an involved course will not be allowed following denial of a grievance for another involved course.

Grievances will not be considered based on any of the following reasons:

- Disagreement with a faculty member over the quality of academic work (i.e., content of an exam answer, paper, or other assignment), adherence to technical standards, or professional performance
- Disagreement with published course policies
- Differences in classroom policies or grading schemes between different courses within the same program, between different sections of the same course, or between different programs in the same college
- A grade's impact on a student's academic progress, athletic eligibility, scholarship eligibility, or eligibility for veteran's benefits

When initiating a grievance, students must present evidence of one or more of the following:

- Terms of syllabus, 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 among students in the same course
- A written agreement between the faculty member/program/college and student was violated

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 Associate Dean for Academic Affairs.

The timeline of the appeal process is outlined below. Exceptions to the timeline can be made in the event of extenuating circumstances after the appeal process begins. Students will be notified by email if additional business days are needed. A business day occurs when the university is open for business, which often includes days between semesters even when class is not in session. See the University Academic Calendar to know when the university is open or closed for business.

The term "in writing" used throughout this policy applies to written communication beginning with the online [Academic Grievance Appeal](#) form available in Pipeline and continuing via email using Harding University-assigned email addresses. Notification sent after 5:00 p.m. will be treated as if sent on the next business day. The student must initiate the written [Academic Grievance Appeal](#) through the online form within five business days after notification of the final grade or notification of denial of academic progression. In cases of both course grade and academic progression appeals, students are encouraged to first engage the involved faculty member in a good faith discussion (in person or via telephone or email) as the first step in resolving any concerns. If resolution is not achieved, a student may submit a written academic grievance outlined below. The faculty member involved in the good faith discussion may choose to resolve the grievance at any point during the appeals process. Likewise, the student may withdraw the grievance at any point during the process.

I. Course Grade Appeals

This **student-initiated** process to grieve a course grade is as follows:

1. The student may file a written grievance using the online [Academic Grievance Appeal](#) form in Pipeline. The Registrar will receive this form and forward it to the appropriate department chair or assistant/associate dean.
2. If the faculty member who awarded the grade being grieved is the department chair or assistant/associate dean, the Registrar will send the appeal directly to the dean, and Paragraph 3 will be skipped. If the faculty member who awarded the grade being grieved is the dean of the college, Paragraphs 3 and 4 will be skipped and the Assistant to the Provost will assume the responsibilities of the dean in paragraphs 5 and 6.
3. Upon receipt of the appeal, the department chair or assistant/associate dean of the program will review the student's appeal and contact the faculty member for a statement. The chair may contact and/or meet

with the student for more information. The department chair or assistant/associate dean will send a copy of his or her appeal decision in writing to the student, faculty member, and appropriate dean within five business days.

4. If the department chair or assistant/associate dean denies the appeal, the student may appeal in writing within two business days of that denial using the online Academic Grievance Appeal form in Pipeline. The Registrar will receive this form and forward it to the appropriate dean.
5. For appeals to the dean, the following supporting documentation is required (unless otherwise noted):
 - Explanation of what occurred and how the criteria required for a grievance apply to the situation
 - Correspondence from the department chair or assistant/associate dean indicating that the appeal has been denied at those levels unless the appeal was deemed denied
 - Course syllabus or 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 an online catalog of university regulation (if applicable)
 - Correspondence with faculty member(s) (if applicable)
 - Any other documentation supporting the appeal
 - A request to meet with the ad hoc committee in person if desired (see Paragraph 7)
6. If the dean decides that the student does not have sufficient grounds for an appeal or sufficient evidence to support his/her claim, then the dean may deny the grievance and send a copy of his or her decision in writing to the student and the Registrar within five business days. If the dean denies the grievance, then all appeal rights will be exhausted. If the dean believes the appeal meets the criteria for a grievance, then the dean will notify the student in writing within five business days. The dean will also notify the Registrar to appoint an ad hoc committee from the Academic Performance and Standards Committee to review the case.
7. The ad hoc committee will review the submitted documentation. The ad hoc committee will determine whether a need to meet with the student or faculty member exists. If a meeting is necessary, the student and/or faculty member will be met with separately (in person, via video conference, or via telephone) to obtain additional information. If the student wants to meet with the committee, he or she must make that request on the Academic Grievance Appeal form. The student may not bring other individuals to the meeting. If the student has eyewitnesses that will assist in resolving the issue, then the eyewitnesses may submit their testimony in writing to academicappeal@harding.edu for review by the committee.
8. After conducting the interviews and reviewing all of the documentation, the committee will send a copy of its appeal decision in writing to the student, the dean of the college, and the Registrar within ten business days. The committee chair will submit all of the documentation, notes, and records from the committee concerning the grievance to the Registrar.
9. Upon final decision of the Academic Performance and Standards Committee, the student will have exhausted his or her right of appeal within the University.

II. Academic Progression Appeals

The **student-initiated** procedure to grieve academic progression is as follows:

1. The student may file a written grievance using the online [Academic Grievance Appeal](#) form in Pipeline. The Registrar will receive this form and forward it to the appropriate dean.
2. If the faculty member from whom notification of dismissal or other academic progression decision was received is the dean, then the Assistant to the Provost will assume the responsibilities of the dean in Paragraphs 3 and 4.
3. For appeals to the dean, the following supporting documentation is required (unless otherwise noted):
 - Explanation of what occurred and how the criteria required for a grievance apply to the situation
 - Correspondence from the department chair or assistant/associate dean indicating that the appeal has been denied at those levels unless the appeal was deemed denied
 - Course syllabus or 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(s) (if applicable)
 - Any other documentation supporting the appeal
 - A request to meet with the ad hoc committee in person if desired (see Paragraph 5)

4. If the dean decides that the student does not have sufficient grounds for an appeal or sufficient evidence to support his/her claim, then the dean may deny the grievance and send a copy of his or her decision in writing to the student and the Registrar within five business days. If the dean denies the grievance, then all appeal rights will be exhausted. If the dean believes the appeal meets the criteria for a grievance, then the dean will notify the student in writing within five business days. The dean will also notify the Registrar to appoint an ad hoc committee from the Academic Performance and Standards Committee.
5. The ad hoc committee will review the submitted documentation. The ad hoc committee will determine whether a need to meet with the student or faculty member exists. If a meeting is necessary, the student and/or faculty member will be met with separately (in person, via video conference, or via telephone) to obtain additional information. If the student wants to meet with the committee, he or she must make that request on the Academic Grievance Appeal form. The student may not bring other individuals to the meeting. If the student has eyewitnesses that will assist in resolving the issue, then the eyewitnesses may submit their testimony in writing to academicappeal@harding.edu for review by the committee.
6. After conducting the interviews and reviewing all of the documentation, the committee will send a copy of its decision in writing to the student, the dean of the college, and the Registrar within ten business days. The committee chair will submit all of the documentation, notes, and records from the committee concerning the grievance to the Registrar.
7. 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 five 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. 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 Provost Office 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 emails, related to an academic appeal will be forwarded to the Provost Office once the appeal process is completed.

The Harding University Academic Performance and Standards Committee is a standing committee that provides a pool from which ad hoc committees may be formed to hear various types of academic appeals. The committee is composed of one undergraduate faculty member, one graduate/professional faculty member, one undergraduate student, and one graduate/professional student representative from each college with the exception of the Honors College. The faculty members are appointed for two-year terms by the deans of each college with half being appointed in even years and the other half in odd years. The dean of each college annually appoints the student members. Graduate/professional students only sit on appeals involving graduate/professional students. The Registrar appoints an ad hoc committee consisting of six members from the Academic Performance and Standards Committee (four faculty and two students) to review each case. If the grievance is in the Center for Health Sciences, at least two faculty members from the health sciences will be included. If the grievance is in a graduate/professional program, at least two faculty members who teach at the graduate/professional level will be included. The Registrar appoints the chair of each ad hoc committee.

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.

Program 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.

NAPLEX Preparation

UWorld is a resource used to aid students in successful completion of the North American Pharmacist Licensure Examination (NAPLEX) after graduation. During the 3rd professional year, Doctor of Pharmacy students use UWorld for gauging performance in preparation for the 4th professional year. During the 4th professional year, Doctor of Pharmacy students are required to complete assigned quizzes and practice NAPLEX exams available within UWorld along with other development activities as part of the Professional and Career Development course series.

Advanced Pharmacy Practice Experiences Placement

Students are required to complete 10 advanced pharmacy practice experiences (APPEs) during the final professional year. Students must pass the Arkansas State Pharmacy Law exam and have up-to-date documentation of required immunizations before starting APPEs. Advanced pharmacy practice experiences are preferentially assigned to students following an expected academic progression. Students whose academic progression is delayed are assigned to experiential sites as they become available. Exceptions may be made at the discretion of the Associate Dean for Experiential Education.

Eight specific advanced pharmacy practice experiences are required: inpatient and acute care general medicine, ambulatory care, advanced community I, advanced community II, advanced hospital/health-system, health and wellness, inpatient care I, and inpatient care II. In addition to the required experiences, students choose one patient care elective (ambulatory care or institutional) and a second elective that may be patient care or non-patient care. Each advanced pharmacy practice experience is one calendar month in length, 40 hours weekly with the exception of the 120-hour Health & Wellness APPE. The spring semester consists of four, one-month pharmacy practice experience blocks (January, February, March, and April), the summer semester consists of three, one-month pharmacy practice experience blocks (May, June, and July), and the fall semester consists of three, one-month pharmacy practice experience blocks (August, September, and October). November is used as needed for students with delayed academic progression.

During advanced pharmacy practice experiences, students 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 pharmacy care; consulting and counseling with health care professionals and patients; education of health care professionals; communication and presentation skills; interprofessional team practice; and professional conduct. All students must maintain an up-to-date portfolio utilizing the CORE ELMS system during their advanced pharmacy practice experiences.

Students are surveyed during the third professional year to determine preferences and eligibility for advanced pharmacy practice required and elective experience assignment. College policy requires that all students have proper records of immunizations, 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 final year advanced pharmacy practice experiences primarily within the central Arkansas area, but may also be assigned to locations further away than the central Arkansas area. The College may 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 a portion of their final advanced pharmacy practice experiences outside of the College's local area network of pharmacy practice sites. Students requesting an out-of-area final year advanced pharmacy practice experience must have a GPA of at least 2.75. Out-of-area final year advanced pharmacy practice experiences are assigned at the discretion of the Associate Dean for Experiential Education.

Students interested in participating in international programs supported by Harding must have a GPA of at least 3.0. Current opportunities for international advanced pharmacy practice experiences exist and new opportunities are always being explored and developed. Students may bring new opportunities forward to the Associate 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 Associate 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 certain preferred international sites may be available from the College at the current standard rate as determined by the Associate Dean for Experiential Education.

In addition to academic credit for completion of the advanced pharmacy practice experiences (four credit hours each with the exception of Health & Wellness) and introductory pharmacy practice experiences, the student receives a minimum of 1,740 hours of pharmacy internship clock hours that may contribute toward state pharmacy licensure, depending upon applicable state rules. 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.

Class Attendance

Students are expected to attend class. On campus, in-person attendance is required for most courses occurring during the fall and spring semesters. Each course coordinator is charged with the responsibility of establishing an absentee policy and required on-campus activities for their course, subject to the approval of the department chair. This policy must be a part of the course syllabus distributed to students. Students are responsible for contacting faculty to explain absences and must complete 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 with approval. Approval will only be granted if the student has a GPA of at least 2.5 and is not otherwise performing poorly in the classroom. Students must obtain approval in writing from the professors and department chairs at the beginning of the semester (at least 6 weeks before the event), utilizing the Student Travel form (Appendix 2), to make arrangements for their anticipated absence from classes/examinations and should not make travel arrangements prior to approval. In such cases students are required to meet the professor's expectations for making up required work or assessment(s) missed while attending an approved professional meeting. Examples of such requirements may include but are not limited to taking examinations early or in a proctored setting at the professional meeting. Though flexibility is available for participation in professional events/activities, students should prioritize school requirements and realize that excused absences or make-up opportunities may not be approved.

Outside Employment

While enrolled in the Doctor of Pharmacy degree program at Harding University, students are expected to devote their maximum effort 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.

Student Learning Assessment Examinations and Exercises

Harding University upholds the integrity principles of honesty, authenticity, and accountability in all academic and non-academic settings. HUCOP is likewise committed to academic integrity and seeks to prevent or decrease the need to invoke sanctions due to academic dishonesty during in-class and online student learning assessment exercises (e.g., quizzes, examinations, discussion questions). Clear policies and procedures are essential for optimal communication and consistency in practice.

Students must report for examinations and other assessment exercises 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 assessments due to illness or other emergency situations 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.

In the event that off-site proctoring of examinations is needed the College may employ policies and procedures that require the student to shift to online learning and testing which could include use of proctoring programs/extensions that may not work on certain devices. It is the students' responsibility to ensure they have reliable and consistent internet connections, and their laptop computer meets the minimum requirements and is functional with these proctoring programs/extensions well in advance of the assessment. Students may be video recorded during off-site or examinations held in testing accommodation settings to maintain academic integrity. If there is any additional cost for off-site proctoring, students will be notified well in advance of such additional costs.

The procedures below are established to maintain the integrity of student learning assessment exercises and ensure a consistent and fair testing environment. All students are required to adhere to these guidelines during learning assessment exercises. Non-compliance may result in academic penalties or disciplinary action as outlined in the academic integrity section of the HUCOP student handbook and University Catalog.

1. Procedures for Student Learning Assessment Exercises: The following procedures outline expectations and best practices when administering student learning assessment exercises to ensure a fair, distraction-free, and smooth process. All students must adhere to these guidelines to maintain the integrity of the assessment exercise environment.
2. Before an Assessment
 - a. Routine Preparation: ExamSoft assessments should be downloaded prior to arrival on the test day. Canvas assessments should be opened to confirm the student has access. Assessments should be loaded and ready on the student's laptop. Personal laptops, not tablets, must be used for ExamSoft assessments. Computer power cords and writing utensils should be readily available. Final preparation includes taking a restroom break before the scheduled test start time.
 - b. Personal Belongings and Electronic Devices: Phones, smartwatches, and other electronic devices must be on silent or turned off. Students must remove backpacks, bags, personal items, physical study notes/documents, phones, smartwatches, and other smart devices from the area immediately adjacent to their seat. Notes (e.g., sticky notes, pencil marks, etc.) on personal laptop computers should be removed prior to starting an assessment. All restricted items must remain stowed until a student leaves the classroom, or all other students finish the assessment.
 - c. Seating Selection: Where possible, students should sit one-per-table to maintain appropriate spacing between other test takers and to minimize distractions.
 - d. Laptop Privacy Screen Protectors: Privacy screen protectors are required and should be properly installed before an assessment begins. If a student arrives without a privacy screen applied to their laptop, proctors may assign specific seating to ensure assessment privacy.
 - e. Academic Integrity Acknowledgement: Before an assessment begins, students should affirm their commitment to honesty and integrity during the exam by appropriately acknowledging an academic integrity statement (e.g., first exam question, scratch paper statement).
3. During an Assessment
 - a. Testing Environment: Students should avoid any behaviors that could distract others, such as clicking pens, tapping feet, or making other repetitive noises. Students should also maintain a quiet demeanor throughout an assessment. Students should refrain from talking/whispering while in the testing room. If students need to communicate with the proctor, they should silently raise their hand and wait for assistance.
 - b. Refreshments: Drinks are allowed during an assessment. Food is not allowed unless medically necessary. Drinks must be handled in a way that minimizes distraction of others during an assessment.
 - c. Authorized Materials: Only instructor-authorized materials may be used during tests. Scratch paper will be provided as needed. Post-it notes, study materials, smart devices, graphing calculators, and any unauthorized aids are strictly prohibited. Students should clear their testing

- space of all unauthorized materials. Proctors may inspect the testing space, paper, or devices remaining in the area at any time during an assessment.
- d. Restroom Breaks: Students should minimize the need to leave the testing room as much as possible. If a student needs to use the restroom during an assessment, only one student should leave the testing room at a time.
4. After an Assessment
- a. Submission Confirmation: Students should not leave the testing room until they have confirmed that the test submission was successfully uploaded. A green ExamSoft screen appears when submission is successful. If submission is in question, the student may request confirmation from the proctor.
 - b. Laptop Computers: Once a student has completed an assessment and confirmed submission, their laptop should be closed to signal they have finished the assessment. If a student decides to stay in the room, they should not reopen their laptop nor access phones, smart devices, study material, or other personal belongings. Students should sit quietly awaiting further instructions after all students have finished the assessment.
 - c. Scratch Paper: If scratch paper was provided during the assessment, students must return it to the proctor before leaving the testing room. Students may not access phones, smart devices, personal belongings, or study materials until all assessment-related items are turned in.
 - d. Exiting: Once a student is finished with an assessment, they may leave the testing room. Students should exit the testing room in a manner that does not disturb others. Students are not permitted to re-enter until all students are finished with the assessment. Students who remain in the classroom after finishing should refrain from talking, whispering, or creating other distractions. Students who have exited should not linger or make noise near the testing room door.
 - e. Post-Assessment Discussion: Students must not discuss assessment materials with or near students who have not yet taken the assessment.

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* condition (e.g., physical, learning, or psychological) who needs to arrange reasonable accommodations, must contact the Assistant Dean for Student Affairs and the Office of Disability Services and Educational Access at the *beginning* of each academic year. If the diagnosis of the disability occurs during the academic year, the student must self-identify with the Director of Disability Services and Educational Access and the Assistant Dean for Student Affairs *as soon as possible* in order to get academic accommodations in place for the remainder of the year.

The Office of Disability Services and Educational Access is located in Room 226 of the University Student Center. The necessary form for self-identifying is available at <https://www.harding.edu/life-at-harding/disability-services/index.html>. 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*. Upon receiving the appropriate documentation approved by ADA guidelines, academic accommodations may be set up with the Assistant Dean for Student Affairs in collaboration with the Director of Disability Services and Educational Access and individual course coordinators. The Office of Disability Services and Educational Access may be contacted at DisabilityServices@harding.edu or 501-279-4019.

This statement represents responsiveness to federal expectations. It also reveals the desire on the part of the College 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 148 semester hours) with a passing grade in each course and with a 2.25 cumulative grade point average.
2. A minimum grade of "C" or equivalent in all professional coursework.

3. A minimum of 2.5 years of enrollment residence at Harding University College of Pharmacy.
4. Completion of all benchmark assessments as required throughout the didactic and experiential curriculum.
5. Recommendation by the faculty of the Harding University College of Pharmacy with satisfactory evidence of good interpersonal relations and professional conduct.
6. Payment of all financial obligations to the University.

Graduation Exercises

Pharmacy graduates participate in the commencement ceremony held annually at the end of the fall 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. Prior to commencement, cords and ribbons are given for graduates to wear indicating specific academic honors.

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; royal blue and orange cords indicate recognition of active involvement in the Student Society of Health-System Pharmacy. 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 the discipline of pharmacy.

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 Assistant Dean for Student Affairs. Graduation with honors is awarded and noted on pharmacy diplomas based on the following cumulative GPA achievements: summa cum laude for those with GPAs of at least 3.9; magna cum laude for those with GPAs of 3.75-3.89; cum laude for those with GPAs of 3.5-3.74.

NON-ACADEMIC POLICIES

Licensure as a Pharmacist

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.

Attitude and Conduct

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) Conduct in College-related Activities – Virtual Learning

The Code of Professional Conduct extends also to learning/interactions that occur remotely. Students utilizing technology for learning should actively engage in the learning process (i.e., live video on, ready to participate, professionally attired) and should minimize unnecessary distractions for other students (i.e., located in a quiet place, muted microphones, using virtual backgrounds, if necessary). Professional standards including appropriate dress and proper attention to personal hygiene extends to the virtual/remote learning environment. Students must be aware of and adhere to these expectations and requirements which are detailed in the section titled "Appearance" below. Students should plan ahead where possible to obtain reliable and consistent internet connectivity for remote/virtual learning to ensure engagement.

¹ Adapted from the *Pledge of Professionalism* adopted by the American Pharmacists Association-Academy of Student Pharmacists.

(vi) 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 particular attire and appearance. Students must be aware of and adhere to these expectations and requirements which are detailed in the section titled "Appearance" below.

(vii) 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 ensure 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.

(viii) 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 policies regarding personal wellness are published annually in the Harding University Graduate, Professional and Online Student Handbook.

(ix) Non-Academic Disciplinary Procedures

Any student who violates the Code of Professional Conduct is in conflict with the mission of Harding University and subject to disciplinary action, which is published in the HUCOP and Harding University Graduate, Professional and Online Student Handbooks.

Appearance

All members of the Harding community must dress with modesty and decency appropriate to the Christian lifestyle and consistent with professional employment standards. For these reasons, students, faculty, staff, and administration are expected to dress with the same modesty, decency and professionalism. Violations of the dress code will be referred to the Assistant Dean for Student Affairs.

Men and Women:

1. Clothing must be neat and clean. Shirts and shoes must be worn on campus at all times.
2. When wearing form-fitting attire (such as leggings), a mid-thigh or longer top must be worn.
3. Garments designed as underwear or sleepwear should not be worn as outerwear. Undergarments should not be visible.
4. Shorts should be mid-thigh or longer in length. Shorts are not permitted in classes or pharmacy practice experiences.
5. Clothing that displays material inconsistent with the mission of the University is prohibited.

Women:

1. Tops must have at least two-inch shoulder straps and not reveal cleavage or the midriff. Halter-tops are not permitted.
2. Skirts and dresses must have mid-thigh or longer hemlines and slits no higher than mid-thigh. Banquet dresses may be strapless, but 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 and must not reveal the chest and sides.
2. Caps, hats, and do-rags are not permitted in classes or pharmacy practice experiences.
3. Piercing is limited to the wearing of earrings and a small nose stud or ring.

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 or chest embroidery, 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, a dress, or trousers. No open-toed shoes are allowed on pharmacy practice experiences.

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 Assistant Dean for Student Affairs. Any charge should be submitted as soon as possible after the event takes place.
2. The Assistant Dean for Student Affairs may investigate 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 Assistant Dean for 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 Assistant Dean for 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 return 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 to the Provost using the [Harding University Complaint Form](#) available from the University consumer information page.

Background Checks and Drug Screening

The College of Pharmacy does not require a background check or drug screening prior to 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 are 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 may choose to conduct regular, random drug screenings each semester. A percentage of students in each cohort may be randomly selected by the Assistant Dean for Student Affairs for participation. Selected students receive notification and instructions for compliance with the drug screening process. The College and University have a right to require a student to immediately participate in a drug test (blood, urine, or hair follicle) or breath test. 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. A member of the Experiential Education team 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 Sciences (SCHS) buildings as well as to some of the interior classrooms and other spaces for health sciences students. The FCHS and SCHS are open to the public from 7 a.m. to 6:00 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 from 7:00 a.m. until 5:30 p.m. Pharmacy and physician assistant students may enter the buildings using their identification cards from 6 a.m. to 11:30 p.m. Sunday through Thursday and 6:00 a.m. to 1:00 a.m. Friday and Saturday, 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/room 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 regard 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. Students must obey any request to leave the building made by Harding Public Safety officers. Students not following any request of Harding Public Safety officers will be considered in breach of the Code of Professional Conduct.

Campus Health Care/Immunizations

The health and safety of our students is our top priority. The College continually takes measures to support, provide access to resources, and closely monitor health trends that may impact students. Students are required to follow established guidelines set forth by the University and College of Pharmacy. If warranted, the College may

shift its policies based on University guidance to ensure the health and safety of both students and faculty. Students who are not feeling well should contact the Assistant Dean for Student Affairs.

Student Health Services functions to promote all aspects of health for the Harding campus community. Student visits with an RN in Student Health are free, offering students help with minor illnesses/injuries, samples of over the counter medications, and facilitated connections to local physicians when needed. Harding students who would like access to a nurse practitioner at Student Health Services can sign-up and pay a fee of \$40 per semester. Student Health Services is located at 115 Dr. Jimmy Carr Drive and is open 8:00 a.m. to 4:15 p.m. weekdays during fall and spring semesters; it is closed during summer semester. 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 Student Health Services is HU Box 12271, Searcy, AR 72149-5615, 501-279-4346 (phone), 501-279-4577 (fax), studenthealth@harding.edu.

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:

- **Measles, Mumps, Rubella (MMR):** Two documented doses of MMR vaccine given at least 28 days apart or a positive titer are required. If a titer is negative, students must receive 2 doses of MMR vaccine.
- **Tetanus-Diphtheria-Pertussis:** Documentation of year that primary series (DPT, DTap) was completed and documentation of Tdap booster within the past 5 years is required.
- **Hepatitis B:** Three doses of Hepatitis B vaccine are required. In addition, a positive Hepatitis B Surface Antibody titer (blood draw) is required. This can take up to 7 months to complete. You must allow 30 days minimum between the final dose of series and titer. If a titer is drawn and is negative, students must receive three doses of Hepatitis B vaccine at appropriate intervals.
- **Varicella:** Evidence of varicella immunity is required by written documentation of one of the following: two doses of varicella vaccine at least 28-days apart or laboratory evidence of immunity (titer). If a titer is drawn and is negative, students must receive two doses of Varicella vaccine.
- **Influenza:** One dose of seasonal influenza is required every year.
- **Tuberculosis Screening:** Documentation of a negative TB status. This may include a two-step Tuberculin skin test (PPD), T-spot, or Chest X-ray. PPD results MUST be recorded in millimeters of induration. If any student has a prior positive PPD, he/she must contact the Office of Experiential Education. A one-step PPD is required annually after admission.
- **COVID-19:** Two doses of any vaccine against COVID-19 are required. No booster is currently required but is subject to changed based on experiential education sites.

Evidence of vaccination status must be provided in myRecordTracker (mRT). For questions about myRecordTracker contact the Office of Experiential Education at (501) 279-5517.

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.

Smart Devices

Out of courtesy for all those participating in the learning process, all cell phones, smart watches, laptops, and other smart devices must be turned to silent before entering any classroom, lab, or formal academic, performance, or experiential event. Cell phones or other smart devices 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 a smart device.

Computer Accessibility

Every student is required to have his/her own laptop computer and approved privacy screen upon entry into the program. The minimum requirements include but are not limited to a functional webcam and microphone, access to a functional Chrome browser, and compatibility with any required software/extensions. A complete list of requirements is provided after acceptance into the program. If a student chooses to use an iPad/tablet as part of learning, he/she should retain access to his/her own laptop computer that meets the minimum requirements for use during examinations.

Food in Classrooms

The consumption of food and beverages is not allowed in laboratories, including the Patient Skills Center patient rooms and lab (Farrar 103 and 104). Food and beverages are allowed in the classroom; however, food is not allowed during examinations and faculty may choose to disallow beverages during examinations. Students are reminded that professional behavior includes having respect for building furnishings, overall appearance, and maintaining a clean and safe learning environment. Professional behavior also includes cleaning up after oneself, minimizing clutter, and leaving no trash or spilled food or beverages behind. Demonstration of unprofessional behavior related to food, beverages, or other items may lead to the revocation of food privileges for the entire student body or charges filed against individuals through non-academic judicial procedures.

Student-led Fundraising and Events

Harding University is blessed with talented, caring, and generous students, faculty, and staff. All fundraising activities and student-led events must be approved by the College in accordance with University policies. In order to minimize scheduling conflicts, organizations must obtain approval for all sponsored events, activities, and fundraising from the Assistant Dean for Student Affairs (ADSA). Students should email requests to the ADSA. Students must include the following items in their request to the ADSA as appropriate: details of event/fundraiser, date, location, graphics for approval, and an estimate of spending on supplies and food. The ADSA will authorize the event and may seek guidance from the university student life office. Once the ADSA approves an event, the student organization will be notified, and the event will be placed on the college student calendar. Individuals wishing to raise funds related to any pharmacy practice experiences must submit plans for approval to the Associate Dean for Experiential Education. 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.

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 in Pipeline by searching "emergency text message opt-in." The information will also be communicated in 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. Any didactic classes missed due to inclement weather may be rescheduled at the discretion of the course coordinator and students are responsible for completing any coursework which may be assigned outside the normal class hours. 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 Kendall Hall next to the American Studies building overlooking the front lawn. 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 by calling 501-279-5000.

Blood Borne Pathogens and Universal Precautions

General Statement

All students are required to complete a yearly 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 the 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 Associate 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 (Appendix 6). This documentation should be submitted to the department chair for exposure during a didactic curricular component and to the Associate 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 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 setting on campus, 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.

Harding University Health Sciences

Blood Borne Pathogens and Universal Precautions Post-Exposure Checklist

- 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 Health-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 Health-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 (Appendix 6)
 - 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 501-279-5000 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 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: 501-279-5000

Searcy Police Department/Fire Department: 911

Campus Student Health Services: 501-279-4346

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 \$15.00. 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 student pharmacist must be properly worn and visible. When meeting another health professional or a patient, a pharmacy student must introduce him/herself as a student pharmacist and do so with sufficient clarity to ensure that the other person understands. Some pharmacy practice experience sites may require additional identification.

Students employed in healthcare fields or settings are not permitted to identify themselves as working on behalf of the College as a student pharmacist 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 Bible and World Missions Center (Room 313). The mission of the center is to provide caring and confidential services for the purpose of enhancing the quality of life experience while a student at Harding. The center is staffed by male and female counselors with many years of experience. Some of the areas of need for students

may include stress management, anxiety, personal/social conflicts, depression, and other adjustment difficulties than can develop in a college setting. In the event that a student is in need of medical or other specialized service, the center will assist in making an appropriate referral. A student may voluntarily request help, or they may be referred by a 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 by calling 501-279-4347 or emailing counseling@harding.edu. A student may find additional information and resources at <https://www.harding.edu/life-at-harding/counseling-center/index.html>. Student Health Services provides services as previously described in the **Campus Health Care/Immunizations** section of this handbook.

TimelyCare is also available via the TimelyCare app for 24/7 access to virtual care for mental and emotional support. Just like the Counseling Center, students have access to TimelyCare at no additional cost. The following are services offered by TimelyCare:

- TalkNow – 24/7, on-demand emotional support
- Scheduled Counseling – select the day, time, and mental health provider of your choice (12 visits per year)
- Self-Care Content – Yoga and meditation sessions and group conversations with TimelyCare providers on a variety of health and well-being topics

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 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.

Kevin Davis, assistant director of Public Safety, Amie Carter, assistant director of Human Resources, Amanda Colon, Graduate Hall Residence Life Coordinator, and Debra Nesbitt, Pryor Hall Residence Life Coordinator,

serve as Title IX Coordinators for the University. Sexual harassment claims against a student may be filed in the Office of Student Life in Hammon Student Center 218 or in the Office of Public Safety in the Kendall building. Claims against a faculty or staff member may be filed with the Office of Human Resources in Ezell 130. 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 on [Harding's Public Safety webpage](#).

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, Professional and Online Student Handbook.

Statement of Non-Discrimination

Harding University does not unlawfully discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX, including employment and admission. The University maintains its right to uphold and apply its religious beliefs with regard to sexual orientation and gender identity, however, the University has no tolerance for any form of Sexual Misconduct committed against any individual, regardless of the individual's sexual orientation or gender identity.

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. Your University ID and vehicle information are required to register. If there are questions, call the Office of Parking & Transportation Services at 501-279-5000.

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 campus must be properly licensed and registered with the Office of Parking & Transportation 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 affixed to avoid penalty.
5. Specific registration instructions can be found online at [Student Instructions for Registration](#). Annual vehicle registration is \$40.
6. Students who change vehicles during the school year must transfer their permit by affixing the permit to the new vehicle and updating the vehicle information online. Students should contact the Office of Parking & Transportation Services for any assistance with the transfer of vehicles, if needed.
7. The Office of Parking & Transportation Services may utilize online resources to identify the owners of unregistered vehicles. Unregistered student-owned or student-driven vehicles may be registered by the Office of Parking & Transportation Services and all applicable fees and fines will be applied to the student's account. Unregistered vehicles that accrue a minimum of five (5) citations may be towed at the owner's expense.
8. 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 & Transportation 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 & Transportation Services.

3. Students bringing trailers to campus must gain permission from the Office of Student Life. Upon approval, the trailer must be registered with the Office of Parking & Transportation Services and a specific parking area will be designated at that time.
4. Students may not store or drive golf carts or all-terrain vehicles (ATVs) on campus without prior approval from the Office of Student Life.
5. When leaving campus for school trips or vacations, students must leave their vehicle parked in student parking (not in areas designated as "No Parking Curfew to 7 a.m."). If leaving the vehicle on campus for an extended period of time, please contact the Office of Parking & Transportation Services.
6. Students who park illegally because of car failure should notify the Office of Parking & Transportation Services immediately. The vehicle must be moved within 24 hours unless other arrangements are made with the Office of Parking & Transportation Services.

Rules and Regulations

1. Every person operating a vehicle on campus is held responsible for acquainting themselves with and obeying the traffic and parking regulations of the University.
2. Vehicles must be parked in designated slots.
3. Vehicles are considered parked when left unattended.
4. Citations are written 24 hours a day, seven days a week. Citations may be written hourly for any offense. For example, if a vehicle is parked illegitimately in a handicap slot, loading zone, or staff area, it is subject to a ticket every hour (see also towing policy).
5. Reserved slots are restricted 24 hours a day.
6. Visitor slots are reserved for non-university-affiliated visitors and are reserved 24 hours a day.
7. Faculty and staff parking (red-striped) is reserved Monday through Friday from 7:30 a.m. until 5:30 p.m.
8. Students may park in faculty and staff areas (i.e., red-striped slots) Monday through Friday from 5:30 p.m. to 7:30 a.m. and on weekends.
9. Loading zones are designated for the loading and unloading of vehicles close to the respective building. Drivers will be given 15 minutes to load or unload their vehicle and will be expected to move their vehicle to a legitimate parking slot.
10. Service zones are for maintenance and emergency vehicles only. Students are not permitted to park in these areas.
11. Overnight parking (midnight to 7 a.m.) is NOT allowed on the north side of campus and where otherwise posted.
12. Double parking is not permitted on the campus at any time.
13. Parking is prohibited in the following areas: all areas not distinctly designated as parking areas; service lane zones and roads (including circle drives); traffic lanes within parking lots; on the grass or sidewalks; on a pedestrian crossing.
14. Students driving vehicles with faculty/staff stickers are required to park in student parking.
15. Handicap parking (blue-striped) will be enforced according to state and federal regulations.
16. Students are not authorized in specialized parking areas as designated by yellow lines.

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.

Appeals Process

To contest a parking citation, an appeal must be submitted within 10 days of the citation issue date to the Parking Appeals Committee through The Permit Store website at harding.thepermitstore.com following the steps under Pay/Appeal Citation. The Appeals Committee is composed of Harding University faculty and staff members. Committee members review each appeal and make their decision based on the information contained in the appeal as well as information from the citation itself. For more information, please visit <https://www.harding.edu/life-at-harding/campus-safety/parking-registration/index.html>.

Towing Policy

The University reserves the right to remove 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, excessive parking violations, 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 & Transportation Services is responsible for regulating and enforcing traffic and parking regulations.
2. All parking violations should be handled through the Office of Parking & Transportation Services located in the Kendall building.
3. All traffic accidents or mishaps should be handled through the Office of Public Safety by calling 501-279-5000.
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 paid either online or at the Business Office. After 10 days, fines will be turned over to the Business Office with a \$5 late fee and forfeit of appeal. Specific penalties for each fine can be found online at [Parking&Registration/Penalties for each violation](#).

Transportation/Housing

Pharmacy practice experiences 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 may assist with locating suitable housing during the didactic portion of the professional curriculum, but the student is ultimately responsible for making adequate housing arrangements. Likewise, the Office of Experiential Education may assist with locating suitable housing when a student is assigned to a remote experiential site during the final 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 rules and guidelines can be found in the [Graduate, Professional and Online Student Handbook](#). Any conflicting policies may be discussed with the Assistant Dean for 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 Coordinators, Kevin Davis, assistant director of Public Safety, and Amie Carter, assistant director of Human Resources. Sexual harassment claims against a student may be filed in the Office of Student Life located in Hammon Student Center 218 or in the Office of Public Safety in the Kendall Building room 117. Claims against a faculty or staff member may be filed in the Office of Human Resources in the Ezell Building room 130.

The Accreditation Council for Pharmacy Education (ACPE) has an obligation to assure itself that any institution which seeks or holds a pre-accreditation or accreditation status for its professional program(s) conducts its affairs with honesty and frankness. Complaints from other institutions, students, faculty, or the public against a college of

school of pharmacy, including tuition and fee policies, and as related to ACPE standards, policies or procedures, shall be placed in writing in detail by the complainant and submitted to the ACPE office.. 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, Professional and Online 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 Graduate and Professional Academic Affairs Committee, Academic Performance and Standards Committee, and Academic Integrity Committee. Both a college and university student government organization are in place to 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. A faculty advisor and student liaison to the American College of Clinical Pharmacy (ACCP) are also appointed. Meetings provide a forum for discussion of matters relating to scholarly, scientific, and professional attitudes and performance among student pharmacists and serve to familiarize students with problems confronting and conditions existing in the pharmacy profession. The Assistant Dean for 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 student pharmacists 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 cohort 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 celebration.

American Pharmacists Association-Academy of Student Pharmacists (APhA-ASP). The APhA-ASP mission 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 largest association of pharmacy professionals in the United States, representing 60,000 pharmacists, student pharmacists, and pharmacy technicians in all patient care settings, including hospitals, ambulatory clinics, and health-system community pharmacies. 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 pharmacists that can be officially recognized by ASHP to complete the “triad” relationship between ASHP, the ASHP state affiliate organization, and the SSHP. The ASHP state affiliate organization in Arkansas is the Arkansas Association of Health-System Pharmacists (AAHP). The [Pharmacy Student Forum](#) serves as the organizational home within ASHP for student pharmacists.

National Community Pharmacists Association (NCPA) – Mark Riley Chapter. The National Community Pharmacists Association (NCPA) brings student pharmacists together to shape good ideas into best practices and to turn challenges into innovations. NCPA offers student pharmacists a wide array of opportunities to develop leadership skills, advocate for the profession, 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 seeks to advance pharmacy through sustained intellectual leadership. As the academic honor society in pharmacy, the Society encourages and recognizes excellence in intellectual achievement, stimulates critical inquiry to advance pharmacy, contributes to the development of intellectual leaders, promotes highest ethical standards, and fosters collaboration. Membership in the Rho Chi Society is a privilege accorded to the very few who distinguish themselves by their academic and professional achievements (<http://www.rhochi.org/about/>).

FINANCIAL ASSISTANCE

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

These funds are administered wholly or in part by the Office of Financial Aid Services. Requests for information and assistance should be directed to Harding University, Box 12282, Searcy, AR 72149-5615; telephone 501-279-4081 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) at studentaid.gov.
3. Submit any follow-up documentation as required. Any incomplete requirements will be indicated in the student's Pipeline account.

In most cases, to qualify for financial aid, a student must be enrolled in accordance with half-time status requirements (4 hours each semester). Before enrolling for less than half time, students should contact the Office of Student Financial Services to discuss their financial aid options.

Financial aid awards are based on current federal and state regulations. 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.

Financial Aid Budget Limitation: Aid in the form of need-based grants, scholarships, student loans, parent loans, and work 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 website for a listing of all financial aid budget components.

Return of Federal Aid Funds (Title IV): Professional students receiving Title IV financial aid (federal loans, etc.) and who withdraw, drop out or are dismissed are subject to a calculation to determine the amount of federal aid that was "earned" and "unearned" for the semester. The earned aid is calculated by comparing the number of days completed against the total days in the semester (including weekends). For example, if a student completed 29 days of a regular 116-day semester, the student will be determined to have earned 25% of total aid eligibility. Once the student has completed at least 60% of the semester, all aid is considered earned.

If total federal aid disbursements are less than the amount earned by the student, the student or parent (in the case of a parent loan) will be eligible for a post-withdrawal disbursement. Borrowers eligible for a post-withdrawal disbursement will be notified of their eligibility within 45 days after beginning the withdrawal process and must respond to the aid offer within 14 days.

If total federal aid disbursements are greater than the amount earned by the student, ***the student will owe a balance to the University and/or the federal government.*** Unearned funds must be returned within 30 days in the following order:

- Federal Direct Unsubsidized Loan
- Federal Direct Subsidized Loan
- Graduate PLUS Loan

Please refer to the Registration Policies and Withdrawal Procedures section of the catalog for detailed withdrawal procedures. Students who stop attending classes without withdrawing, as well as students who receive all failing grades, will be considered unofficially withdrawn. The withdrawal date for all unofficial withdrawals will be determined by the appropriate academic dean according to the last academic activity completed.

Financial Aid Probation and Suspension: Students who receive Title IV financial aid must make satisfactory progress toward a degree by maintaining a cumulative grade point average of at least 2.5 by the completion of the first professional year in attendance. In addition, students must successfully complete at least two-thirds of the overall credit hours attempted cumulatively. All students must complete all coursework within 150% of the published length of the program. All hours of enrollment after the free drop/add period are considered attempted hours. Earned hours include all courses from which the student has not withdrawn.

Enrollment progress and grade point average monitoring occur at the end of each fall, spring, and summer term. Failure to maintain the required grade point average or successfully completing degree work as specified will result in financial aid warning status. Warning status is removed at the end of the semester the student has satisfied the grade point average and enrollment criteria. Failure to remove financial aid warning status at the end of said 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 Assistant Dean for Student Affairs. Contact finaidgrad@harding.edu for additional information. Students approved by appeal will automatically be placed back in financial aid probation status for the first semester of renewed aid eligibility.

Additional details regarding these financial aid policies are available in the Harding catalog under Financial Information > Graduate and Professional Programs: > Financial Aid.

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 Direct Student Loans: The Federal Direct Student Loan program makes loans available to graduate students. Loans are electronically processed by the Financial Aid Services Office. Repayment begins six months after students cease half-time enrollment. Graduate students are only awarded unsubsidized loans, which accrue interest while in school.

Graduate/Professional PLUS Loans: Graduate and professional degree students are eligible to borrow under the PLUS loan program up to the cost of attendance less other financial assistance. Applicants must be credit-worthy or apply with a credit-worthy endorser. Applicants are required to have applied for their annual loan maximum under the Federal Unsubsidized Direct Loan program before applying for a Graduate/Professional PLUS loan. Contact the Office of Financial Aid Services for additional information. Applications can be completed at studentaid.gov.

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/Tuition Assistance Programs

The Honors, Awards, and Scholarships Committee reviews all candidates for honors, awards, and scholarships.

Currently available scholarships and financial aid include:

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

Arkansas Pharmacy Foundation Scholarship. This scholarship is awarded to a student who has expressed an intent to practice in Arkansas after graduation, has demonstrated leadership skills, and is a member of at least one student organization affiliated with a national pharmacy organization.

Arkansas State Board of Pharmacy Rural Loan Program. This program was established by the Arkansas State Board of Pharmacy to provide tuition loans to a select number of pharmacy students who intend to work in rural Arkansas communities of less than 15,000 people and which are at least 15 miles from the nearest incorporated municipality/city with 50,000 or more inhabitants. The tuition loan does not require repayment if the graduate works full time as a pharmacist for 36 consecutive months in an eligible community.

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 students who possess strong leadership ability, academic and professional promise, and exemplify the ideals of Harding University College of Pharmacy.

Gay Nell Hixson Memorial Scholarship. This scholarship is awarded to applicants who demonstrate scholarship, leadership, diligence, capability, and financial need. Recipients shall maintain a satisfactory grade point average and a good reputation among faculty and students.

Gateway for Onboarding Learners of Distinction (GOLD) Scholarship. This scholarship is intended to guarantee highly qualified undergraduate students a position in the College of Pharmacy Pharm.D. program after the successful completion of prerequisite courses and maintenance of certain. A scholarship based on prerequisite GPA is offered. This scholarship is renewable in remaining years by maintaining a cumulative GPA of at least 3.5, participating in one or more pharmacy professional organizations, and adhering to the HU Code of conduct and HUCOP professionalism standards.

Mark Story Endowed Scholarship: This scholarship was established by the Mark Story family and is awarded to a P3 or student in their final professional year pursuing a focus in pharmacy management who has a cumulative GPA of at least 3.0 and is in good academic standing. Preference is given to those completing a M.B.A. in addition to their Pharm.D.

Mickey and Sue Hixson Endowed Scholarship: This scholarship is awarded to a recipient who has an excellent work ethic, integrity, character, dedication to family, demonstrated capability, financial need, and who consistently serves others with a smile. Recipients shall maintain a satisfactory grade point average as well as be highly regarded among the faculty, staff, and students.

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

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

Walgreens Multilingual Scholarship. This scholarship is awarded to a single student who is fluent speaking in one or more languages in addition to English with an interest in community pharmacy.

Veterans Programs

Veterans, spouses, and departments must apply for education benefits through the Department of Veteran Affairs (VA), and once approved, forward a copy of their Certificate of Eligibility to the VA School Certifying Official (SCO). The SCO is located within the Office of the Registrar. The following VA education benefits are approved for use at Harding University: Post 9/11 GI Bill® - (including the Fry scholarship and Edith Nourse STEM scholarship), Montgomery GI Bill® - Selected Reserves, and Dependents Education Assistance program.

*GI Bill® is a registered trademark of the U.S. Department of Veteran Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>

Students working on any graduate level degree or graduate level coursework do not qualify for Yellow Ribbon funds at Harding University.

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.

Additional information about Veterans programs for graduate/professional students is located in the [Graduate-Professional Catalog: Financial Policies](#).

Vocational Rehabilitation

If students are permanently disabled, they 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. Students should apply directly to the vocational rehabilitation counseling service of their state Department of Education.

EXPENSES

Typical Expenses

A typical resident student taking at least 7 hours during the summer and 12 hours during the fall or spring semester can expect the following program costs for the 2024-2025 academic year. Please note these rates and miscellaneous fees are subject to change without prior notice.

Upon acceptance to the College of Pharmacy, students must submit a \$450.00 non-refundable tuition deposit. This deposit is applied toward the first semester's tuition. Tuition for students taking fewer than 7 hours per summer term or fewer than 12 hours per fall/spring term will be priced at \$1,181/credit hour.

	Summer	Fall/Spring
First - Third professional years	\$8,861	\$19,908/semester
Final professional year	\$1,181/credit hour	\$1,181/credit hour

Other expenses include University technology fee \$336 per semester in fall/spring and \$28/hour in summer; books/equipment – estimated to be \$600 - \$1000 per year; travel to practice sites estimated to be \$200 per practice experience in the first through third professional years. Additional travel to practice sites during the final year is estimated to be \$500 per practice experience; graduation fee of \$335. Other student costs may include laptop computer, room & board, health insurance, professional liability insurance, costs associated with clinical sites such as food, lodging (if required) and depending on the site requirements such as criminal background checks and/or drug screenings, etc. All of these are approximate costs and are subject to change.

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. Exceptions are 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 \$30 service charge on all dishonored paper checks and a \$35 service charge on all dishonored electronic 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 (Transact/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.

Students wishing to apply for financial aid must complete a Free Application for Federal Student Aid. Deadlines must be observed and supporting documents may be required. Applications must be completed each year the student requests financial aid. Students must be sure to observe filing dates for the following school year.

Students are notified periodically of documentation (if any) that is missing from their financial aid file.

- 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 considers 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

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 student pharmacists 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 University 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 selected member at the discretion of the organization being represented;

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 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 the 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 the Council of Students should not establish an undesired precedent.
- (h) There should be sister organizations at other pharmacy schools.

Article V

Council of Student (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 Assistant Dean for Student Affairs. In case of an unqualified candidate, they shall be asked to withdraw their 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 their 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, they automatically hold that office.

Section 2. Class Officer Elections

- (a) Candidates for first year (P1) class officers shall file intent to run during the first week of September of the P1 year. The Intent to Run Form as well as the Constitution and Bylaws are available from the COS Parliamentarian. Verification of each candidate's GPA shall take place in the same week with the Assistant Dean for Student Affairs. In case of an unqualified candidate, they shall be asked to withdraw their name from the ballot prior to the election.
- (b) Elections of P1 class officers begin in the second week of September 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 Vice President of the third year (P3) class will serve as President Pro-Tem of the P1 class. The term of President Pro-Tem will end upon election of P1 class officers.
- (d) P2, P3, and P4 professional year 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 Assistant Dean for Student Affairs. In case of an unqualified candidate, they shall be asked to withdraw their name from the ballot prior to the election.
- (e) Elections of P2, P3, and P4 professional year students 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 professional year 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, 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 Assistant Dean for Student Affairs. In case of an unqualified candidate, they shall be asked to withdraw their 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 their term of office or vacating of their 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.
- (h) There shall be no campaigning the day of the election; e.g., posters, flyers, 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 them 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. They shall chair the Executive Committee, appoint members of standing committees, and create such other committee(s) and appoint members thereon as they deem advisable, and to appoint all officers not otherwise provided for, with the approval of the Council of Students Executive Committee. The President shall be an *ex-officio* member of all standing Council of Students committees. The President shall be charged with the responsibility of executing the mandates of the Council of Students. They shall not waive their 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 with the faculty and/or administration of Harding University. It shall be the duty of the outgoing President to transfer to the newly elected Council all papers, files, 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 their dismissal, or after their resignation from the Council. They 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. The Vice President shall keep an up-to-date calendar 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. They 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 they shall account for the same. The Treasurer shall sign all requests 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. 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. They shall turn over to their successor all vouchers, books, files, and papers belonging to the Council at the end of their term. The Treasurer will also uphold and support the following guidelines:

It shall be the duty of the COS faculty advisor to scrutinize the budgets prepared by the Presidents of each organization in the spring following the elections. 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 limit without the approval of the Council. No organization, excluding the senior class or person may receive more than \$1,750 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 professional meetings. Receipts are necessary and the organizations are encouraged not to send the same persons to conventions.
- (b) Meal expenses for professional meetings will be separated from other professional meeting expenses. COS will reimburse up to \$10 per day with receipts.
- (c) Half of the funds provided by COS for professional meeting 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 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 per semester for "food for finals."
- (i) There will be a \$50 allowance for office supplies.
- (j) There will be a \$25 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.

Section 5. Parliamentarian

The Parliamentarian of the Council of Students shall be responsible for obtaining adequate knowledge of parliamentary procedure according to the most recent edition of Robert's Rules of Order. They shall also be custodian and guardian of the Constitution and Bylaws of the Council. It will be their responsibility to pass the Constitution to the following council each May. The Parliamentarian shall derive all their 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 the Harding University College of Pharmacy. This committee shall keep its activities within the guidelines of the University 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.

Article X

Parliamentary Ruling

Section 1. The Council of Students shall be governed by the most recent edition of Robert's Rules of Order 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 Council of Students Executives. 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, 5/20/21

STUDENT RECORDS AND RIGHTS 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, email 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 Office of the Registrar.

UNIVERSITY CALENDAR (available at www.harding.edu/calendar)

Summer Semester 2024

Online Classes Begin	June 3
P1 Orientation (part 1)	June 3–4
4 th of July Holiday	July 4
End of Summer term	July 26

Fall Semester 2024

P1 Orientation (part 2)	August 14–16
Classes begin	August 19
Fall Break	October 4
Thanksgiving Break	November 25–29
Final Examinations	December 9–13
Commencement	December 14
Christmas Break	Dec 18 – Jan 8

Spring Semester 2025

Classes begin	January 13
Martin Luther King, Jr. Holiday	January 20
Spring Break (P1-P2)	March 24–28
Final Examinations	May 5–9

THE HARDING ALMA MATER

**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 AND FUNDRAISING

To minimize schedule conflicts, the Assistant Dean for Student Affairs (ADSA) in the Office of Student Affairs (OSA) will review and approve events. The ADSA must approve all student organization sponsored events, activities, and fundraising. Students should email requests to the ADSA. Students must include the following items in their request to the ADSA as appropriate: details of event/fundraiser, date, location, graphics for approval, and an estimate of spending on supplies and food. A spreadsheet from the ADSA will be shared with student organization and class/cohort leaders to request dates for meetings and events. Once a meeting or event is approved, it will be marked as such on the spreadsheet, and placed on the HUCOP student and room calendars. It is the responsibility of the student organization to monitor the spreadsheet for approvals and other communication. The student organization or class/cohort Treasurer will maintain all the financial records for each organization.

HUCOP – PROVIDED STUDENT ORGANIZATION FUNDS (DEAN'S FUND)

Each year, student organizations and classes/cohorts will be given funds by the College for supplies and travel. Budgets and funds from the Dean's Office follow the University fiscal year, which begins July 1 and ends June 30. Funds that are not used during the fiscal year are returned to the University general fund.

Appropriate uses of HUCOP-provided funds are as follows:

- Materials, supplies, and refreshments for meetings or 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
- Materials, supplies, and refreshments for social events designed to encourage camaraderie involving a majority of the organization or student body (must be approved in advance)

The dean's 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 agency account or donations from students or others.

Gift cards purchased to be presented to guest speakers or student competition judges will require the completion of an IRS 1099 form by the individual receiving the gift.

The student organization faculty advisor or Treasurer must notify the Program Manager, Mrs. Spelce, in the Dean's Office regarding the amount of funds authorized to be reimbursed to the student(s). The preferred method of payment for purchases made from outside vendors is direct to the vendor. If payment cannot be made in this fashion, a paid invoice or receipt must be submitted to the Dean's Office after a purchase is made by a student. In order to be reimbursed with HUCOP-provided funds, the original receipt(s) must be submitted to the Dean's Office within 30 days of the expenditure. It can take 5-7 business days for reimbursements to be processed. For Dean's Office reimbursements, the organization or class/cohort Treasurer must submit all receipts from the vendor along with a completed and signed HUCOP Student Activities Reimbursement Request (Appendix 1). This form requires the signature of the advisor and the Treasurer. The ADSA is available to answer questions regarding the approval of spending, but the ultimate decision is made by the advisor. 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. 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/hotel, travel must be arranged through the Dean's Office to make the purchase on behalf of the student(s) traveling. Receipts older than 30 days may not be reimbursed or, if paid, may be considered taxable income in accordance with IRS policies.

Students requesting professional travel during an academic semester, must comply with the guidelines provided in the HUCOP Student Handbook. Students must complete and submit a Student Travel Request form (Appendix 2) to the advisor of the student organization at least 30 days prior to the scheduled travel. A copy of the form(s) should be provided to the OSA and the Dean's Office. 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.

STUDENT ORGANIZATION – GENERATED FUNDS (AGENCY ACCOUNT)

Student organizations are responsible for maintaining a current financial statement of all funds – raised or donated -- and expenses. For an individual to receive reimbursement from a student organization, an original receipt must be submitted to the organization's Treasurer.

For agency account reimbursements, the organization or class/cohort Treasurer must submit all receipts from the vendor along with a completed and signed Harding University Student Activities Check Request (Appendix 3) to the HU Business Office. The receipts are to be attached with paper clips (no staples) and delivered to the business office which is located in the lobby of the Administration Building. Alternatively, the Treasurer can scan the completed forms along with the receipts to Tish Elrod via email at telrod@harding.edu. The Treasurer is responsible for completing and submitting all forms and receipts. It can take 5-7 business days for reimbursements to be processed.

FOOD

Aramark holds an exclusive catering contract with Harding University for events held in the rooms located in the David B. Burks Heritage Building. For events that require Aramark catering, the Program Coordinator will schedule and place the catering order on behalf of HUCOP student organizations. For events not located in the David B. Burks Heritage Building, the student organizations may purchase or accept contributions of food from outside vendors or individuals. Events held in Cone Chapel and the Arkansas, International, or Founders rooms will be charged a setup fee.

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 a request via email to the ADSA. Contact the OSA for room reservations at other locations on or off campus.

STUDENT ORGANIZATION BUDGET, FINANCIAL RECORDS and PROCEDURES

Each organization will use the Excel spreadsheet provided by the ADSA to develop a budget and maintain all financial records.

At the beginning of the fall semester, each student organization must submit a budget outlining the use of the supplies and travel funds allocated to the organization from the Dean's Office and the agency account to the ADSA. **Disbursement of funds is contingent upon submission of the student organization budget.**

The student organization Treasurer will maintain all the financial records for the organization. During the first week of each month, the Treasurer will submit a report regarding the financial records from the previous month to their organization advisor and the ADSA.

To purchase supplies at Walmart, student organizations may use the University Walmart card if a submission is placed at least four (4) days prior to the purchase. Additionally, there must be sufficient funds available in the organization's Dean's Office funds. The Walmart card is ONLY available for Dean's Office funds purchases. Contact the Dean's Office for assistance.

STUDENT ORGANIZATION MINUTES

The student organization Secretary and/or President will use the template provided by the OSA to generate a meeting agenda and take minutes. Minutes will be taken for all executive and general meetings and guest presentations. The minutes and attachments will be sent via email to the Program Manager.

STUDENT ORGANIZATION ACTIVITIES

The President of the student organization will use the template provided by the OSA to submit a report of all the organization's monthly activities. The report will be uploaded into the organization's Canvas course and submitted to the ADSA and Dean.

Appendix 1: Student Organization Activity Reimbursement Request**HUCOP Student Activities Reimbursement Request**

Organization Name: _____

Date: _____

H#: _____

Name : _____

Address, City, State: _____

(address must be included for payment):
_____Purpose of check: _____

Amount of Reimbursement: \$ _____

(direct deposit)

Reimbursement request must be signed by both the Faculty Advisor & Treasurer:

Faculty Advisor: _____

Treasurer: _____

Appendix 2: Harding University Student Travel Request Form**HUCOP Student Travel Request Form**

Must be submitted ONE month prior to the scheduled travel

Name: _____ Date: _____

Reason for trip: _____

Actual Meeting Date: _____ HUCOP Absence: _____ to _____

Student Organization: _____ Amount Requested \$ _____ Amount Funded: \$ _____

What will be missed while you are gone? (Circle all that apply) Classes Mentor-Mentee IPPE

Class	Course Coordinator Signature	Class	Course Coordinator Signature	Class	Course Coordinator Signature
PHA _____	_____	PHA _____	_____	PHA _____	_____
PHA _____	_____	PHA _____	_____	PHA _____	_____
PHA _____	_____	PHA _____	_____	PHA _____	_____

Mentor Signature: _____ **PCC Coordinator Notified? Yes / No**

 Date

IPPE/EE Approval Signature: _____

 Date
Department Chair Approval:

 Pharmacy Practice / Date Pharmaceutical Sciences / Date

Organization Advisor Approval Signature: _____

 Date

Student Signature: _____

 Date

Additional Information – attach a page or use the back of the form:

Cc: Assistant Dean for Student Affairs, Dean's Office, and Program Manager

This document to be retained by the student organization.

Appendix 3: Harding University Student Activities Check Request



HARDING UNIVERSITY Student Activities Check Request

ACCOUNT NAME: _____

ACCOUNT NUMBER: _____

PAY TO: _____ DATE: _____

***H# Required for Individuals,
NOT for businesses or
organizations.***

H# of PAY TO: _____ NOT for businesses or organizations.

PRINT COMPLETE ADDRESS OF PAY TO: Required

CHECK ONE: **Mail** _____
 Pick Up

Purpose of check (i.e. Jerseys, reimbursement for...)	Amount of Check:
	\$

Check request must be signed by both Faculty Advisor & Treasurer:

FACULTY ADVISOR: _____

TREASURER:

[illegible]**BUSINESS OFFICE USE ONLY**

Check#: _____ Transaction# _____ Date Mailed or Picked Up: _____

Appendix 4: Entrustable Professional Activities (EPAs)

Activity
1. Collect information necessary to identify a patient's medication-related problems and health-related needs.
2. Assess collected information to determine a patient's medication-related problems and health-related needs.
3. Create a care plan in collaboration with the patient, others trusted by the patient, and other health professionals to optimize pharmacological and nonpharmacological treatment.
4. Contribute patient specific medication-related expertise as part of an interprofessional care team.
5. Answer medication-related questions using scientific literature.
6. Implement a care plan in collaboration with the patient, others trusted by the patient, and other health professionals.
7. Fulfill a medication order.
8. Educate the patient and others trusted by the patient regarding the appropriate use of medication, device to administer a medication, or self-monitoring test.
9. Monitor and evaluate the safety and effectiveness of a care plan.
10. Report adverse drug events and/or medication errors in accordance with site specific procedures.
11. Deliver medication or health-related education to health professionals or the public.
12. Identify populations at risk for prevalent diseases and preventable adverse medication outcomes.
13. Perform the technical, administrative, and supporting operations of a pharmacy practice site.

Appendix 5: Pharmacists' Patient Care Process (PPCP)

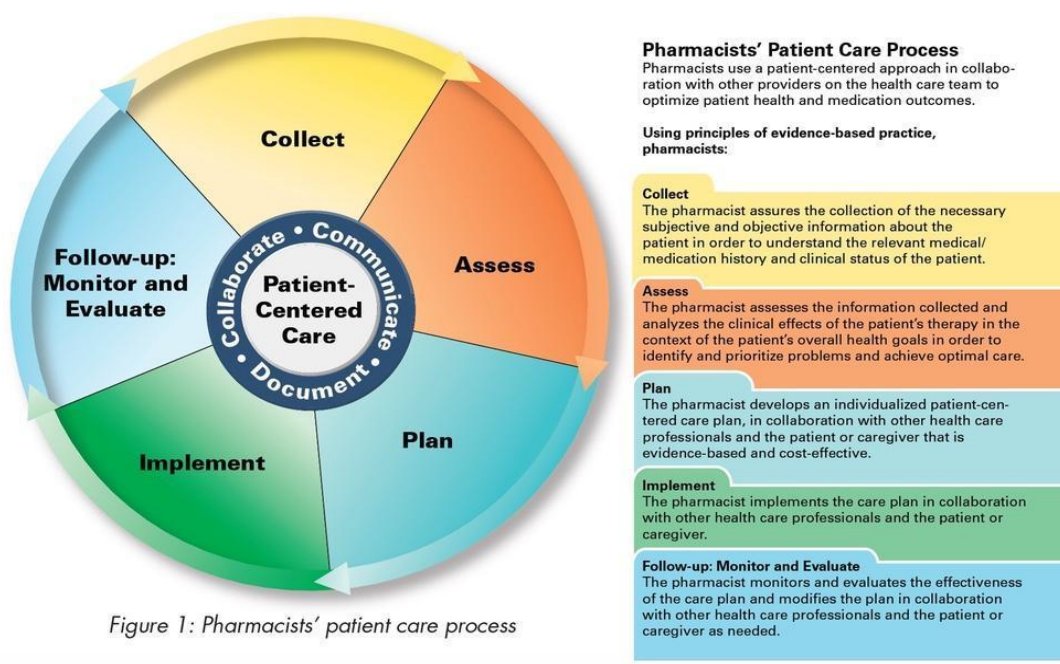


Figure 1: Pharmacists' patient care process

Appendix 6: Health Sciences Student Blood Borne Pathogen Exposure Form



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