



*Excellence With Caring*

# Florida Agricultural and Mechanical University

TALLAHASSEE, FLORIDA 32307

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COLLEGE OF PHARMACY AND  
PHARMACEUTICAL SCIENCES, INSTITUTE OF  
PUBLIC HEALTH



## Student Pharmacist Handbook: Decanal Statement 2020

Dear Student Pharmacist:

Hello, and welcome to the most significant colleges of pharmacy in America. It is one that is expert in transforming the first generation, first in college, and in the health professions to highly skilled practitioners. To accomplish this transformation, learners must invest their focused energies and devotion to learning.

The College of Pharmacy and Pharmaceutical Sciences, Institute of Public Health (CoPPS, IPH) is a comprehensive school on the campus of a university that offers diverse degree options. Internally, dual degrees in the pharmaceutical sciences and public health present as opportunities. The MBA through the School of Business and Industry is yet another opportunity.

The curriculum is the most difficult that you will have experienced. Its content is dense, replete with challenges such as learner medical terminology, definitions, and applications. Mastery of the competencies for each course is well within your abilities.

The Student Pharmacist Handbook is your guide – peruse it and become very familiar. Ask questions if something is not clear. Ask in the beginning as opposed to after the fact.

Professionalism is just one aspect of the PharmD program, but it is of considerable importance to becoming a practitioner. Honesty is a parallel attribute that is so much of how the lay public views pharmacists. Rules, regulations, and laws guide the profession. Student pharmacists are expected to exhibit professionalism from the start and to grow throughout matriculation.

Please become very familiar with the useful information contained in this Doctor of Pharmacy (PharmD) Academic Policy Handbook. You will find it to be most useful for your progression.

Also contained in this handbook is information regarding the various student organizations, the annual Career Fair, and Community Outreach and the Service-Learning Program. These opportunities, especially membership in and leadership posts in student organizations, are key to a well-rounded pharmacy school

experience, and to laying the foundation for success. Success in both competing for a practice position, and in seeking to become a clinical specialist. To accomplish the latter, learners must exhibit more than success in academics. The College has experienced tremendous success in placing graduates in residency training. And, placement in second-year post-graduate training slots are populated by FAMU alumni.

Staff and faculty are investors in your success. The role of learners is to engage them and to seek advice and counsel as soon as difficulty in life or academics occurs. By doing so, the College can assist you in altering what would otherwise be an obstacle to timely progression.

Very truly yours,

Johnnie L. Early, II, PhD, RPh, Fellow NPhA  
Dean and Professor

FLORIDA A&M UNIVERSITY  
NON-DISCRIMINATION POLICY STATEMENT

It is the policy of Florida A&M University that each member of the University community is permitted to work or attend class in an environment free from any form of discrimination including race, religion, color, age, disability, sex, sexual harassment, sexual orientation, gender identity, gender expression, marital status, national origin, and veteran status as prohibited by State and Federal Statutes. This commitment applies to all areas affecting students, employees, applicants for admission and applicants for employment. It is also relevant to the University's selection of contractors, suppliers of goods and services and any employment conditions and practices.

Questions concerning this policy and procedures for filing complaints under the policy should be directed to Mrs. Carrie M. Gavin (EOP Director/University Title IX Coordinator), located in the Office of Equal Opportunity Programs. Please also see [University Regulation 10.103 Non-Discrimination Policy and Discrimination and Harassment Procedures](#) and [University 10.112 Consensual Relationships](#).

The Affirmative Action Plan/Programs for *Minorities and Women* is available for review ONLY at the Office of Equal Opportunity Programs by anyone, upon request, during regular business hours (Monday through Friday, 8am-5pm).

The Affirmative Action Plan/Programs for *Veterans and Persons with Disabilities* is available for review by anyone, upon request, during regular business hours (Monday through Friday, 8am-5pm) at the following locations:

[EEOC Training](#)

Office of Human Resources

Florida A&M University  
211 Foote-Hilyer Administration Center (FHAC)  
Tallahassee, FL 32307  
(850) 599-3611

Office of Equal Opportunity Programs

Florida A&M University  
674 Gamble Street  
Tallahassee, FL 32307  
(850) 599-3076; TDD (850) 561-2998

Copies of the Affirmative Action Plans will be provided pursuant to Chapter 119 of the Florida Statutes.

Signed: Larry Robinson  
Larry Robinson, Ph.D.  
Florida A&M University

**Revised: February 2017**

**FLORIDA A&M UNIVERSITY**

**REGULATION ARTICLE XII: ANTI-HAZING (2.028)** Section 7 (c), Article IX, Florida Constitution; Sections 1006.60, 1006.61, 1006.62, and 1006.63, Florida Statutes and Florida Board of Governors Regulation 1.001

**A. 2.028 Anti-hazing.**

- a. (1) It is the policy of Florida Agricultural and Mechanical University that any student(s), group(s) of students, or student organization(s) affiliated with the Florida Agricultural and Mechanical University are prohibited from engaging in any form(s) of hazing activities.
- b. (2) The term hazing shall include, but not be limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as striking in any manner, whipping, beating, branding, exposure to the elements, forced consumption of food, liquor, drugs, or other substances, or other forced physical activities that would adversely affect the health or safety of the student and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contacts, forced conduct that would be demeaning or results in extreme embarrassment or any other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective. For purposes of this section, any activity as described above, or any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes, including, but not limited to, initiation or admission into or affiliation with a university sanctioned organization, shall be presumed to be hazing and a “forced” activity, the willingness or consent of an individual to participate in such activity notwithstanding.
- c. (3) Penalties – Any student(s), student group(s), or student organization(s) which are affiliated with the Florida Agricultural and Mechanical University, on campus or off-campus, that are found responsible for hazing will be subject to appropriate sanctions by the university, which may include the imposition of fines; withholding of grade(s), transcripts and/or diplomas pending payment of fines or pending compliance with the current Student Code of Conduct, Regulation 6C3-2.012, F.A.C., of which this Regulation becomes a part of; the imposition of counseling, probation, suspension, dismissal or expulsion of said person(s) or organization(s), and/or the rescission of permission for the University 3 sanctioned organization(s) to operate on the Florida A&M University campus or to otherwise operate under the sanction of the University.
- d. (4) All penalties imposed by the University do not absolve the student(s), group(s) of students, or student organization(s) from any penalty imposed for violation of criminal laws of the State of Florida, including but not limited to such criminal penalties prescribed in s. 1006.63, Florida Statutes, for penalties imposed in civil proceedings or for violation of any other university Regulation(s) to which the violator(s) may be subject. It shall not be a defense that the consent of the victim to participate was obtained, the conduct or activity that resulted in the death or injury of the person was not part of an official university organizational event or was not otherwise sanctioned or approved by the university organization or the conduct or activity that resulted in death or injury of the person was not done as a condition of membership to a university organization.
- e. (5) All existing university sanctioned organizations are required to amend their existing by-laws to include an anti-hazing section, and all future university sanctioned organizations must include the same in their by-laws. A copy of the by-laws shall be kept on file in the Office of Student Activities. Advisors and each member of a university sanctioned organization must attend one Fall semester and one Spring semester hazing workshop each academic year.
- f. (6) Any person, including trustees, administrators, faculty, staff, students, members of direct support organizations, vendors, guests and volunteers having knowledge of or receiving information regarding any activity which may constitute hazing or a violation of this regulation must contact the FAMU Department of Public Safety within twenty-four (24) hours at (850) 599-3256. Any person who fails to report any activity of hazing shall be in direct violation of this regulation.
- g. (7) It shall be expressly prohibited for any person, including trustees, administrators, faculty, staff, students, members of direct support organizations, vendors, guests and volunteers, to retaliate against

a person because that person has been a victim of hazing, reported hazing, refused to participate in hazing, assisted in the investigation of hazing, or participated in the prosecution of any alleged hazing.

- h. (8) Any person who has experienced retaliation for reporting any activity, which may constitute hazing or a violation of this regulation, shall have the right to file a retaliation complaint with the Division of Audit and Compliance within twenty-four (24) hours of becoming aware of the act of retaliation at (866) 445-4968.
- i. Specific Authority: Article IX, Section 7(c), Florida Constitution 001.74(4)FS. Law Implemented 1001.74(10)(d), (e), 1006.60, 1006.61, 1006.62, 1006.63 FS. History—New 4-3-83, Formerly Rule 6C3-2.028, Amended 1-26-04, -12.

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## **DISCLAIMER**

The statements set forth in this handbook are for informational purposes only and should not be construed as the basis of a contract between a student and the Florida A&M University (FAMU) College of Pharmacy and Pharmaceutical Sciences.

While the provisions of the handbook will ordinarily be applied as stated, the College reserves the right to change any provision listed, including but not limited to academic requirements for graduation, without actual notice to individual students. Every effort will be made to keep students advised of any such changes. However, it is especially important that each student note that it is his/her responsibility to keep himself/herself apprised of current graduation requirements by regular consultation with his/her academic advisor.

## **ACADEMIC NOTICES BULLETIN BOARD**

Students are responsible for regularly monitoring all **ACADEMIC NOTICES** posted on the bulletin boards located in College facilities in Tallahassee, Crestview, Davie, Tampa, and Jacksonville, and on the College's website located at [www.pharmacy.famu.edu](http://www.pharmacy.famu.edu).

## **CLASSIFICATION OF PHARMACY STUDENTS**

### **Pre-Professional**

First (1<sup>st</sup>) Pre-professional Year- PP1

Second (2<sup>nd</sup>) Pre-Professional Year – PP2

### **Professional**

First (1<sup>st</sup>) Professional Year – P1

Second (2<sup>nd</sup>) Professional Year – P2

Third (3<sup>rd</sup>) Professional Year – P3

Fourth (4<sup>th</sup>) Professional Year – P4

## **STUDENT ORGANIZATIONS**

### **College Focused Student Groups**

#### **Pharmacy Student Council**

The Pharmacy Student Council (PSC) serves as the governing body for students within the College and, subject only to the statutory regulations of the COPPS administration and administration of the University at large. The Pharmacy Student Council is composed of its own executive board along with the president of each pharmacy class, the president of each recognized pharmacy student organization, Mr. & Miss College of Pharmacy and the entire College of Pharmacy Student Body. The Student Body is comprised of all students currently enrolled (Full-Time) at Florida A&M University College of Pharmacy and Pharmaceutical Sciences. The Student Council coordinates student participation in college activities and administers the budget derived from student activity fees. (Student activities include a Student/Faculty Retreat, Pharmacy Day, Awards Banquet, and Coronation.) The council meets on a monthly basis during the fall and spring semesters.

#### **The Deans Student Council**

The Dean's Student Council consists of the leaders in each class and for each student organization of the College. The purpose of this Council is to advise the Dean regarding student concerns and for the Dean to communicate and update students relative to key issues within the College.



## **Pharmacy Student Preferred Organizations**

Membership in the Academy of Student Pharmacist/Student National Pharmaceutical Association (ASP/SNPhA) and Student Society of Health-Systems Pharmacists (SSHP) is encouraged for each year of upper division matriculation in the College. Membership begins in September; applications will be made available to students prior to and during the academic year. Currently, the membership fee is \$180.00. This fee covers membership in the following organizations: Academy of Student Pharmacist (ASP), Student National Pharmacist Association (SNPA), Florida Pharmacy Association (FPA), Student Society of Health-Systems Pharmacists (SSHP) and the Florida Society of Health System Pharmacist (FSHSP).

The College of Pharmacy and Pharmaceutical Sciences encourages student membership and student involvement in ASP/SNPhA and SSHP as these are preferred organizations. Students should also consider becoming involved in other professional associations in addition to ASP/SNPhA and SSHP.

Because all students are strongly encouraged to participate actively in one or more organization, Pharmacy Student Council serves as the governing student organization in the College.

### **Student National Pharmaceutical Association (SNPhA)**

The Student National Pharmaceutical Association (SNPhA) was founded in 1972 on the campus of Florida A&M University as the student affiliate of the National Pharmaceutical Association (NPhA). SNPhA is an educational service association of pharmacy students who are concerned about pharmacy and healthcare-related issues, and the poor minority representation in pharmacy and other health-related professions.

The purpose of SNPhA is to plan, organize, coordinate and execute programs geared toward the improvement of the health, educational, and social environment of the community. The objectives of SNPhA are:

- To offer student members the opportunity to develop leadership and professional skills;
- To educate students about and promote active participation in national health care issues;
- To develop the role of the minority health professional as a vital member of the health care team;
- To develop within communities a positive image of minority health professionals;
- To educate communities on better health practices and to increase awareness and understanding of diseases.

### **Academy of Student Pharmacists**

The Academy of Student Pharmacists (ASP) is the largest of the student professional organizations and is the student branch of the American Pharmacists Association (APhA). Members of ASP receive a number of benefits including: a monthly newsletter; the ability to purchase publications at reduced rates; participation in a national placement service, and the opportunity to attend local, regional, and national professional meetings. The College of Pharmacy and Pharmaceutical Sciences has converted ASP/SNPhA into a combined organization.

### **SSHP**

The Student Society of Health-Systems Pharmacists (SSHP) is an organization of pharmacy students who feel passionately about pharmacy as a clinical profession. SSHP is the student branch of the American Society of Health-Systems Pharmacists. The mission of the organization is to provide students with programs and services which add to the educational experiences of the college curriculum, to promote pharmacy as an integral part of the healthcare team, and to represent its members before private and public agencies as well as other healthcare organizations.

## **Pharmacy Student Professional Fraternities**

### **Delta Iota Chapter of Kappa Psi**

The Delta Iota Chapter of Kappa Psi – the largest and oldest national pharmacy fraternity founded in 1879- was inaugurated in 1975. A major service function of this organization is the education of elderly about their medications.

### **Alpha Xi Chapter of Kappa Epsilon**

The Alpha Xi Chapter of Kappa Epsilon was founded February 13, 1971. Kappa Epsilon has had a significant impact on the profession of pharmacy, especially women in pharmacy. For over 80 years, Kappa Epsilon has supported personal and professional development, provided networking opportunities, promoted pharmacy as a career, and participated in various breast cancer awareness efforts.

## **Pharmacy Student Honor and Leadership Societies**

### **Beta Sigma Chapter of Phi Lambda Sigma Leadership Society**

Phi Lambda Sigma also known as the National Pharmacy Leadership Society is a national honor society established to promote and recognize leadership among pharmacy students. The society was established at Auburn University in 1965. The Beta Sigma Chapter of Phi Lambda Sigma Leadership Society was initiated in 1990 at Florida A&M University.

### **Gamma Zeta Chapter of Rho Chi Pharmacy Honor Society**

Rho Chi is the principle national honor society of pharmacy and was founded at the University of Michigan in 1917. The Gamma Zeta Chapter of Rho Chi Pharmacy Honor Society at Florida A&M University was established in 1990. Membership in this prestigious society is by invitation to those with an outstanding record of academic performance. Invitations may be extended to students who have completed the fall semester of the second professional (P-2) year, maintained at least a B (3.0) average, and rank in the upper twenty percent of their class.

## **GENERAL MATRICULATION**

### **Rules and Guidelines**

1. All students are required to have two years of foreign language study prior to graduation from Florida A&M University. Two years of foreign language study is defined as two years in high school or eight to ten semester hours in one foreign language or American Sign Language. Transfer students are exempt from the foreign language requirement if they hold a BS degree.
2. Students should be aware that the University Forgiveness Policy does not negate the counting of a professional course as a failure if a “D” or “F” is received even though the grade points are not used in the GPA calculation.
3. The faculty of the College of Pharmacy reserves the right to revise the curriculum at any time to assure that students acquire the most current and relevant training possible. If curricular changes become necessary, every effort will be made to apprise students of the changes and how it impacts their course of study. However, assurance of well-prepared graduates will prevail as the primary concern.
4. All students must successfully complete 200 hours of community service as well as complete the required Inter-professional Education and Co-Curricular Activities. Students who do not complete all activities as required will not be certified for graduation.

5. Students are expected to enroll in and complete courses in sequence, adhering at each point to all prerequisites. It is essential, then, that students keep up with the progression of their course of study in order to stay in proper sequence to complete requirements on schedule. No student is allowed to take courses out of sequence or without completing prerequisites; students are not permitted to enroll in an advanced level of sequential courses without having completed the lower-level course(s). (i.e. All P1 courses must be completed before any P2 courses are attempted).
6. Student attendance in classes is compulsory, NOT optional. A student accumulating more unexcused absences from a class than the class carries semester credit hours may be dropped from the class and receive an “F” grade in the course. A maximum of five (5) minutes grace period **may** be allowed, at the discretion of the instructor, before the absence is received at the beginning of the class period.
7. All pharmacy courses require a “C” grade or better in order for it to be successfully passed. A minimum average score of 70 percent is required for passing all pharmacy courses.
8. A student may be dismissed from the College, after due process, by reason of conduct unbecoming of a professional student.
9. The College will graduate only those students ready to accept morally, ethically, and professionally, the practice of pharmacy. The College reserves the right to withhold recommendations for graduation of any student who does not conform to these standards of readiness.
10. Students will not be allowed to satisfy the requirement of a non-elective course through the completion of the Directed Individual Study (DIS)—PHA 4905. All professional courses (including elective courses) must be taken at FAMU College of Pharmacy.
11. Retroactive or term withdrawals - students should know that the receipt of retroactive and/or term withdrawals will not automatically guarantee reconsideration or readmission to the pharmacy program. Students are expected to seek guidance and assistance, as life events occur, so that appropriate measures can be considered in a timely manner. Students must expect adverse consequences if they choose not to seek assistance and/or guidance through the College of Pharmacy, Office of Student Services. Students are allowed to apply a retroactive and/or term withdrawal to the outcome of academic policies once during their matriculation in the Professional Program. More than one (1) retroactive and/or term withdrawals application will NOT reverse any academic sanction levied by the Admissions and Academic Standards Committee.
12. The Advanced Pharmacy Practice Experience (APPE) and Introductory Pharmacy Practice Experience (IPPE) phases of the curriculum may be conducted at Instructional Sites other than the main campus located in Tallahassee, Florida. Students may be required to relocate to their assigned APPE and IPPE site (Davie, Jacksonville, Orlando, Tampa or Crestview/Pensacola area) at their expense in order to complete the APPE and IPPE phases of the program. Students are responsible for relocation to their assigned training site, transportation, housing and other living expenses during this training period.
13. The Instructional Sites are assigned by the College, allowing students to select potential APPE and IPPE sites is extended as a courtesy and **NOT** an obligation. Due to limited space, if allowed to select APPE/IPPE site there is **NO** guarantee that you will be assigned to the experiential site of your choice. Providing documentation does **NOT** guarantee that you will be assigned to the experiential sites of your choice.
14. All students must take the NAPLEX-style Comprehensive Examination and score 75 percent or better prior to graduation.

15. Any request for disability accommodations must be handled through the College of Pharmacy, Office of Student Services and/or the Director for Pharmacy Student Services for discussion and appropriate referral.
16. Requirements for matriculation are the same for all students regardless of the instructional site. Each student must take examinations at the site where they have been assigned (any exceptions must be approved by appropriate Division Directors).
17. Students may request a transfer from one educational site to another (e.g. between Tallahassee and Crestview). The request must be submitted in writing to the Assistant Dean for Student Affairs and approved by the Dean and will depend upon a variety of circumstances including availability of space. Since a variety of factors may influence decision-making, the student should not assume that a request will be automatically granted.
18. If student's request for transfer is granted this change will be permanent. Student will not be allowed to transfer back and forth from one location to another.

## **Academic Advising**

Academic advisement is vital to the academic success of each student. The overall objective of academic advising is to assist students realize the utmost educational benefits available to them. Academic advising may include all aspects of academic program planning, to include course selection; the use of midterm grade information; change of major, decisions about extra-class activities; etc.

**The components of the academic advising system work together to achieve goals and objectives that include:**

- helping students develop an individual educational plan and choose an appropriate course of studies to meet their academic and life objectives;
- ensuring that students are aware of opportunities and resources that can assist in achieving their educational goals;
- assisting students in interpreting university policies and procedures, and applying general rules to their specific cases;
- facilitating resolution of academic problems, conflicts and concerns, as appropriate;
- referring students as necessary to other resource entities; and
- collecting and disseminating information on student needs, wants, perceptions, and trends in order to enhance institutional effectiveness and adaptability.

**Goals of Academic Advisement:**

- to identify activities that support retention, progression, and graduation
- to aid in the forecast of enrollment trends (past and future)
- to create happier students
- to create and foster a climate of excellence with caring
- to build a culture of student retention

## **Academic Advising in the College of Pharmacy**

### ***What is Academic Advising?***

Academic Advisors help students navigate the educational system and requirements at College of Pharmacy and Pharmaceutical Sciences. There are great resources about the policies and procedures you will need to know in order to be a successful student. Advisors are partners with students. As a student, it is your responsibility to make regular advising appointments and keep up with your professional pharmacy core requirements.

### ***Where are the Advisors located?***

College of Pharmacy and Pharmaceutical Sciences  
Office of Student Services  
300 New Pharmacy Building  
Tallahassee, Florida 32307  
Office Hours: Monday - Friday 8:00AM – 5:00PM  
Office: (850) 599-3016

*Students are welcome to come in any time, although scheduling an appointment is recommended.*

### ***How to make an advising appointment:***

#### Contact Information:

College of Pharmacy and Pharmaceutical Sciences  
Office of Student Services  
300 New Pharmacy Building  
Tallahassee, FL 32307  
Office: (850)599-3016

### ***When should I see an Advisor?***

You should schedule at least once a semester. There are some minimum requirements for advising:

Any student on University Academic Warning, Academic Probation, or recently reinstated from Academic Suspension must meet with an advisor every term until they return to good academic standing.

### ***What should I take to an Advising appointment?***

Students are encouraged to start a folder in which they keep all material related to advising, including this handbook and updates received during the course of their time in the College of Pharmacy. It is a good idea to bring a list of any questions you have for your advisor.

### ***Tips for successful advising appointments:***

- See your advisor every term, even if it isn't required. Remember Halloween, Valentine's Day and Cinco de Mayo as dates to call and schedule your advising appointment for the next term.
- Come prepared for your advising appointment by bringing any questions you may have so your advisor can address them.
- Arrive on time for your appointment. When you are late, you are cheating yourself of time with your advisor. Call to cancel an appointment you cannot keep.
- Beware of "sidewalk advising" from your friends, siblings, or classmates. They may have some great ideas, but they do not always know all the "ins and outs" of your program.
- Use your advisor as a resource. Advisors are familiar with many programs and services on campus. If you do not know where to go for help, start with your advisor and they can point you in the right direction.
- Develop a good relationship with your advisor. They can become a mentor, inform you of scholarships, and can write letters of recommendation for scholarships and graduate school.

# ACADEMIC STANDARDS

## Letter Grading Policy

The standard grading scale of “A, B, C, D, F” is used in the awarding of grades.

The minimum grading scale is as follows: 90-100=A; 80-89=B; 70-79=C; 60-69=D; 59 & below=F

## Forty Eight (48) Hour Rule

Students have up to 48 hours to notify faculty or individual(s) concerned of any issue that may warrant a grievance. Students must contest/grieve an assigned grade or inform faculty about an excused absence within 48 hours. Students may be issued an excused absence only from the Office of Student Services. Beyond this time, faculty may not accept any issues relating to grade complaints.

## Guidelines for Requesting Excused Absences

Responsible behavior is expected of pharmacy students at all levels; consequently, excused absences are issued to students in order to prevent negative academic repercussions from a legitimate life event. It is not designed to accommodate students ***who have not*** acted responsibly.

***The following guidelines will be used in determining the appropriateness of an excuse being issued:***

1. Students should notify their Advisor concerning any event that may cause their absence(s) from any class, lab or scheduled session. This notice should occur as soon as the student is aware of the event. Notice should be given in person when possible or by telephone if necessary.
2. All requests for excused absences must be made within 48-hours after a student is physically able to return to school. Requests after this period may or may not be considered.
3. In order to receive consideration for an excused absence for illness, the student must submit an original statement from a doctor or clinic official on their letterhead. **The statement must be clearly dated and signed.** If the illness does not warrant a trip to Student Health Services on Campus and/or a doctor’s office, the student must notify their advisor if he/she is ill and unable to attend class(es). For major scheduled exams and assignments, a physician’s statement will be required. All official statements ***must*** be submitted to the advisor within 48-hours after the scheduled exam(s) and assignment(s) or within 48 hours of returning to school. Any effort to circumvent the aforementioned requirements, and/or the altering of documentation will be construed as academic dishonesty. All offenders will be referred to the College of Pharmacy Professional Conduct Committee and University Judicial Committee for appropriate actions.
4. If there is illness or death of one’s immediate family member(s), the Advisor should be notified as you become aware, so that the office can assist you in any academic and/or personal arrangements to facilitate your continued positive academic performance. Immediate family is defined as spouse, parents, children and grandparents.
5. All requests for excused absences must be submitted directly to the Advisor or an Office of Student Services representative. The request will be processed and forwarded to the Director for Student Services for final approval. A copy of the excuse will be placed in the student’s file. An original will be given to the student to submit to his/her instructors.
6. Instructors will not allow make-up assignments or exams without an approved excuse.

It is important that students act responsibly so that we can be of assistance when there is a legitimate personal issue to resolve. We ask your cooperation in helping us to help you.

**NOTE: ORIGINAL DOCUMENTATION MUST ACCOMPANY EACH REQUEST.**

## **Examination Procedures**

1. All students must arrive at the examination site at least 15 minutes prior to the scheduled examination time in order to eliminate any anxiety associated with a late arrival.
2. Students must not carry any items to their seats. Consequently, items that you are not comfortable placing away from you, should not be brought to the examination site. All books, jackets, handbags, purses, cell phones, etc., must be stored in assigned lockers. (Programmable calculators must not be used without the permission of the instructor.) Any such items in the student's possession will constitute a violation of the academic honesty policy. The College is not responsible for lost or stolen items. Lockers are available to the students at no charge.
3. In order to avoid disruption to others, students may not be allowed to enter the examination room after the exam has begun. Instructors and the College have the right to deny entry to students who arrive late to an examination without obligation to provide another opportunity to take the exam, quiz, etc.

## **FORMATIVE ASSESSMENT**

Faculty will submit midterm grade reports to the Office of Student Services for review. The purpose of formative assessment will be to provide students with early academic intervention to insure satisfactory progression. First professional year (P1) students will have their first and second exam scores submitted as well. Any student with exam scores less than 70% or midterm below 70% must report to Academic Advisor and complete an Academic Action Plan. Within the Academic Action Plan a student must identify potential problems and/or issues that may be contributing to or resulting in their subpar academic performance. With the assistance of their Academic Advisor develop an action plan to correct each identified problem/or issue. As a part of the action plan students may be referred to CARE program, CeDAR, and/or Counseling Center.

## **Interprofessional education (IPE) and Co-Curricular activities**

Interprofessional education (IPE) and Co-Curricular activities are an essential component of the Florida A&M University, College of Pharmacy's Professional Curriculum. The Accreditation Council for Pharmacy Education Standards (ACPE) 2016 necessitates purposeful development of an array of opportunities for students to document competency in the affective-domains through interprofessional, experiential, and co-curricular activities and experiences. As a result, the student will be required to participate in specific IPE and Co-Curricular activities as set forth by the coordinator.

The concept of Inter-professional Education (IPE) has been proposed by many healthcare organizations as a way of equipping future health professionals with the skills needed to decrease medical errors and address the changing needs of patients, and based on ACPE 2016 Standards, the curriculum must prepare all students to provide entry level patient-centered care in a variety of practice settings as a contributing member of an inter-professional team. All students must demonstrate competence in inter-professional team dynamics, including articulating the values and ethics of specific scenarios, communication including documentation skills, honoring inter-professional roles and responsibilities, and contributing to team-based professional activities in the classroom and laboratory, as well as in practice settings and/or the community at large. Florida A&M University, College of Pharmacy and Pharmaceutical Sciences has responded to the challenge of inter-professional training by designing IPE Seminars/Grand Rounds as an innovative student-run initiative designed specifically to increase the clinical relevance of IPE for all health professions students.

Additionally, an innovative co-curriculum calendar has been created that will support student achievement of CAPE 2013 Educational Outcomes—specifically, affective domain outcomes of self-awareness, leadership, advocacy and professionalism. To achieve competency in affective domain outcomes, students will be provided a menu of required and optional co-curricular learning strategies to pursue including annual school-wide advocacy and outreach days; immunization and basic life support training; interactive professionalism workshops; panel discussions related to pharmacy careers, leadership development workshops; curriculum vitae/resume writing sessions; and interprofessional simulations. Co-curriculum design has been guided by the College’s strategic vision, mission and plan in which self-awareness, leadership, advocacy, and professionalism are permeated.

## **DRESS CODE**

The dress code is intended to contribute to the overall professional development of the pharmacy student. The purpose of the dress code is to make the student aware that there is a standard of professional dress that should be adhered to, in order to have a more effective transition into the professional world.

**The following dress code will be in place on a daily basis for all professional pharmacy students. The code is:**

**Male:** A tie with appropriate shirt. Jeans and tennis shoes are not acceptable. Socks and belt are required.

**Female:** A dress, skirt (finger-tip rule applies); blouse or dress pants are required. Tennis shoes, jeans, low cut blouses, are not allowed.

At no time will the following items of clothing be allowed:

1. Hats
2. Flip flops
3. Sweat suits
4. Shorts
5. Tank tops or athletic T-shirts
6. Halter tops
7. Holes/cuts in clothing
8. Suggestive or inappropriate slogans on clothing
9. Sandals

## **ACADEMIC HONESTY**

The academic honesty policy shall be adhered to by all Florida A&M University students and applies to all academic work, both inside and outside of class.

## **ACADEMIC DISHONESTY POLICY**

Academic dishonesty is defined as the unauthorized use of **any** material to aid the student while taking an examination, including unauthorized communication with another student or receipt of unauthorized material from another individual without reporting it to the Instructor or Administrator in the College of Pharmacy.

It is the policy of the College of Pharmacy that academic dishonesty is inconsistent with good professional behavior. The College of Pharmacy has the responsibility of preparing students to enter a profession in which honesty is of the utmost importance. *The pharmacist is viewed as one of the most trusted of professionals.* Therefore, students must understand the importance of being honest and trustworthy in all aspects of the



profession. This includes any documents submitted to the College (i.e., excuses, assignments, forms, etc.). Any student suspected of academic dishonesty will be referred to the University Judicial Committee. All students must understand, **the penalty for academic dishonesty is severe and may include permanent dismissal from the College of Pharmacy.** Plagiarism will not be tolerated in the College.

## **Procedures for Conduct in the Examination Room**

### **A. Faculty Member/Instructor Responsibility**

1. Students should be properly spaced within the examination room as determined by the limitation of the room size.
2. All examinations must be actively proctored and those involving more than **20** students should be doubly proctored. The assurance of the integrity of an examination is a function of the faculty or the Dean as an agent of the faculty and is not relevant to the issue of academic freedom of individual faculty members. Thus, it should not be optional.
3. Insist that each student maintain a good examination posture, including avoidance or correction of unintentional bad habits, such as looking in the direction of others.

### **B. Student Responsibility**

1. Enter into no communication in any form with anyone except the examination instructor(s), faculty member(s), or proctor(s).
2. Exercise self-discipline of inadvertently looking around the room or in the direction of others while pondering the examination, thus, creating unnecessary suspicion.
3. Self-inspection of belongings and surroundings to insure that nothing is present that would compromise integrity. This would include scraps of paper and notes as well as writing on desktops, electronic devices, etc. It is the responsibility of the student to inform the instructor if their neighbor is inadvertently exposing information. Failing to exercise proper judgment in such matters, the student accepts full responsibility for such occurrences.
4. Students will not be permitted to leave the examination room for any reason once the examination has begun. In extreme cases, individual exception will be left up to faculty members proctoring the examination.

**Any student caught cheating will receive a grade of “F” for the particular course. In addition, he/she will be permanently dismissed from the College.**

*Please Note: The College or its representative(s) reserve the right to use monitoring devices in an instructional setting at any time for quality assurance.*

## **ACADEMIC POLICY STATEMENT**

The Florida Agricultural and Mechanical University (FAMU) College of Pharmacy and Pharmaceutical Sciences has a responsibility to prepare students to enter the practice of pharmacy with competencies demanded by his/her role in health care. Further, the College serves to provide scientific and professional background so as to allow versatility of practice within the subsystems of pharmacy.

Students must make a commitment to their chosen profession by making necessary sacrifices to insure academic success in their course of study. Admission to the College comes with the understanding that excellence in academic performance is expected.

**\*\*It should be further understood that failing a course may result in the extension of the student's progress by at least two semesters due to the structure of the curriculum and the associated prerequisites in addition to any academic sanctions that may be imposed.**

In addition to University Academic Regulations and Readmissions deadlines, the following rules will be used to provide for the immediate intervention of the Admissions and Academic Standards Committee (A&AS). Additionally, the A&AS Committee may intervene at times other than specifically stated if it is deemed necessary in order to ensure the academic integrity of the College. Readmitted students must complete the academic plan and stipulations developed by the College's Curriculum Committee.

## Academic Sanctions

### 1. Probation

A student will be placed on academic probation if EITHER of the following occurs:

1. Two (2) failures (D, F) in any semester.
2. A cumulative GPA less than 2.0 in any semester.

While on academic probation, the student may continue to matriculate in the professional program. The student will be required to meet with his/her academic advisor to complete a performance improvement plan. The student will be expected to adhere to academic plan.

### 2. Suspension

A student may be suspended from the College under if ANY of the following occurs:

1. A total of three (3) failures in professional courses.
  2. A cumulative GPA less than 2.0 for three consecutive semesters.
  3. The second failure of the same professional course.
- While on suspension, the student will NOT be able to matriculate in the professional program.
  - The student is eligible to reapply to the college after one academic year. However, **readmission is not guaranteed.**
  - The Admissions and Academic Standards Committee will evaluate the readmission application. If readmitted, the conditions for readmission for each individual student will be determined by the Admissions and Academic Standards committee and the Curriculum Committee.

### 3. Permanent Dismissal

A student will be permanently dismissed from the College of Pharmacy for either of the following reasons:

1. If the student receives four (4) or more failures in professional courses
2. If the student is found in violation of the Academic Dishonesty Policy

\*Please note: Anyone that has been permanently dismissed from the College of Pharmacy and Pharmaceutical Sciences PharmD Program may **not** apply for readmissions.

### **Other Academic Regulations**

- No student will be allowed more than ONE term or retroactive withdrawal during matriculation in the professional program.
- It is the student's responsibility to withdraw from a course in a timely manner. Failure to seek counseling or guidance in a situation that negatively impacts academic performance will not be used as cause to prevent the imposition of the appropriate academic penalty.
- Students will be evaluated at the end of each semester for the purpose of monitoring on time matriculation.
- Any student who is re-admitted with stipulations and does not adhere to all of the stipulations, will be dismissed without further consideration for readmission. If a student must withdraw from a course, the regular withdrawal must be submitted by the University deadline (see Academic Calendar) to the Office of Student Services no later than five business days prior to the University deadline. It is the responsibility of the student to submit the completed withdrawal form to the University Registrar.
- All students are expected to prevent the imposition of these policies by maintaining excellence in academic performance.

## **COLLEGE OF PHARMACY AND PHARMACEUTICAL SCIENCES PROCEDURES FOR PETITIONING READMISSIONS**

A student who has been placed on one (1) year suspension or permanently dismissed from the College of Pharmacy and Pharmaceutical Sciences for academic reasons must remain out for one (1) academic year and may submit an application to petition the College of Pharmacy Office of Student Services for readmission during the second semester of his or her suspension. Any petition for readmission must be filed at least six (6) weeks prior to the beginning of the term in which the student wishes to re-enroll (i.e. Fall - July 15; Spring-November 15; Summer – March 15). The Undergraduate Petition for Readmissions form can be picked up from the College of Pharmacy, Office of Student Services or the University Undergraduate Admissions Office. **Any student permanently dismissed or does not adhere to stipulations of re-admissions will not be considered for re-admissions to the College of Pharmacy.**

The student's readmission petition file will be maintained by the College of Pharmacy, Office of Student Services. It is the responsibility of the student to submit the following:

- An undergraduate petition for readmissions
- A typewritten statement, signed and dated, indicating the desire for readmission
- A copy of an unofficial transcript

The student's readmission petition file will be forwarded to the College of Pharmacy Admissions and Academic Standards Committee (A&AS) for review. The A&AS Committee will recommend approval or disapproval to the Dean of the College. In some cases, the application may be forwarded to the College's curriculum committee to develop an academic plan. The decision made by the Dean on the student's readmission will be **final**.

Applications for readmission are to be submitted to the College of Pharmacy Office of Student Services before the deadline. If the student misses the deadline for submission, the application will be considered for the next semester.

**FLORIDA A&M UNIVERSITY UNDERGRADUATE ACADEMIC REGULATION**  
**APPEAL PETITION**  
**PLEASE READ THOROUGHLY BEFORE SUBMITTING**

*The Academic Regulation Appeal Committee considers petitions from undergraduate students seeking exceptions to the academic regulations stated in the FAMU catalog. Appeal applications must be filed and considered prior to graduation. The attached form should be used for the following types of appeal:*

1. *Waiver of Academic Suspension*
2. *Late or retroactive course withdrawal (limited to one year after course enrollment)*
3. *Late add/swap of registration (limited to the next semester)*
4. *Administrative drop(s) – Department error*
5. *Late application for graduation (limited to four weeks after the published term deadline)*
6. *A total withdraw for the semester cannot be processed using this form. Please contact your Dean's office for the proper procedure for obtaining the Petition for a Retroactive Term Withdrawal form.*

**NOTES:** *Supporting documentation must accompany all appeal petitions. This action could affect your current and future financial aid award(s); therefore, it is suggested that you check with the Office of Student Financial Aid for your status before submitting this petition.*

**Please adhere to the following:**

- I.** *PETITIONS MUST be picked up from and returned to the College/School of your Major. **The original documents plus seven copies of the completed petition must be submitted.** Non-degree Special Students must petition through the Registrar's Office. Colleges are not responsible for petitions that are not submitted directly to and discussed with the proper college representative.*
- II.** ***DEADLINE:** The Academic Regulation Appeal Committee normally meets monthly. In order for a petition to be reviewed by the college/school and to be heard at a regular meeting, it must be submitted by the end of the first week of each month. **Petitions for re-admission (after 1<sup>st</sup> or 2<sup>nd</sup> academic suspension) must be submitted at least ten working days before the start of classes.***
- III. SUPPORTING DOCUMENTATION REQUIRED:**
  - A.** *If the problem is health related, a written statement from an attending physician, Student Health Services and/or Counseling Center must accompany this petition. The statement must be on the original attached medical form or on letterhead stationery, specifying the dates and the nature of your illness, and indicating that your illness was of such severity as to affect college work and class attendance.*
  - B.** *If you are citing other circumstances beyond your control as the reason for your difficulty, documentation from appropriate persons on letterhead stationery is required.*
  - C.** *When confidentiality is essential and you have had personal problems which has affected your college work, you should consult the Counseling Center on-campus for a written recommendation.*

#### **IV. ACADEMIC SUSPENSION WAIVER:**

*If you are petitioning for reinstatement because of an Academic Suspension, please be advised that, if approved, you will be placed on academic probation, and you must obtain a minimum term GPA of 2.0. Failure to do so will result in a subsequent academic suspension.*

*NOTE: Once the petition is on file, you should attend all classes and immediately be prepared to complete the registration process after the Academic Regulation Appeals Committee has given you permission to register.*

#### **V. NOTIFICATION:**

*The Registrar's Office will notify you of the committee's decision in writing at the address you enter on the petition form. You will be contacted by your college/school representative within 48 hours of the meeting. Please note that if you pre-registered, your classes will not automatically be reinstated; therefore, you must contact your academic advisor so that you may re-register for classes.*

#### **VI. CONTACT:**

*Please contact your College/School Representative listed below should you have any questions.*

**Please Note: The guidelines set forth in the University Academic Regulation Appeals Petition do not override the College of Pharmacy and Pharmaceutical Sciences Academic Sanctions.**

### **RESEARCH EXPERIENCE:**

Each student is required to complete a research project with emphasis on patient care. Students are assigned an individual faculty member to work with as his/her research advisor.

### **COMPREHENSIVE AND LAW EXAMINATIONS**

The comprehensive examination program at the Florida A&M University College of Pharmacy and Pharmaceutical Sciences is designed to evaluate the student's knowledge base prior to graduation. This examination is administered in the student's final year. Each student has an opportunity to take the examination three times before the scheduled date of graduation. The level of proficiency expected on this examination is at least 75 percent or better.

### **REVIEW OF EXAMINATIONS**

Students should have ample opportunity to review their exams in a reasonable time after the graded exam has been returned. This should be done in a prescheduled, arranged format agreed upon between the student and the instructor.

All requests for an examination review by the student must occur within one (1) week after the exam has been taken and graded. (In case of Fall Semester when the holiday occurs immediately after exams, the review must take place prior to the first (1<sup>st</sup>) day of classes for spring semester.)

## **INTRODUCTORY PHARMACY PRACTICE EXPERIENCE (IPPE)**

The Introductory Pharmacy Practice Experience (IPPE) program at Florida A&M University was developed in response to the 2007 Accreditation Standards set forth by the Accreditation Council for Pharmacy Education (ACPE). Defined as pharmacy practice experiences offered in various environments during the early sequencing of the curriculum for the purposes of providing transitional experiential activities and active learning, IPPEs provide a continuum of education by instilling the philosophy of pharmaceutical care, facilitating and enhancing student professionalism, increasing student motivation for learning in the didactic curriculum, and promoting the self-learning process.

IPPE reviews the basic technical and distributive functions of pharmaceutical care, while providing students the opportunity to expand their knowledge base, practice their skills and develop professional attitudes in an actual pharmacy setting. Integrating classroom knowledge with experiential training becomes the cornerstone of the student's education, inculcating professionalism while ensuring competency in pharmaceutical care. These experiences will commence in the first professional year (P1) and culminate in the third professional year (P3).

A total of 300 experiential hours is required and a student may not matriculate to the Advanced Pharmacy Practice Experience (APPE) without attaining the total amount of hours and successfully achieving the educational outcomes.

## **ADVANCED PHARMACY PRACTICE EXPERIENCE (APPE)**

The Advanced Pharmacy Practice Experience (APPE) encompasses the clinical aspects of pharmacy practice. This portion of the experiential training provides an opportunity for active participation and in-depth professional experiences that enhance the acquisition of attitudes, skills, behaviors and judgment essential to facilitate the level of confidence, expertise and responsibility needed for independent and collaborative practice. Students participate in this APPE during their last professional year. The overall experience is composed of nine (9) experiences and three (3) research months – of the nine (9) experiences, there are six (6) required and three (3) elective ones. Electives come from a wide range of opportunities, i.e.: managed care, nutritional support, home infusion, family medicine, surgery, anesthesiology, to name a few. Each experience is approximately four weeks long with students working a minimum of 40 hours per week. The student's professional attitude, knowledge, skills and behaviors are evaluated by the preceptor who assigns the student a letter grade for the experience. The student likewise evaluates the preceptor and the site giving the COPPS insight as to the caliber of instruction that our APPE students are receiving. At the beginning of the APPE, each student is assigned a faculty advisor for his/her research. During the three (3) research months, the students work specifically on their projects that are presented at various state and national meetings.

The Advanced Pharmacy Practice Experience consists of nine (9) clinical rotations, and three (3) months of research and three seminar courses.

### **THE NINE ADVANCED PHARMACY PRACTICE EXPERIENCES:**

GENERAL MEDICINE I

GENERAL MEDICINE II

AMBULATORY CARE I

AMBULATORY CARE II

ADVANCED COMMUNITY PRACTICE EXPERIENCE

ADVANCED HOSPITAL PRACTICE EXPERIENCE

CLINICAL SEMINAR & RESEARCH METHODS LAB I

CLINICAL SEMINAR & RESEARCH METHODS LAB II

CLINICAL SEMINAR & RESEARCH METHODS LAB III

ELECTIVE EXPERIENCES (3)

A total of 1440 experiential hours is required for graduation certification.

## **CAREER FAIR**

The College hosts an annual Career Fair during which time students meet with pharmaceutical companies, retail drug establishments, hospital personnel, governmental agencies and similar representatives who are seeking to employ new graduates, offer summer experiences to current students and provide training to interns entering the experiential phase of their education. Many entities offer scholarships to the students chosen for such experiences. Students should actively participate in the Annual Career Fair. Professional dress is required to interview with companies registered for the Career Fair.

## **RECORD OF STUDENT COMPLAINTS AVAILABLE TO**

### **Accreditation Council for Pharmacy Education (ACPE)**

Accreditation Council for Pharmacy Education (ACPE) is the national agency for the accreditation of professional degree programs in pharmacy and providers of continuing pharmacy education.

The colleges and schools of pharmacy have an obligation to respond to any written complaints by students lodged against the college or school of pharmacy, or the pharmacy program that are related to the standards and the policies and procedures of ACPE. The college or school of pharmacy shall establish, implement and maintain a student complaint procedure that affords the complainant fundamental procedural due process. The college or school of pharmacy should communicate the complaint policy to students. The college or school of pharmacy, or the pharmacy program, shall maintain a file that contains the written complaint, a written record of each step of the complaint procedure and the outcome, except as otherwise prohibited by state or federal law. The files shall be made available for inspection to ACPE at on-site evaluations or otherwise at ACPE's written request. The findings of this inspection, and the resulting implications(s) to the accreditation of the professional program, shall be noted in the Evaluation Team Report.

Complaints relative to ACPE standards will be handled using the grievance procedures of the College of Pharmacy.

## **COMPLAINTS**

ACPE has an obligation to assure itself that any institution which seeks or holds a preaccreditation or accreditation status for its professional program(s) conducts its affairs with honesty and frankness. Complaints from other institutions, students, faculty, or the public against a college or school of pharmacy, including tuition and fee policies, and as related to ACPE standards, policies or procedures, shall be placed in writing in detail by the complainant and submitted to the ACPE office. The complaint shall be submitted to the institution for response. Requests for confidentiality shall be respected to the extent any such information is not necessary for the resolution of the complaint.

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

The procedure shall provide for treatment of complaints in a timely manner that is fair and equitable to all parties. The complainant shall be advised of the decision or action as soon as possible. When ACPE has cause

to believe that any institution with which it is concerned is acting in an unethical manner or is deliberately misrepresenting itself to students or the public, it will investigate the matter and provide the institution an opportunity to respond to the allegations. If, on the basis of such investigation, after notice to the institution and opportunity for institutional response, ACPE finds an institution has engaged in unethical conduct or that its integrity has been seriously undermined, ACPE will either:

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

A complaint against a college or a school of pharmacy must be related to the standards or the policies and procedures of ACPE and must be submitted in writing to the Executive Director. Under existing practices, when a complaint is received, it is submitted to the college or school affected for response. If, thereafter, based upon the complaint and the response, the Executive Director determines that a complaint is not related to the standards or policies, the complainant is so advised in writing with a copy to the school or college, and the matter is treated as resolved.

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

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

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

To file a complaint with the ACPE, please email:

[csinfo@acpe-accredit.org](mailto:csinfo@acpe-accredit.org) (regarding a professional degree program)  
[csinfo@acpe-accredit.org](mailto:csinfo@acpe-accredit.org) (regarding a continuing education provider)

In addition, you may also contact ACPE at:

135 S. LaSalle Street  
Suite 4100  
Chicago, IL 60603-4810

Phone: (312) 664-3575  
Fax: (312) 664-4652  
[info@acpe-accredit.org](mailto:info@acpe-accredit.org)



## **COLLEGE OF PHARMACY AND PHARMACEUTICAL SCIENCES STUDENT GRIEVANCE PROCEDURES**

The purpose of this appeals system is to provide the aggrieved student with the necessary procedural guidelines to process the grievance, be it a grade appeal or other grievance.

- Step 1.** The student must approach the individual concerned (i.e., instructor, administrator, advisor, another student) to discuss the grievance and attempt to resolve it.
- Step 2.** If dissatisfied, the student will provide the Assistant Dean for Student Services a written copy of the grievance. The student, the advisor (or designee), and the individual(s) concerned, will meet with the Assistant Dean for Student Services in attempt to resolve the grievance within thirty (30) days.
- Step 3.** If dissatisfied, the student must file a written statement with the Dean of the College of Pharmacy within thirty (30) days.
- Step 4.** Upon formal receipt of a complaint, the Dean will forward the complaint to the chairperson of the College of Pharmacy's Grievance Committee for investigation. The Committee shall thereupon select an informal hearing board of Committee members, composed of three (3) faculty members and three (3) students. The chairperson of this appointed informal hearing board shall be a faculty member.
- Step 5.** The chairperson shall cause to be issued and served to the respondent, in the name of the College of Pharmacy's Grievance Committee, a copy of the complaint as it may have been amended, together with a written notice of the informal hearing.
- Step 6.** Initiation of a hearing: refer to "Procedures for Grievance Hearings".
- Step 7.** Review: the decision of the hearing committee may be reviewed by the Dean of the College of Pharmacy.

### **Initiation of a Hearing**

1. If the Grievance Committee of the College of Pharmacy decides to hold a hearing, the chairperson shall thereupon appoint Hearing Board Committee members to hear the complaint, the composition of which will be determined by the type of grievance complaint.
2. The chairperson shall also cause to be issued and served to the respondent, in the name of the Committee, a copy of the complaint as it may have been amended, together with a written notice of the hearing. A notice is also sent to the complainant giving the date, time and location of the hearing.

### **ANSWER**

1. If a hearing is ordered, the respondent must file a written verified answer within ten (10) days from the service of the complaint and notice of hearing.
2. **Place and Manner of Filing.** The answer must be filed with the Dean of the College of Pharmacy. The filing shall be by personal delivery or by registered mail, return receipt requested.

3. **Form of Answer.** The answer shall contain a specific response to each and every allegation of the complaint contested by the respondent, or a denial of knowledge or information sufficient to form a belief, and a statement of any matter constituting a defense.
4. **Amendment of Answer.** The answer or any part of it may be amended as a matter of right at any time before the first hearing, and thereafter at the discretion of the hearing examiners.
5. **Service of Answer.** The Committee shall, within ten (10) days after the date of the filing of an answer or amended answer, but in any case not less than three (3) days before the date set for the hearing, serve to the complainant a copy of the answer filed by the respondent.
6. **Failure to File Answer.** The hearing examiners may proceed, notwithstanding any failure of the respondent to file an answer within the time provided, to hold a hearing and make a finding of fact and recommendation based upon the testimony taken at the hearing.

### **Hearing and Rehearings**

**Public Hearings.** The hearings shall be public unless the complainant or the respondent requests a closed hearing.

**Opening Statement.** Each party shall be given an opportunity to make an opening statement.

**Powers of Hearing Examiners.** The hearing examiners may call and examine witnesses, direct the production of papers or other documents, and introduce documentary or other evidence. The hearing examiners shall have full authority to control the procedure of the hearings and to admit or exclude testimony or objections.

**Majority Rule.** All rulings and determinations of the hearing examiners shall be by majority vote of the Committee.

**Rules for Evidence.** The hearing examiners shall not be bound by the rules of evidence applicable in courts or record in the State of Florida, but all hearings shall be conducted with regard to fundamental fairness to all parties.

**Rights of Parties.** All parties to a hearing may call, examine and cross-examine witnesses and introduce papers, documents or other evidence into the record of the proceedings, subject to the ruling of the hearing examiners.

**Recording of Hearing.** The chairperson of the Hearing Board may choose to have the proceedings of the hearing recorded, either by tape recorder or through the use of a secretary provided through the Dean's office. No recordings of the proceedings will be permitted other than for the official record of the Hearing Board.

**Oath.** All testimony at the hearing shall be under oath or affirmation.

### **Report of Findings**

**Written Report and Recommendation.** At the conclusion of the hearing and upon due consideration of the evidence, the hearing examiners shall submit their findings of facts and recommendation(s) for action, along with a copy of the complaint and answer as amended, and the official record of the proceedings to the Dean of the College of Pharmacy.

**Actions Taken.** Upon receipt of the hearing examiners' written report, the Dean of the College of Pharmacy shall promptly review the findings and recommendations of the hearing examiners. After such review, the Dean shall immediately send to each party a copy of the decision and recommendations of the Hearing Board and the actions that will be taken by the administrative officer.

**Disagreement with Finding.** If the complainant does not agree with the actions that will be taken by the administrative officer, then the complainant must file a written statement with the appropriate university official.

## **STAFF GRIEVANCE PROCEDURES**

**GRIEVANCES.** A grievance is defined as the dissatisfaction that occurs when a staff member thinks or feels that any condition within the College of Pharmacy affecting him/her is unjust, inequitable, hindrance to effective operation, or creates a problem.

**INITIATION OF COMPLAINT.** Any staff member having a grievance against any student, staff member, faculty member, or representative of the College of Pharmacy may make, sign, and file with the Dean of the College of Pharmacy a complaint, which must be in writing.

**CONTENTS OF COMPLAINT.** A complaint should contain the following information:

1. The full name, position and specialty area of the person making the complaint;
2. A clear and concise statement of the facts (including pertinent dates) giving rise to the grievance;
3. A statement of any informal steps taken to resolve the grievance and
4. Whether or not proceedings have commenced before any other University committee or any state or local agency, and the date commenced.

**MANNER OF FILING.** The complaint shall be filed by personal delivery or by registered mail, return receipt requested, to the Dean of the College of Pharmacy.

**AMENDMENTS.** A complaint or any part of it may be fairly and reasonably amended as a matter of right at any time before hearing, and thereafter at the discretion of the hearing examiners.

## **INVESTIGATION PROCEDURES**

1. Upon receipt of a complaint, the Dean will forward the complaint to the chairperson of the College of Pharmacy's Grievance Committee for investigation.
2. The Grievance committee shall select one (1) or more members of the Committee to investigate the complaint. The composition of the Committee should consist of faculty, students and staff.
3. In the course of such investigation, the investigators shall make every reasonable effort to achieve a settlement of the dispute.
4. Upon completion of such investigation, and if settlement between the parties is not reached, the investigators shall report to the chairperson of the Committee as to whether or not, in their judgment, there is sufficient basis for holding a formal hearing.
5. The investigators shall file their report within seven (7) days after such investigation has been started.

## **INITIATION OF A HEARING**

1. Upon the receipt of the investigators' report, the committee shall decide whether or not a formal hearing shall be conducted.

2. No Committee member who has participated in the investigation or in any conciliation attempt shall join these deliberations of the Committee or participate in the hearing, except as a witness.
3. If the Committee decided to hold a formal hearing, it shall thereupon select a Hearing Board of Committee, composed of three (3) faculty members and three (3) staff members. The chairperson of this appointed Hearing Board shall be a faculty member.
4. The chairperson shall cause to be issued and served to the respondent, in the name of the College of Pharmacy's Grievance Committee, a copy of the complaint as it may have been amended, together with a written notice of the hearing.
5. If the Committee decides **not** to hold a formal hearing, the secretary of the Committee shall so notify the individual who filed the grievance; such notification shall include a brief statement of the reasons for the Committee's decision.
6. In the event that new evidence is discovered, the complainant may petition the Committee to reopen consideration of his/her complaint.
7. If the complainant does not agree with the decision of the Committee as indicated in #5, then the complainant must file a written statement with University Director of Human Resources. Copies of the notice from the chairperson as to the reason for the referral should be submitted to the chairperson of the Committee.

## **FACULTY GRIEVANCE PROCEDURES** **(GRIEVANCE AGAINST A STUDENT)**

**INITIATION OF COMPLAINT.** Any faculty member having a grievance against any student may make, sign, and file with the Dean of the College of Pharmacy a complaint, which must be in writing.

**CONTENTS OF COMPLAINT.** A complaint should contain the following information;

1. The full name, position and specialty area of the person making the complaint;
2. A clear and concise statement of the facts (including pertinent dates) giving rise to the grievance;
3. A statement of any informal steps taken to resolve the grievance; and
4. Whether or not proceedings have commenced before any other University committee or any state or local agency, and the date commenced.

**MANNER OF FILING.** The complaint shall be filed by personal delivery or by registered mail, return receipt requested, to the Dean of the College of Pharmacy.

**AMENDMENTS.** A complaint or any part of it may be fairly and reasonably amended as a matter of right at any time before hearing, and thereafter at the discretion of the hearing examiners.

## **INVESTIGATION PROCEDURES**

1. Upon receipt of a complaint, the Dean will forward the complaint to the chairperson of the College of Pharmacy's Grievance Committee for investigation.

2. The Grievance committee shall select one (1) or more members of the Committee to investigate the complaint. The composition of the Committee should consist of faculty, students and staff.
3. In the course of such investigation, the investigators shall make every reasonable effort to achieve a settlement of the dispute.
4. Upon completion of such investigation, and if settlement between the parties is not reached, the investigators shall report to the chairperson of the Committee as to whether or not, in their judgment, there is sufficient basis for holding a formal hearing.
5. The investigators shall file their report within seven (7) days after such investigation has been started.

### **INITIATION OF A HEARING**

1. Upon the receipt of the investigators' report, the committee shall decide whether or not a formal hearing shall be conducted.
2. No Committee member who has participated in the investigation or in any conciliation attempt shall join these deliberations of the Committee or participate in the hearing, except as a witness.
3. If the Committee decides to hold a formal hearing, it shall thereupon select a Hearing Board of Committee, composed of three (3) faculty members and three (3) staff members. The chairperson of this appointed Hearing Board shall be a faculty member.
4. The chairperson shall cause to be issued and served to the respondent, in the name of the College of Pharmacy's Grievance Committee, a copy of the complaint as it may have been amended, together with a written notice of the hearing.
5. If the Committee decides **not** to hold a formal hearing, the secretary of the Committee shall so notify the individual who filed the grievance; such notification shall include a brief statement of the reasons for the Committee's decision.
6. In the event that new evidence is discovered, the complainant may petition the Committee to reopen consideration of his/her complaint.
7. If the complainant does not agree with the decision of the Committee as indicated in #5, then the complainant must file a written statement with the Vice President for Student Affairs for action by the appropriate University committee.

Other grievances and similar matters are covered under the rules and procedures governing faculty grievances, as approved by the Board of Regents.

**INITIATION OF COMPLAINT.** Any faculty member having a grievance which is not covered in the above-referenced ruled and procedures against any staff, faculty, administrator or representative of the College of Pharmacy may make, sign and file with the Dean of the College of Pharmacy a complaint, which must be in writing.

**CONTENTS OF COMPLAINT.** Same as section under grievance against a student.

**MANNER IF FILING.** Same as section under grievance against a student.

**AMENDMENTS.** Same as section under grievance against a student.

**INVESTIGATIONS PROCEDURE.** Same as section under grievance against a student.

**INITIATION OF A HEARING.** Same as section under grievance against a student, except for #3 and #7.

If the Grievance Committee decides to hold a formal hearing, it shall thereupon select a Hearing Board of Committee members composed of four (4) faculty members. If the complaint is against a staff member, one of the faculty members is replaced by two (2) staff members. The chairperson of this appointed Hearing Board shall be a faculty member.

If the complainant does not agree with the decision of the Committee as indicated in #5 (section under grievance against a student), then the complainant must file a written statement with the President of the University for action by the appropriate University committee.

## **AMENDMENT OF GRIEVANCE PROCEDURES**

These procedures may be amended at any time by majority vote of the faculty for the College of Pharmacy. Any amendments must be published and distributed before becoming effective, and may not be applied to the prejudice of any party.

## **COMMUNITY OUTREACH AND SERVICE LEARNING PROGRAM**

### **Program Overview**

The College of Pharmacy and Pharmaceutical Sciences Community Outreach and Service Learning Program (COSL) serves to coordinate the outreach and service learning activities for students in the COSL. The Program Office is the administrative entity to refer, approve, coordinate, record and certify satisfaction of the community service requirement for graduation.

### **What is Service Learning?**

It is a teaching method that combines community service with academic instruction as it focuses on critical, reflective thinking and civic responsibility. Service-Learning programs involve students in organized community service that addresses local needs, while developing their academic skills, sense of civic responsibility, and commitment to the community.

### **Guidelines and Requirements**

1. All upper-level (1st, 2nd, 3rd, 4th professional Year) PharmD candidates are required to complete the program.
2. 200 hours of community service are required to satisfy the graduation requirements. All hours must be completed by the end of the semester prior to graduation. Completed hours will be posted to transcripts by the Office of Student Activities.
3. For each semester, a Rattler Record form must be completed with the community service hours performed for that current semester. Community service must be completed during the current term.

4. Sites for the community service will be identified. The Community Service Directory will serve as a guide in identifying these sites. *All community service must be approved by the Community Outreach and Service Learning(COSL) Program Coordinator prior to volunteering.*
5. Service hours rendered in sites outside Leon County or surrounding areas must be accompanied by a letter from the agency on their letterhead.
6. Rattler Records must be submitted to the Office of Student Services on the Wednesday before final exams of each semester.
7. Approved community service can be completed during vacation breaks, holidays, weekends or any other convenient time. It is the student's responsibility to document all time served with signatures by the supervisor at the agency/organization on their letterhead.

### **Service Activities to be considered:**

- ❖ Service at a not-for-profit agency (e.g. Boys and Girls Clubs, Habitat for Humanity, Big Brother, Big Sisters of America)
- ❖ Service at a for profit organization whose mission involves meetings and/or social service needs of the community (e.g. nursing homes and hospitals)
- ❖ Church-sponsored services where the goal is meeting secular needs only (e.g. church soup kitchen)
- ❖ Government-sponsored services at the federal, state and local level (e.g. county school programs, health clinics)
- ❖ Independent services projects in areas where human needs exist. Special documentation and prior approval required for such programs and projects
- ❖ The coordination of activities with direct interaction with a not-for-profit beneficiary (e.g. United Way, Urban League, Habitat for Humanity)
- ❖ Services performed as a part of a university course requirement that meets the preceding guidelines
- ❖ Services performed as a part of a university special event (e.g. homecoming, career fair, sporting events, health fair, seminars, symposium, recruitment fair)
- ❖ Service for a University fraternity, sorority, club and organization that you hold membership in

### **Service Activities not to be considered:**

- ❖ Service at any organization where you obtain a wage or stipend (exception: scholarship)
- ❖ Service in political organizations and campaigns
- ❖ Fundraising activities, donations

Independent services, programs and projects not meeting University approval.

## REQUIREMENTS OF IMMUNIZATIONS, BACKGROUND CHECKS AND DRUG TEST

As a pre-requisite of participation in the various clinical clerkships and/or internship programs, many agencies require criminal backgrounds checks, drug test and/or documented proof of immunizations for DPT, PPD, and Hepatitis B, Hepatitis C and/or other tests. Students will be responsible for all costs associated with these tests. Therefore, students are requested to obtain additional information relative to these requirements at least two (2) months prior to scheduled participation from the Office of Supervised Professional Experience Program. Professional pharmacy students are required to pay \$185.00 to cover the cost of the background check during their first professional year and fourth professional year.

### Florida Agricultural & Mechanical University

#### Board of Trustees Policy

**Board of Trustees Policy Number:**  
2008- \_\_\_\_

**Date of Adoption/Revision:**  
August 12, 2008

<b>Subject</b>	<b>Student Fingerprinting, Background Screenings and Drug Screenings</b>														
<b>Authority</b>	Affiliation Agreements and/or Academic Program Requirements														
<b>Applicability</b>	FAMU students participating in clinical activities related to an academic program.														
<b>Purpose</b>	This policy governs student fingerprinting, background screenings and drug screenings that are required by academic programs and/or affiliation agreements and is applicable to undergraduate and graduate students. It also provides a means for academic programs to provide screenings through select vendors.														
<b>Policy</b>	<p>Students admitted to the academic programs or participating in field experiences as a part of their educational program listed below are required to undergo fingerprinting, background screenings, and/or drug screenings prior to participating in required clinical experiences:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Cardiopulmonary Science</td> <td style="width: 50%;">Occupational Health</td> </tr> <tr> <td>Criminal Justice and Sociology</td> <td>Pharmacy &amp; Pharmaceutical Sciences</td> </tr> <tr> <td>Education</td> <td>Physical Therapy</td> </tr> <tr> <td>Health Care Management</td> <td>Psychology</td> </tr> <tr> <td>Health Information Management</td> <td>Social Work</td> </tr> <tr> <td>Health Sciences</td> <td></td> </tr> <tr> <td>Nursing</td> <td></td> </tr> </table> <p>Information revealed in the background screening may preclude students from participating in the clinical requirements/experience of the program, thus making them ineligible to fulfill the degree requirements and jeopardize sitting for required post-graduate licensure examinations.</p>	Cardiopulmonary Science	Occupational Health	Criminal Justice and Sociology	Pharmacy & Pharmaceutical Sciences	Education	Physical Therapy	Health Care Management	Psychology	Health Information Management	Social Work	Health Sciences		Nursing	
Cardiopulmonary Science	Occupational Health														
Criminal Justice and Sociology	Pharmacy & Pharmaceutical Sciences														
Education	Physical Therapy														
Health Care Management	Psychology														
Health Information Management	Social Work														
Health Sciences															
Nursing															
<b>Terminology</b>	<p>The terms “clinical or field experience” include internships, practice experiences, clinical education/experience, clinical process, management affiliation, professional development, administrative and practice residencies, clerkships, clinical rotations, field practicum, clinical practicum, and other types of experiential learning.</p> <p>The term “affiliation agreement” includes memoranda of understandings, memoranda of agreement, and any other agreement between the University and an agency which establishes a clinical experience for students.</p>														



<b>Rationale</b>	Fingerprinting, background screenings, and drug screenings “are required” by the University to comply with affiliation agreements with various agencies. The University enters into such agreements with agencies to provide students with practical clinical experiences. The agencies may compel student to undergo the screenings prior to beginning a clinical experience because of mandates from its accrediting bodies, licensing agencies, pertinent laws, and rules. Certain agencies may require the identification of any violation of law during the clinical.
<b>Scope</b>	<p>Each academic program will include in its student program handbook, course syllabi and on its website, the types of screening that are required. The screenings may include the following:</p> <p><b>Fingerprinting</b></p> <p><b>Criminal background screenings may include:</b></p> <ul style="list-style-type: none"> <li>• National Crime Information Center (NCIC)</li> <li>• Federal Bureau of Investigation – Fingerprint</li> <li>• Criminal Justice Information Services</li> <li>• Florida – Statewide criminal records search</li> <li>• Leon County – Criminal records search</li> <li>• Conviction information for all criminal offenses (felonies and misdemeanors) committed as a juvenile and as an adult</li> <li>• Sex offender registry</li> <li>• All types of adjudications</li> </ul> <p><b>Drug Screenings:</b></p> <ul style="list-style-type: none"> <li>• May include, but is not limited to a ten (10) panel screening</li> </ul> <p><b>Other Screenings:</b></p> <ul style="list-style-type: none"> <li>• Driving Records</li> <li>• Credit Reports</li> </ul>
<b>Timing</b>	<p>Fingerprinting, background screenings, and/or drug screenings may be conducted prior to or during a clinical experience. Specific requirements may be included in affiliation agreements. Students will be notified of screening requirement as soon as is practicable. Students must submit to and satisfactorily complete required fingerprinting and screenings within the time-frame provided by the program area. Students that fail to submit to fingerprinting, background screenings, and/or drug screening will not be allowed to participate in the clinical or progress academically if the screening is satisfactorily completed.</p> <p>Students must undergo fingerprinting, background screenings, and/or drug screenings at the following points of their matriculation:</p> <p><b>Pharmacy:</b> Beginning of their first professional year or at any other time that may be required by the College of Pharmacy and/or an affiliation agreement.</p> <p><b>Nursing:</b> After admission to the nursing program or at any other time required by an affiliation agreement.</p>
<b>Timing</b>	<p><b>Allied Health Sciences:</b> At the beginning of the first semester of their first professional year in the program or at any other time that may be required by programs in the School of Allied Health Sciences and/or an affiliated agency.</p> <p><b>Education:</b> Prior to enrolling in courses with clinical components. Students are required to self-disclose when applying to the professional teacher education program.</p> <p><b>Criminal Justice and Sociology:</b> Prior to enrolling in the internship course and completing the field work requirements.</p>

	<b>Social Work:</b> After admission to the Social Work program and at any other time required by an affiliation agreement.
<b>Costs</b>	Students will pay for all fingerprinting, background screenings, and/or drug screenings, unless the costs are paid by the affiliated agency.
<b>Identification Of Vendors</b>	Florida A&M University will designate, through a competitive solicitation process, a list of companies that meet the requirements of the programs and any affiliation agreements.
<b>Duty to Report</b>	Students affected by this policy have a continuing duty to report any updates to their criminal records, after their criminal history has been reported to the University.
<b>Significant Findings</b>	<p>Students may request the vendor to verify the accuracy of their background and/or drug screening report. Following verification, the report will be submitted to the clinical site for the site to determine the suitability of the student to participate in the clinical experience. In the event a facility does not accept a student, the University will make reasonable efforts to locate an alternative placement. (Students may be required to update background and drug screenings to participate in clinical experiences.)</p> <p>Students with a positive drug screening will not be allowed to participate in the clinical experience and may be subjected to disciplinary action, up to dismissal from the University.</p> <p>Students' ability to progress through the professional program and eligibility to sit for licensure exams may be affected by an adverse background and/or drug screening.</p> <p>In addition to the above, the individual programs have the following specific requirements:</p> <p><b>Pharmacy:</b> The student may be required to appear before the Board of Pharmacy in the event any convictions are revealed. Each incident will be dealt with on a case-by-case basis.</p> <p><b>Nursing:</b> A student's ability to participate in the clinical experience is dictated by the affiliation agreement. Students with adverse background and/or drug screenings may not be allowed to complete the clinical requirements of the program, thus making them ineligible to meet the graduate requirements. Each instance will be dealt with on a case-by-case basis.</p> <p><b>Allied Health Sciences:</b> The student may not be able to matriculate academically in the professional program until the criminal background and drug screenings are cleared. Each incident will be dealt with on a case-by-case basis.</p>

<b>Significant Findings</b>	<p><b>Education:</b> Upon self-disclosure of adverse criminal background, students will be referred to the Florida Department of Education, Bureau of Professional Practice Services. There the student's background will be reviewed and a suggestion made regarding whether the student would have problems becoming certified to teach in the public schools. If significant, the student will be provided academic counseling by the College of Education to assist them in selecting a different major.</p> <p><b>Criminal Justice and Sociology:</b> Students with criminal backgrounds will be counseled regarding the limited likelihood of employability in the criminal justice field.</p> <p><b>Social Work:</b> Students with criminal backgrounds will be advised as to the potential limitations in field placement options, employment and professional licensure.</p>
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<p><b>Record Keeping</b></p>	<p>The report and information generated from fingerprinting, background screenings, and/or drug screenings are confidential and will only be provided to and reviewed by designated University officials, the affiliation site coordinator, and the student. The <b>Family Educational Rights and Privacy Act (FERPA)</b> requires that faculty and preceptors not have access to these records, as it may unduly influence how they evaluate a student’s performance.</p> <p>Reports from fingerprinting, background screenings and/or drug screening will be maintained in a locked file until the student graduates or is no longer enrolled in the academic program. These reports must be kept separate from the student’s educational records.</p>
<p><b>Falsification of Information, Failure to Disclose</b></p>	<p>Students that provide false information and/or fail to disclose criminal history may not be allowed to participate in the clinical experience and may be subject to appropriate disciplinary action.</p>
<p><b>Refusal to Submit to Screening</b></p>	<p>Students that fail to submit to the fingerprinting, background screening and/or drug screenings will not be allowed to participate in any clinical activities and may be subject to disciplinary action, as appropriate.</p>
<p><b>Students’ Rights</b></p>	<p>Students shall have the right to review any information that is revealed through the fingerprinting, background screenings, and/or drug screenings, as permitted by law and in accordance with all applicable procedures. Students may provide additional documentation to explain or correct inaccurate information.</p> <p>Prior to making any decision that is based upon the background screening, the student will obtain a copy of or access to the report directly from the company, as provided above. The student will also be provided contact information for the company that issued the report.</p>

## **SCIENCE RESEARCH CENTER LIBRARY RESOURCES AND SERVICES**

We welcome you to a brief or extended educational encounter in the College of Pharmacy and Pharmaceutical Sciences Library. Our motto is providing quality library services with care and efficiency.

The library provides for the specialist research materials and assistance supportive of Pharmacy, Nursing, Allied Health Services, Environmental Science, Computer Sciences, and Physics Education.

The College of Pharmacy Library is housed on the fourth floor of the Science Research Building. A team of library professionals and assistants are available to assist you in your quest for information. Traditional as well as non-traditional services are available.

**Multidisciplinary Collection** -The Science Research Center Library maintains a library collection reflecting the multidisciplinary and dynamic nature of current research interests and course offerings within the sciences. The collection consists of cataloged books and journals including: toxicology and occupational health and safety reference works and standards. Other relevant books and materials including government documents are housed in Coleman, the main campus library.

**Collection Indexed Online In FAMU Libraries ENDECA Catalog** - Most of the library collection is available for circulation, part of which is searchable on the FAMU Libraries online catalog. SRC Library's computer workstations provide access to the FAMU Libraries' catalog and many databases, including Pub Med, TOXNET, Web of Science and other online resources.

**Rattler Card Is Key To Remote Access** - Off-campus access to these databases is restricted to FAMU students, staff and faculty.

**Professional Librarian Assistance** - is available to help with reference questions, library research methods, literature searching, and general information needs for its specialist users:

- The librarian and staff will address any reference questions you might have, such as: "Where can I find information on...?", "How do I use this online database?", "Can I find this information on the Web?", "What is the best source for...?", "What is the standard citation format for my thesis?", "How can I get works not available on campus?", "Where do I begin?".
- We can assist with locating information, interlibrary loan requests, citation confirmations for purchasing or publication, creating bibliographies, etc. Please contact the librarian with your questions.
- Appointments are recommended for prolonged research or reference assistance.

**A study room is available** - Small groups can reserve the room by completing a form and presenting Rattler Cards at the circulation desk.

**Suggestion Box Monitors User Needs and Concerns** - Submit at the circulation desk any questions, comments, ideas, or purchasing suggestions for the librarian.

**Specialist pharmacy books and basic textbooks** are available in the reference and reserve collections to be used in the library. Other books, including books from the pharmaceutical field are available in a circulation collection for loan periods up to 21 days. A periodical collection of approximately 500 journal titles, eight indexes and four newspapers are also available to be used in the library.

**Automated Circulated System** of Pharmacy materials with a loan period of 21 days.

**Reserve collection of books and classroom study** materials for use in the library only.

**Customized Reference Service** – Help in locating and using materials in the pharmacy library and making referrals to other libraries as needed.

**Information Literacy Instruction** – Including tours of the library and orientation to its automated systems.

**Book Security System:**

1. To remind students who may have forgotten to check out materials at the circulation desk.
2. To remind students who may have library materials that do not leave the library; such as reference books, reserve books, and periodicals.

**Coin Operated Photocopier, computer printer and Microfilm Reader Printer** – For convenience in duplicating needed materials.

Students and users are expected to preserve a library climate that is attractive, clean, and quiet, because such surroundings are conducive to serious concentrated study and research. To promote such an atmosphere, these rules are imposed on the library users:

To promote such an atmosphere, these rules are imposed on the library users:

1. Noise control, especially social communication
2. No eating and drinking
3. No smoking

Otherwise, students are encouraged to make full use of the facilities anytime during the library hours. Hours of operation are posted at the Pharmacy Library Entrance. For more information regarding library hours, please call (850) 599-3393.

The SRC Library is located: Science Research Center  
Frederick S. Humphries Building  
Fourth Floor, Rooms 401-502,  
309 Pershing Street, Tallahassee, Florida 32307

All FAMU Library users have access to a simple-to-use, web-based catalog they can access by typing in the Internet browser: *www.famu.edu*. It is searchable by title, author or keyword. Borrowers should bring the title, author and call number of any items wanted for a loan. Loans are for four weeks and are renewable by request.

**Library Hours are subject to vary during holidays and special occasions.**

## COLLEGE AND UNIVERSITY CONTACTS

Purpose	Contact	Phone
Academic Policy	Dr. Marvin Scott	(850) 599-3016
Admissions	Dr. Marvin Scott	(850) 599-3016
Academic Advisement Office of Student Services Advisors	Mr. Anthony Norton - PP1-PP2 Dr. Debora Taylor - PP1 - PP2 Mrs. Nancy Brown - P1 – P4 Mrs. Leshi Wyche - P1 - P4 Ms. Tera Waldo - P1- P4 Crestview Ms. Patricia Lamb - P1 – P4 Ms. D'Arcie Lennard - P1-P4	(850) 599-3016
Advance Pharmacy Practice Experience Programs (APPE)	Mrs. Mildred Brickler	(850) 412-7373
Cancellation of Registration	Dr. Michael Thompson	(850) 599-3301
Career Fair	Dr. James Moran	(850) 599-3827
Change of Major	Office of Student Services (Advisor)	(850) 599-3016
Clinical Programs	Dr. Michael Thompson	(850) 599-3344
Community Service Requirements	Dr. Debora Taylor	(850) 599-3016
Dissertation Information	Dr. Bryan Lewis	(850) 599-3301
Excused Absences	Office of Student Services (Advisor)	(850) 599-3016
Financial Aid	FAMU Financial Aid Office	(850) 599-3115
Florida Board of Pharmacy	Mr. Michael Jackson	(850) 222-2400
Graduate Programs	Dr. Bryan Lewis	(850) 599-3301
Graduation Certification	Mrs. Leshi Wyche	(850) 599-3016
Graduation Procedures	Mrs. Leshi Wyche	(850) 599-3016
Grievances	Dr. Marvin Scott	(850) 599-3016
Honors (Academic)	Dr. Emma Dawson	(850) 599-3540
Institute of Public Health	Dr. Cynthia M. Harris	(850) 599-3254
Internship Programs	Mrs. Mildred Brickler	(850) 412-7373
Introductory Pharmacy Practice Experience (IPPE)	Dr. Patty Ghazvini	(850) 599-3636
Jacksonville Instructional Sites	Dr. Frank Emanuel	(904) 391-3901
Davie Instructional Sites	Dr. Nathan Eraikhuemen	(305) 325-2675
Residency Status	University Registrar's Office	(850) 599-3115
Re-Admission	Dr. Marvin Scott	(850) 599-3016
Recruitment	Dr. Marvin Scott	(850) 599-3016
Retention and Academic Support/Tutorial Service	Dr. Debora Taylor	(850) 599-3016
Sexual Harassment Reports	Ms. Carrie Gavin	(850) 599-3301
Student Activities and Organizations	Dr. Marvin Scott	(850) 599-3016
Tampa Instructional Sites	Dr. John J. Scrivens	(813) 975-6500
Total Semester/University Withdrawal	University Counseling Services	(850) 599-3145
Transfer Credits	University Registrar's Office	(850) 599-3115
University Academic Appeals	Dr. Marvin Scott	(850) 599-3016

## **Resources for Academic Success**

**Financial Aid:** The mission of the Office of Financial Aid is to provide access to financial resources in a fair, sensitive and confidential manner; to inform and educate student and their families about their financial options; and, to continually improve our services so that students may take full advantage of their educational opportunities.

**Office of the Registrar:** The specific responsibilities of the office are to collect and maintain academic information; conduct registration for regular degree-seeking and non-degree seeking students, and continuing education students; process requests for veteran benefits; process the graduation of degree-seeking students; process change of grades and acceptance of transfer credits; prepare and distribute transcripts; maintain accurate academic, historical, biographical, and directory information; provide information and data for use and review by college deans, planning directors, vice presidents, the President, the Board of Governors, U.S. Department of Education, and other authorized personnel and agencies.

**Center for Academic Retention and Enhancement (CARE):** The Center for Academic Retention and Enhancement (C.A.R.E.) promotes the academic success of pharmacy students by providing a comprehensive array of academic enhancement services and activities. CARE will provide academic support to the students in the Pre-Professional and Professional programs. Courses with a history of difficulty will be given special consideration for tutoring services. Student located at distance sites, such as Crestview, will gain access to CARE service through telecommunication as well as through the utilization of peer tutors. Utilization of the CARE program will enhance academic success as students matriculate into upper division courses and progress toward graduation. If you have any questions please contact: Debora Taylor, 358 New Pharmacy Building/850-599-3016.

**Pharmacy Computer Lab:** The Computer laboratory located on the second floor of the New Pharmacy Building provides Internet access and printing services through its 98 computers that are equipped with the latest software that enables word processing, creating presentations, etc. Contact: Vince Lanh, 200 New Pharmacy Building/850-412-7493.

**Math Lab:** The Math Lab is located in Jackson Davis Hall, rooms 105 and 106 and is funded by Title III. It is open to all Florida A&M University students. Free tutoring is provided for all 1000 and 2000 level general mathematics courses which include MGF 1106 Liberal Arts Math I, MGF 1107 Liberal Arts Math II, STA 2023 Statistics, MAC 1105 College Algebra, MAC 1114 Algebraic and Trigonometric Functions, MAC 1147 Pre-Calculus, MAC 2233 Business Calculus, MAC 2311 Calculus I, MAC 2312 Calculus II, and MAC 2313 Calculus III. Contact: 850-599-3755/2560.

**Information Technology:** The Division of Enterprise Information Technology (EIT) provides technology support services for the campus community. EIT makes student life on Florida A&M University's (FAMU) campus easier with user friendly and innovative technology. EIT's interaction with students begins early during the admissions process when they receive their FAMNetID. A student's FAMNetID is the username they will use throughout their entire student and alumni experience at FAMU. Students use their FAMNetID to access four major systems: FAMMail, iRattler, FAMU Wireless Internet, and theHILL.850-412-4357.

**Library Services:** The mission of the Florida A&M University Libraries is to provide information, technology, resources and services to our users whether on campus or across the globe. These services and resources will be provided in such a way that we positively meet and exceed all expectations. Virtual *Ask-A-Librarian* library assistance and further information about library services are available through the library website: <http://www.famu.edu/library>. Contact: 850-599-3330/1500 S. Martin Luther King Blvd.

**Office of Counseling Services:** The mission of the Office of Counseling Services is to increase students' academic success, self-awareness, and knowledge of potential growth and challenges of collegiate

experiences through outreach, counseling, consultation, and crisis intervention. The Office of Counseling Services exemplifies, and seeks to foster within those whom they serve the following values: courage, diversity, ethics, excellence, respect, scholarship, and service.

All services offered by the Office of Counseling Services are free, and students may have up to twelve counseling sessions per semester. The office is located in Sunshine Manor. Students may also access our online services at [www.famu.edu/counseling](http://www.famu.edu/counseling). For more information, contact the office at **(850) 599-3145**.

**Student Health Services:** FAMU Student Health Services (SHS) is an outpatient primary care clinic that provides services to currently enrolled FAMU students. Students are assessed a health fee that is included with tuition each semester that allows unlimited office visits and reduced costs for procedures, specialty services, lab tests and pharmaceuticals. SHS is staffed with Florida licensed physicians, advance registered nurse practitioners and other health care professionals to provide high quality, convenient, and affordable services. Location: Foote-Hilyer Administration Center Monday – Friday, 8:00 a.m. – 4:30 p.m. Closed Saturday, Sunday and university holidays **850-599-3777**.

**Judicial Affairs:** It is the desire of the Office of Student Judicial Affairs to work collaboratively with the Florida A&M University community to create a safe and secure scholarly atmosphere, where academic and personal pursuits are achieved through interpersonal care and respect for the academic mission of Florida A&M University. The office is located at 101 H. Manning Efferson Student Union Building/ **(850) 599-3541**.

**Center for Disability Access and Resources:** Welcome to the homepage of the Center for Disability Access and Resources (CeDAR) at Florida A & M University. The CeDAR provides comprehensive services and accommodations to FAMU students with disabilities. As an advocate for students with disabilities, the CeDAR collaborates with faculty, staff, and community partners to provide accommodations for the unique needs of students both in and out of the classroom. The office is located at 667 Ardelia Court/(850) 599-3180.

**Public Safety Department:** The Florida A&M University Department of Public Safety (FAMU DPS), as its name implies, is at the forefront in providing a safe and secure environment to proactively enhance the spirit and ambiance of the campus community. The support services provided by the Department of Public Safety are an inclusive endeavor designed to assist in promoting the goals and objectives of the University.

**FAMU DPS Headquarters** is located in the Plant Operations Building at 2400 Wahnish Way, and is operational 24 hours a day, 365 days a year. The full-service law enforcement agency is comprised of the police and parking services to more efficiently serve the university community. To place a call for service, or to report criminal activity, individuals should call **599-3256** where a police communications operator will provide assistance.



**Florida A&M University**  
**College of Pharmacy and Pharmaceutical Sciences**  
**Doctor of Pharmacy –Professional Curriculum**

**Year 1 (P1):**

<b>COURSES (FALL SEMESTER)</b>	<b>SEM HRS</b>	<b>COURSES (SPRING SEMESTER)</b>	<b>SEM HRS</b>
PHA 3426 Physiological Chemistry and Drug Analysis	3	PHA 3751 Microbiology & Immunology	3
PHA 3110 Pharmaceutics I	3	PHA 3111 Pharmaceutics II	3
PHA 3110L Pharmaceutics I Lab	1	PHA 3111L Pharmaceutics II Lab	1
PHA 3581 Pathophysiology I	4	PHA 3583 Pathophysiology II	4
PHA 3790 Drug Information for Pharmacists	1	PHA 3571 Introduction to Principles of Drug Action	3
PHA 3724 Health Care Systems & Behavior	2	PHA 3002C IPPE II	2
PHA 3000C IPPE I	2	PHA 3885 Pharmacy Forum and Colloquium VI	0
PHA 3884 Pharmacy Forum and Colloquium V	0	PHA 3801 Pharmacy Calculations II	1
PHA 3800 Pharmacy Calculations I	1		
<b>Total Semester Hours</b>	<b>17</b>	<b>Total Semester Hours</b>	<b>17</b>

**Year 2 (P2):**

<b>COURSES (FALL SEMESTER)</b>	<b>SEM HRS</b>	<b>COURSES (SPRING SEMESTER)</b>	<b>SEM HRS</b>
PHA 4572 Principles of Drug Action I	6	PHA 4573 Principles of Drug Action II	6
PHA 4572L Principles of Drug Action I Lab	1	PHA 4573L Principles of Drug Action II Lab	1
PHA 4120 Biopharmaceutics and Pharmacokinetics	4	PHA 4126 Clinical Pharmacokinetics	3
PHA 4785 Clinical Patient Assessment	3	PHA 4210 Pharmacy Management	3
PHA 4723 Introduction to Public Health	2	PHA 4210L Pharmacy Management Lab	1
PHA 4886 Pharmacy Forum and Colloquium VII	0	PHA 4231 Jurisprudence & Ethics I	1
PHA 4530 Principles of Toxicology	1	PHA 4887 Pharmacy Forum and Colloquium VIII	0
		PHA 4769 Self Care and Therapeutics	2
<b>Total Semester Hours</b>	<b>17</b>	<b>Total Semester Hours</b>	<b>17</b>

**Summer Year 2:**

<b>COURSES</b>	<b>SEM HRS</b>
IPPE (Summer Experience) (160 hours)	

**Year 3 (P3):**

<b>COURSES (FALL SEMESTER)</b>	<b>SEM HRS</b>	<b>COURSES (SPRING SEMESTER)</b>	<b>SEM HRS</b>
PHA 5615 Medication Therapy Management I	5	PHA 5617 Medication Therapy Management II	5
PHA 5615L Medication Therapy Management I Lab	1	PHA 5617L Medication Therapy Management II Lab	1
PHA 5212 Evidence-Based Medicine	3	PHA 5285 Pharmacoepidemiology and Pharmacoconomics	2
PHA 5746 Patient Counseling	2	PHA 5103 Principles of Medication Dispensing and Compounding	2
PHA 5234 Jurisprudence & Ethics II	1	PHA 5103/L Principles of Medication Dispensing and Compounding Lab	1
		PHA 5810 Applied Immunology	2
Elective I (2 or 3 credit hours)	V	Elective II (2 or 3 credit hours)	V
PHA 5005C IPPE III	2	PHA 5006C IPPE IV	2
PHA 5888 Pharmacy Forum and Colloquium IX	0	PHA 5889 Pharmacy Forum and Colloquium X	0
<b>Total Semester Hours</b>	<b>16/17</b>	<b>Total Semester Hours</b>	<b>17/18</b>

**Year 4 (P4):**

<b>COURSES</b>	<b>SEM HRS</b>
APPE (nine one-month experiences)	36
PHA 5917 Seminar and Research Methods I	1
PHA 5918 Seminar and Research Methods II	1
PHA 5919 Seminar and Research Methods III	1
Total Semester Hours	39
<b>TOTAL DEGREE HRS</b>	207

**Year 4 (P4) Breakdown:**

<b>APPE (SUMMER SEMESTER)</b>	<b>SEM HRS</b>
PHA 5917 Seminar and Research Methods I	1
PHA 5627 Health Systems (Community)	4
PHA 5626 Health Systems (Hospital)	4
PHA 5694 Medicine I	4
PHA 5695 Medicine II	4
PHA 5692 Ambulatory Care I	4
PHA 5676 Advanced Medication Therapy	4
Elective	4
Elective	4
Elective	4

<b>APPE (FALL SEMESTER)</b>	<b>SEM HRS</b>	<b>APPE (SPRING SEMESTER)</b>	<b>SEM HRS</b>
PHA 5918 Seminar and Research Methods II	1	PHA 5919 Seminar and Research Methods III	1
PHA 5627 Health Systems (Community)	4	PHA 5627 Health Systems (Community)	4
PHA 5626 Health Systems (Hospital)	4	PHA 5626 Health Systems (Hospital)	4
PHA 5694 Medicine I	4	PHA 5694 Medicine I	4
PHA 5695 Medicine II	4	PHA 5695 Medicine II	4
PHA 5692 Ambulatory Care I	4	PHA 5692 Ambulatory Care I	4
PHA 5693 Ambulatory Care II	4	PHA 5693 Ambulatory Care II	4
Elective	4	Elective	4
Elective	4	Elective	4
Elective	4	Elective	4

**Florida A&M University**  
**College of Pharmacy and Pharmaceutical Sciences**  
**Doctor of Pharmacy (PharmD) Checklist**

**Student Name:** \_\_\_\_\_

**All Doctor of Pharmacy (PharmD) candidates must successful complete all requirements listed below to be certified for graduation.**

1. \_\_\_\_\_ Satisfied the graduation requirement of 200 Community Service Hours

Dr. Debora Taylor \_\_\_\_\_ Date: \_\_\_\_\_

2. \_\_\_\_\_ Successful completion of Inter-professional Education

3. \_\_\_\_\_ Successful completion of Co-Curricular Activities

4. \_\_\_\_\_ Successful completion of Comprehensive Examinations

NAPLEX \_\_\_\_\_  Passed  Failed

LAW \_\_\_\_\_  Passed  Failed

Dr. Michael Thompson \_\_\_\_\_ Date: \_\_\_\_\_

5. \_\_\_\_\_ Application for Graduation – Office of Student Services (Mrs. Leshi Wyche)

6. \_\_\_\_\_ Completion of all required courses – Semester of completion:  
Office of Student Services (Advisor) \_\_\_\_\_

\_\_\_\_\_  
Marvin Scott, PharmD, BCNSP  
Assistant Dean for Student Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
Michael D. Thompson, PharmD, BCNSP  
Dean and Professor

\_\_\_\_\_  
Date

## **Study Tips**

- **Work out a daily schedule:** Remember to figure in the time you need to sleep, eat, hang out with friends, study, and do other activities. The key is finding a balance between school and leisure time.
- **Study at a regular time in a regular place:** Establishing habits of study is extremely important. Knowing what you are going to study, and when, saves a lot of time in making decisions and retracing your steps to get necessary materials, etc. Schedule study hours during the time of day when your brain is most active.
- **Study as soon after your lecture as possible:** One hour spent soon after class will do as much good in developing an understanding of materials as several hours a few days later. Check over lecture notes while they are still fresh in your mind. Start assignments while your memory of the assignment is still accurate.
- **Use odd hours during the day for studying:** Free periods between classes are easily wasted. Planning and establishing habits of using them for studying for the class just finished will result in free time for recreation or activities at other times in the week.
- **Limit your blocks of study time to no more than two hours on any one course at a time:** After one to two hours of studying you begin to tire and your ability to concentrate decreases rapidly. Taking a break and then switching to studying some other courses will provide the change necessary to keep your efficiency level up.
- **Keep complete notes on both lectures and assignments:** Good notes are one of the best bases for review. Watch for key ideas in lectures and try to express them in your own words in your notes. Watch for headings and bold face type in your reading to give you clues of main ideas for your notes. Take careful notes as to exactly what assignments are made and when they are due.
- **Review Regularly:** Set aside a regular weekly period when you will review the work in each of your courses and be sure you are up to date.
- **Self-quizzes are a good way to increase your memory:** Organize your notes in a question and answer format as you review weekly. When preparing for exams, try to predict the questions your instructor may ask.

## **Hints for Academic Success**

- ✓ Attend all your classes and be on time.
- ✓ Be prepared for class – read the required materials before the class.
- ✓ Do not procrastinate! Keep up with coursework from the very first day of class.
- ✓ Do not buy into the myth that it is okay to miss the first day or week of class. The term moves very quickly, and you need to do everything possible to avoid falling behind.
- ✓ Notify the instructor in advance of any planned absences – you may be required to take an exam or turn in an assignment prior to the absence.
- ✓ Don't hesitate to stop by your instructor's office hours or schedule an appointment.
- ✓ Participate in class discussion by asking questions. Make sure you understand the topic.
- ✓ Utilize campus resources such as the Academic Success Center, the Writing Center, etc.