



# Student Handbook

## 2021-2022

*Midyear update, October 2021*



This College of Pharmacy Student Handbook is intended to furnish as much information as possible concerning the College of Pharmacy at the University of Arkansas for Medical Sciences (UAMS) policies and procedures. It will answer most questions or help find the proper person to answer questions. All statements contained herein reflect policies in existence at the time this Student Handbook went to release. The College reserves the right to change policies at any time and without prior notice. Every attempt will be made to update the handbook in a timely manner when policy changes are made. Some sections of this Student Handbook may become obsolete or change before subsequent revisions are published. Students will be notified of any significant changes in a timely manner. The current Student Handbook should be considered the most up-to-date reference on policies and procedures.

The Student Handbook contains important information regarding rules and regulations that will affect you during your time in the College of Pharmacy. Each pharmacy student is urged to contact a faculty member, or the Dean's office whenever the need arises for either academic or non-academic advice or counsel. Information for current and prospective students concerning campus policies, campus resources, admission requirements, registration fees, curriculum, degrees granted, and course descriptions can be found in the UAMS Academic Catalog (<https://registrar.uams.edu/academic-catalog/>)

## Table of Contents

<i>College of Pharmacy Executive Leadership</i> .....	1
<i>Statement on Policy Review, Evaluation, and Approval</i> .....	2
<i>College of Pharmacy General Information</i> .....	3
College of Pharmacy Vision, Mission, and Core Values .....	3
Doctor of Pharmacy Program .....	3
Graduate Programs .....	4
Academic Calendar .....	4
Governance .....	4
Right to Address the Faculty.....	4
Curriculum Changes .....	5
Standing Committees.....	5
Student Academic Monitoring.....	6
Student-Initiated Examination Schedule Change Policy .....	6
Campus Clearance / Withholding of Grades and Transcripts.....	6
Graduation Requirements.....	7
Commencement and Honors Convocation .....	7
<i>Pharmacist and Student Pharmacist Licensure</i> .....	8
Pharmacist Licensure .....	8
Intern Licensure .....	8
<i>Student Life</i> .....	10
COP Student Professional Organizations and Fraternities .....	10
COP Campus Assignment and Swap Policies.....	10
Attending Class on the Unassigned Campus Procedures .....	11
Special Student Status.....	11
<i>Student Confidentiality</i> .....	12
Disclosure of Personal Information.....	12
Student Inspection of Academic Records .....	12
Release of Academic Records for Deceased Students and Graduates .....	13
Contact Information.....	13
<i>Registration and Financial Information</i> .....	15
Registration Information .....	15

Expenses and Fees .....	15
UAMS College of Pharmacy Tuition and Fees .....	15
Financial Aid .....	15
<b><i>COP IT Requirements</i></b> .....	<b>18</b>
Hardware .....	18
PC Requirements .....	18
Surface Pro Requirements .....	18
Mac Requirements.....	18
Software.....	18
Student IT Support.....	19
<b><i>Scholastic Rules and Regulations</i></b> .....	<b>20</b>
General Rules of Progression.....	20
Student Status .....	20
Scholastic Rules: Didactic Coursework .....	20
Summer School.....	21
Scholastic Rules: Summer School .....	21
Experiential Coursework .....	21
Scholastic Rules: Experiential Education .....	23
Experiential Proficiency Scores.....	23
Scholastic Non-Cognitive Performance Evaluation .....	26
<b><i>Academic Progression Review and Appeals Procedure</i></b> .....	<b>28</b>
Scholastic Non-Cognitive Progression Review Procedure and Appeals .....	28
Student Grievance Procedure and Appeals – Non-Discriminatory Purpose.....	29
Definitions.....	29
Policy.....	30
Procedure .....	30
Pre-Hearing Procedures .....	31
Hearing Procedures .....	32
Appeal of Grievance Panel Determination and Resolution by the Dean .....	33
Final Decision by the Dean .....	33
<b><i>Student Complaint Policy (ACPE Standards 2016)</i></b> .....	<b>34</b>
<b><i>Conduct Expectations of Staff, Faculty, and Volunteer Faculty</i></b> .....	<b>35</b>
Administrative Actions Policy .....	35
Interim Actions .....	35
<b><i>Student Conduct</i></b> .....	<b>36</b>
Professionalism, Conduct, and Appeals.....	36

Personal Appearance and Attire .....	36
Use of Social Networking Sites .....	37
Online Communication .....	38
Policy on Class Recordings.....	38
Classroom Technology .....	39
Class Sessions .....	39
Class Attendance .....	39
Extended Absence from Class Policy .....	39
Plagiarism.....	40
Participation in Research Studies.....	40
<b><i>Inclement Weather Policy .....</i></b>	<b><i>41</i></b>
Little Rock Campus.....	41
Northwest Campus .....	41
Classes and Examinations when One Site is Unavailable:.....	41
Make-Up Sessions.....	41
Examinations and Quizzes .....	41
<b><i>Drug Testing Policy.....</i></b>	<b><i>43</i></b>
General.....	43
Impaired Student Policy .....	43
<b><i>APPENDIX A: Student Honor Code .....</i></b>	<b><i>45</i></b>
Student Honor Code.....	45
UAMS College of Pharmacy Student Honor Council Policy & Procedures.....	47
<b><i>APPENDIX B: Signature Pages .....</i></b>	<b><i>57</i></b>
Statement of Receipt and Compliance with Student Honor Code.....	57
Confidentiality Pledge .....	58
Acknowledgement of Alleged Violation and Penalty Recommended by the Honor Council.....	59
Alleged Violation .....	60

## College of Pharmacy Executive Leadership

Cindy D. Stowe, PharmD	Dean
Scott Warmack, PharmD	Associate Dean, Northwest Campus
David Caldwell, PharmD	Associate Dean, Academic Affairs
Lanita White, PharmD	Assistant Dean, Student Affairs
Katrina Owoh, BS, MBA	Assistant Dean, Administration
Seth Heldenbrand, PharmD	Associate Dean, Experiential Education
Martin Hauer-Jensen, MD, PhD, FACS	Associate Dean, Research
Jeffrey Cook, PharmD, MS, MBA	Assistant Dean, Health-System Pharmacy
Amy Franks, PharmD	Chair, Department of Pharmacy Practice
Peter Crooks, M.Sc., Ph.D., D.Sc. (Manc), FRSC, FRPharmS, CSci, CChem	Chair, Department of Pharmaceutical Sciences
Marjan Boerma, PhD	Director, Division of Radiation Health
Jacob Painter, PharmD, MBA, PhD	Director, Division of Pharmaceutical Evaluation and Policy
Ashok Philip, PhD	Director, Assessment

For a full listing of the College of Pharmacy faculty and staff click [here](#).

A list of the University of Arkansas System and the University of Arkansas for Medical Sciences leadership can be found in the [Academic Catalog | UAMS Office of the University Registrar](#)

## **Statement on Policy Review, Evaluation, and Approval**

Policies and procedures in this Student Handbook require continual review, evaluation, and approval by appropriate College and University officials. All statements contained herein reflect policies in existence at the time this Student Handbook went to release, and the College/University reserves the right to change policies at any time and without prior notice.

UAMS fully supports, both in spirit and practice, Titles VI and VII of the Civil Rights Act of 1964 (as amended), Title IX of the Education Amendments of 1972, Executive Order 11246, the Rehabilitation Act of 1973 (Sections 503 and 504), the Age Discrimination in Employment Act, the Americans with Disabilities Act of 1991, Federal Court Decree in the Adams Cases of 1973 and Acts 99 and 962 of the Arkansas General Assembly, and Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, which prohibit discrimination on the basis of race, sex, color, national origin, religion, age, marital status, ethnic origin, disability and/or disabled veterans and veterans of the Vietnam Era. Specifically, UAMS will not discriminate on the basis of race, color, gender, age, sexual orientation, religion, national origin, or disability status as a criterion in deciding against any individual in matters of admission, placement, transfer, hiring, dismissal, compensation, fringe benefits, training, tuition assessment, and other personnel or education-related actions. More information for current and prospective students can be found in the UAMS Academic Catalog (<https://registrar.uams.edu/academic-catalog/>)

Student complaints concerning any policy, procedure or practice prohibited by these Acts should be addressed to the Assistant/Associate Dean for Student Affairs in the College of Pharmacy Dean's Office (501-686-5433) for assistance in addressing such concerns. The UAMS Office of Human Resources (501-686-5650), is also available to assist with these concerns.

## **College of Pharmacy General Information**

### **Contact Information**

Dean's Office Contact Information  
Little Rock Campus  
Education II Building, 6th Floor, Suite 6/104  
Phone: 501-686-5557

UAMS Northwest Campus  
Location: UAMS Northwest Campus P05  
Phone: 479-713-8401

## **College of Pharmacy Vision, Mission, and Core Values**

### **Vision**

Transforming healthcare throughout Arkansas and beyond

### **Mission**

The UAMS COP mission is to improve the health of culturally diverse populations by:

- Educating pharmacy leaders to address community health needs;
- Advancing scientific discovery to produce innovations in healthcare;
- Fostering progressive pharmacy practice through service to the profession.

### **Core Values**

- Integrity – We foster, encourage, and expect honesty and the highest ethical standards in all that we do.
- Respect – We embrace a culture of professionalism with respect for the dignity of all persons, honoring the unique contributions provided by a diversity of perspectives and cultures.
- Teamwork – We seek to create interdisciplinary, synergistic, and collegial relationships characterized by collaboration, inclusiveness, and flexibility.
- Creativity – We encourage and support innovation, imagination, ingenuity, resourcefulness, and vision.
- Excellence – We strive to achieve, through continuous improvement and adherence to institutional policies and best practices, the highest quality and standards in all our endeavors.

## **Doctor of Pharmacy Program**

### **General Information**

Six academic years of college work are required to fulfill the requirements for the Doctor of Pharmacy degree. The first two years of college encompassing the pre-pharmacy courses may be taken at any accredited college or university. A pre-pharmacy advisor is available on the campus of each of the major four-year colleges in the State to assist in planning the pre-pharmacy program. The last four years of the curriculum include the professional courses offered in the College of Pharmacy. The curriculum is a face-to-face curriculum generally divided into the didactic or residential curriculum (lecture- and lab-based courses) and the experiential curriculum (hands-on education in the practice of pharmacy in

pharmacies, hospitals, clinics and non-traditional settings). The didactic coursework accounts for about two-thirds of the credit hours and the remaining third is the experiential coursework.

Most of the Experiential portion of the curriculum is structured with 3-4-week courses taught in hospitals, clinics, and community pharmacies. Each free-standing experience is an intensive course that requires a full-time effort by PharmD students in the practice area. The student may be required to take these courses in practice sites away from their assigned campus. The student should be prepared to incur additional expenses during the period he or she is assigned to practice sites away from their assigned campus. Some UAMS-affiliated sites have provided housing for experiential students, but students are still financially responsible for travel to these locations. Assignments will normally be made 2-4 months prior to starting an experience, giving students time to secure housing and to make plans for the off-campus course. The Experiential portion of the curriculum is a required component of the curriculum. Each student must sign a statement during the application processes acknowledging that he/she understands that he/she is responsible to provide travel, room, and board expenses to complete the Experiential portion of the curriculum.

The College reserves the right to revise the pre-pharmacy and professional curriculum at any time it deems necessary for the improvement of pharmacy education.

## **Graduate Programs**

The faculty of the College of Pharmacy, through the UAMS Graduate School, has developed programs of study leading to the Master of Science and Doctor of Philosophy degrees in the Pharmaceutical Sciences and the Division of Pharmaceutical Evaluation and Policy. Further information and application requirements are available from the UAMS Graduate School or by contacting the Office of the Dean of the College of Pharmacy. Information is also available on the UAMS campus website: <https://pharmacy.uams.edu/prospective-students/graduate/>. Inquiries for admission information should be directed to the UAMS Graduate School (4301 W. Markham, #601; Little Rock AR 72205).

The Graduate School at the UAMS publishes a Student Handbook which contains information for graduate students on Campus rules and regulations, various campus services, and academic policies. Copies of the Graduate School Handbook is available from the Graduate School Office or online at <https://gradschool.uams.edu/students/graduate-school-handbook/>

## **Academic Calendar**

Click [here](#) for the current academic calendar.

## **Governance**

The Bylaws of the Faculty of the College of Pharmacy of the University of Arkansas for Medical Sciences is the governance document for the College. These Bylaws are on file in the Dean's Office.

## **Right to Address the Faculty**

Students, practitioners, and others with an interest in the College have the right to address a faculty meeting on matters pertinent to the policies and operation of the College. Individuals with a desire to address the faculty should direct a written request to the Secretary of the Faculty. The request should

state the substance of the address, the person who shall address the faculty, and any action suggested. The Secretary of the Faculty will place the item on the agenda for the next regular meeting of the faculty.

## **Curriculum Changes**

Changes in the curriculum, either course content or new courses, can occur at any time. A student repeating a year or returning to the College after a leave of absence will be required to meet the new curriculum requirements in the semester or year they return to the College of Pharmacy.

## **Standing Committees**

The purpose of committees is to facilitate informed decision-making. Committees are expected to engage in “fact-finding,” develop alternatives and provide recommendations to the faculty or Dean for consideration and disposition. The faculty or Dean may delegate to a committee the responsibility for the implementation of adopted academic or administrative policies, etc. In addition to faculty members, students also serve as members of various standing committees. Each committee where students serve has a student delegation to represent the interests and views of the student body. Members of standing committees are normally elected by July of each year and an announcement of such membership is sent to faculty, staff, and students.

The Standing and Special Committees of the College are:

1. Admissions Committee
  - No student delegation
2. Assessment Committee
  - The student delegation will have three (3) votes. The student delegation membership is elected in April of the P1 and P2 year for one-year terms and shall consist of a mix of LR and NW assigned students. At the discretion of the Chair, student members may be asked to withdraw from the meeting when certain agenda items pertaining to student assessment are discussed.
3. Awards Committee
  - No student delegation
4. Curriculum Committee
  - The student delegation will have three (3) votes. The student delegation membership is elected in April of the P2 year for one-year terms and shall consist of a mix of LR and NW assigned students.
5. Promotion and Tenure Committee
  - No student delegation
6. Scholastic Standing Committee
  - The student delegation will have one (1) vote. The student delegation membership is elected in April of the P1 and P2 year to one-year terms and shall consist of a mix of LR and NW assigned students. Student members shall not be members of the Honor Council. The student delegation serves for non-student performance actions.
7. Student Research Committee
  - No student delegation
8. Educational and Technology Support Advisory Committee
  - The student delegation will have one (1) vote. The student delegation membership is elected in April of the P1 and P2 year to one-year terms and shall consist of a mix of LR and NW assigned students.

## 9. Honor Council

- Membership of the Honor Council consists of two members from each class (P1 to P4) and one alternate from each class. Alternates only vote in the place of a member. The P2, P3, and P4 class representatives are elected in the spring semester of the academic year prior to their term of office. P1 representatives will be elected in the fall semester, at the latest, one month after the semester begins. Each class will elect two students to serve as members and an alternate. At least one P3 and P4 student member will be elected from the Northwest Campus. Council representatives will serve a one-year term, and they are eligible for re-election.

### **Student Academic Monitoring**

Student academic performance in the P1-P3 classes is monitored throughout the semester by the Assistant/Associate Deans. Students having academic difficulty will be asked to meet with an Assistant/Associate Dean to determine what resources and support to provide for student success.

### **Student-Initiated Examination Schedule Change Policy**

Requests to move an exam must occur within the first 15 days after the first official day of class as per the academic calendar. The new proposed change in date/time of the exam must be: approved by the course coordinator and approved by the dean's office.

The change must be unanimous among the students. To assure this, 48 hours must be allowed for any student to express to the course coordinator any desire not to change the exam. If one student expresses that he/she is not in support of the change then the change is defeated, and the exam is not moved.

### **Campus Clearance / Withholding of Grades and Transcripts**

Any student who graduates, withdraws, or is dismissed from the UAMS College of Pharmacy must clear campus. Transcripts, both financial and academic, will not be released until the completed clearance form is returned to the Registrar.

The Registrar is authorized to withhold grades and transcripts and refuse registration to any student or former student who fails to return athletic, military, library, or other University property entrusted to his or her care, or who fails to comply with rules governing the audit of student organization accounts, or who has failed to pay any fees, tuition, room and board charges, fines, or other charges assessed against him or her by a University official or by the campus judicial system. This policy does not apply to students or former students if the University has received from a bankruptcy court a notice and order that a bankruptcy petition has been filed on their behalf or that the debt has been discharged in bankruptcy. In the event the notice of bankruptcy has been dismissed, the policy applies.

In order that the above policy is applied to all students on this campus in an equitable manner, this College has implemented the following actions:

Refuse registration to any student or former student who fails to return UAMS property entrusted to his/her care, or who fails to comply with rules governing the audit of student organization accounts, or who has failed to pay any fees, tuition, room charges, fines, or other charges assessed against him/her by a university official or department.

Withhold grades and transcripts to any student or former student who fails to return UAMS property entrusted to his/her care, or who fails to comply with rules governing the audit of student organization accounts, or who has failed to pay any fees, tuition, room charges, fines, or other charges assessed against him/her by a university official or department.

The following officials will submit lists of students who have charges against them:

- Public Safety Student Housing Library
- Office of Academic Services Academic departments
- Treasurer's Office (tuition and fees)

The College will attempt to notify students individually if their name is on a list.

## **Graduation Requirements**

The PharmD will be conferred upon the candidate who has met the following additional requirements:

- The student must have completed a minimum of eight semesters, in an accredited college or school of pharmacy, the last four of which (including a minimum of 60 semester credit hours) must be in residence at the UAMS College of Pharmacy.
- The student must have satisfied the professional curriculum requirements and have earned a minimum of 144 approved semester hours (for Spring 2022 graduates), exclusive of the pre-professional hours required for admission.
- The student must have successfully completed all the course work (didactic and experiential) with a cumulative grade average of 2.00 or greater on all work completed in the College of Pharmacy and offered in fulfillment of the requirements for the degree. No student may graduate if he/she has a current grade of "F" or 'no credit' in any course in the College of Pharmacy.
- The student must complete the campus level Interprofessional Education (IPE) curriculum requirements as developed and implemented by the Office of IPE and relevant curriculum governing bodies. (Applies to students matriculating Fall 2015 and after).
- The student must have paid all obligations and fees due and payable to UAMS and to the College of Pharmacy.
- The student must possess and give evidence of satisfactory professional and moral qualifications.
- The student must have received a recommendation for the degree by the faculty of the College of Pharmacy.
- The student must have fulfilled all regulations of the UAMS and the College of Pharmacy, relating to the granting of degrees.

## **Commencement and Honors Convocation**

All senior students must attend the Senior Honors Convocation and Commencement activities. A student may not participate in Commencement activities unless all requirements for the degree have been completed.

## **Pharmacist and Student Pharmacist Licensure**

### **Pharmacist Licensure**

To be licensed as a pharmacist in the United States, pharmacists must pass the North American Pharmacist Licensure Examination® (NAPLEX®) and applicable state law exams for the states in which they choose to be licensed to practice pharmacy.

The NAPLEX® is designed to evaluate general practice knowledge and is taken by recent college of pharmacy graduates shortly after they receive their degree. The exam is also taken by foreign-educated pharmacists who have earned FPGEC Certification. The NAPLEX is just one component of the licensure process and is used by the boards of pharmacy to assess a candidate's competence to practice as a pharmacist. More information about the NAPLEX can be found [here](#).

Under Arkansas law, authority for the regulation of the practice of pharmacy in the state is vested in the Arkansas State Board of Pharmacy. The Board is empowered to issue regulations it deems necessary for the legal practice of pharmacy, is the licensing agency for pharmacies, pharmacists, and interns, and sets the requirements for various licenses. The Board periodically offers the law examination for licensure as a pharmacist in Arkansas. To be eligible to take the law examination, an applicant must be at least 21 years of age, of good moral character, and a graduate of an accredited college of pharmacy. More information for the AR State Board of Pharmacy law exam can be found [here](#).

### **Intern Licensure**

Under Arkansas law, authority for the regulation of the practice of pharmacy in this state is vested in the Arkansas State Board of Pharmacy. Of immediate concern to pharmacy students is the regulation concerned with the requirements and standards for qualification for registration by examination and internship training requirements.

Intern License: All students are required to be licensed as an intern with the Arkansas Board of Pharmacy. Specific questions concerning licensure may be sent to the Executive Director.

Arkansas State Board of Pharmacy  
322 South Main Street  
Suite 600  
Little Rock, AR 72201  
Phone: 501-682-0190  
Fax: 501-682-0195

<http://pharmacyboard.arkansas.gov>

An intern license from the Arkansas State Board of Pharmacy is necessary in order to progress in the curriculum. Students new to the College will apply for their intern license in the Fall of their P1 year. There is no annual renewal of an intern license. However, the College will confirm for the Board on at least an annual basis the student status of each licensed intern. Students may be asked periodically to provide proof of intern license status to the College. The intern license is valid up to 6 months following

graduation. Internships outside the state of Arkansas require an intern license in that state as well as Arkansas.

### **Student Status for Intern Licensure**

If a student is not eligible to be licensed as an intern, or their license is revoked by or surrenders their intern license to the Arkansas State Board of Pharmacy, the student will be administratively withdrawn from the UAMS College of Pharmacy and cannot progress in the curriculum. If subsequently, the student can obtain an intern license from the Arkansas State Board of Pharmacy, the student's return and progress in the professional curriculum are dependent upon review by the Scholastic Standing Committee.

### **Criminal Background Checks**

The Arkansas State Board of Pharmacy performs mandatory criminal background checks on all applicants for a technician, intern, or pharmacist license. College of Pharmacy students applying for an intern license from the Arkansas State Board of Pharmacy will undergo a mandatory criminal background check as part of the intern licensing process. Students obtaining an intern license in other states for summer internships or senior advanced pharmacy practice experiences may be subject to a criminal background check as part of that process as well.

### **Arkansas Pharmacy Support Group**

The Support Group is sanctioned by the Arkansas State Board of Pharmacy (Regulation 10). The Group administers a program to review licenses referred for diversion in lieu of or in addition to other disciplinary action and to be a source of treatment or referral for pharmacists who on a strictly voluntary basis, desire to avail themselves of its services. Impaired interns are offered the same opportunity as pharmacists to participate in this program. Participation in this program does not supersede or prevent Board action.

### **Distinction between Degree and License**

The College of Pharmacy, through the University of Arkansas for Medical Sciences, grants the Doctor of Pharmacy degree to those students who successfully complete its requirements. However, to practice pharmacy, a license to practice must then be obtained in the State that you plan to practice. The license to practice is issued by the Arkansas State Board of Pharmacy. The Arkansas State Board of Pharmacy is an entity separate and distinct from the University of Arkansas for Medical Sciences. The issuance of the academic degree does not confer upon the recipient any guarantee of licensure.

#### **Helpful Links:**

- For UAMS COP Graduation Rates [click here](#).
- First-time pass rates for graduating seniors taking the NAPLEX can be found [here](#).

### **Salary and Placement Rates**

In May of each year, graduating senior students complete the Arkansas New Graduate Pharmacist Employment survey. This survey addresses salaries, job placement, and post-graduate opportunity uptake in the graduating class. For salary survey results [click here](#)

## **Student Life**

### **COP Student Facilities**

The COP offers several student facilities for a variety of activities including study space, meeting space, and eating and social space. These areas are located on both campuses. On the Little Rock campus, they are in the Education II and RAHN Buildings on the 6th Floor and on the Northwest Campus in the pharmacy complex.

### **COP Student Professional Organizations and Fraternities**

UAMS College of Pharmacy full list and student organizations see [Appendix B](#).

### **Special Test-Taking Accommodations Policy**

The College of Pharmacy through the UAMS ADA/Disability Services Office will provide reasonable and appropriate accommodations for students with documented disabilities who demonstrate a need for accommodations in accordance with the Americans with Disabilities Act (ADA) as set forth in campus policy. Any questions can be addressed and instructions and forms can be addressed to found on the UAMS ADA/Disability Services [website](#).

### **COP Campus Assignment and Swap Policies**

Even Swap and Reassignment requests based on extenuating circumstances may be accepted as outlined below. Even swap requests will be permitted until July 1st prior to the P3 year.

#### **Even Swap Procedures**

After the assignment process for admitted students is complete, students that wish to change campus assignments may arrange a “swap” with a classmate. When a student identifies someone to swap with, both students wishing to swap must email the Assistant/Associate Dean for Student Affairs (ADSA). The email should clearly include the original and post-swap campuses for both students. Both students should be on the email and the ADSA will confirm agreement with both parties. Both parties will receive a letter confirming the new campus assignment.

#### **Reassignment Requests Procedures**

Extreme extenuating circumstances may be the basis for a campus reassignment. Students must submit a letter to the Assistant/Associate Dean for Student Affairs. The letter should be addressed to the Honor Council and should contain all appropriate documentation for making a request to change campuses including a compelling reason for the change request and all attempts that have been explored to attempt to find an even campus swap. The Assistant/Associate Dean for Student Affairs will forward these requests to the Honor Council. A quorum for the Council is six voting members, including at least one student representative per class and one Northwest Campus representative. At least one faculty advisor should be in attendance to conduct the business of the Council.

Once the Council makes a recommendation, the recommendation of the Council will be made to the Scholastic Standing Committee for action to confirm, amend, or rescind. The final decision will be forwarded to the Assistant/Associate Dean for Student Affairs to notify the student in writing. Appeals related to this process will be handled as outlined under the Student Grievance and Appeal section of the Student Handbook.

Students Not Progressing on Time: Students failing to progress on time may be reassigned to meet goals for campus balance.

### **Attending Class on the Unassigned Campus Procedures**

Students wishing to attend class on a one-time basis on their unassigned campus must make an email request to the Assistant/Associate Dean for Student Affairs and the Assistant/Associate Dean for the NW Campus at least one week prior to the date the student wishes to attend class on the opposite campus. If approved, the Assistant/Associate Dean for Student Affairs or Designee will notify the student via email at least 24 hours prior to the class date requested. In case of exceptional circumstances, requests can be made less than one week before the date of attendance, but circumstances must be significant enough to warrant approval outside these written guidelines.

### **Special Student Status**

An individual who wishes to take a course for credit but who does not intend to enroll for a degree program may be admitted to the College by permission and on a space-available basis. Admission as a special student does not require the submission of transcripts but the student must be in good standing at the college of last attendance. If a special student decides to work toward a degree in pharmacy, the individual must satisfy all entrance requirements and apply for admission in the manner required for all regular applicants.

## **Student Confidentiality**

### **Disclosure of Personal Information**

Federal regulations and University policy require an annual notice that informs students of their rights regarding the release of personally identifiable records under the Family Educational Rights and Privacy Act (FERPA). The student may revoke permission to release Directory Information by contacting the University Registrar's Office. More information about FERPA is available at <http://registrar.uams.edu/ferpa>.

### **Student Inspection of Academic Records**

STUDENT RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT:

The Family Educational Rights and Privacy Act (FERPA, 20 U.S.C. § 1232g) and University of Arkansas policy require an annual notice that informs students of their rights regarding education records. A student at UAMS has the following rights with regard to his/her education records:

The right to inspect and review the student's education records, with some exceptions under the Act, within 45 days of the day the University receives a request for access.

Students should submit to the appropriate official written requests that identify the record(s) they wish to inspect. The appendix to University-wide Administrative Memorandum 515.1 provides a list of the types and locations of education records, the custodian of those records, and copying fees for each individual campus. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to seek amendment of the student's education records that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.

Students may ask the University to amend a record that they believe is inaccurate, misleading, or otherwise in violation of the student's privacy rights. Students should submit to the appropriate University official a written request that clearly identifies the part of the record they want to be changed and specifying why it is inaccurate, misleading, or in violation of the student's privacy rights. A sample from which may be used in making this request is contained in the appendix to University-wide Administrative Memorandum 515.1.

If the University decides not to amend the record as requested by the student, the University will inform the student of the decision and of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the student when notified of the right to a hearing and is also contained in University-wide Administrative Memorandum 515.1.3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, or research role, or support staff position (including law enforcement unit

personnel and health staff); a person or company with whom the University has outsourced institutional services or functions (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The University forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office US Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4605

The right to withhold consent of disclosure of directory information. This information will be subject to public disclosure unless the student informs the Registrar in writing by one week following registration that the student does not want any or all of directory information disclosed.

Directory information includes, but is not limited to, the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status (e.g., undergraduate or graduate, full-time or part-time); dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended.

Directory information also includes a student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user. Directory information does not include a student's social security number.

### **Release of Academic Records for Deceased Students and Graduates**

When the College of Pharmacy becomes aware that a student or graduate has died, either through the presentation of a death certificate or other verifiable means, the College will release the academic records of that individual upon the written request of the immediate family or executor/executrix of the estate, for a period of five years following the death of the student or graduate. After five years, the academic records may be released upon the written request of any of the deceased individual's heirs. The College will release the records at any time as required by law.

### **Contact Information**

It is the responsibility of each student to make sure the Office of the University Registrar always has his/her most current home address and telephone number. This should be updated through the

Gateway for UAMS Students ([GUS](#)). Students are responsible for all official mailings from the College. If notification of a policy change, scholastic standing notification, grades, or other information from the College is mailed to an incorrect address, the student is still responsible for the information.

Likewise, all students are provided with an email address. Students are responsible for information sent out to them via their UAMS email addresses. It is the student's responsibility to check their email account frequently. All email traffic through the UAMS system is tracked electronically, so it is easy to determine if an email message was delivered to a particular account.

## **Registration and Financial Information**

### **Registration Information**

Students are expected to register during the regularly designated times for each semester. In the event of emergency situations, registration at an alternate time must have the approval of the Office of the Dean. A student may not register for a new course after the 12th day of classes of a semester. A student who registers as an auditor in a course may not change the registration to credit after the 12th day of classes of a semester. A student who has registered for credit may not change registration to audit after the 9th week of the semester. Audit status does not count towards financial aid credit hours but does count towards tuition.

### **Expenses and Fees**

A student is classified as an “in-state” or an “out-of-state” student for tuition and fee purposes based on legal domicile of the student or that of the parents if the student is a minor. The College of Pharmacy also offers two tuition exceptions: border county (Cass and Bowie counties in Texas) and a non-resident regional (LA, MO, MS, OK, TN, TX) tuition rate. Residents of the two border counties receive the in-state tuition rate and residents of states included in the non-resident regional states receive a tuition rate of 125% of in-state tuition. Classification for tuition purposes at any other college does not imply classification for the purpose of admission to the College of Pharmacy. The form for requesting a change in residency status can be found on the Office of the University Registrar’s [website](#).

### **UAMS College of Pharmacy Tuition and Fees**

For current tuition rates and fees, [click here](#).

### **Financial Aid**

The College of Pharmacy does not administer financial aid programs on the campus. The Awards Division of the [UAMS Student Financial Services Office](#) processes financial aid applications for all pharmacy students.

Student financial aid programs are intended to remove financial barriers to education for those who are unable to pay and to ease the financial burden for those who are more able to pay. Since financial aid resources are limited, these resources must be coordinated and delivered to students in a manner that best fits their needs and the institution’s resources. Therefore, a combination of types of aid is offered to students as a financial aid package. Generally, financial aid is divided into the following categories:

Scholarships are awarded to students based on academic standing and/or financial need and/or major area of study and usually are not repayable.

Grants are not repayable and usually are awarded to students who have exceptional financial needs.

Loans must be repaid. Principal and interest are usually deferred until the student ceases to be enrolled at least half time; however, certain loans require interest and/or principal payments while students are in school.

Since items such as loan limits and program eligibility change annually, the office of financial aid updates the eligibility as needed. The UAMS Student Financial Services Office outlines the financial aid process,

defines eligibility requirements, and gives a complete detailed description of the various financial aid programs available each year.

The UAMS Student Financial Services Office reviews the student's information, the UAMS Student Financial Services Office will provide an award letter to each student who is awarded aid. This letter will state the cost of attendance, the student's family contribution, the student's financial need, the aid awarded, and the unmet need. Although every attempt is made to meet the student's financial need, limited resources means that most students will have an unmet need amount. An unmet need figure does not mean that a student is entitled to that amount of remaining funds.

All students receiving financial aid are required to keep the UAMS Student Financial Services Office informed of any change in their status such as change of address or receipt of additional financial aid from outside sources. The UAMS Student Financial Services Office provides an information sheet that is included with the initial award letter that provides the details of this requirement.

Students leaving the College of Pharmacy via graduation, withdrawal, or dismissal, must complete the online clearance process through Student Financial Services Office, both divisions, Awards and Disbursement/Billing. Leaving the College during a semester may result in a proportional loan repayment based on the type of loan and length of time in class. Please contact the UAMS Student Financial Services Office with questions.

Any student in the College of Pharmacy may visit the UAMS Student Financial Services Office to review any aspect of their financial aid award. An appointment is not necessary, but it is suggested that a call is made to be sure a financial aid officer is available. Telephone and video conferencing is also available for students on the Northwest Campus. The UAMS Student Financial Services Office exists to serve students' needs. Any student in the College of Pharmacy who has unusual financial circumstances or a dramatic change in their financial situation during the semester can visit with the Director of Financial Aid at any time.

Students pursuing the PharmD degree are classified for financial aid purposes as follows:

P1 Graduate/Professional Student

\*\* Please note \*\* An admitted student must have earned 72 semester credit hours of combined pre-professional and graduate coursework to be eligible to receive graduate-level federal financial aid. Applicants with less than 72 hours will be designated at the undergraduate level for financial aid purposes until they acquire 72 credit hours at the end of the first semester of the program.

P2 Graduate/Professional Student

P3 Graduate/Professional Student

P4 Graduate/Professional Student

The College of Pharmacy informs the UAMS Student Financial Services Office of the proper classification. The above arrangement for classification is designed to provide the maximum dollar amount of aid for the maximum number of pharmacy students. It also serves the purpose of providing accurate data for federal reporting purposes.

To be considered full-time, students must be enrolled in at least nine (9) credit hours of courses in the fall and spring semesters and at least five (5) credit hours of courses in the summer.

To be considered half-time, students must be enrolled in five (5) to eight (8) credit hours of courses in the fall and spring semesters and three (3) to four (4) credit hours of courses in the summer.

Students are encouraged to apply for financial aid 6-8 months before the start of the new academic year. For entering students, it is not required to be accepted for admission in order to apply for financial aid, but no award will be made until the College of Pharmacy notifies the UAMS Student Financial Services Office that the student has been accepted. Although students are encouraged to apply as early as possible, students may apply for aid at any time during the year. However, there are deadlines for various programs. These deadlines are published on the UAMS Student Financial Services Office website.

Please visit the UAMS Student Financial Services Office website <http://studentfinancialservices.uams.edu/> for additional information or contact their offices:

- Awards Division: 501-686-5451
- Disbursement/Billing Division: 501-686-6128

When a student completes a Free Application for Federal Student Aid, FAFSA, for financial aid, various documents are sent to the student and the UAMS Student Financial Services Office. In many cases, the UAMS Student Financial Services Office will request additional information such as financial aid transcripts, income tax information, etc. Written requests are mailed directly to the student requesting additional information. No action is taken on a student's file until that information is received. To avoid delays in processing, students are strongly encouraged to answer any inquiry from the UAMS Student Financial Services Office immediately.

### **Special Awards and Scholarships**

Through the generosity of various organizations, companies, and alumni, numerous awards are made to students with high scholastic records or other achievements worthy of recognition such as leadership, professional attainments, and participation in extracurricular activities. Announcements of these scholarship opportunities are sent to the student body by the COP Awards Committee.

## **COP IT Requirements**

### **Hardware**

If you have a laptop computer that is less than two years old and meets these minimum requirements, you do not have to purchase a new computer to begin pharmacy school. Tablet computers (Apple, Android, etc.), netbook computers, and e-readers may be useful devices for study but will not meet the minimum computer requirements.

It is your responsibility to maintain your computer. You may want to consider an extended warranty to cover it while a student.

### **PC Requirements**

Students must have access to a personal laptop device that has an operational webcam that is compatible with the ExamSoft suite of products, including ExamID and ExamMonitor. At this time, iOS devices such as the iPad are not compatible. Students may choose to use an iOS device for personal work, but a compatible device is required for testing.

- Operating system: 32-bit and 64-bit versions of Windows Vista, Windows 7, and Windows 8 Windows 10 is NOT supported; Only genuine, U.S. English, French, Portuguese, Swedish, and British versions of Windows Operating Systems are supported
- ExamSoft does not support Tablet devices other than Surface Pro as detailed below CPU processor, Intel i3, i5, i7, or comparable AMD processor
- RAM: 4GB minimum, 8GB, or more recommended
- Hard drive: highest recommended for the operating system or 250GB
- Internet connection for Exemplify Download, Registration, Exam Download, and Upload
- Screen Resolution: must be 1024x768 or higher
- Adobe Reader: (Version 9 or 11) is required for exams containing PDF attachments
- Administrator-level account permissions (instructions)

### **Surface Pro Requirements**

Surface Pro 1, 2 & 3 (Non-Pro Surface devices are NOT supported) External keyboard (USB or Bluetooth) required Bluetooth keyboards must be paired prior to launching exam Hard drive, 1GB or higher available space Internet connection for Exemplify download, registration, and exam download and upload. Screen Resolution must be 1920x1080. Administrator-level account permissions are required.

### **Mac Requirements**

Operating system, OS X 10.7 (Lion), OS X 10.8 (Mountain Lion), 10.9 (Mavericks) & 10.10 (Yosemite). Only genuine versions of Mac Operating Systems are supported CPU, Intel i3, i5, i7 or comparable AMD processor RAM, 4GB minimum, 8GB or more recommended Hard drive, 250GB or higher available space Server version of Mac OS X is not supported Internet connection for Exemplify download, registration, and exam download and upload. Administrator-level account permissions are required.

For help with your computer's specifications, [click here](#).

### **Software**

Microsoft Office 365 (Provided by UAMS)

Adobe Reader XI is required for exams containing PDF attachments

### **Student IT Support**

There is a student support IT Technician available in the Library Learning Resource Center (LRC) to help local and distant students with various technical issues that range from connecting to the wireless network to troubleshooting possible hard drive issues. They are available on the 3rd floor of the Library Monday – Friday, hours vary so check <https://studentsuccess.uams.edu/> for hours. If you are off-campus and need assistance, please call 501-526-6003.

## **Scholastic Rules and Regulations**

To be eligible for graduation from the College of Pharmacy, a student must demonstrate to the faculty that he/she is adequately and satisfactorily prepared to enter the profession of Pharmacy. To guarantee the accomplishment of this goal, the student must make satisfactory progress toward completion of requirements for the degree of Doctor of Pharmacy. Failure to meet these requirements for scholastic progression will result in academic dismissal from the College of Pharmacy.

### **General Rules of Progression**

- No credit hours with a grade of “F”
- A GPA of 2.0 or greater
- All courses in one professional year must be successfully completed within no more than two calendar years
- No course may be attempted more than two times and only courses with a grade of “D” or “F” may be repeated
- A student on the first attempt of any given professional year must enroll in all required coursework he/she is eligible to take
- If a student repeats a course at UAMS, the most current grade will be used to determine satisfactory completion of the course, graduation requirements, and compliance with Scholastic Rules and Regulations. All work attempted will be recorded on the student’s transcript
- Progression examinations occur at the end of the didactic coursework of the P2 year and during the P4 year. Successful completion of these examinations is required. The P2 exam allows three attempts and the P4 exam allows two attempts. If a student is unsuccessful on the final attempt, he/she will be reviewed by the Scholastic Standing Committee to determine progression.

### **Student Status**

A student enrolled in the UAMS College of Pharmacy shall be considered in good standing as long as they are making progress towards the degree of Doctor of Pharmacy according to the Scholastic Standing Rules of the College.

### **Scholastic Rules: Didactic Coursework**

- Students who do not meet the requirements for progression on the first attempt of the P1, P2, or P3 year must follow the following rules to progress to the next professional year.
- If a GPA of less than 2.0 without any grades of “F”: the student may attend summer school, if available, to achieve a GPA of greater than or equal to 2.0. If the student repeats the current professional year, the student is required to repeat all courses in the current professional year in which he/she made a grade of a “D”.
- If a student who has never received a grade of “F” in previous professional year’s didactic coursework receives a grade of “F” in one course: the student may attend summer school, if available, to achieve a GPA of greater than or equal to 2.0. If the student repeats the current professional year, the student must repeat all the courses in the current professional year in which he/she made a grade of “D” or “F”.
- If a student who has never received a grade of “F” in previous professional year’s didactic coursework receives a grade of “F” in greater than one course and fewer than 50% of the credit hours: the student must repeat the current professional year. The student is required to repeat all courses in the current professional year in which he/she made a grade of “D” or “F”

- If a student receives a grade of “F” in greater than or equal to 50% of the didactic credit hours of a current professional year: the student shall be academically dismissed from the college.
- If a student who has successfully removed the grade of “F” in a didactic course of a previous professional year receives the grade of “F”: the student shall be dismissed from the College of Pharmacy.

## Summer School

Summer school for repeating students may be offered at the discretion of the appropriate departmental chair and the Dean of the College. Repeating students may repeat courses at other institutions to progress to the next professional year provided that each course is approved by the faculty course coordinator for the UAMS College of Pharmacy course. Financial aid may not be available for summer courses.

## Scholastic Rules: Summer School

- Students may only repeat one course each summer if that course could allow them to progress to the next professional year.
- Taking a course in summer school constitutes the second attempt of that course.
- A grade of “F” in a UAMS COP summer school course and a grade of a “D” or “F” in a summer school course from another institution for transfer credit will result in academic dismissal from the College.
- If at the end of summer school, the student’s grade point average is less than 2.00 the student must repeat all the courses in the current professional year in which he/she made a grade of “D”.
- Grade Forgiveness: The most recent grade is used for the calculation of the student’s grade point average if the repeated course is taken at the UAMS College of Pharmacy.
- Transfer academic credit is only earned with a grade of “A”, “B”, or “C” of approved summer school courses offered at other institutions. A course where transfer credit is earned will not count in the student’s grade point average but will change the student’s overall grade point average when the hours and/or quality points for the UAMS course being replaced are removed from the calculation.
- For students who are eligible for progression and repeating coursework in which a grade of “D” was given, a grade of “D” in a repeated summer course results in progression to the next professional year with the original grade point average.

## Experiential Coursework

Experiential coursework is composed of introductory pharmacy practice experiences (IPPEs) and advanced pharmacy practice experiences (APPEs). IPPEs occur between January of the First Professional Year and May of the Third Professional Year, while APPEs occur during the Fourth Professional Year.

Access to Confidential Patient Information: In practice experiences and often as part of work experiences as a pharmacy technician and/or intern, students will have access to the records and information of patients and former patients. Such records and information are confidential and must be

treated accordingly and must not be discussed with any persons other than those involved directly in-patient care or teaching related to that patient.

Each student must fulfill each of the following criteria and any other requirements assigned before entering an experiential activity:

The student must hold a current professional liability insurance policy (minimum insurance limits of (\$1,000,000/\$3,000,000). Insurance is provided through Pharmacists Mutual insurance and is paid from student fee collections at each semester registration. To apply, go to <https://www.phmic.com/>.

The student must possess the current American Heart Association (AHA) Healthcare Provider Cardiopulmonary Resuscitation (CPR) Certification. Proof of certification must be presented at orientation to experiences.

The student must have a valid and current intern license issued by the Arkansas State Board of Pharmacy. If the student does an experience outside of Arkansas and the visited state issues student intern licenses, the student must obtain an intern license in that state as well.

Students must have proof of a negative TB skin test within the last twelve months on file with SEHS or evidence of compliance with TB screening per current CDC guidelines.

The student may be required to provide proof of physical examination and current immunization records depending on the experiential site. Upon admission into the College, students are required to have on file with the SEHS proof of a physical examination and current immunization record.

To be eligible for entry into free-standing experiential coursework, the student must demonstrate that he/she is adequately and satisfactorily prepared to advance to the experiential portion of the curriculum. The scholastic standing of all students will be reviewed prior to their entry into the experiential coursework. The student must be eligible to advance to the next Professional Year by meeting the following criteria:

- Cumulative grade point average (GPA) of 2.0 or better
- Successful completion of ALL prior coursework in the previous Professional Year(s) and current Professional Year as it relates to the IPPE.

Eligibility to enter an IPPE: If a student is eligible to progress to the next academic year by way of successful remediation of the necessary coursework from the current Professional Year during the summer, the student will be allowed to enter into an IPPE if he/she provides the IPPE coordinator with a feasible plan for completion of the necessary coursework prior to the planned start date of IPPE.

If the assignment of "I" (incomplete) is made during any prior coursework of the current Professional Year, the student may enter an IPPE once the remaining coursework is completed and the student's scholastic standing is determined to allow progression.

P1 and P2 Introductory Pharmacy Practice and Advanced Practice Experiences (IPPEs/APPEs)  
The faculty adopted the use of the Achievement Based Student Assessment Procedure for P1 Community and P2 Institutional IPPEs and APPEs on 02/17/2016. The procedure utilized by the Experiential Education Office in the implementation of this process is outlined below.

## Scholastic Rules: Experiential Education

Students will participate in an orientation process prior to the initiation of the experiential courses to outline their purpose, organization, and assessment; to explain the achievement-based assessment process, and to review the procedure by which academic progress will be monitored.

All students receive performance assessments from their preceptors at the midpoint (excluding P1 IPPE) and the end of each experience. Performance assessments are managed within the experiential education electronic management system. All performance assessments are available for review by assigned preceptors and experiential education office staff. These assessments are used to direct students' learning in subsequent experiences.

## Experiential Proficiency Scores

5 – Exceeds expectations

4 – Meets expectations

3 – Progressing

2 – Needs significant improvement

1 – Does not meet expectations

0 – Opportunities existed, student did not engage; therefore, not able to assess

NA – Not applicable to experience or not observed

Global Assessment (overall performance): [ ] Clear Pass [ ] Borderline Pass [ ] Clear Failure

Students must achieve a target competency score on each item on the achievement-based assessment, fulfill the course requirements as outlined in the course syllabus/manual, and complete all other required documentation prior to receiving credit for the IPPE and APPE programs. The Assistant/Associate Dean of Experiential Education, Experiential Director, or Dean's designee will formally review the achievement-based assessments for each student after the Final assessments are submitted.

- IPPE Target Score: Students must achieve a score of 3 on each item on the IPPE achievement-based assessment.
- APPE Target Score: Students must achieve a score of 4 on each item on the APPE achievement-based assessment.
- Maintaining Competency (APPE): Following achieving competence (4 or more) on any competency item, a student who achieves lower than a 4 on a final evaluation during multiple clerkships may be contacted by the Assistant/Associate Dean of Experiential Education and be required to have Consultation\*.

## IPPE/APPE Grades

- Clear Pass: Good job!
- Borderline Pass: Students who receive a "Borderline Pass" at the end of an IPPE or APPE clerkship may be required to attend a consultation with the Assistant/Associate Dean of Experiential Education. Students who receive multiple borderline passes in the same competency area/domain (i.e. patient care, communication, professionalism, etc.) may be required to complete an Individualized Education Plan (IEP)\* to improve their skills in the identified competency area/domain.

- Clear Failure: Students will fail an experience if a preceptor indicates “Clear Failure” at the end of an experience. He or she must repeat and pass that type of experience (e.g., Acute care, Ambulatory care, etc.). No experience may be attempted more than twice. In the event that a student receives a “Clear Failure” at the end of an APPE, the Assistant/Associate Dean for Experiential Education may develop and assign an Individualized Educational Plan (IEP)\* and forward to the Scholastic Standing Committee. The Scholastic Standing Committee will review the IEP. The student may address the committee regarding the IEP. The student must successfully pass the IEP as well as repeat and pass another rotation of that experience type before moving forward in the curriculum.

Competency Scores: Students who receive a competency score of 0,1, or 2 at the end of an IPPE or APPE clerkship may be required to attend a Consultation\* with the Assistant/Associate Dean of Experiential Education.

Students who commit academic dishonesty or professional misconduct during an IPPE or APPE may be given a “Clear Failure” for the experience in which the violation occurred, may be given a negative non-cognitive evaluation, and the matter forwarded to the Honor Council and/or Scholastic Standing Committee for review.

Preceptors may request that a student be removed from a practice site as a result of behavior or performance. Students who are removed from an IPPE/APPE will receive a “Clear Failure” and may be assigned an IEP.

Students who are removed from an IPPE/APPE by a College administrator will receive a “Clear Failure” and may be assigned an IEP.

Individualized Educational Plan (IEP): IEPs may involve the completion of activities to develop knowledge, skills, and/or attitudes and may incorporate the completion of additional experiential clerkships. The Scholastic Standing Committee will review all IEPs developed by the Assistant/ Associate Dean of Experiential Education. The student is invited to address the committee regarding the IEP. Upon Scholastic Standing review of an IEP, a course of “IEP” will be assigned to the student in need of remediation. The student must successfully complete the IEP before moving forward and attempting a repeat “for credit” IPPE/APPE clerkship. IEPs are customized experiences designed to improve student performance and are NOT eligible to count as credit for IPPE/APPE clerkships.

The Assistant/Associate Dean of Experiential Education will monitor the student’s progress on a regular basis during remediation. The frequency of this monitoring will vary depending on the length and nature of the IEP. Successful completion of the IEP will occur once the student demonstrates competency.

At any time, students may be reassigned to alternative APPEs to maximize opportunities to enhance skills development for identified areas of weakness. Reassignment will occur at the discretion of the Office of Experiential Education and according to practice site availability.

Tuition may be charged for additional or repeated IPPE/APPE courses and/or IEP experiences. IPPEs must be successfully completed before a student may progress to the next academic year. Experiential Programmatic Assessment:

### **Ongoing Programmatic Assessment (APPE)**

At any time in the IPPE or APPE program, a student who is not consistently performing at the expected level of proficiency (3 for IPPE, 4 for APPE), or receives one or more “Borderline Pass” results on a final evaluation will be called in for a Consultation\* by the Assistant/Associate Dean for Experiential Education or Director of Experiential Education.

Between months 5 and 7 of the APPE curriculum, students who have not had the opportunity to demonstrate competence on an item will be contacted by the Assistant/Associate Dean of Experiential Education for a Consultation. The student may be asked to submit a plan to achieve expected levels of performance on those competencies. The student will be advised of the procedure that will be followed if competency has not been demonstrated by the end of the final APPE.

Programmatic Failure:

- IPPE: Following a grade of “Clear Failure” for an IPPE, a second “Clear Failure” during the IPPE program (P1, P2, P3) will result in IPPE programmatic failure and the student being academically dismissed from the College.
- APPE: Following a grade of “Clear Failure” for an APPE, a second “Clear Failure” during the APPE portion of the curriculum will result in APPE programmatic failure and the student being academically dismissed from the College.

Final Program Assessment (IPPE/APPE): At the end of the IPPE (P1+P2+P3) and APPE (10 APPEs) Programs, the Assistant/Associate Dean for Experiential Education will review students’ performance assessments to determine whether competency requirements have been met ( $\geq 3$  for IPPE;  $\geq 4$  for APPE). In the event that a student does not achieve the expected programmatic competency requirements, the Assistant/Associate Dean for Experiential Education will make a recommendation to the Scholastic Standing Committee that no credit be granted for the IPPE/APPE program and that a programmatic IEP must be completed successfully to receive programmatic credit. The student is invited to address the Scholastic Standing Committee to discuss the programmatic IPE. The committee will review the Assistant/Associate Dean for Experiential Education’s recommendations including the programmatic IEP and may request additional information from the student or the student’s preceptors. Credit will be granted for the IPPE/APPE program if the committee determines that the student has demonstrated competency in the identified competency areas. If the committee determines that the student has not yet demonstrated competency, the student will begin the programmatic IEP.

For a programmatic IPPE IEP, the student must Pass the programmatic IEP to progress to the P4 year. For a programmatic APPE IEP, the student must Pass the programmatic IEP in order to graduate.

All of the ten month-long APPEs in the fourth professional year must be successfully completed within no more than two calendar years.

Student appeals must be handled based on the policies and procedures in the Student Handbook.

\*Consultation: The intent of the Consultation is to aid the student in identifying opportunities to demonstrate or strengthen his/her skills in the identified competency areas. Consultations may involve past and/or future preceptors, Experiential Directors, College administrators, and other individuals that could be beneficial to the process.

\*Individualized Educational Plan (IEP): An (IEP) may include development, practice, and/or demonstration of competency. An IEP may involve the completion of activities to develop knowledge, skills, and/or attitudes and may incorporate the completion of additional IPPEs or APPEs. Clerkship IEPs must be successfully completed prior to attempting a repeat “for credit” IPPE/APPE clerkship. IEPs are customized experiences designed to improve student performance and are NOT eligible to count as credit for IPPE/APPEs.

## Scholastic Non-Cognitive Performance Evaluation

Each student is expected to comply with requests of university officials in the performance of their duties; to obey the laws of the city, state, and nation; and to refrain from conduct that would demean the ethics and integrity of the profession of pharmacy. Scholastic non-cognitive performance is evaluated based on certain demonstrated characteristics that are important to individuals preparing for a career in pharmacy.

Characteristics included in these evaluations are attentiveness, demeanor, maturity, cooperation, inquisitiveness, responsibility, and respect for authority. Students shall receive a grade of “**Outstanding**” or “**Inadequate**” when appropriate. The lack of either grade indicates that the student has been judged to possess the demonstrated characteristics or that contact with the student has been insufficient to allow evaluation. Evaluations must be submitted by a member of the faculty.

If the student receives two (2) or more grades of “Outstanding,” the Assistant/Associate Dean for Student Affairs will notify the student in writing of the fact and will place a letter of commendation in the student’s file.

If the student receives the grade of “Inadequate” in two (2) or more separate situations or incidents, the Assistant/Associate Dean for Student Affairs or the Assistant/Associate Dean of the NW campus (for students on that campus) will undertake the following action (in the case of a serious violation, a single grade of “Inadequate” will suffice).

- Notify the student in writing that he/she has received an excessive number of “Inadequate” evaluations;
- Require the student to arrange a formal interview within one week with the individual(s) submitting the written report(s); and
- Forward to the Scholastic Standing Committee the results of this interview, including the student’s explanation for his/her behavior.

The Scholastic Standing Committee may choose any or several of the following:

- Take no further action;
- Counsel the student in writing only;
- Interview and counsel the student;
- Interview and counsel the student and place him/her on leave of absence for an interval to be recommended by the Assistant/Associate Dean for Student Affairs (in consultation with the Assistant/Associate Dean for the NW campus for students on that campus) and approved by the Scholastic Standing Committee;
- Interview and counsel the student and place him/her on scholastic non-cognitive probation for an interval to be recommended by the Assistant/Associate Dean for Student Affairs (in consultation with the Assistant/Associate Dean for the NW campus for students on that campus) and approved by the Scholastic Standing Committee;

- Interview the student and recommend the student repeat the entire academic year; or
- Interview the student and recommend his/her dismissal from the College.

Recommendations of the Scholastic Standing Committee are forwarded to the Dean for action.

## **Academic Progression Review and Appeals Procedure**

The Scholastic Standing Committee meets to review the records of all students approximately within two weeks after final grades are assigned by the faculty. When a student does not meet scholastic standards the Scholastic Standing Committee will review that student's record in detail and determine the appropriate application of the College of Pharmacy Scholarship Rules and Regulations.

The Scholastic Standing Committee determination will be made after careful and deliberate discussion, based upon the professional judgment of the Committee members. The Chair of the Scholastic Standing Committee will notify the student of the determination in writing.

**Academic Review Appeal:** Within seven (7) working days of the date of the determination notice, the student may appeal, in writing, to the Chairman of the Committee that a substantial mistake of fact occurred, a fundamental misinterpretation of official policies is evident, or a significant procedural defect took place. These are the only bases for appealing the determination. If a student appeals the decision to the Scholastic Standing Committee, the Scholastic Standing Committee will reconvene to review the student's contentions. If the Committee concurs with the student, it will correct the procedural defect, reinterpret the policy as appropriate, or review the fact which was originally presented in error, and then review its determination and revise it if appropriate. The Committee's final determination will be forwarded to the Dean or the Dean's designee after the seven (7) day period for appeal has passed, or at the conclusion of an appeal.

**Final Decision by the Dean or Dean's Designee:** After receipt of a determination from the Scholastic Standing Committee resulting from an academic procedure, the Dean or Dean's designee may accept the determination or refer it back to the Scholastic Standing Committee for additional consideration. The decision of the Dean or the Dean's designee shall be final, and there shall be no further appeal.

The Chair of the Scholastic Standing Committee will notify the student in writing of the final decision.

## **Scholastic Non-Cognitive Progression Review Procedure and Appeals**

When a student does not meet academic honesty or minimal scholastic non-cognitive standards the Scholastic Standing Committee will review that student's record in detail and make a determination. If the class syllabus for a particular class states a specific academic honesty policy different from the College policy, the class policy takes precedence. The Scholastic Standing Committee may meet at any time during the calendar year.

The members of the Scholastic Standing Committee and student(s) whose situation(s) will be considered in detail will be notified, in writing, of the meeting by the Chair of the Scholastic Standing Committee. The notice will be hand-delivered to the student(s) or delivered by mail to his/her last known address. The notice will include the date, time, and place of the meeting, the issues that will be considered, and the possible consequences.

The student may submit a written statement to the Chair of the Scholastic Standing Committee prior to the meeting that sets out reasons why the determination of the Committee should be in his/her favor. The student may also submit written statements from others on his/her behalf, and may appear before the Committee, make an oral statement, and answer questions from members of the Committee. This interaction shall be in the nature of an informal give-and-take rather than a formal evidentiary hearing.

The student may have legal counsel present, but said counsel may only participate if a student faces a possible suspension of 10 days or more or withdrawal from the college. The student may not present witnesses without prior consent of the Chair.

The determination of the Scholastic Standing Committee will be made after careful and deliberate discussion, based upon the professional judgment of the Committee members. The Scholastic Standing Committee shall not reconsider a determination made by the Grievance Panel concerning a student. Students may not be present during the Committee deliberations.

The Chair of the Scholastic Standing Committee will notify the student in writing of the determination.

Scholastic Non-Cognitive Review Appeal: Within seven (7) working days of the date received of the determination notice, the student may appeal, in writing, to the Chair of the Committee that a substantial mistake of fact occurred, a fundamental misinterpretation of official policies is evident, or a significant procedural defect took place. These are the only bases for contesting the decision.

If a student appeals the determination of the Scholastic Standing Committee, the Scholastic Standing Committee will reconvene to review the student's contentions. If the Committee concurs with the student, it will correct the procedural defect, reinterpret the policy as appropriate, or review the fact which was originally presented in error, and then review its determination and revise it if appropriate. The Committee's final determination will be forwarded to the Dean or the Dean's designee after the seven (7) day period for appeal has passed, or at the conclusion of an appeal.

Final Decision by the Dean or Dean's Designee: After receipt of a determination from the Scholastic Standing Committee resulting from a scholastic non-cognitive procedure, the Dean or Dean's designee may accept the determination or refer it back to the Scholastic Standing Committee for reconsideration. The decision of the Dean or the Dean's designee shall be final, and there shall be no further appeal.

The Chair of the Scholastic Standing Committee will notify the student in writing of the final decision.

### **Student Grievance Procedure and Appeals – Non-Discriminatory Purpose**

The Student Grievance Procedure is used as due process by a student who believes that a rule or ruling, procedure, or policy has not been followed or has been applied in an unfair or inequitable manner. To submit a grievance, a student must provide evidence of unfair or inequitable treatment, defined as: 1) the occurrence of a substantial mistake of fact; 2) a fundamental misinterpretation of official policies; or 3) the occurrence of a significant procedural defect. The Grievance Procedure shall not be used to question a rule or ruling, procedure or policy established by an authorized faculty or administrative body.

### **Definitions**

Grievance: An expression of dissatisfaction when a student believes that a rule or ruling, procedure, or policy, has been applied in an unfair or inequitable manner. Alleged situations not covered by this policy include discrimination prohibited by other specific policies of the University of Arkansas for Medical Sciences (see UAMS policy 2.2.1: Grievance Procedure for Students Alleging Discrimination). Grievance Panel: Those members of the College of Pharmacy Faculty selected by a drawing to hear a grievance and make a determination.

Grievant: Any student submitting a grievance as defined above.

Respondent: A person or persons alleged to be responsible for the violation(s) alleged in a grievance. The term may be used to designate persons with direct responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the grievance.

Working Days: Monday through Friday, excluding official UAMS holidays.

## **Policy**

When an incident forming the basis for a grievance arises, the grievant must follow the procedure outlined below.

Each grievance shall be handled promptly and impartially, without fear of coercion, discrimination, or reprisal. Each participant in a grievance shall do his or her part to protect this right. It is understood that the respondent will not retaliate against the grievant in any way.

No student, faculty member, member of the Grievance Panel, administrator, or witness shall suffer loss of compensation or leave time for the time spent in any step of this procedure.

Records shall be kept of each grievance process. These records shall be confidential to the extent allowed by law, and shall include, at a minimum: the written grievance complaint filed by the grievant, the written response filed by the respondent, documents presented during the hearing, the written determination of the Grievance Panel, the results of any appeal, the decision of the Dean, and any other material designated by the Dean or the Dean's designee.

A file of these records shall be maintained in the office of the Assistant/Associate Dean for Academic Affairs. For purposes of the dissemination of grievance precedents, separate records may be created and kept which indicate only the subject matter of each grievance, the resolution of each grievance, and the date of the resolution. These records shall not refer to any specific individuals, and they may be open to the public in accordance with the Arkansas Freedom of Information Act or pertinent Federal laws.

## **Procedure**

### **Step I: Initial Attempt to Resolve Grievance**

The grievant must submit a written statement specifying the complaint of inequitable or improper treatment, defined as: 1) the occurrence of a substantial mistake of fact; 2) a fundamental misinterpretation of official policies; or 3) the occurrence of a significant procedural defect. The grievant shall also provide the following information: name and address of the grievant; nature, date, and description of the alleged violation(s); name(s) of person(s) responsible for the alleged violation(s); the reason for the grievant's belief that he/she is aggrieved; the remedy sought; and any background information the grievant believes to be relevant.

This written statement must be received by the respondent's department chair and the Assistant/Associate Dean for Student Affairs and the Assistant/Associate Dean for the Northwest

Campus (where applicable) within three (3) working days following the incident which forms the basis for the grievance (e.g., three days after grades are posted).

Within three (3) working days of receipt of the written statement, the department chair will notify the respondent and provide him/her with the grievant's written statement. The department chair will attempt to resolve the grievance by discussions with the grievant and/or the respondent and may elect to consult others as appropriate in an effort to resolve the grievance.

If the grievance is satisfactorily resolved by these discussions, the terms of the resolution shall be reduced to writing and shall be signed by the grievant, department chair, and the respondent. This initial attempt of resolution must conclude within ten (10) working days of the receipt of the grievant's written document. If the grievance cannot be resolved, the grievant can immediately proceed to Step II, presentation of a formal grievance to the Dean.

#### Step II: Formal Grievance to the Dean

The grievant's written statement, as described in Step I above, must be submitted to the Dean within three (3) working days of the completion of the initial attempt of resolution, outlined in Step I above.

Within three (3) working days of his/her receipt of a formal grievance, the Dean will give the respondent a copy of the grievance and direct the respondent to submit to the Dean a written response to the charges within three (3) working days.

Following receipt of the respondent's written response, the Dean may elect to review and decide the issue, or the Dean may refer the issue to a Grievance Panel for a hearing. If the Dean decides the issue, the decision shall be final, and there shall be no appeal. If the Dean refers the issue to a Grievance Panel, the grievance will be heard pursuant to the Pre-Hearing Procedures and Hearing Procedures listed below. The Dean will decide or refer the issue within three (3) working days of the receipt of the respondent's written response.

### **Pre-Hearing Procedures**

**Selection of Grievance Panel:** The process for selecting a Grievance Panel of six faculty members will be as follows: the grievant, respondent, and the Dean (or designee) will review the College of Pharmacy's voting faculty list, removing from consideration the respondent, the Dean, the department chairs, Assistant/Associate

deans, any faculty member directly involved in the issue being grieved, and any other faculty member, in the opinion of the Dean, who has a significant conflict of interest. The names of the remaining members will then be written on tabs of paper, folded, and randomized by mixing. The grievant will draw names from the container. The first six (6) names will constitute the Grievance Panel, provided that they are available to serve. The seventh name drawn is the first alternate, the eighth name drawn is the second alternate, etc., until 6 alternates are listed in a sequence of priority.

**Scheduling of the Hearing:** The Hearing is to take place no sooner than five (5) days and not later than ten (10) days after the drawing unless there is a specific reason why another time must be selected (e.g., inability of an attorney to be present within the prescribed period).

Charge to the Grievance Panel and Election of the Chairperson: At a prearranged time prior to the Hearing, the six (6) members of the Grievance Panel will meet briefly with the Dean, the grievant, and the respondent to be given the charge (i.e., whether the grievant has been treated improperly or inequitably, defined as the occurrence of: 1) a substantial mistake of fact; 2) a fundamental misinterpretation of official policies; or 3) a significant procedural defect) by the Dean. All parties will be supplied with the written statements previously submitted to the Dean and the date of the hearing will be confirmed.

The Dean, grievant, and respondent will then withdraw, and the Panel will elect a chair to preside at the subsequent hearing. The Grievance Panel should convene briefly for the sole purpose of electing a faculty member as chairperson and deciding whether the Grievance Panel requests the assistance of University counsel. The substance of the grievance shall not be discussed at this initial meeting, and neither the grievant, the respondent, nor their respective representatives are permitted to attend.

## **Hearing Procedures**

Privacy: The hearing will be conducted in a private setting. Panel deliberations will take place out of the presence of the parties and witnesses.

Representation: The grievant and respondent may each have one (1) person, who may be an attorney, to assist in the initiation, filing, processing, or hearing of the formal grievance. However, this person may not address the Grievance Panel, speak on behalf of the grievant or respondent, question witnesses, or otherwise actively participate in the hearing. If the grievant chooses to have an attorney present, a University attorney may also attend the hearing to provide counsel to the respondent or to represent the interests of the College or University. The Grievance Panel may also be assisted and advised by University counsel at its discretion.

Witnesses: Witnesses will be admitted for testimony only at the discretion of the Panel and then will be asked to leave. Witnesses shall not be present during the testimony of any party or other witness. The grievant and the respondent may hear and question all witnesses testifying before the Grievance Panel.

Commencement of the Hearing: At the beginning of the hearing, the Dean (or designee) will announce the date, time, place, and purpose of the hearing and will repeat the charge for the Grievance Panel. Members of the Grievance Panel will then identify themselves by name and department. The grievant will identify himself or herself by name and year in school and the respondent will then identify himself or herself by name and department. The Dean (or designee) will then withdraw from the room.

Presentation of Case: The grievant and respondent must appear in person, make an oral statement, and answer questions from members of the Panel. The grievant and respondent shall be afforded reasonable opportunity

for oral opening statements, closing arguments, their own testimony, and pertinent documentary evidence. At any time during the hearing process, the Panel may request additional information from the grievant or respondent to be submitted within a specified timeline.

**Grievance Panel Rights:** The Grievance Panel shall have the right to question any and all witnesses, to examine documentary evidence presented, and to summon other witnesses or review other documentation as the Grievance Panel deems necessary. The Grievance Panel has the right to limit testimony and presentation of other evidence to that which is relevant to the violation(s) alleged and to further limit testimony and other evidence that is cumulative and unnecessary.

**Grievance Panel Deliberation:** After the hearing is concluded, the Grievance Panel shall convene to deliberate in closed session and arrive at a majority determination. The Grievance Panel shall make its determination whether the grievant was subjected to inequitable or improper treatment, defined as the occurrence of: 1) a substantial mistake of fact; 2) a fundamental misinterpretation of official policies; or 3) a significant procedural defect; based upon the evidence presented at the hearing which is relevant to the issue(s) before the Grievance Panel. Neither the grievant, respondent, nor their representatives may be present during the Grievance Panel deliberations.

**Grievance Panel Determination:** No later than two (2) working days following the conclusion of the hearing, the Grievance Panel will provide their written letter of determination to the Dean. Upon receipt of the Grievance Panel's determination letter, the Dean will provide to the grievant and respondent a copy of the written Grievance Panel determination.

### **Appeal of Grievance Panel Determination and Resolution by the Dean**

After the Dean has provided to the grievant and respondent a copy of the written Grievance Panel determination, the grievant or respondent may appeal the Panel's decision. If either the grievant or the respondent wish to appeal the Grievance Panel determination, the grievant or respondent shall, within three (3) working days of the receipt of the determination, submit a written appeal to the Dean. The appeal shall be based on the occurrence of one of the following: 1) a substantial mistake of fact; 2) a fundamental misinterpretation of official policies; or 3) a significant procedural defect. These are the only grounds for contesting the determination of the Grievance Panel. Within five (5) working days of receipt of an appeal of the Grievance Panel's final determination, the Dean shall make a final determination. The Dean may accept the original determination, reverse or amend the determination of the Grievance Panel. The decision of the Dean shall be final.

If the Dean receives no appeal of the Grievance Panel's determination, by either the grievant or the respondent, within three (3) working days, the Dean will provide to the grievant and respondent a written copy of his/her plan for resolution. The Dean may accept, amend, or reverse the determination of the Grievance Panel. The decision of the Dean shall be final, and there shall be no appeal.

### **Final Decision by the Dean**

After receipt of a determination from the Panel and after the seven-day period has elapsed, the Dean may accept it, reverse it, or refer it back to the Panel for reconsideration. The student shall be notified in writing of the Dean's decision. The decision of the Dean shall be final, and there shall be no further appeal.

Student Grievance Procedure and Appeals – Alleging Discrimination For the full policy and procedures, [click here](#).

## **Student Complaint Policy (ACPE Standards 2016)**

The UAMS College of Pharmacy will respond fairly and impartially to any written complaint related to standards of the Accreditation Council of Pharmacy Education (ACPE) according to the process established by the faculty.

Standards of ACPE accreditation shall be published on the College of Pharmacy website in order to make them easily accessible to students. The College of Pharmacy shall update information posted on the website whenever ACPE amends the standards.

The procedure for responding to written complaints from a student or group of students related to a Standard established and published by ACPE shall be:

- The written complaint shall be directed to an Assistant/Associate Dean for Student Affairs of the College of Pharmacy.
- The Assistant/Associate Dean for Student Affairs shall acknowledge in writing to the author(s) of the complaint the date of its receipt and the schedule for action
- The Assistant/Associate Dean for Student Affairs shall bring the complaint to the next regular meeting of the Executive Committee of the College for advice in directing the complaint to the appropriate Standing Committee of the College.
- The Assistant/Associate Dean for Student Affairs shall transfer the complaint to the Chair of the appropriate Standing Committee for action.
- The Standing Committee receiving a written complaint related to an ACPE Standard shall meet to consider the complaint within five (5) working days of delivery of the complaint to its Chair. The Standing Committee shall recommend action to resolve the complaint within five (5) working days of this meeting. The Chair shall direct the recommendation to the Dean.

The Dean may accept, reject or modify the advice of the Committee. The Dean shall notify in writing the decision about the Committee's advice to the Chair of the Committee and to the author(s) of the complaint within three (3) working days of receiving the Committee's advice.

The decision of the Dean shall be final. If the author(s) of the complaint disagree, the matter shall be handled in accordance with the College of Pharmacy Grievance Process.

The Dean's Office shall establish a file containing the original of each complaint received relating to ACPE Standards, the advice of the Standing Committee receiving the complaint, and a copy of the Dean's letter stating final action on the complaint. The file shall be maintained permanently. Contents of the file shall be available only to the Dean or Dean's Designee, and to authorize officers of ACPE.

For more information on unresolved issues on a complaint related to the accreditation standards please see <https://www.acpe-accredit.org/complaints/>.

If you wish to file a complaint directly, please use the following link: [https://acpe-accredit.formstack.com/forms/complaint\\_form\\_copy](https://acpe-accredit.formstack.com/forms/complaint_form_copy)

## **Conduct Expectations of Staff, Faculty, and Volunteer Faculty**

Staff, faculty, and volunteer faculty are expected to obey laws of the city, state and nation and refrain from conduct that would demean the ethics and integrity of the profession of pharmacy. Staff and Faculty are expected to comply with UAMS rules and regulations in the performance of their duties as employees of the University. Misconduct on the part of an employee of UAMS shall be reviewed by the employee's immediate supervisor. UAMS Administrative Guide 4.4.01 Employee Basic Code of Conduct serves as a basis as well as this Student Handbook. Reports of misconduct of staff, faculty, and volunteer faculty should be made to the following appropriate line of communication

- Staff: reports should be made to the direct supervisor and if the supervisor is unknown then a report should be made to the Assistant/Associate Dean for Administration for the College.
- Faculty: reports should be made to the appropriate Department Chair and if the report is regarding the Department Chair the report should be made to the Dean.
- Volunteer Faculty – Clinical Faculty and Preceptors: reports should be made to the Assistant/Associate Dean for Experiential Education
- Volunteer Faculty – Adjunct Faculty: reports should be made to the appropriate Department Chair.

Evaluation of these reports will be the responsibility of the identified supervisor. Consequences of misconduct will be determined within the confines of the job descriptions of the individuals. The process outlined in the UAMS Administrative Guide 4.4.02 Employee Disciplinary Notice may be followed. Appeals will be handled through staff and faculty procedures outlined in the UAMS Administrative Guide <http://www.uams.edu/AdminGuide/> or UAMS Faculty Handbook.

## **Administrative Actions Policy**

In the College of Pharmacy, certain individuals have the authority to impose interim administrative actions in order to protect the safety and welfare of members of the University community. These "authorized individuals" include the Dean and/or his/her designees. As defined below, the Dean and/or his/her designee are permitted, when necessary, to take the following interim administrative actions: (A) interim actions; (B) interim suspensions; and/or (C) referrals for psychological or psychiatric evaluations.

### **Interim Actions**

In special circumstances the authorized individuals named above may impose "interim actions" to ensure the safety and welfare of members of the University community, including, but not limited to, student restrictions from certain activities or locations and changes in class schedules. Any restrictions outlined in the interim action will be clearly presented in a written notice to the student.

Appeal of Interim Administrative Action: In the event that interim action is invoked, the student may appeal the action through the College's non-discriminatory grievance policy as further explained in the "Student Grievance Procedure and Appeal". See next section for more information.

Violation of Interim Action: Any violation of an interim action will result in an inadequate Scholastic Non-Cognitive Evaluation. The Scholastic Standing Committee will then meet to consider the student's status with the College of Pharmacy.

## **Student Conduct**

A College of Pharmacy student is a mature adult whose attitude, conduct, and morals are compatible with the functions and missions of the University of Arkansas as an educational institution, and with the ethical standards of the profession of pharmacy. Each student is expected to comply with requests of university officials in the performance of their duties; to obey the laws of the city, state, and nation; and to refrain from conduct that would demean the ethics and integrity of the profession of pharmacy. Dishonest work will not be tolerated. Infractions are to be referred to the Honor Council or Scholastic Standing Committee for judgment. A recommended action shall be communicated to the Dean of the College for review and action. Complete information concerning procedural steps for the review of misconduct may be reviewed in the Honor Code ([Appendix A](#)) and Scholastic Non-cognitive evaluation sections of this Student Handbook.

## **Professionalism, Conduct, and Appeals**

**Professionalism:** Professionalism is an expected behavior of students, staff, faculty, and volunteer faculty who work for or are affiliated with the UAMS College of Pharmacy. All members of the College of Pharmacy community are mature adults whose attitude, conduct and morals are compatible with the functions and missions of UAMS as an educational institution, and with the ethical standards of the profession of pharmacy. Expected behaviors are defined in this Student Handbook and Honor Code ([Appendix A](#))

## **Personal Appearance and Attire**

The following represents the minimally acceptable appearance and attire during regular College hours (7:30 AM to 5:00 PM) Monday through Friday. Any after-hours activity representing the COP, or a professional organization should follow the requirements listed below unless otherwise stated. Care should always be taken to represent the profession and College well. A UAMS name badge should be always worn while on campus or when participating in professional College activities.

- Acceptable personal appearance should include good personal hygiene to include regular bathing, use of deodorants, etc. Hair should be neat and clean and kept out of the eyes. Cologne and perfume are not recommended in the patient care setting and in moderation in all others. Cosmetics should be used in moderation. Nails should be well groomed and manicured to short or medium length. Jewelry and accessories should be non-distracting and jewelry in exposed pierced areas other than ears is not permitted. Tattoos must be covered.
- At minimum, acceptable attire in the didactic portion of the curriculum should be clean, neat, and conservative. Students should be fully dressed, with clothing completely covering the trunk of the body, shoulders, and legs down to the knees. Casual clothing including blue jeans, shorts, t-shirts is acceptable. Unacceptable clothing includes any which reveals breasts/cleavage, abdomen, buttocks, or underwear; see-through clothing; strapless tops; and pajamas.
- At minimum, professional dress should include shirts with tails tucked in, dress pants, dress shoes (close toed with dress socks/hose). Women should wear skirts and dresses no shorter than just above the knee when seated. Professional dress requires that the student be fully dressed without revealing breasts/cleavage, abdomen, buttocks, or underwear.
- COP Student's white coat is required to be waist-length, clean, neat, with name badge. In general, anytime a student wears his/her white coat he/she should exhibit an acceptable personal appearance and be professionally dressed.

More stringent dress codes outlined in an individual course syllabus will supersede the one above. Staff and faculty are expected to comply with the same minimum expectations for personal appearance and attire.

## **Use of Social Networking Sites**

The University of Arkansas for Medical Sciences recognizes that social networking websites and applications such as Facebook, Snapchat, Twitter, etc. are important and timely means of communication. Students who use these websites and applications must be aware of the critical importance of privatizing these websites and applications so that only trustworthy “friends” have access to the sites. They must also be aware that posting certain information is illegal. Violation of existing statutes and administrative regulations may expose the offender to criminal and civil liability, and punishment for violations may include fines and imprisonment. Offenders also may be subject to adverse academic actions that range from a letter of reprimand to probation to dismissal from the University. View the UAMS social networking policy. The following actions are strictly forbidden:

- Students may not report the personal health information of patients. Removal of an individual’s name does not constitute proper de identification of protected health information. Furthermore, inclusion of data such as age, gender, race, or date of evaluation may still allow the reader to recognize the identity of a specific individual;
- Students may not report private (protected) academic or financial information of another student or trainee. Such information might include, but is not limited to course grades, narratives evaluations, examination scores, adverse academic actions, or financial aid information;
- In posting information on social networking sites, students may not present themselves as official representatives or spokespersons for the UAMS or their college, department, or program;
- Students may not represent themselves as another person;
- Students may not utilize websites and/or applications in a manner that interferes with educational or work commitments. In addition to the absolute prohibitions outlined above, the following actions are strongly discouraged and may be considered a violation of moral, ethical, and/or professional standards of the individual, the healthcare profession, program, department, college, and the UAMS possibly resulting in dismissal from the College of Pharmacy program;
- Display of vulgar language
- Display of language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity, sexual orientation, or disability.
- Presentations of photographs that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual misconduct.

The following actions are strongly encouraged:

- Students should use privacy settings to limit the unknown or unwanted access to the student’s profile or application.
- When listing an email address on a social networking site, students should use a personal email address (not a uams.edu address) as the primary means of identification.

When using these social networking sites, students are strongly encouraged to present themselves in mature, responsible, and professional manners. Discourse should always be civil and respectful. No privatization measure is perfect and undesigned persons may still gain access to the site. Once an item

is posted on a networking site, it may not be easily removed. Future employers (e.g., residency or fellowship program directors, representatives of employers) may review these sites when considering potential candidates for employment.

## **Online Communication**

Another critical part of campus communication is online communication, especially email or messaging. You are expected to practice good email etiquette. Use UAMS email for email communications with faculty or staff. All electronic communication should be short, positive, and professional in tone. Always put a subject in your message and include a brief greeting (salutation). Do not write anything that you would not want to be seen by someone else. If you need to attach a file do not forget to do so and be sure to proofread and run spell check.

Allow your professors time (24-48 hours) to read your emails and to respond to you.

Two other types of online communication are discussion boards and chat rooms. If you need to use a discussion board or chat room, keep in mind any guidelines and directions for posting that your instructor provides. In general, you should stick to class topics only and use appropriate language and tone. Do not use the discussion board to voice complaints about your professor or classmates. Be sure to proofread before you post, and if you use an outside source, be sure to give credit.

Use good “netiquette” for online communication such as:

- Check assigned discussions and email frequently and respond appropriately and on subject.
- Focus on one subject per message and use pertinent subject titles.
- Capitalize words only to highlight a point or for titles.
- Be professional and careful with your online interaction.
- Cite all quotes, references, and sources.
- When posting a long message, it is generally considered courteous to warn readers at the beginning of the message that it is a lengthy post.

We strongly recommend that all issues, questions, and problems be dealt with as a face-to-face (on location or via video) interaction with the instructor. Students can feel free to call instructors regarding issues.

Students demonstrating unprofessional or disruptive behaviors towards other learners or the faculty in the classroom or through electronic communications are subject to receipt of an inadequate scholastic non- cognitive evaluation and/or an honor code violation.

## **Policy on Class Recordings**

The College of Pharmacy records certain class sessions that can be downloaded as video or audio files. These recordings and any individual recordings are not to be shared outside the confines of the COP. It is expressly forbidden to place these recordings on the web or for use outside of the COP.

Failure to abide by this policy may constitute a copyright infringement and may subject the student to legal consequences. Furthermore, failure to abide by this policy may result in dismissal from the UAMS COP or other disciplinary measures.

## **Classroom Technology**

The use of technology in the classroom is a privilege. It is designed to facilitate learning and is not there for personal use. Cellular phones should be muted; they disturb others in the classroom and interfere with learning. Individuals in the classroom must remember that the learning environment extends beyond their personal space. Talking and unnecessary movement at one learning site are distractions to all learners, regardless of site.

## **Class Sessions**

- Arrive on time or early as it is distracting when people come in and out of the room once a session has started;
- Please set all phones muted;
- Keep microphones muted when not speaking unless told;
- Avoid unnecessary movement, side conversations, emailing, texting, game playing, or the creation of other distracting noise during class sessions;
- Students must obtain the faculty member's permission before recording on their own any classroom activities;
- Consider yourself viewable at all times by all other participating sites. If you are saying or doing anything that you would not do in front of the instructor face-to-face, do not do it!
- Allow the on-screen site to finish speaking before answering. Be aware that there may be a slight delay, so be sure the person is finished speaking before you speak.
- Announce your name and the location prior to speaking.
- To speak in a classroom with desktop microphones, wait for your turn to speak, activate your microphone by pressing the button, and speak in your normal tone as you would in a face-to-face meeting.
- Classroom technology Assistant/Associates should respond one way or the other if your site is asked "Do you have any questions?" You might respond, "(name of site) has no questions, thank you".
- Remain for all scheduled classroom activities.
- Leave the classroom in as good if not better condition as you found it.

## **Class Attendance**

Students are required to be diligent in their studies and regular in their attendance at classes. They will be held responsible for making satisfactory arrangements with their instructors regarding absences.

Students will not be permitted to be absent from a class in excess of the semester hours of credit for that course. Repeated absences will be reported to the office of the Dean. Absences should be reported to the Dean's office. Absences must be phoned in (501-686-5557), not emailed, to the Dean's office on the day classes will be missed.

## **Extended Absence from Class Policy**

Regular attendance at lecture, laboratory and other didactic exercises is fundamental to successful completion of the Doctor of Pharmacy degree. Failure to attend two or more consecutive meetings of any class constitutes "Extended Absence". Any student who is compelled to be absent for an extended period must notify the Assistant/Associate Dean for Student Affairs before any reasonably predictable absence commences. If an emergency (e.g. serious illness of student or immediate family member,

extreme family hardship, disability) leads to extended absence, the student is responsible for notifying the Assistant/Associate Dean for Student Affairs as soon as practicable after the absence begins.

The Assistant/Associate Dean for Student Affairs, in consultation with the student, course coordinator, and the instructors involved, shall determine the proper means for the student to make up any extended absence. It is not sufficient for the student to make arrangements with the course coordinators, individual instructors, or to arrange to receive class notes and other information from students in attendance. Class participation is a key element of the Doctor of Pharmacy curriculum. A student who fails to notify the Assistant/Associate Dean for Student Affairs in a timely fashion of foreseeable extended absence, or who delays in notifying the Assistant/Associate Dean for Student Affairs of an unexpected extended absence, shall be liable to immediate administrative withdrawal from all coursework. The Assistant/Associate Dean for Student Affairs may also recommend to the Dean administrative dismissal of a student for unapproved extended absence.

## **Plagiarism**

Plagiarism is adopting or appropriating for one's own use and/or incorporating in one's own work, without acknowledgment, passages from the writings or works of others or presenting parts of passages of others' writings as the products of one's own mind. The COP faculty considers plagiarism an example of dishonest work. Faculty of the COP may use specialized computer software to assess plagiarism of student assignments. Infractions are to be referred to the Scholastic Standing Committee for judgment. Dishonest work will not be tolerated.

Use the following guidelines when referencing material: The use of exact words from the source requires direct quoting and an appropriate reference using scientific notations. Paraphrasing is defined as the restatement of text, passage or entire work, i.e. not the use of the original writer's exact words. Paraphrasing also requires the use of an appropriate reference using scientific notation. Tables, photographs, models, figures, and illustrations and written text constitute the "works of another" and must be footnoted and referenced appropriately.

Inaccurate information in footnotes, while not falling within the definition of plagiarism, constitutes questionable writing methods and is negatively sanctioned in grading. The UAMS Library has a web page on "Avoiding Plagiarism" for additional information and is designed especially for students.

Check the webpage at <https://libguides.uams.edu/c.php?g=609695&p=6038084>

## **Participation in Research Studies**

Students who consider giving consent to participate in research studies must complete and have signed the "Notification of Student Participation in Research Study" form available in the Registrar's office prior to consenting to participate in the study. The purpose of this form is to notify the student's instructors of the student's participation in the study. Any absence that may result from such participation is not excused. The student should consider class obligations and possible research study conflicts before agreeing to participate in the study. In the event of a conflict that arises after consent to participate in research has been provided the student may seek to resolve the conflict by making alternative arrangements with the research principal investigator, or by exercising his/her right to withdraw from the study. Participation in a research study does not excuse a student from a scheduled/unscheduled exam or quiz, class presentation or other class obligation, nor is it an excuse for poor performance.

## **Inclement Weather Policy**

### **Little Rock Campus**

UAMS recognizes that transportation problems result from inclement weather and hazardous road conditions. However, by virtue of the mission of UAMS, the Little Rock campus never closes. There are times at which the inclement weather policy is declared in force. In severe weather or hazardous road conditions, the Chancellor or his designated representative will declare the inclement weather policy in effect. This will be broadcast on radio station AM 920 KARN, and FM 94.1, FM 98.5, and channels KARK-Channel 4, KATV-Channel 7, and LRTV-Channel 11 television broadcasting. The College of Pharmacy inclement weather phone number is 501-686-7700. Students are advised to call this number for information about College of Pharmacy classes.

### **Northwest Campus**

In severe weather or hazardous road conditions, the Vice Chancellor of the NW Campus or his designated representative will declare the inclement weather policy in effect. This will be broadcast on KHOG40/29-Channel 7, KNWA-Channel 9, KFSM-Channel 5, and KLRC Radio-101.1.

### **Classes and Examinations when One Site is Unavailable:**

The UAMS College of Pharmacy operates as one college on two geographically separate campuses. The goal is to connect classrooms on both campuses 100% of the time with classes occurring at their regularly scheduled times. However, on the rare occasion, circumstances may prevent a synchronous connection. During times when one site is unavailable due to weather closure or a connection is unavailable due to technology downtime, the following will occur:

- Originating campus is open and remote campus is closed: The class will occur as scheduled and be archived and posted for viewing by the remote site.
- Originating campus is closed and remote campus is open: If the originating campus is closed and the faculty member can safely make it to the campus, he/she may conduct the class as scheduled to the remote site and archive the materials for the closed campus.
- If the originating campus is closed and the faculty member has access to Blackboard/Collaborate Ultra from home, he/she may archive the materials and post for students on both campuses. If the originating campus is closed, and the faculty member cannot make it to the campus, the class will be canceled.
- Both campuses are open, but connection and archiving are unavailable (equipment failure): The class will be canceled. Makeup activities will be coordinated by course coordinators & faculty.

### **Make-Up Sessions**

Missed class time will be scheduled by the Dean's office in consultation with the course coordinators as necessary.

### **Examinations and Quizzes**

When any one campus is closed and there is a scheduled examination, quiz or activity that contributes to course grade in class, it will be rescheduled for all students. This may include scheduling in the evening.

IPPE & APPE Students

During inclement weather conditions (regardless of activation of the UAMS inclement weather policy), please contact your assigned experiential preceptor to receive information about site hours of operation and function. If you are unable to travel during inclement weather any absence requires that you contact your preceptor and the Experiential Education Office.

## **Drug Testing Policy**

### **General**

The UAMS College of Pharmacy seeks to provide a professional environment that is safe and drug-free for our students. As members of the health care community, we have the additional responsibility to provide high quality patient care. The understanding of and compliance with the following policy is important for every student.

The College of Pharmacy explicitly prohibits:

- The use of illicit substances;
- Being impaired or intoxicated by alcohol or prescription medication without a prescription while on university premises and/or during IPPEs or APPEs;
- Possession, solicitation, or sale of illegal drugs (or legal drugs outside the usual scope of pharmacy practice).

The College may require a student to provide a sample for drug testing analysis at any time there is reasonable cause to suspect that the student is impaired or under the influence of drugs or alcohol, including, but not limited to:

- Observed impairment of performance (negative performance patterns, excessive and unexplained absences);
- Abnormal conduct or erratic behavior;
- Evidence of drug tampering in the student's practice environment (evidence of drugs or alcohol on or about the student's person or in the general vicinity, eyewitness testimony);
- Arrest or conviction on an alcohol or drug-related offense.

An important part of your education involves clinical experience in hospitals and other health care facilities. Use of these facilities in training is essential for students to complete their assigned practice experiences. Nationwide, many hospitals and health care facilities have or are developing procedures to do drug testing of employees and potential employees. Because the use of these health care facilities is essential to a pharmacy student's education, students should be aware that these policies exist. Students must comply with the drug testing policies and procedures at any facility where they engage in practice experiences.

Students who refuse for-cause testing or to participate in training in facilities because they do not want to submit to drug testing, who refuse to submit to drug testing required by these facilities' policies, or who are terminated from training in these facilities because they violate the drug testing or drug use policies of the facilities, are subject to administrative dismissal from the College of Pharmacy. All costs associated with drug testing are the responsibility of the student. The type of testing, location, and required time to complete the drug test will be provided to the student.

### **Impaired Student Policy**

Any student known to the College of Pharmacy Dean's Office to have a substance abuse problem or to be engaged in substance abuse must abide by the following regulations to continue to matriculate in the College. The faculty of the College of Pharmacy has approved the following pharmacy student impairment policy for pharmacy students.

The problem of impairment resulting from alcohol or drug use produces a significant negative influence on the educational and professional development of any student pharmacist. Therefore, the UAMS College of Pharmacy has established procedures to be implemented through the Assistant/Associate Deans to respond to instances of substance abuse. The goal of the policy is to provide appropriate and timely assistance to pharmacy students impaired because of alcohol or drug use that may interfere with a student's educational process.

Ideally, a student will self-identify their impairment to a faculty member. Otherwise, when an incident occurs which appears to be a dysfunction related to alcohol or drug use, this should be reported to the Assistant/Associate Dean for Student Affairs on the Little Rock Campus or the Assistant/Associate Dean on the Northwest Campus.

The appropriate Assistant/Associate Dean may immediately refer the student for assessment (SWP, counseling, etc.) and notify the Arkansas Pharmacy Support Group if referral includes a substance impairment assessment; If the situation is non-emergent the Assistant/Associate Dean will refer the student to the Scholastic Standing Committee. The Scholastic Standing Committee will meet to review the incident, talk with the student, and guide the actions to be taken. The Scholastic Standing Committee may refer the student for assessment (SWP, counseling, etc.) and notify the Arkansas Pharmacy Support Group if referral includes a substance impairment assessment.

If the student maintains compliance with the Committee decisions, the student will generally retain eligibility to return to student status at the College of Pharmacy. If this assessment includes the Arkansas Pharmacy Support Group, then as long as the student maintains compliance with the assessment, treatment and aftercare programs and by way of Board action an internship license is maintained, the student is eligible to continue their education if the decision of the Scholastic Standing Committee allows such action. Failure to complete the treatment or aftercare process or failure to comply with the decisions of the Scholastic Standing Committee is grounds for dismissal from the College.

## **APPENDIX A: Student Honor Code**

This Student Honor Code is intended to furnish as much information as possible concerning the College and the University of Arkansas for Medical Sciences (UAMS) policies and procedures on professionalism. Hopefully, it will answer most of your questions, or direct you to the proper person who can answer your questions. All statements contained herein reflect policies in existence at the time the code went to press and the College reserves the right to change policies at any time and without prior notice. Some sections of this code may become obsolete or change before subsequent revisions are published, and students will be notified of any significant changes in a timely manner. Until such notice students should consider the current Student Honor Code as the most up to date reference of policies and procedures on professionalism.

It is essential for students to be familiar with the entire code, as it contains important information regarding rules and regulations that will affect them while they are enrolled in the College of Pharmacy.

Each pharmacy student is urged to contact his/her faculty mentor/advisor, a faculty member, or the Dean's office whenever the need arises for either academic or non-academic advice or counsel.

Many people were involved in the making of this Student Honor Code, including students, faculty, and administrators of the College of Pharmacy. The highest praise is due to the efforts of the students, from their initiation of the idea of an honor code to their unceasing work to produce this document in its current form. It is, in fact as well as in name, a *Student* Honor Code since it is of, by, and for the benefit of the students of the UAMS College of Pharmacy.

### **Student Honor Code**

This document in its entirety, the Oath of a Pharmacist, Pledge of Professionalism, and the Code of Ethics for a Pharmacist shall be the University of Arkansas for Medical Sciences (UAMS) College of Pharmacy's Honor Code (Honor Code). The student honor council shall be named UAMS College of Pharmacy Honor Council (Honor Council).

#### **Oath of a Pharmacist\***

At this time, I vow to devote my professional life to the service of all local and global communities through the profession of pharmacy.

- I will consider the welfare of humanity and relief of human suffering my primary concerns.
- I will apply my knowledge, experience, and skills to the best of my ability to assure optimal outcomes for my patients.
- I will respect and protect all personal and health information entrusted to me.
- I accept the lifelong obligation to improve my professional knowledge and competence.
- I will hold myself and my colleagues to the highest principles of ethical and legal conduct.
- I will embrace and advocate changes that improve patient care.
- I will utilize my knowledge, skills, experiences, and values to fulfill my obligation to educate and train the next generation of pharmacists.

I take these vows voluntarily with the full realization of the responsibility with which I am entrusted by the public.

*\*Developed by the American Pharmaceutical Association Academy of Students of Pharmacy and the American Association of Colleges of Pharmacy Council of Deans Task Force on Professionalism, June 26, 1994. Revised and approved by AACP in July 2007 and APhA-ASP in May 2007 for implementation in 2008-2009*

### Pledge of Professionalism\*

As a student of pharmacy, I believe there is a need to build and reinforce a professional identity founded on integrity, ethical behavior and honor. This development, a vital process in my education, will help ensure that I am true to the professional relationship I establish between myself and society as I become a member of the pharmacy community. Integrity will be an essential part of my everyday life, and I will practice pharmacy with honesty and commitment to service. To accomplish this goal of professional development, I pledge to:

- DEVELOP a sense of loyalty and duty to the profession of pharmacy by endeavoring to create a sense of community. I will serve as one able and willing to contribute to the well being of others and one who enthusiastically accepts the responsibility and accountability of membership in the profession.
- FOSTER professional competence through life-long learning. I understand that my education is a privilege, and I will never forget that it is my responsibility to learn the science and practice of pharmacy. In addition, I shall always seek to learn from the wisdom and experience of my mentors and fellow brothers and sisters of pharmacy.
- STRIVE for high ideals, teamwork and unity with all health care professionals in pharmacy, medicine, nursing, and the health related professions. I will respect the contributions of these colleagues, and I will strive to realize our collective commitment to provide optimal patient care.
- CONDUCT myself in an honorable manner in my academic and practical work. When examined, I will demonstrate my skills as an independent scholar. When serving as a member of a cooperative effort, I will share equally in the responsibility of the whole and contribute to the best of my ability to facilitate the success of the team.
- SUPPORT my colleagues by actively encouraging personal commitment to the standards set forth by the profession.
- MAINTAIN the highest ideals and professional attributes to ensure and facilitate the covenantal relationship required of the pharmaceutical care giver. This will require an ongoing reassessment of personal and professional values.

The profession of pharmacy is one that demands adherence to a set of rigorous ethical standards. The core values vital to professional responsibility incorporate collaboration, creativity, excellence, knowledge, leadership, learning, social responsibility, and professionalism. These high ideals are necessary to ensure the quality of care extended to the patients I serve.

As a student of pharmacy, I understand that my professional responsibility begins today with my entrance into this professional college community. Therefore, I pledge to uphold these values in the performance of all my activities as I advance toward full membership in the profession of pharmacy.

\*Adapted from the University of Illinois College Of Pharmacy's Pledge of Professionalism, 1993. Developed and adopted by the American Pharmaceutical Association Academy of Students of Pharmacy and the American Association of Colleges of Pharmacy Council of Deans Task Force on Professionalism on June 26, 1994. This Pledge is offered as a model for adaptation by each school and college of pharmacy's faculty and students for use and reference in the professionalism of developing

members of the pharmacy profession.

Code of Ethics for Pharmacists\*:

A pharmacist respects the covenantal relationship between the patient and pharmacist.

A pharmacist promotes the good of every patient in a caring, compassionate, and confidential manner.

A pharmacist respects the autonomy and dignity of each patient.

A pharmacist acts with honesty and integrity in professional relationships.

A pharmacist maintains professional competence.

A pharmacist respects the values and abilities of colleagues and other health professionals.

A pharmacist serves individual, community, and societal needs.

A pharmacist seeks justice in the distribution of health resources.

\* *Adopted by the membership of the American Pharmaceutical Association October 27, 1994.*

## **UAMS College of Pharmacy Student Honor Council Policy & Procedures**

### ARTICLE I: GENERAL PURPOSE OF HONOR COUNCIL

**Section 1.** The purpose of the Honor Council shall be to:

- a) Investigate and hear cases involving the UAMS College of Pharmacy (College of Pharmacy) students accused of violating the Honor Code;
- b) Act as the judicial body to determine guilt or innocence of students who have allegedly committed such violations;
- c) Recommend disciplinary action to be taken in all cases in which a violation has been proved; and
- d) Educate the faculty and students about the Honor Code and related procedures.

**Section 2.** The accused violator is presumed innocent until admission of guilt or a majority vote by the Honor Council after a full hearing.

**Section 3.** All charges will be investigated and resolved as quickly as possible within the guidelines of a thorough investigation and ample opportunity to prepare a defense.

**Section 4.** No part of this document shall be considered to abrogate the right of a professor to assign a failing grade on a test or report in his/her course, at his/her discretion.

### ARTICLE II: MEMBERSHIP OF THE HONOR COUNCIL

**Section 1.** The membership of the Honor Council shall consist of:

- a) Eight (8) class representatives, which shall include two (2) students from each class (P1 to P4). At least one P3 student member will be elected from the NW campus;
- b) Four (4) alternate class representatives, which shall include one (1) student from each class (P1 to P4);
- c) Two (2) faculty advisors, which shall include one (1) faculty member from Pharmacy Practice and one (1) faculty member from Pharmaceutical Sciences; and
- d) Three (3) officers elected from the eight (8) class representatives, which shall include:
  - (i) President;
  - (ii) Vice President; and
  - (iii) Secretary.

**Section 2.** Membership requirements

- a) Class representatives and alternate class representatives are strongly encouraged to attend all meetings and full hearings of the Honor Council and shall have:

- (i) A cumulative grade point average (GPA) of at least 2.5 for P2-P4 students;
- (ii) An admission GPA of at least 2.5 for P1 students;
- (iii) Academic Good Standing (as defined in the College of Pharmacy Catalog and Student Handbook); and
- (iv) No previous Honor Code violations
- b) Faculty advisors shall not be members of the Scholastic Standing Committee and will act as guides and liaisons for the Honor Council.
- c) President shall be a P3 or P4 student and will preside over all meetings and hearings of the Honor Council.
- d) Vice-President shall be a P2, P3, or P4 student and will preside over meetings and hearings in the President's absence.
- e) Secretary shall be a P2, P3, or P4 student and will keep a record of all meetings and full hearings.

**Section 3. Election and term of members**

- a) Class representatives and alternate class representatives
  - (i) P2, P3, and P4 class representatives and alternate class representatives shall be elected by ballot every spring semester after Spring Break.
  - (ii) P1 class representatives and one alternate class representative shall be elected by ballot, at the latest, one (1) month after the beginning of the fall semester.
  - (iii) Each class (P1 to P4) shall elect two (2) class representatives and one (1) alternate class representative. The two students receiving the first and second highest number of votes shall be the class representatives, and the student receiving the third highest number of votes shall be the alternate class representative.
  - (iv) The faculty advisors shall conduct the ballot elections.
  - (i) Class representatives and alternate class representatives will serve a one (1) year term that begins the fall semester following elections. All members will be eligible for reelection.
- b) Faculty advisors
  - (i) The Dean of the College of Pharmacy shall appoint the faculty advisors.
  - (ii) Faculty advisors shall have no voting rights.
- c) Officers shall be elected by the class representatives at the first meeting held by the Honor Council.

**ARTICLE III: THE HONOR CODE AND VIOLATIONS OF THE HONOR CODE**

**Section 1. Distribution of the Honor Code**

- a) New students shall receive a copy of the Honor Code during P1 orientation in August, and each new student will sign the "Statement of Receipt and Compliance with the Student Honor Code" form to document that he/she has received a copy of the Honor Code and pledges to comply with its rules. The signed form shall be kept in a permanent file until the student is no longer enrolled in the College of Pharmacy.
- b) Current students shall receive an additional copy of the Honor Code at Fall registration each year and shall reaffirm their compliance with the Honor Code's rules by signing the "Statement of Receipt and Compliance with the Student Honor Code" form.
- c) All College of Pharmacy course syllabi shall refer students to the Honor Code.
- d) An electronic version of the Honor Code shall be available to students on the College of Pharmacy's website.

**Section 2.** Unless explicitly stated otherwise by a course instructor, the honor code is in effect for all assignments and examinations

**Section 3.** Violations of the Honor Code (adapted from the student honor code of Auburn University)

- a) Academic Dishonesty- the following are violations of the Honor Code subject to disciplinary action:
- (i) The distribution, possession or use of any material or assistance prohibited by the instructor in the preparation of papers, reports, examinations, or any class assignment to be submitted for credit as part of a course or to be submitted to fulfill College of Pharmacy requirements;
  - (ii) The receipt, possession or use of any aid or material prohibited by the instructor while an examination or quiz is in progress;
  - (iii) Knowingly giving assistance not authorized by the instructor to another in the preparation of papers, reports, or laboratory data and products;
  - (iv) Knowingly giving assistance not authorized by the instructor to another while an examination or quiz is in progress;
  - (v) The submission of papers, reports, projects or similar course requirements containing material that is not the work of the student submitting them. Also, the use of direct quotations or ideas of another in materials to be submitted for credit without appropriate acknowledgment;
  - (vi) Knowingly submitting a graded paper, report, examination or any class assignment that has been altered or corrected, in part or in whole, for reevaluation or regrading;
  - (vii) Altering or attempting to alter an assigned grade on any official College of Pharmacy or UAMS record;
  - (viii) Unauthorized communication regarding the contents of an exam, either before, during, or after the time the exam is given; and
  - (ix) Instructors may delineate in advance other actions they consider to be a violation of the Honor Code.
- b) Professional misconduct- the following are violations of the Honor Code subject to disciplinary action:
- (i) Purposely falsifying applications, forms or records prior to admission to the College of Pharmacy, or while in the College of Pharmacy's professional programs;
  - (ii) Failure to follow the College of Pharmacy's dress code;
  - (iii) Knowingly producing false evidence or rumors against another or providing false statements or charges in bad faith against another;
  - (iv) Knowingly publishing or circulating false information concerning any member of the UAMS faculty, student body, staff or community;
  - (v) Contributing to, or engaging in, any activity which disrupts or obstructs the teaching, research or extension programs of the College of Pharmacy or UAMS, either on the campus or at affiliated training sites;
  - (vi) Threatening or harassing any member of UAMS faculty, student body, staff, or community;
  - (vii) Misusing or misrepresenting one's status as a College of Pharmacy student or the right to use any UAMS property and facilities;
  - (viii) Stealing, damaging, defacing, or unauthorized use of any property of the College of Pharmacy or UAMS. Diversion of any College of Pharmacy or UAMS property to one's own use;
  - (ix) Intentionally revealing the names of the charging party, the accused, witness(es) or the

- facts involved in an alleged violation except in accordance with the provisions of the Honor Code, or revealing the confidential meetings or hearings of the Honor Council;
- (x) Failure to report known violations of the Honor Code;
  - (xi) Use, possession, or participating in the trafficking of illegal drugs or substances;
  - (xii) Unauthorized accessing of information about faculty, staff, or students of the College of Pharmacy, or patients/clients, that is private or confidential; and
  - (xiii) Unauthorized revealing of information about faculty, staff, or students of the College of Pharmacy, or patients/clients, that is private or confidential.
  - (xiv) Initialing class attendance for past, missed, or future lectures and initialing attendance for another student.

#### ARTICLE IV: RECOMMENDED PENALTIES

**Section 1.** Upon determination of violation of the Honor Code or admission of responsibility (regardless of whether proceedings were instigated through the Honor Council or the Honor Council's faculty advisor), the following penalties shall be recommended to the Scholastic Standing Committee (as identified and described in the College of Pharmacy Catalog and Student Handbook):

- a) Academic Dishonesty
  - (i) First Offense: If the alleged violator accepts responsibility in writing for the incident, the recommended penalty is a "0" on the exam or assignment in question. If the alleged violator denies responsibility, but is determined by an Honor Council hearing to have violated the Honor Code, the recommended penalty is at a minimum an "F" in the course and may include other penalties at the discretion of the Scholastic Standing Committee.
  - (ii) Second Offense: The Honor Council will recommend a grade of "F" for the course in question AND dismissal from the College of Pharmacy.
- b) Professional Misconduct: The Honor Council will recommend to the Scholastic Standing Committee that the student receive at a minimum a Scholastic Non-Cognitive Performance Evaluation (as identified and described in the College of Pharmacy Catalog and Student Handbook).

**Section 2.** Documentation

- a) At any point that a penalty is recommended, the alleged violator will sign and date a written statement attesting knowledge of the violation and the penalty ("Acknowledgement of Alleged Violation and Penalty Recommended by the Honor Council" form).
- b) Once signed by the alleged violator, the statement will then be signed and dated by the presiding officer of the Honor Council.
- c) The statement will then be stored in an established file (Honor Council File), differentiated by class graduation, that the Honor Council shall maintain.

#### ARTICLE V: INSTIGATION OF PROCEEDINGS

**Section 1.** All persons having knowledge of or being witness to acts believed to be in violation of the Honor Code shall report the fact as soon as possible within the semester or within ten days of the alleged violation. Students shall report violations by completely filling out, signing, and turning in an "Alleged Violation" form to a Honor Council member, a faculty member, or the Associate Dean of Administrative Affairs or designee. A faculty member may also report alleged Honor Code violations in the same manner as students or address at their discretion as in Article I, Section 4 of this document. The reporting

party has the right to anonymity from the accused.

**Section 2.** Physical evidence and/or a direct witness shall generally be required to instigate proceedings.

**Section 3.** All alleged violations reported to any member of the Honor Council or the faculty advisors to the Honor Council shall be documented and stored in the Honor Council File. The file shall be destroyed upon graduation of that year's class by the Honor Council faculty advisor. (NOTE: The Honor Council faculty advisor should take extreme care to assure that any documentation pertaining to alleged violators still enrolled in the College of Pharmacy is not destroyed until that student either graduates or is dismissed from the College of Pharmacy.) Documentation shall include:

- a) Accuser's name
- b) Alleged violator's name
- c) Description of the alleged violation
- d) Date of incident
- e) Result of investigation
- f) Recommended penalty (if applicable)

#### ARTICLE VI: RIGHTS OF THE ACCUSED

The alleged violator shall be informed personally and in writing of his or her alleged violation(s), the evidence substantiating the alleged violation(s), and his or her rights as follows:

- a) The alleged violator shall have a period of five (5) days from the time of notification to prepare a written response;
- b) The alleged violator will be allowed to speak on his or her own behalf regarding the incident in question. The alleged violator also has the option of not speaking on his or her own behalf. No inference shall be drawn from the choice not to speak.
- c) The alleged violator may present information that supports his or her position on this alleged incident.
- d) The alleged violator is permitted to bring another person, who is not an attorney, to witness the pre-hearing and full hearing proceedings. The witness is not allowed to directly address the Honor Council in any way, and will be asked to leave the proceedings if he or she does attempt to address the Honor Council.
- e) The alleged violator may bring others to speak specifically about the incident in question and present information to support the alleged violator's position. These people are limited to those having knowledge of or direct evidence surrounding the alleged incident. The alleged violator may not bring others to speak on his or her behalf regarding issues that are outside the scope of the alleged incident (i.e., "character witnesses").
- f) Other participants in pre-hearing and full hearing proceedings may not address issues outside the scope of the alleged incident, including previous alleged violations of the Honor Code.

#### ARTICLE VII: PRE-HEARING PROCEDURE

Cases shall be acted upon within ten (10) school days of receiving information about a possible violation. Cases shall be investigated as follows:

- a) The Associate Dean for Administrative Affairs, or designee, will personally and in writing notify the alleged violator that an allegation has been made against him or her. A meeting shall then occur between the alleged violator and the Associate Dean for Administrative Affairs, or designee, plus others at the discretion of the Associate Dean for Administrative Affairs. If the alleged incident cannot be resolved at this level, then the alleged violator shall

- be notified personally and in writing that a pre-hearing review board of the Honor Council is being established to determine the further course of action.
- b) At any point, the alleged violator may waive his or her right to an investigation by admission of guilt. In such a case, the alleged violator will sign a written statement attesting to this admission, which will be presented to the Scholastic Standing Committee by the faculty advisors to the Honor Council. A guilty plea indicates the student's willingness to accept the penalty imposed by the Scholastic Standing Committee.
  - c) The Honor Council President (or Vice-President, if the President is unavailable) and two (2) randomly selected Honor Council class representatives and the Honor Council faculty advisors shall act as a pre-hearing review board.
  - d) The pre-hearing review board's responsibilities shall be to:
    - ⓐ Interview witnesses – all witness statements shall be reduced to writing and signed by the witness to be admitted as evidence for a hearing;
    - ⓑ Review evidence; andDecide whether to present the case to the entire Honor Council in a full hearing.
  - e) The alleged violator is permitted to bring another person, who is not an attorney, to witness the pre-hearing proceedings. The alleged violator and their witness are not allowed to record the proceedings and the witness is not allowed to directly address the Honor Council in any way, and will be asked to leave the proceedings if he or she does attempt to address the Honor Council.
  - f) Within ten (10) school days of receiving the case, the pre-hearing review board shall decide by majority vote if there is sufficient evidence to proceed with a hearing. The faculty advisors do not vote.
  - g) If the majority vote for proceeding to a hearing is not obtained, the case will be dropped and this result documented in the Honor Council File. A member of the pre-hearing review board should notify orally and in writing both the accusing student and the alleged violator of the result of the pre-hearing review. The accusing student may not appeal this decision.
  - h) If the majority vote is positive, the case will be presented to the Honor Council. One of the student members on the pre-hearing panel will promptly (within five (5) school days) notify the alleged violator both orally and in writing that he or she has been accused of a violation and of the rights of the accused.
    - a) All participants in the pre-hearing and hearing process shall not reveal any details of the alleged incident. Disclosure to outsiders of any information about the case by any participant shall be considered a violation of the Honor Code, and be subject to action as described above.
    - b) All notes and/or transcriptions from pre-hearing proceedings shall be stored in the Honor Council file.

#### ARTICLE VIII: FULL HEARING PROCEDURE

**Section 1.** A full hearing of the Honor Council may be called to determine the responsibility of an alleged violator of the Honor Code, and to recommend penalty if judged guilty. All members of the Honor Council will be invited to attend a full hearing. A quorum consisting of at least six (6) voting Honor Council members, to include at least one (1) representative per class, and at least two (2) officers is required. At least one (1) of the three (3) pre-hearing review board members should be present. In addition to Honor Council members, presence at a full hearing will be limited to the faculty advisors to the Honor Council. The alleged violator, the alleged violator's witness, and witness(es) to the

alleged incident will be allowed in a full hearing at the designated times.

**Section 2.** Hearings of the full Honor Council will be closed. The Honor Council or the pre-hearing review board will interview witnesses to the alleged incident separately, and their statements will be transcribed and signed.

**Section 3.** The alleged violator will not be informed of the identity of the accuser and/or any witnesses unless ALL of the following conditions are met:

- a) The alleged violator requests to confront the accuser during a Council hearing;
- b) The Honor Council is using the accuser's testimony in determining the responsibility of the alleged violator; and
- c) The accuser agrees to be confronted by the alleged violator.

**Section 4.** The procedure for conducting a hearing shall be as follows:

- a) The Honor Council members will assemble. A quorum will be established, and the Secretary will document the proceedings in writing. Additionally, the proceedings of the full hearing will be recorded (audio and/or video).
- b) The President of the Honor Council will preside over the hearing. In the absence of the President, the Vice President shall preside.
- c) The Honor Council President or presiding officer will introduce the alleged violator to the members present, indicate the date and time of the hearing, and indicate the nature of the alleged violation.
- d) Members of the pre-hearing review board will present their findings & witness' statements regarding the alleged incident to the other members present and the alleged violator.
- e) The presiding officer will ask if, having heard the evidence against him or her, the alleged violator accepts responsibility for the incident. This response will be recorded in writing.
- f) If the alleged violator does not accept responsibility for the incident, he or she will then present evidence in his or her defense.
- g) Witnesses for the alleged violator will be called into the room individually.
- h) Honor Council members will begin the questioning of witnesses. Information provided by the witnesses will be restricted to that pertaining to the alleged incident. Information about the alleged violator's character, academic performance, past behavior, or previous Honor Code violations will not be allowed.
- i) The Honor Council may allow the introduction of evidence other than testimony of witnesses if the Honor Council determines that the evidence is relevant to the alleged incident.
- j) After hearing all testimony and reviewing all relevant evidence, the Honor Council will deliberate. To allow for free exchange of views among the Honor Council members, deliberations will not be recorded and the alleged violator and witnesses will not be present during deliberations.
- k) The Honor Council presiding officer shall ask the question: "Is the accused individual responsible for this alleged violation of the Honor Code?" Honor Council members will vote by secret ballot, with a vote of YES to find the alleged violator responsible, and a vote of NO to find the alleged violator not responsible. Only members that have attended the full hearing and have no personal involvement with the accused shall vote. Alternate representatives only vote in the event of absence or ineligibility of a class representative.
- l) The faculty advisors to the Honor Council (who do not vote) will tally the votes.
- m) Simple majority of the Honor Council members present at the hearing must vote YES to find the alleged violator responsible and to recommend the penalty outlined above.
- n) The alleged violator will be recalled and informed of the outcome of the vote by the presiding officer. If guilt has been determined, the presiding officer will also then inform the violator of

- the recommended penalty.
- o) If the alleged violator has been determined responsible, the proceedings will be provided to the Chair of the Scholastic Standing Committee. The Scholastic Standing Committee shall receive the recording of the hearing and any evidence used, as well as the numerical result of the Honor Council's vote (*e.g.*, "4 Yes / 2 No" or "unanimous"). At least one of the faculty advisors to the Honor Council will present the case to the Scholastic Standing Committee.
  - p) In cases in which the alleged violator is determined to be NOT responsible for the violation, all transcriptions and tapes from the pre-hearing and hearing proceedings shall be destroyed immediately, except for the notation of the hearing outcome in the Honor Council file.
  - q) The presiding officer and the faculty advisors shall sign written, and verify recorded, proceedings from hearings where the accused is found guilty.

#### ARTICLE IX: CONFIDENTIALITY

**Section 1.** All Honor Council members shall sign a formal written agreement pledging to uphold confidentiality upon becoming a member ("Confidentiality Pledge" form).

**Section 2.** Hearing proceedings will remain confidential. Individuals who will have access to transcripts of an Honor Council hearing, other than the Honor Council members present, include the faculty advisors to the Honor Council, members of the Scholastic Standing Committee, and any individuals within the College or Pharmacy or UAMS administration who may be involved in carrying out disciplinary action.

**Section 3.** Revealing confidential information related to any Honor Council activity will be considered to be a violation of the Honor Code. Any member of the Honor Council found to have violated the Honor Code in any way will vacate his or her position as an Honor Council member and be recommended for punishment by the Scholastic Standing Committee as outlined above.

#### ARTICLE X: REVISION

The Honor Code shall be reviewed and revised at least every 5 years by members of that committee.

## **APPENDIX B: COP Student Professional Organizations and Fraternities**

The UAMS College of Pharmacy has twelve professional organizations. These include:

Organization	Type	Advisor
American Association of Pharmaceutical Scientists (AAPS)	Service	Dr. Cesar Compadre
American Pharmacists Association - Academy of Student Pharmacists (APhA-ASP)	Service	Dr. Chris Johnson
Christian Pharmacists Fellowship International (CPFI)	Service	Dr. Kaci Boehmer & Dr. Melanie Reinhardt
Kappa Epsilon Fraternity (KE)	Professional Fraternity	Dr. Kaci Boehmer & Dr. Melanie Reinhardt
Kappa Psi	Professional Fraternity	Dr. Howell Foster
National Community Pharmacists Association (NCPA)	Service	Dr. Rachel Stafford & Dr. Megan Smith
Phi Delta Chi	Professional Fraternity	Dr. Brenden Frett
Phi Lambda Sigma (PLS)	Leadership	Dr. Seth Heldenbrand
Rho Chi Honor Society	Honor Society	Dr. Amy Franks
Student National Pharmaceutical Association (SNPhA)	Service	Mrs. Katrina Owoh & Dr. Kendrea Jones
Student Society of Health-System Pharmacy (SSHP)	Service	Dr. Lindsey Dayer
Student Society of Nuclear Pharmacy (SSNP)	Service	Dr. Brigette Serfaty

In addition to the student organizations and their affiliated national organizations, the College of Pharmacy works closely with the State Professional Organization, the Arkansas Pharmacists Association (APA)

The objectives of the APA are to:

- promote the public health and welfare;
- to unite the eligible practitioners of pharmacy for mutual encouragement, assistance, and improvement;
- to develop, maintain, and enforce a Code of Ethics, and Code of Professional Conduct which will serve as a guide for the professional conduct of the membership and provide for the delivery of a professionally acceptable level of comprehensive pharmaceutical services;
- to provide for the continuing education of the membership;
- to assist the UAMS College of Pharmacy in its efforts to achieve and maintain academic excellence;
- to establish viable liaisons with other health-related professions and organizations in order to provide for mutual assistance; and,
- unless it is contrary to good public policy, to serve the best interest of the membership

The APA is one of the most active and influential of the 50 state pharmacists' associations in the nation. It has been responsible for many changes and innovations that have benefited public health through better pharmaceutical care as well as elevating the prestige of the profession. The Executive Vice-President, officers, and members of the Association actively participate in local, state, and national activities, thereby enhancing not only the professional role of the pharmacist but also the role of a responsible member of society.

Students who choose to join the Academy of Student Pharmacists (ASP) automatically become members of the Arkansas Pharmacists Association. Students may also serve on the Policy Standing Committees of the APA. The president of ASP holds an ex-officio position on the Board of Directors of the APA. Further information concerning the Association may be obtained from:

The Arkansas Pharmacists Association  
417 South Victory Street Little Rock AR 72201 Telephone: 501-372-5250  
[www.arpharmacists.org](http://www.arpharmacists.org)

## **APPENDIX B: Signature Pages**

### **Statement of Receipt and Compliance with Student Honor Code**

By signing below, I agree to the following:

- I will conduct myself in a manner consistent with the University of Arkansas for Medical Sciences College of Pharmacy Honor Code
- I will not engage in any acts of academic dishonesty or professional misconduct
- I attest that I have received a copy of the University of Arkansas for Medical Sciences College of Pharmacy Honor Code.

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(printed name)

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(signature)

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(date)

## Confidentiality Pledge

By signing below, I attest that I will keep all Honor Council matters strictly confidential and will not discuss or otherwise communicate these matters to any non-member.

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Printed Name

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Signature

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Date

## **Acknowledgement of Alleged Violation and Penalty Recommended by the Honor Council**

By signing this form I, \_\_\_\_\_ [signature & date], a student of the University of Arkansas for Medical Sciences College of Pharmacy, understand that the Student Honor Council has recommended the following penalty for the alleged Honor Code violation described below.

Description of alleged violation:

Description of recommended penalty:

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Student Signature

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Date

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Signature of Presiding Officer,  
Student Honor Council

## Alleged Violation

I am reporting a possible violation of the Student Honor Code of the University of Arkansas for Medical Sciences College of Pharmacy. I understand that this step should not be taken without careful consideration. I furthermore understand that I have the right to anonymity from the accused.

- Yes, I would like anonymity from the accused.
- No, I would not like anonymity from the accused.

Signature: \_\_\_\_\_

Description of alleged violation:

[Please be as complete as possible and include date of the alleged violation.]