

*Xavier University of Louisiana
College of Pharmacy*



*Academic & Ethical Policies Handbook
2016 – 2017*

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 education will help to 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 pursue all academic and professional endeavors with honesty and commitment to service.

To accomplish this goal of professional development, as a student of pharmacy I will:

- A. Develop** *a sense of loyalty and duty to the profession by contributing to the well-being of others and by enthusiastically accepting the responsibility and accountability for membership in the profession.*
- B. Foster** *professional competency through life-long learning. I will strive for high ideals, teamwork, and unity within the profession in order to provide optimal patient care.*
- C. Support** *my colleagues by actively encouraging personal commitment to the “Oath of a Pharmacist” and the “Code of Ethics for Pharmacists” as set forth by the profession.*
- D. Dedicate** *my life and practice to excellence. This will require an ongoing reassessment of personal and professional values.*
- E. Maintain** *the highest ideals and professional attributes to ensure and facilitate the covenantal relationship required of the pharmaceutical caregiver.*

The profession of pharmacy is one that demands adherence to a set of ethical principles. These high ideals are necessary to ensure the quality of care extended to the patients I serve. As a student of pharmacy, I believe this does not start with graduation; rather it begins with my membership in this professional college community. Therefore, I will strive to uphold this pledge as I advance toward full membership in the profession.

I voluntarily make this pledge of professionalism.

Developed and adopted by the American Pharmaceutical Association Academy of Students of Pharmacy

*Xavier University of Louisiana
College of Pharmacy*

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Xavier University of Louisiana

History

There are 100 historically Black colleges and 253 Catholic colleges in the United States, yet only one is both Black and Catholic. That distinction belongs to Xavier University of Louisiana, which strives to combine the best attributes of both its faith and its culture.

Located in New Orleans, the small liberal arts college dates back to 1915, when St. Katharine Drexel and the Sisters of the Blessed Sacrament founded the coeducational secondary school from which it evolved. St. Katharine, supported by the interest on a substantial inheritance from her father, banker-financier Francis Drexel, founded and staffed many institutions throughout the U.S. in an effort to help educate Native Americans and Blacks.

Aware of the serious lack of Catholic-oriented education available to young Blacks in the South, St. Katharine came to New Orleans and established a high school on the site previously occupied by Southern University. A Normal School, offering one of the few career fields (teaching) open to Blacks at the time, was added two years later. In 1925, Xavier University became a reality when the College of Liberal Arts and Sciences was established. The first degrees were awarded three years later. In 1927, a college of pharmacy was opened.

Recognizing the University's need for a separate identity and room to expand, St. Katharine bought a tract of undeveloped land for a campus on the corner of Palmetto and Pine Streets in 1929. Construction of the U-shaped, gothic administration building (now a historical New Orleans landmark) was completed in 1933.

Through the years, as needs dictated, the campus gradually expanded, with the 1937 addition of a library (which now houses the Music Department), the gymnasium (1937), St. Michael's men's dormitory (1955), the Student Center (1962), St. Joseph's (1965) and Katharine Drexel (1969) women's dormitories, the House of Studies (1967), the College of Pharmacy (COP) (1970), the Norman C. Francis Academic Science Complex (1988), the new Library Resource Center and COP addition (1993), and St. Peter Claver women's dormitory (1994). Xavier South, a multi-story office building, was purchased in 1990. The Living Learning Center, a co-ed residence hall for upperclassmen, and the Norman C. Francis Science Complex addition were completed in 1998. A new University Center, along with an additional dormitory for upperclassmen (St. Martin de Porres Hall) were opened in 2003. An addition to the Pharmacy building, the Qatar Pavilion, was completed in the fall 2010. The old Student Center was demolished to make way for the new St. Katharine Drexel Chapel completed in 2012. With funding available to replace the "Barn" – the center of athletic competitions for many years - a new 4,000 seat Convocation Center and Annex were also completed in 2012.

In October 2000, Pope John Paul II approved Blessed Katharine Drexel's canonization. St. Katharine Drexel is only the second American-born saint and the only one to have founded a university in the history of the Catholic Church. The Sisters of the Blessed Sacrament remain a vital presence on campus today, providing much-needed staffing and some financial assistance; but today a Board of Trustees governs Xavier. President *Emeritus* Dr. Norman C. Francis, himself a Xavier graduate was the first "lay" president and he served for forty-seven years. On July 1, 2015 Dr. C. Reynold Verret took over the reigns as president.

Even with its special mission to serve the Black, Catholic community, Xavier's doors have always been open to qualified students of any race or creed. In fact today, more than 70 percent of Xavier's students are of other religious affiliations, and 31 percent are of other races.

COP

A Brief History

The Xavier University of Louisiana COP was established in 1927, only two years after the University opened its doors under the visionary leadership of Saint Katharine Drexel.

The COP was organized as the result of a carefully considered idea of providing education and training for pharmacy practice to young black men and women for whom this education was difficult to obtain. In addition to building a strong foundation in the sciences, a particular emphasis was placed on character building through community involvement.

Despite modest beginnings with only two part-time teachers plus a permanent dean beginning in 1927, the COP graduated its first class of eight (8) students in the spring of 1930 with the Graduate in Pharmacy (Ph.G.) degree. By 1932 the faculty had grown to three full-time instructors, and the three-year program was superseded by a four-year Bachelor of Science degree in Pharmacy. Graduates received this degree through an additional year of study beyond the Ph.G. degree. In 1960 the B.S. degree in Pharmacy became mandatory. By 1964, the program had evolved into the requirements of two years of pre-pharmacy and three years of professional studies. In the fall of 1991, Xavier initiated its entry-level Pharm.D. degree program requiring two years of pre-pharmacy and four years of professional studies.

Over the past 88 years, the COP has grown under the leadership of eight deans and one interim dean. The strength of the program is supported through a pharmacy faculty that represents a diverse background of disciplines and expertise. Faculty members provide students with the opportunity to explore interests and test ideas in both traditional and non-traditional roles of pharmacy practice and research.

The COP is physically located on the beautiful campus of Xavier University, not far from downtown New Orleans. In 1993, the three-story, 24,000 square foot facility was expanded by the addition of 30,000 square feet that included additional state-of-the-art modular laboratory facilities and office space for the pharmacy faculty.

Prior to the landfall of Hurricane Katrina in 2005, the University had identified as one of its top priorities a new state-of-the-art pharmacy building to meet the College's growing needs and to enhance the experiences and opportunities afforded to our students and faculty. Through a generous gift of \$12.5 million from the country of Qatar this project has come to fruition. The new Pharmacy Complex completed in 2010, encompasses an additional 66,000 square feet including a vivarium, new faculty and staff offices, research, teaching, practice laboratories and additional classroom spaces. Renovations to the original building completed in 2014, include a state-of-the-art Clinical Observation Center and a Team-Based Learning (TBL) classroom. Additionally in 2016, the old Student Affairs office was converted to a spacious Student Lounge and office space for each of the organizations. Future planned renovations to the original building will include expansion of the computer lab and a home for the Center for Minority Health and Health Disparities Research and Education.

Xavier's COP is a leader in the number of pharmacy degrees awarded to African Americans. From its first class of eight graduating pharmacy students in 1930, to the class of 2016 in which students received the Doctor of Pharmacy degree, Xavier's graduates serve with distinction in communities throughout this nation and around the world. Its graduates continue to excel in areas that include traditional community and institutional pharmacy practices, ambulatory care, nuclear pharmacy, home infusion, industry, academia, research and professional organization management.

Deans of Xavier College of Pharmacy

Gaspar R. Bosetta, O.D., Ph.G, LL.B 1927-1928	Warren P. McKenna, B.S. 1979-1982
Lawrence F. Ferring, Ph.C., M.S., LL.D 1928-1964	Marcellus Grace, B.S., M.S., Ph.D 1983-1999
Charles J. Kelly, Ph.C., M.S., LL.D 1964-1973	Robert L. Thomas, Pharm.D. (Interim) 1999-2000
Duane L. Aldous, B.S., Ph.D. 1973-1979	Wayne T. Harris, B.S., M.S., Ph.D 2001 – 2009

Kathleen B. Kennedy, Pharm.D.
2009 - Present

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* DBPS – Division of Basic Pharmaceutical Sciences

* DCAS – Division of Clinical and Administrative Sciences

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ACADEMIC POLICIES

COP Entry-Level Professional Program (Doctor of Pharmacy)

Health care is a rapidly changing field. To remain current with changes occurring in the practice of pharmacy, the academic program was significantly changed for students entering in the Fall 2015. Although overall program length will not be affected, students currently enrolled at the time of revisions to curricular content and requirements who entered the COP before Fall 2015 will continue their matriculation in the “old” curriculum. Students who entered the COP in the Fall 2015 and after will matriculate using the “new” curriculum (pages 12-13).

I. THE GRADING SYSTEM

A. Quality Points

A=	4 Quality Points (90 – 100%)
B=	3 Quality Points (80 – 89%)
C=	2 Quality Points (70 – 79%)
D=	1 Quality Point (65 – 69%)
F=	0 Quality Points (<65%)
P/PC=	Pass/Pass with Credit
I=	Incomplete
W=	Withdrawal
P/F=	Pass/Fail (no quality points)
W\$=	Administrative withdrawal for financial reasons
NG=	No grade submitted by instructor
AU=	Audit

A, B, C, and P/PC grades are passing grades. A “D” grade is not considered as passing. All grades with quality points are used in the calculation of the GPA. A grade of “I” (incomplete) becomes an “F” unless changed before the end of the sixth week of the semester following the one in which the “I” grade was received. Unless a prior waiver is granted, a student who receives an “I” at the end of the spring semester should complete the work before the end of the first summer session. Students who have not satisfied their financial obligations to the university are prohibited from taking final examinations and will receive a W\$. Students with “W\$” for all courses in a semester must petition for readmission through the Registrar’s Office. Please refer to the **University Catalog** (2016 – 2017) for details.

B. Grade Point Average

All courses taken in the four-year professional curriculum are included in the calculation of the pharmacy grade point average. Courses taken prior to admission to the COP, as well as those completed during summer school at other colleges, will not be included in the GPA calculation.

C. Procedure to withdraw from a course

Withdrawal from any course must be executed through a proper change of schedule (add/drop) form. Withdrawal must be completed before the date designated on the official University Academic Calendar. If a student withdraws before the official withdrawal deadline, as indicated in the university academic calendar, the grade assigned will be “W”. After this date, withdrawal from a course (other than withdrawal from the University) is not permitted except in the most extreme circumstances and then only with the written approval of the Dean of the College. A student who withdraws unofficially from a class at any time automatically receives an “F” for that class. Students who are on probation are not allowed to withdraw from a course unless he/she plans to withdraw from the university.

After a student completes an add/drop form indicating the course(s) to be dropped, the following must be done:

1. The instructor(s) must sign and take the appropriate copy.
2. The advisor must sign and take the appropriate copy.
3. The student must take the remaining copies to the cashier and pay the required fee.
4. The student must return the add/drop form and receipt to the Registrar's Office.

Withdrawal from the University must be initiated in the Registrar's Office. The last day to officially withdraw from the University is posted on the University Academic Calendar. Students who have withdrawn but want to return to the College must submit their application for readmission to the Office of Student Affairs. The form is available on the College's webpage under the "Currents Students" link. Students who completed the pre-pharmacy program at Xavier University and who withdrew or were dismissed from the COP, may petition for return to the College of Arts and Sciences under a new major.

D. Pass/Fail Grades

Pass/fail grades are applicable to courses in the Professional Experience Program (PEP) and other selected courses as determined by the Academic Council. Under the pass/fail grading system, a student will receive a passing grade if his or her work in the course is determined to meet a professional level of competence. The course(s) passed under the pass/fail system will be counted towards total hours needed for graduation, but will not be computed in the cumulative grade point average.

E. COP Remediation Policy

Under this policy faculty develop a course specific remediation process which is described in the syllabi of all professional pharmacy courses. The opportunity for remediation must be offered to any student who makes less than 70% on a formative assessment (i.e. hourly exam) and who voluntarily agrees to complete the prescribed remediation activities. There is no remediation of final exams.

Any student earning a grade less than 70% on an hourly examination will have the option to remediate only one (1) hourly exam per course per semester. Please refer to the course syllabi for remediation requirements.

II. **POLICY ON PROMOTION OF PHARMACY STUDENTS**

The COP is currently running two curricula. In order to be promoted from one level to the next, students must successfully complete semester hours as specified in the table below:

OLD Curriculum (Entered COP before Fall 2015)		New Curriculum (Entered COP in Fall 2015 and after)	
P1	Complete 1-33 semester hours with a "C" grade or better	P1	Complete 1-30 semester hours with a "C" grade or better
P2	Complete 34-69 semester hours with a "C" grade or better	P2	Complete 36-66 semester hours with a "C" grade or better
P3	Complete 70-102 semester hours with a "C" grade or better	P3	Complete 67-104 semester hours with a "C" grade or better
P4	Complete all courses in the first through the third professional years + 42 total semester hrs. of rotations (n=7) in P4 year + a cumulative Pharmacy GPA of 2.00 or higher	P4	Complete all courses in the first through the third professional years + 44 total semester hrs. of rotations (n=7) in P4 year + a cumulative Pharmacy GPA of 2.00 or higher
Total Semester Hrs.: 144		Total Semester Hrs.: 148	

III. ACADEMIC ADVISING

The College of Pharmacy Faculty and Staff, together with the University Administration, are dedicated to assisting students in program planning, schedule structure, and academic counseling throughout their college attendance. *However, the student must accept the ultimate responsibility to arrange a schedule of offered courses to meet requirements for the pharmacy degree.* The academic advisor aids the student in planning his or her schedule and approves this schedule.

IV. ACADEMIC STANDING

At the end of each regular and summer session, student records are evaluated for academic standing decisions to be reviewed by the Academic Standing Committee of the College of Pharmacy. If a student is not in good standing (2.00 semester and/or cumulative pharmacy GPA), the student is placed either on academic probation (see below) or academic dismissal, depending on the circumstances as dictated by the guidelines (see below).

Academic Standing Categories & Stipulations

The academic status of COP students is categorized as one of the following:

Good Academic Standing - A student is in “good academic standing” unless on academic probation or academically dismissed. A student in “Good Academic Standing” may enroll in all courses as sequenced in the program year (P1-P4) and there is no restriction to the student’s participation in COP organizations.

Academic Probation - Students on academic probation have either of the following:

- cumulative or semester GPA of less than 2.00 in the Fall or Spring semester OR
- two or more “D” grades in any semester OR
- an “F” grade in any semester

Academic Dismissal - A student will receive an “academic dismissal” for the following:

- A student earns three or more “F”s” during enrollment in the COP.
- A student qualifies for probation while already on probation.
- A student earns a third academic probation during enrollment in the P1-P3 years.
- A student fails to pass a course on the second attempt.
- A student is found to be ineligible to begin the APPE rotations at the end of eight regular semesters (i.e. summer sessions are not counted as regular semesters).
- A student earns more than one “F” while on APPE rotations.

Note: Students dismissed at the end of the spring semester will not be permitted to enroll in summer school.

Academic Warnings

Academic Warnings are sent out when a failing grade (“D” or “F”) is earned at midterm. Academic Warnings are sent to students on and off probation.

For students on Probation: An “Academic Dismissal Warning” will be given if a “D” or “F” grade is earned at mid-term. If the performance on the final grade report is not improved, and the student meets the criteria for academic dismissal, the student will be reviewed by the Academic Standing Committee for “Academic Dismissal”.

For students not on Probation: An “Academic Warning” will be given if a “D” or “F” grade is earned at mid-term. Academic warnings can be issued any number of times. If the performance on the final grade report is not improved, and the student meets the criteria outlined above, the student will be placed on “Academic Probation”.

Stipulations for “Academic Probation”

- A student on academic probation will only be allowed to register for 15 hours per semester. A maximum of 16 hours is allowed to accommodate the scheduling of a lab if needed.
- A student who is placed on academic probation must enroll in the Academic Enrichment Program (AEP) and sign the AEP Student Agreement (see appendix).
- A Probationary Action Plan must be submitted by the student to his/her advisor for approval. Should a student fail to submit such an approved plan prior to the first day of classes in the semester during which the student is on probation, he or she will be deregistered from **ALL** courses for the semester.
- The Probationary Action Plan must stipulate that the student complete the specified pharmacy coursework with a semester GPA of 2.0 or higher and receive no D’s or F’s in any required pharmacy course. The plan may prescribe particular courses that must be retaken and recommend particular actions prior to removal of probationary status. **This plan must be submitted each semester until the student is off probation.**
- A student who is on probation cannot represent the COP in any official capacity (e.g. class officer or officer in a student organization).
- A student on academic probation **cannot** withdraw from any required pharmacy courses.

Academic standing during the P4 year

Regardless of the reasons for earning an “F” (e.g. academic versus disciplinary) during enrollment in APPE rotations, the first “F” will result in a written warning of dismissal from the College, while a second “F” will result in automatic dismissal.

Removal of probationary status

Once on probation a student will return to “Good Standing” when he or she is determined to have remediated the academic deficiency which formed the basis for probation. The decision to remove probation will be officially communicated to the University Registrar’s Office by the COP Office of Student Affairs.

Requests for Readmission

In general, a student may seek readmission to the COP via the College’s Academic Standing Committee and/or the University Academic Standing Committee. If a student is denied by both committees, the student must reapply as a new P1 student.

A student who receives an “Academic Dismissal” can first appeal the dismissal to the Academic Standing Committee. The process for seeking readmission is as follows:

- 1) Complete a **Request for Readmission Form**
- 2) Complete a **Probationary Action Plan**.

Both forms are also located on the COP website under the [FORMS] tab. The forms must be completed as the first step in the request for readmission to the COP. See appendix 3 for copy of the Appeals form.

- The COP Academic Standing Committee will meet to review student appeals for readmission. The above-mentioned documents must be submitted to the Office of Student Affairs at least two weeks before the scheduled meeting of the Academic Standing Committee. Any student who was not in good academic standing upon leaving the COP must also schedule an appointment

with the Counseling Center once an application for readmission has been submitted.

- If the appeal is APPROVED, the student will be notified in writing of the decision, along with classification and academic status (probation, etc.) that will be applied upon return to the college.
- If the appeal is DENIED, the student has the right to a written appeal of the decision to the University Academic Standing Committee. That committee meets only once a year during the month of July. The appeal must be received in the Registrar's Office no later than July 1. The University Appeal form can be found on the College's webpage under the "Current Students" link.
- Students who are not successful in the appeals process have the option to reapply to the COP as a P1 student. If readmitted, the student will be placed on academic probation and will be required to take the full course load and perform any additional work prescribed in the Probationary Action Plan. A student who is readmitted may elect to defer their re-enrollment as a continuing student for up to three regular semesters.

COP Academic Standing Committee

The COP Academic Standing Committee meets at the end of the Fall and Spring semesters, and after the final Summer session to review requests for readmission. The membership consists of faculty members and administrators from the College of Pharmacy as well as Counseling Services and the Registrar's Office.

V. DEGREE REQUIREMENTS

A. General Requirements

To be eligible for the degree of Doctor of Pharmacy (Pharm.D.), a student must have completed the four-year professional curriculum in the College of Pharmacy. The student must have a 2.00 grade point average for courses attempted in the four-year professional curriculum.

B. Pharmacy Comprehensive Exam

Student progression is important to the success of all students in the professional program. To help ensure this success, the COP has instituted a series of examinations (also known as mile-marker exams) to evaluate the progress of students. These examinations will be used to evaluate the student's preparation for advancement in the program. Beginning in the Spring 2016, the Accreditation Council for Pharmacy Education (ACPE) requires all P3 students to take the Pharmacy Curriculum Outcomes Assessment (PCOA) test developed by the National Association of Boards of Pharmacy (NABP) before matriculating to the P4 year. The College will begin using this test for P1 and P2 students. Based on the results of these examinations, some students may require remediation.

A comprehensive examination is required in the P4 year for graduation. This examination is part of the requirement for PCLN 5501D and PCLN 5502D. Details of this examination are provided at the first meeting of the APPE rotations.

VI. COP CURRICULUM

In an effort to assure that graduates are well prepared to assume a progressive pharmacy practice in a dynamic health care environment, the College of Pharmacy has implemented a more discipline-integrated curriculum for student learning. This approach will enhance the full body of knowledge required for students to successfully pass their licensure exams, and ultimately enter practice as

competent professionals.

A. **COP Integrated Curriculum**

ENTRY-LEVEL PROFESSIONAL PROGRAM

Doctor of Pharmacy

Pharmacy majors should note that health care is a rapidly changing field. To remain current with changes occurring in the practice of pharmacy, the academic program is subject to periodic revision of curricular content and requirements. Although overall program length will not be affected, students currently enrolled at the time of such revision will be held responsible for any new requirements. Opportunity to meet any new requirements will be provided within the constraints of the standard academic calendar. This policy is necessary to assure that graduates are well prepared to assume a progressive pharmacy practice in a dynamic health care environment. Students should consult with their advisors on a frequent basis to assure that current degree requirements are met.

FIRST YEAR

Semester Hours

1st 2nd

Semester Semester

PHCL 3610	2		Biomedical Immunology
PHCL 3620/3620L-3630	4	3	Human Physiology/Anatomy I/Lab and II
PHCY 3610	1		Drug Info & Literature Evaluation
PHCY 3620	2		Pharmaceutical Calculations
PHCT 3050-3050L		4	Pharmaceutics I and Lab
PHSC 3650		3	Pharmaceutical Biotechnology & Pharmacogenomics
PHSC 3810	4		Pharmacy
PHSC 3910		4	Biochemistry/Molecular Biology Medicinal
PCLN 3630	2		Chemistry/Pharmacology I
PCLN 3630L	1		Professional Practice
PCLN 3700		2	Professional Abilities Lab I
PCLN 3601-3602	1	1	Introduction to Therapeutics
PCLN 3603-3604*	0	0	Intro. Pharm. Practice Exp I
			Intro. Pharm. Practice Exp I Seminar
	17	17	

SECOND YEAR

PCLN 4630-4640	1	1	Professional Abilities Lab II, III
PCLN 4770	1		Therapeutics II:
PCLN 4771	2		Immunology & Rheum. Diseases
PCLN 4772	1		Dermatology & Respiratory
PCLN 4773	2	0	Cardiology I
PCLN 4774	2		Endocrine
PCLN 4775		2	Gastro/Hepatology
PCLN 4776		2	Therapeutics III:
PCLN 4777		2	Fluid/Electrolyte/Renal
PCLN 4778		2	Cardiology I
PHAD 4220		1	Neurology
PHCT 4550	3		Psychiatry
PHCT 4800		3	Public Health/Epidemiology
PHSC 4910	4		Pharmaceutics II
PHSC 4920		4	Biopharm and Basic Kinetics
PHCY 4610	1		Medicinal Chem/Pharmacology II
PLCN 4601-4602	1	1	Medicinal Chem/Pharmacology III
			Drug Info/Lit Eval II
	1	1	Intro Pharm. Pract. Exper II
	18	18	

THIRD YEAR

PCLN 5610-5620	1	1	Professional Abilities Lab IV, V
PCLN 5310	3		Therapeutics IV:
PCLN 5320	2		Infectious Disease 1
PCLN 5330	2		Infectious Disease 2
PCLN 5340		1	Oncology
PCLN 5350		1	Therapeutics V
PCLN 5360		2	Transplant/Obesity
PCLN 5370		2	Men's/Women's Health.
			Pediatrics/Geriatrics
			Nutrition/Clinical Care

PHAD 5220	3		Pharmacoeconomics
PHAD 5320		3	Pharmacy Management
PHAD 5420		2	Pharmacy Law
PHSC 5910	4		Med Chem/Pharmacology
PHCY 5610	1		Drug Info/Lit Eval III
PHAD 5120	1		Pharmacy Ethics OR
PHCY 560_		1	Interprofessional Education Selective
PCLN 5601-5602	1	1	Intro Pharm. Pract Exp III
PCLN 3603-3604		2-(3)	Pharmacy Elective
	18	16(17)	

*PCLN 3603-3604 are supplements to the first year introductory pharmacy practice experiences and must be taken each semester.

B. Pharmacy Electives

All students enrolled in the COP must complete a minimum of 2 semester hours (s.h.) in pharmacy elective credits to fulfill their degree requirements. Any elective course approved by the COP will meet the degree requirements. Courses TAKEN PRIOR TO ADMISSION TO THE COP **WILL NOT BE ACCEPTED FOR ELECTIVE CREDITS.**

While there are a number of elective courses offered in the College of Pharmacy, the following courses have been approved as acceptable elective courses taken in the College of Arts and Sciences. Please note that some of the courses may not be offered every semester. Therefore, please be sure to check the class offerings via Banner Web:

SMKT 3550 – Consumer Behavior – 3s.h.

The course will focus on consumer attitudes, motivations, reactions in market, economics, psychology, sociology, and various market theories. **Pre-requisite: SMKT 2050.**

SPAN 2051 – Spanish for Medical Personnel – 3s.h.

This course provides a foundation of knowledge and experience for health care providers. Vocabulary and grammar will be presented in a health care context. Students will also be given the opportunity to develop skills of listening and speaking Spanish. Spanish will be spoken at all times in class. **Pre-requisite: SPAN 1020 or equivalent.**

CMST 1500 – Intercultural Communications – 3s.h.

Familiarizes students with basic concepts, approaches, processes, and contexts, which form the foundation for critical discussion of cross-cultural interaction.

PSYC 3110 – Psychotherapies – 3s.h.

A comprehensive examination of the major forms of psychotherapy and the different views of psychopathology. The focus will be on personal growth and improvement, as well as on the correction of individual problems. **Pre-requisite: PSYC 3080.**

SOCI 2060 – Race and Ethnic Relations – 3s.h.

This course is concerned with examining issues, problems, and research findings on race, ethnic, and minority group relations. Emphasis is on U.S. Black-White relations, American ethnic groups, religious conflict, and racial and ethnic group contacts in Europe, Asia, Africa, and Latin America. **Pre-requisite: Any 1000-level sociology course.**

SOCI 3070 – Medical Sociology – 3s.h.

This course provides a sociological perspective on issue in health care and health care delivery for students preparing for careers in the health professions. Pre-requisite: SOCI 1010

BSAD 1010 – Introduction to Business – 3s.h.

This course focuses on the fundamentals of business administration, the underlying principles of management, and structures and functions of its various departments.

Pre-requisite: None

MGMT 2060 – Principles of Management – 3s.h.

An integrated overview of the fundamentals of managerial decision making with a focus on developing the skills necessary to identify problems that confront managers who then must apply the necessary tools (both analytical and intuitive) to form solutions that coalesce with the firm's goals and objectives. Topics include the importance of teamwork, motivation, leadership, and ethics. **Pre-requisite: ENGL 1020**

BSAD 4000 – Strategic Management (formerly Business Policy) – 3s.h.

This course will focus on strategy/policy development and implementation of organizations. Pre-requisite(s): MGMT 2060, SMKT 2050, FINC 3050, and Senior Standing.

ECON 3091 – Economics of Black America – 3s.h.

This course will focus on the application of economic theory to situations of Blacks in the U.S.; economic analysis of discrimination; black – white income differentials; the human capital hypothesis; and the investigation of schemes aimed to improve the economic status of Blacks.

Pre-requisites: ECON 2010 and ECON 2020

ENGL 3190 – Legal Reasoning – 3s.h.

This course will increase the students' knowledge of legal reasoning in statutory law, common law, and the constitutional interpretation of philosophical issues of jurisprudence connected with legal reasoning. **Pre-requisites: ENGL 1010 and ENGL 1020 or ENGL 1023H and ENGL 2011H**

SMKT 2050 – Principles of Marketing – 3s.h.

This course will cover the nature and scope of modern marketing management and will outline the areas in which decisions are made in developing and implementing price, distribution, product, and promotion strategies. **Pre-requisite: None**

ENTR 1020 - Introduction to Entrepreneurship

Content and process of entrepreneurship; considers the key areas of competence and context of modern entrepreneurial business. Outlines the core areas of business planning, market development, financial control and project delivery. (See Xavier University Catalog). This course will utilize software that simulates the operation of a business. Pre-requisite: None

VII. PROFESSIONAL EXPERIENCE PROGRAM (PEP)

The purpose of the COP's professional experience program (PEP) is to expose students to the various pharmacy practice experiences within the profession of pharmacy. This is accomplished through both the Introductory Pharmacy Practice Experience (IPPE) and Advanced Pharmacy Experience (APPE) in structured experiential courses. Students are exposed to the concept of professionalism, developing practice skills and training exposure to a variety of career opportunities. Ultimately, the PEP coordinates opportunities for active participation and comprehensive experiences such that students gain the required skills and judgement necessary to be successful in the pharmacy profession.

A. IPPE: Introductory Pharmacy Practice Experience (P1 – P3 Students)

The *Introductory Pharmacy Practice Experience (IPPE)* courses provide early experiential learning opportunities for pharmacy students throughout the curriculum. During the first three professional years, students will gain a total of 300 hours of experience exploring the concept of professionalism, developing practice skills, gaining exposure to a variety of career opportunities, and obtaining hands-on

experience within the pharmacy profession. Multiple opportunities for reflection and group discussion are provided throughout the sequence. The *Introductory Pharmacy Practice Experience* courses are essential for students in the professional curriculum to acquire a broad overview of pharmacy and the pharmacist's role in health care and preparation for APPE.

B. APPE: Advanced Pharmacy Practice Experience (P4 Students Only)

The Advanced Pharmacy Practice Experiences (APPE) are structured experiential courses in the fourth professional year designed to educate students to think and act independently as pharmacy practitioners.

The program consists of 42 weeks of APPE rotations. Each of the seven rotations is 6-weeks in duration beginning in late June and continuing through April of the following year. Each student is required to complete the following:

- 1- Community Pharmacy Practice Rotation
- 1-Institutional Pharmacy Practice Rotation
- 1-Ambulatory Care Pharmacy Practice Rotation
- 1-Acute Care (Internal Medicine) Pharmacy Practice Rotation
- 3-Elective Specialty Pharmacy Practice Rotations

The COP currently has over 200 preceptors in clinical pharmacy, community pharmacy, institutional pharmacy and specialty pharmacy practice sites to facilitate the APPE experiences.

VIII. **TRANSFER CREDIT (Request to take a course at another college or university)**

Requests for pursuing courses off campus must be made and permission secured from the University prior to registration. Follow the steps below to request taking a course(s) at another institution:

1. Students must have earned at least 29 credit hours and a 2.0 GPA at Xavier University to be eligible to pursue courses at other institutions.
2. Students must complete a "Request to Pursue Courses at Another Institution" form obtained from the University Registrar's Office (Xavier South) or the Office of Student Affairs.
3. Students must attach a course description and a **syllabus** so that course equivalence can be determined. The Associate Dean for Administration and Academic Support of the COP must approve any courses taken at another institution.
4. Course(s) may be transferred to the College only if the student earned a grade of "C" or better. The university will record a grade of "TR" after transfer. The course will carry no equality points and consequently will not be calculated in the pharmacy GPA.

IX. **REGISTRATION**

The COP, together with the University Administration, is dedicated to assisting students in program planning, course scheduling, and academic counseling throughout their tenure in the College. Therefore, each COP student is assigned a pharmacy faculty member as an academic advisor. **However, each student must accept the ultimate responsibility to arrange a schedule of offered courses to meet requirements for the pharmacy degree. This responsibility includes insuring completion of course pre-requisites.** Students should constantly evaluate and seek assistance from their faculty advisors regarding course sequencing and progress.

The Office of Student Affairs will enter a first semester block schedule for all entering P1 students during the summer prior to P1 fall enrollment. Students will be responsible for checking the schedule for accuracy and consult with an assigned advisor for any changes. Thereafter, it will be the student's responsibility, with the help of the advisor, to arrange schedules for the duration of matriculation in the College of Pharmacy (P1 through P3). The Professional Experience Program (PEP) office makes rotation assignments for the P4 schedule based on students' identified preferences when possible.

X. CLASS ATTENDANCE

Class attendance is mandatory. Students are expected to be punctual in all classes in which they are enrolled. While students should contact his or her instructor of an unscheduled absence, students who are unable to attend class (especially over an extended period of time) must contact the Office of Student Affairs within 24 hours of the absence and provide the expected date of return to class. Upon return, the student must provide documentation for the absence. Unavoidable absences due to illness or bona fide emergencies do not relieve the student of any academic responsibility. The student must make arrangements with his/her instructor to obtain any classroom materials or information that was missed.

The card reader is the current official attendance tracker for the University. The instructor will activate the reader prior to class for attendance tracking. Failure to swipe your card to record attendance may impact your financial aid. Students who are unable to swipe must inform the faculty member teaching in that class period for manual attendance tracking. Student attendance may be taken into consideration in the determination of a student's final course grade as specified in the course syllabus. **Swiping another student's card is prohibited and considered a violation of the Professional Behavior Standards (See Section II of the Ethical and Honor Policies).**

XI. CURRENT STUDENT INFORMATION

Students must keep a current address and telephone number on file in the Office of Student Affairs and the Registrar's Office – the information should be updated in the student's BANNER account. **Records of name changes prior to registration or during the course of one's attendance at Xavier University must also be on file in the Office of Student Affairs and the Registrar's Office.**

XII. APPEALS

Any request for exceptions to the rules as outlined in this Handbook must be submitted in writing to the Office of the Dean.

ETHICAL & HONOR POLICIES

I. HONOR CODE

Professionals, as described in the *Oath of a Pharmacist*, devote their lives to a significant social value. Pharmacy is a learned profession requiring individuals to dedicate themselves voluntarily to acquiring and maintaining exceptional knowledge and skills in order to provide pharmaceutical care in an ethical context. Pharmacists must exhibit moral and ethical conduct in their daily interactions with patients and other healthcare providers. Pharmacists dedicate themselves to excellence in their knowledge, skill, and caring because they adhere to high moral and ethical standards. This enables them to maintain a covenantal relationship with society.

Professionalism requires constant attention. The seeds of professionalism are sown when students begin their preparation for pharmacy school, are cultivated and nurtured in pharmacy school, and are brought to fruition and maintained during their careers as pharmacists. Becoming a professional means more than just mastering the science of pharmacy.

II. CODE OF CONDUCT

The Code of Conduct is intended to provide guidelines and expectations for behavior during the didactic and experiential components of the curriculum. For that reason, the Code of Conduct is an educational tool to guide all members of the COP in their professional development. It is applicable to all members of the College in all activities associated with the COP. The Code of Conduct has several intentions:

- To promote and protect an environment of learning for all members of the COP both inside and outside the classroom,
- To assist in improving and maintaining the image of the COP as a premier institution of learning, and
- To foster character development by establishing a standard of principled behavior and professional decision-making.

General Responsibilities of the Members of the COP

Its members determine the culture of the COP. Therefore, all members of the COP have responsibilities to uphold and protect the learning environment, professional education, and integrity of a degree awarded from the Xavier University of Louisiana COP. To that end, all members of the COP should be familiar with the expectations listed in the Code of Conduct, actively promote and maintain professional conduct, and abide by all academic and behavior standards at Xavier University of Louisiana and the COP.

In addition, all activities associated with the COP should have clear and reasonable expectations regarding the conduct of participants. When appropriate, written expectations should be provided with advanced notice. Examples of situations that could have further written expectations for conduct include, but are not limited to, course syllabi, local, state and national meeting information, student organization meetings and functions, college events (dinners, programs, events, etc.), and any other activity where patient or professional contact is possible.

III. ACADEMIC STANDARDS

The pursuit of knowledge can proceed only when scholars take responsibility and receive credit for their work. Recognition of individual contributions to knowledge and of the intellectual property of others builds trust within the University and encourages the sharing of ideas that is essential to scholarship. Similarly, the educational process requires that individuals present their own ideas and insights for

evaluation, critique, and eventual reformulation. Presentation of others' work as one's own is not only intellectual dishonesty, but also undermines the educational process.

Student Expectations Related to Academic Standards

1. COP Students should observe and comply with the following exam policies:

- A faculty member may deny admission to the examination to any student who arrives late and under no circumstances will he/she permit a student to take the examination if he/she arrives after another student has already left the examination site. Students are expected to comply with the directions given by the instructor as to seating arrangements, etc.
- Final examinations are not returned to students. Thus possession of such constitutes having stolen materials. Possession of copies of old final examinations is cheating. Any student caught with these exam(s) shall be referred to the Dean of the COP for disciplinary actions and probable dismissal.
- No study material and/or resources (i.e. calculators, cell phone or electronic data watches) are to be brought into the examination room without the permission of the instructor. If the student is found to have done so, it will be assumed that he/she intended to use the materials unlawfully and will be penalized accordingly with an "F" for the course.
- A student who communicates with anyone during the course of the test or an examination, without the permission of the instructor, will be immediately dismissed from the examination site and given the grade of "F" for the course. Such communication includes attempts to read from another student's paper.
- If a student's examination paper, laboratory report, term paper or other written assignment gives evidence of not being completely his/her own work (plagiarism), he/she will be given an "F" for the course.
- If an online exam is given, the student must report to the assigned site to take the exam. If the student takes the exam at an unassigned site this will be considered cheating and the student will receive a grade of "F" for the course.

2. Do not engage in activities that result in unethical behavior. Violations of the Honor Code include, but are not limited to, the following acts that violate academic integrity:

- **Cheating** - cheating is the fraudulent or dishonest presentation of work. Cheating includes but is not limited to:
 - the use or attempted use of unauthorized aids in examinations or other academic exercises submitted for evaluation;
 - fabrication, falsification, or misrepresentation of data, results, sources for papers or reports, or in clinical practice, as in reporting experiments, measurements, statistical analyses, tests, or other studies never performed; manipulating or altering data or other manifestations of research to achieve a desired result; selective reporting, including the deliberate suppression of conflicting or unwanted data;
 - falsification of papers, official records, or reports;
 - actions that destroy or alter the work of another student;
 - unauthorized cooperation in completing assignments or during an examination;
 - the use of purchased or otherwise acquired essays or term papers, or of purchased preparatory research for such papers;

- submission of the same written work in more than one course without prior written approval from the instructors involved;
 - dishonesty in requests for make-up exams, for extensions of deadlines for submitting papers, and in any other matter related to a course or experiential rotations/training;
 - copying another student's answers during a test, quiz, or assignment;
 - using another student's data or results in a lab or experiment;
 - use of any device, electronic, or otherwise, to transmit, receive, share, or store information during an exam, quiz, or assignment;
 - communication of any kind, verbal, written, or otherwise to any person besides the instructor or proctor during an exam or quiz;
 - possession of a final exam given at Xavier at any time;
 - allowing another student to represent your work as his/her own, including copying your answers during an exam, quiz, or assignment;
 - failing to report, under guarantee of anonymity, cheating, observed in any of the categories listed above.
- **Plagiarism** - Plagiarism is the act of taking the words, ideas, data, illustrations, or statements of another person or source, and presenting them as one's own. Each student is responsible for learning and using proper methods of paraphrasing and footnoting, quotation, and other forms of citation, to ensure that the original author, speaker, illustrator, or source of the material used is clearly acknowledged.
- **Other breaches of academic integrity include:**
 - the misrepresentation of one's own or another's identity for academic purposes;
 - the misrepresentation of material facts or circumstances in relation to examinations, papers, or other evaluation activities;
 - the sale or provision of papers, essays, or research for fraudulent use;
 - the alteration or falsification of official University records;
 - the unauthorized use of University academic facilities or equipment, including computer accounts and files;
 - the unauthorized recording, sale, purchase, or use of academic lectures, academic computer software, or other instructional materials;
 - the expropriation or abuse of ideas and preliminary data obtained during the process of editorial or peer review work submitted to journals, or in proposals for funding by agency panels or by internal University committees;
 - the expropriation and/or inappropriate dissemination of personally-identifying human subject data; and/or
 - the unauthorized removal, mutilation, or deliberate concealment of materials in University libraries, media, or academic resource centers.
- **Collusion** - collusion is defined as assistance or an attempt to assist another student in an act of academic dishonesty. Collusion is distinct from collaborative learning, which may be a valuable component of students' scholarly development. Acceptable levels of collaboration vary in different courses, and students are expected to consult with their instructor if they are uncertain whether their cooperative activities are acceptable.

3. Maintain academic integrity in the COP by observing the following:

Students who become aware of a violation of academic integrity by a fellow student should respond in one of the following ways:

- Students may discuss their concerns with the student whom they suspect of a violation. Direct contact by another student may be the best means of resolving the problem. Repeated demonstration of student concern for academic integrity will in the long run build a peer-

regulated community.

- The student may also discuss the matter with the instructor.
- If the incident is a major violation or part of a repeated pattern of violations, students should bring their concerns to the attention of the instructor, or to the appropriate division chairperson or associate dean. Suspected violations by students reported to members of the faculty or to an associate dean will be handled according to the grievance procedures set forth by the College.
- Students who have serious concern that a faculty member is not living up to his or her responsibility to safeguard and promote academic integrity should speak with the faculty member directly, or should bring their concern to the attention of the division chairperson or associate dean.

Promoting Academic Integrity: Roles of Faculty and Administrators

- Faculty members should provide students with a positive environment for learning and intellectual growth and, by their words and actions, promote conditions that foster academic integrity.
- Faculty should be concerned about the impact of their behavior on students. Students are sensitive to messages communicated in informal discussions and in casual faculty remarks about personal decisions and value judgments. Students are perhaps most sensitive to how responsibly faculty members fulfill their obligations to them in careful preparation of classes, in the serious evaluation of student achievement, and in their genuine interest in and availability to students.
- **Faculty should promote academic integrity in the following specific ways:**
 - At the beginning of each course, instructors should discuss academic integrity in order to promote an ongoing dialogue about academic integrity and to set the tone and establish guidelines for academic integrity within the context of the course, e.g., the extent to which collaborative work is appropriate. Where relevant, instructors should discuss why, when, and how students must cite sources in their written work.
 - Instructors should provide students with a written syllabus that states course requirements and, when available, examination dates and times.
 - Instructors are encouraged to prepare new examinations and assignments where appropriate each semester in order to ensure that no student obtains an unfair advantage over his or her classmates by reviewing exams or assignments from prior semesters. If previous examinations are available to some students, faculty members should insure that all students in the course have similar access. Course examinations should be designed to minimize the possibility of cheating, and course paper assignments should be designed to minimize the possibility of plagiarism.
 - A minimum of 2 proctors per 100 students should be present at all examinations, including the final examination, and should provide students with an environment that encourages honesty and prevents dishonesty.
 - If make-up exams are given, they should be different from the original exam and should be given at the same time for those students needing a make-up exam.
 - If a student is found cheating the faculty member must take the appropriate action immediately.
 - Faculty should be careful to respect students' intellectual property and the confidentiality of student academic information.

- Assignment of grades, which is the sole responsibility of the instructor, should be awarded in a manner fair to all students.

- **Academic Deans Role in Fostering Academic Integrity**

Academic deans have overall responsibility for academic integrity within the College. In particular, deans' responsibilities include the following:

- promoting an environment where academic integrity is a priority for both students and faculty,
- ensuring that students who are honest are not placed at an unfair disadvantage, and
- establishing procedures to adjudicate charges of academic dishonesty and to protect the rights of all parties.

IV. PROFESSIONAL BEHAVIOR STANDARDS

The Honor Code is also concerned with social responsibility and assumes that all students are responsible for themselves, other students, and their guests on Xavier's campus. This code may also apply to student behavior off-campus (see University Handbook). Students are expected to comply with:

- Existing University and College policies
- Directions of University and College authorities while performing their duties
- All published University and College policies, rules and regulations while on University
- Property or at University or College-sponsored or supervised activities
- The University Student Handbook
- All local, state, and federal laws

Violations of the professional behavior standards include, but are not limited to:

- A ● **Disorderly Conduct** - disorderly conduct is defined as any student behavior, actions, and/or activities that interfere with teaching, studying, research, administration, or other University activities. Common examples include, but are not limited to: Disruptive and Disorderly or Unlawful Behavior, such as excessive noise, unauthorized use of loud speakers, use of profanity, creating a disturbance, engaging in fights, assaults, riots, unlawful assemblies, damage/destruction of property, menacing, stalking, abusive, harassing or intimidating behavior; inappropriate behavior such as profanity or harassment on social media networks, e-mail, and other electronic communications; lewd or obscene conduct; inappropriate communication with a faculty member, preceptor, or staff; disrespecting a faculty member, preceptor, or staff; misrepresenting a faculty member, preceptor, or staff; causing physical harm or reasonable apprehension of harm; misuse of university resources (i.e., unauthorized access or use of computer equipment, networks, software, data, or copiers, etc.); bribery; or the violation of any civil, municipal, state, or federal law on or off campus or failure to produce identification upon request or comply with directives of University Police or any University official while performing their duties.
- **Falsification of Records** - the falsification of records (academic, health, etc.) through alteration, counterfeit, forgery or the misrepresentation of person or identity: the misuse of identification, including transferring, lending, borrowing, altering, or otherwise misusing a student ID or meal card; registering in courses for other students (i.e. holding seats) during the official registration period; and furnishing false information to the University is prohibited.

- **Firearms and Weapons** - use, possession, or storage of any weapon, including firearms, knives, firecrackers, explosives, or any other lethal weapon, and/or use of an item in such a manner that poses a potential hazard to the safety and health of others is prohibited.
- **Gambling** - the playing of cards or any other games of skill or chance for money or other items of value is prohibited.
- **Hazing** - excessive physical effort, financial demands, or mental abuse of students during rites and ceremonies of induction, initiation, or orientation into the life of any college group is prohibited. See Student Organization Guidelines for more information.
- **Theft** - theft and/or unauthorized use of University property or services, or property or services belonging to another member of the community, or the knowing possession or sale of stolen property are strictly prohibited.
- **Sexual Misconduct and Abuse** - sexual misconduct and abuse includes, but is not limited to, nonconsensual touching, exhibitionism/voyeurism, or other nonconsensual physical contact, under conditions of force, threat of force, fear or when a person is unable to give consent because of substance abuse (including intoxication), captivity, sleep or disability. Victim support resources are available through the University Counseling Center.
- **Misuse of Social Media** - Students posting information about the College, rotation sites, preceptors, patients, classmates, faculty, or administrators considered to be illegal, abusive, unethical, or defamatory in nature will be considered unprofessional and in violation of the student code of conduct and may be grounds for disciplinary action by the BPEC up to and including dismissal from the program. Additionally, students posting personal content exhibiting attitudes and/or behaviors that are not consistent with the professionalism expectations in the field of pharmacy (sexually explicit, substance use/abuse, unethical, dishonest, etc.) are also at risk of disciplinary action by the BPEC for unprofessional behavior and are at risk for dismissal from the doctor of pharmacy degree program.
- **Creating a Safety Hazard** - any behavior that threatens the health, safety, and welfare of our community, or behavior that runs counterproductive to creating an environment that is conducive to learning. Common examples of violations include the following:
 - arson, starting a fire or providing the conditions where a fire is likely to occur or continue;
 - open burning, including bonfires or ceremonial fires (without appropriate permits);
 - pulling a fire alarm, phoning a false report to 911, tampering with fire safety equipment
 - or intentional activation of any safety alarm, intentionally initiating or causing to be initiated any false report, warning or threat of fire or other emergency;
 - failing to cooperate with staff during a fire alarm, drill, including emergency (weather or other) or scheduled evacuation from a residence hall or other University building;
 - possession or use of dangerous chemicals or any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others;
 - action(s) that endanger one's own health or safety, or the safety of others;
 - creating a safety hazard, including throwing objects in, at, or out of university buildings;
 - illegal and unauthorized access to building roofs or ledges on residence halls and other university buildings;
 - posting or hanging signs, notices, banners, etc., on trees, light fixtures, fire safety equipment, fire doors or door windows.
 - accessing rooftops, balconies, window ledges, or any other elevated areas.

- **Alcoholic Beverages, Illegal Use/Abuse of Drugs** – the College expects all students to abide by Louisiana state laws and university policies regarding alcoholic beverages and illegal use/abuse of drugs. The College does not permit or condone the illegal possession, use, distribution, or sale of drugs, abuse of prescription drugs, or abuse of alcohol, or aiding and abetting underage drinking.

V. **SANCTIONS** (*adapted from the University Student Handbook, “Code of Conduct” section*)

Depending on the circumstances of the violation, the university may assume jurisdiction in lieu of the Board of Professional and Ethical Conduct (BPEC) of the COP – see University Handbook

The following sanctions or other sanctions appropriate to the circumstances of a given case may be imposed, independently, or in combination, for violations of standards of conduct. The present demeanor and disciplinary record of the offender, the nature of the offense, and the extent of harm bear on the severity of the sanction.

A Academic Misconduct

Any student who engages in cheating, plagiarism, collusion, or other breaches of academic integrity will automatically receive a grade of “F” for the course. Depending on the circumstances, other academic or disciplinary actions may be taken.

B Professional Behavior Violation

1. Disciplinary Censure

Disciplinary censure will occur if the student is involved in an incident that is considered to be minor and/or spontaneous in nature (no planning or premeditation). The reprimand is notification to the student that s/he has been found responsible for a violation and that any other violations of university regulations for which the student is found responsible will result in more serious sanctions. A censure remains in effect for one calendar year. If there are no additional violations during that time, the censure is not considered in subsequent violations.

2. Disciplinary Probation

Disciplinary probation is a probationary status, imposed for a specific time period, during which a student is expected to show a positive change in behavior. The student must make every effort to modify his/her behavior in order to remain in good standing at Xavier University. In addition, if the student does not meet all of the special stipulations associated with the sanction, further judicial action will be taken, which may include suspension or expulsion from the University.

3. Disciplinary Suspension

Disciplinary suspension is defined as the removal of a student from the university, which permits the student to apply for readmission at the end of the sanction imposed. Suspension may be for a term, not to exceed one year or conditional, indicating that readmission is contingent on the fulfillment of certain conditions by the student. While a student is suspended, s/he is not to return to the campus, programs, facilities and activities of the university without written permission from the Dean of the COP. If the student returns to the campus without written permission during the time period for which s/he has been suspended, his/her eligibility to return to Xavier in the future may be jeopardized. While a student is suspended for Academic Honor Code violations, s/he may not enroll in classes either on or off campus. It is expected that s/he will make every effort to rectify any previous misconduct by displaying irreproachable behavior in the future.

4. Educational/Developmental Sanctions

The Board of Professional and Ethical Conduct may choose to assign an educational project or task to be completed. The assigned task or project may be imposed to educate or raise the student's level of awareness regarding a specific issue. Some examples of these sanctions include papers, presentations, book reports, and program development and implementation.

5. Emergency or Interim Suspension

This suspension shall be invoked when university officials are faced with an immediate situation where the facts of which indicate that a student's continued presence on campus constitutes a clear and convincing danger to the normal functions of the university, to property, to others, or to the student.

6. Fines

Students may be required to pay a reasonable sum of money as a sanction for behavior that results in damage, destruction, or loss of property belonging to the University and others or in increased maintenance or repair costs for the University or others. Proof of payment shall be required to clear the student's disciplinary record.

7. Loss of University Housing

The BPEC, the Administrative hearing officers or Judicial Hearing Boards of the university may mandate that a student be removed from residing in university-owned or leased housing as part of an imposed sanction. Rent for the remainder of the student's housing contract period will **not** be refunded.

8. Loss of Financial Aid

The Higher Education Amendments of 1998 state that any student who has been convicted of any offense under any federal or state law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan or work assistance under this title during the period beginning on the date of such conviction and ending after the interval specified by law.

9. Official Warning

An official warning will be given if an incident is considered to be mild in nature and outcome but one that could have negatively influenced/affected the community. The incident could have been a spontaneous action or a planned event. The official warning is notification to the student(s) that s/he has been found responsible for a violation and that any other violations will result in more serious sanctions. Official warning is a statement to the student(s) that s/he needs to reevaluate his/her behavior before serious action is taken.

10. Preliminary Suspension

Preliminary suspension is a unique probationary status, in which the student is expected to immediately exhibit a marked improvement in behavior or face suspension from the university. The sanction of disciplinary suspension was considered for the student but was not deemed necessary. If the student does not meet all special stipulations associated with the preliminary suspension or if s/he is found responsible of violating any other rule, regulation, policy or law; s/he may be sanctioned with disciplinary suspension from the university. If the student does not complete any stipulation of the preliminary suspension by the assigned date, his/her grades may not be released until the sanctions are complete.

11. Permanent Separation (Expulsion)

The student is permanently separated from the university. A permanent notation will be made on the official transcript. The student is also barred from University activities, services, facilities and grounds. The Dean of the COP reviews all recommendations for expulsion. Expulsion may be approved, altered, deferred, or withheld at the discretion of the Dean of the COP.

12. Referral for Counseling

If, in the opinion of the Board of Professional and Ethical Conduct, a student involved in a disciplinary situation will best be served by counseling, the student may be required to attend counseling sessions with a member of the Xavier University Counseling Staff or another professional off campus. The student will be responsible for all fees incurred by contracting the services of an independent professional.

13. Residence Hall Probation

An individual student, or group of students, may be issued a written notice that further violations would constitute grounds for loss of the privilege of residing in University housing. Appropriate residence life officials will be notified.

14. Residence Hall Relocation

This is a recommendation to the Dean of Students for Residence Life that the student or group of students be required to move to another room, residence hall, or residence area because of his/her lack of willingness to live within the rules of his/her present residence hall, or uphold university policies. For individuals, this sanction will be recommended in situations where the Board of Professional and Ethical Conduct feels the student would benefit from a change of environment in order to conform to acceptable group living standards. It will also be recommended if deemed necessary for the safety of the resident or others.

15. Restitution

Reimbursement for damage or loss to person(s) or property or misappropriation of property, either through appropriate repairs or monetary compensation, may be imposed as a sanction.

16. Suspension of Social Privileges

An individual student, residence hall floor or suite, or student organization may lose social privileges that are specified with a particular sanction. The student or organization may not participate in extracurricular events or represent the university on or off the campus, except for activities that are required to meet class assignments. Level of participation in varsity sports will be determined on a case-by-case basis. The Board of Professional and Ethical Conduct may impose other sanctions deemed appropriate.

The Dean may issue a *Statement of Concern* to a student or organization for a minor violation occurring in class or otherwise observed and referred by a member of the campus community. Such statement shall be placed in the student/organization's official file and may be a basis for further disciplinary action. All sanctions are subject to review by the Dean of the College of Pharmacy.

VI. PROCEDURE TO REPORT VIOLATIONS OF ACADEMIC INTEGRITY AND PROFESSIONAL BEHAVIOR

The COP Board of Professional and Ethical Conduct (BPEC) reviews violations of academic integrity and professional behavior. The Board consists of nine people to include four students, three faculty members, and two administrators.

- Faculty or students observing a violation of academic integrity or professional behavior should complete the Professional Violations Form (see appendix) and submit it to the Office of Student Affairs.
- Depending on the circumstances of the violation, the university may assume jurisdiction in lieu of the Board of Professional and Ethical Conduct (BPEC) of the COP.

A student who wishes to appeal the actions of the Board of Professional and Ethical Conduct must submit the appeal in writing to the Office of the Dean. A student who wishes to appeal the actions of the University Hearing Committee must do so in writing to the Vice President of Student Services. All appeals must be submitted within 48 hours of official notification of the BPEC or University Hearing Committee's decision

TECHNICAL STANDARDS

TECHNICAL STANDARDS

The Xavier University of Louisiana COP (XUCOP) is committed to equal access for all qualified applicants and students. Minimal Technical Standards for Admission, Promotion, and Graduation state the expectations of all COP students.

The Standards provide information to allow a candidate to make an informed decision regarding application and are a guide to accommodation of students with disabilities. Academic adjustments can be made for disabilities in some instances, but a student must be able to perform in an independent manner with reasonable accommodations.

The XUCOP is committed to enabling students by any reasonable means or accommodations to complete the course of study leading to the Doctor of Pharmacy degree. Individuals with questions or concerns about their abilities to meet these standards are encouraged to contact the Office of Student Affairs. The process for applying for accommodations is located at the end of this policy statement.

1. **Observation and Hearing:** Students must have the ability to observe demonstrations and experiments in the basic sciences, including but not limited to pharmacological and physiological demonstrations in animals, evaluation of microbiological cultures, and microscopic studies of microorganisms and tissues in normal and pathological states. Students must be able to observe a patient accurately at a distance and close at hand. Students must possess the auditory ability sufficient to monitor and assess health needs.
2. **Communication:** Students must be able to communicate effectively and sensitively with patients in the English language. Students must be able to communicate effectively and efficiently in oral and written forms with all members of the health care team, staff, faculty members, and patients. Communication includes speech, reading, writing, and computer literacy.
3. **Sensory/Motor:** Students must possess sufficient motor function to perform experiments in the basic sciences and execute movements to provide patient-centered care. This includes the fine and gross motor skills necessary to participate in laboratory exercises and to engage in the physical assessment of patients. In the laboratory setting, examples of these motor skills include the ability to operate lab equipment including microscopes, the use of sterile technique when handling microorganisms and operation of laboratory safety equipment. In the clinical setting, examples of required motor skills include palpation, auscultation, perform cardiopulmonary resuscitation, administer immunizations, and the ability to prepare all routine types of medications including sterile and non-sterile compounding.
4. **Behavioral and Social Attributes:** Students must possess the emotional health required for full utilization of intellectual abilities. They must be able to tolerate physically, mentally, and emotionally taxing workloads, adapt to changing environments, and function effectively under stress. Students must possess compassion, honesty, integrity, maturity, interpersonal skills, concern for others, the ethical standards of the profession, and motivation to excel in the practice of pharmacy. Illicit drug use and alcohol impairment are not tolerated, and all students must submit to a criminal history check and periodic drug screens.
5. **Intellectual, Conceptual, Integrative and Quantitative Abilities:** Students must be able to measure, calculate, reason, analyze, and interpret data. They must be able to synthesize and apply complex information. Students must possess the ability to integrate and process information promptly and accurately and to engage in problem solving.

DISABILITY ACCOMODATIONS

DISABILITY ACCOMODATIONS

Xavier University of Louisiana is committed to providing for the needs of enrolled or admitted students who have disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 prohibit discrimination against individuals with disabilities. According to these laws, no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of a public entity.

“Qualified”, with respect to post-secondary educational services, means “a person who meets the academic and technical standards requisite to admission or participation in the education program of activity, with or without, reasonable modifications to rules, policies or practices; the removal of architectural, communication or transportation barriers; or the provision of auxiliary aids and services.”

In order to receive appropriate disability accommodations students should follow the steps listed below:

1. Contact the Office of Disability Services (ODS), located in the St. Joseph Student Academic and Health Center, Suite 202, to register for services and set up an appointment with the Disability Coordinator.
2. Complete the **Office of Disability Services Intake Form, Release of Information Form, Orientation/Agreement Contract and Accommodation Agreement Form(s)**.
3. Provide appropriate documentation that includes a statement of diagnosis and suggested accommodations to validate request for academic accommodations. Documentation must be current, and provided by a qualified health professional such as a physician, audiologist, psychologist, psychiatrist, or neuropsychologist
4. Student and Disability Coordinator select appropriate/recommended accommodation(s).
5. Take the **Accommodation Agreement Form(s)** to the Dean for authorization/signature.
6. Take a copy of the authorized **Accommodation Agreement Form(s)** to professors for signatures.
7. Return signed forms to ODS within two weeks of receiving them.

NOTE: When accommodations are requested after an exam, paper or assignment or if a student does not discover he/she has a disability until after an exam, paper, or assignment, the professor is under no obligation to try to retroactively change any grades. Accommodations apply to present and future events, not past events. Students must complete an **Accommodation Agreement Form** EACH semester. Preferably, this should be done by the end of the first week of the semester.

STANDARDS OF STUDENT ATTIRE

STANDARDS OF STUDENT ATTIRE IN THE COLLEGE OF PHARMACY

The following Standards of Professional Attire apply to both male and female students enrolled in Xavier University's COP. Attire standards include the following two categories:

Casual/Daily Dress and Professional Dress.

- **When do Casual/Daily Dress standards apply?**
Casual/Daily Dress standards should be followed during all hours in which the College is open to the public (generally 7:30 a.m. to 6:00 p.m. Monday through Friday).
- **When do Professional Dress standards apply?**
Professional Dress standards should be followed for all experiential training (P1 through P4), during presentations on campus (i.e., DSM Case Presentations, class presentations, etc.), Student Body Seminar, Career Fair, rotation meetings or other days designated by faculty or administrative staff.

Casual/Daily Dress Standards

Clean, casual styled clothing and shoes including:

- Jeans of appropriate waist height; denim clothing and athletic shoes are acceptable
- Shirts with a tail or a split should be tucked in
- Belts should be worn with all pants that have belt loops
- An undershirt should be worn if undergarments are visible through clothing
- Skirts should be longer than two inches above the knee when sitting
- Sleeveless shirts
- Organization-branded *approved* T-shirts or jerseys
- Dress capri or cropped pants
- Dress sandals
- Daily bathing and the use of deodorant are encouraged

Items specifically NOT permitted include:

- Hats, caps or head scarves worn indoors (except head scarves for religious/cultural purposes)
- Shorts, skorts or mini-skirts
- Skirts shorter than two inches above the knee when sitting
- Party or Event T-shirts or T-shirts or sweatshirts with inappropriate or vulgar lettering or messages
- Frayed, torn, or dirt-washed jeans
- Sweatpants, spandex, leggings, jeggings, or exercise attire
- "Flip-Flops"
- Pajamas
- Spaghetti straps, halter tops, tube tops, low cut tops or tops showing the midriff
- Undershirts worn as outer wear
- Pants worn below the waist

Professional Dress Standards

Clean, professional styled clothing and shoes. Students must wear a **clean white button-front long sleeved lab jacket** (NOT a lab coat, as is typically worn by physicians and other medical practitioners) with a Xavier University COP badge sewn on the **left** shoulder and a **name badge** on the left front pocket

of the jacket. If necessary when on rotations, students must also wear **institutional identification**. **No other badges, insignia, etc. from other pharmacies or medical practice sites may be worn in conjunction with the above-mentioned attire.** In addition, the following specific recommendations must be followed:

- Men must wear a shirt and a tie. Pantsuits should be nicely tailored with preference for matching pants and top. The rule should be that the general appearance of the outfit is appropriate for work.
- All shirts, blouses and tops should cover shoulders.
- Hosiery is encouraged for ladies professional attire.
- Men must wear socks.
- Hair should be neat, clean, trimmed, a natural color (i.e. no green or pink), and not extreme in style.
- Daily bathing and the use of deodorant are encouraged.
- Make-up should be natural and as inconspicuous as possible. Heavy use of eye make-up and blush are discouraged.
- Perfume, cologne or aftershave should be used sparingly, particularly in patient contact areas.
- Shoes should be in good condition, polished, and comfortable. During experiential training, **casual sandals are NOT permitted** and are often in violation of company safety regulations and dress policies. Platform shoes are dangerous and a 3-inch maximum has been set on all high-heeled shoes. **Athletic shoes and sneakers are not permitted** unless specified otherwise. Boots are acceptable when worn with dresses or slacks. No combat, field, hiking, or hunting boots will be permitted.
- Nails should be well groomed, manicured and of short to medium length.
- Jewelry should be conservative. Excessively large or dangling jewelry, such as earrings or clanging bracelets, is unacceptable. Jewelry in pierced noses, lips, tongues or other exposed body areas, other than ears is not permitted unless for religious/cultural reasons. Men should not wear earrings.
- Beards should be well groomed or closely trimmed. Sideburns and mustaches should be well groomed.
- Tattoos must be covered at all times.

Items specifically **NOT** permitted as Professional Dress include:

- Hats, caps, and head scarves of any kind (except head scarves for religious purposes)
- Skirts shorter than two inches above the knee when sitting
- Jeans of any color
- Shirts with slogans, advertising or photographs
- Spaghetti straps, tank tops, undershirts (worn as outer wear), halters, tube tops, low cut tops or tops showing midriff
- Scrubs

EXPECTATIONS AND ENFORCEMENT OF DRESS STANDARDS

COP students are expected to abide by the rules, guidelines and standards related to appropriate dress in the college. Below are some expectations regarding appropriate dress in the COP.

- After Hours and Weekend Attire: Students should dress neatly at all times while in the Pharmacy building. Care should be taken not to wear clothing that might be deemed inappropriate for a professional.
- Activities in specific laboratories and patient areas in which the instructors or institutional policy require certain dress supersedes this policy.

- Any medical condition that inhibits adherence to this policy should be discussed with the Office of Student Affairs.

Enforcement of Dress Standards:

- Standards of Attire are intended to be self-regulated. Please use your professional judgment in adhering to this dress code. Remember you are enrolled in a professional program and are considered a “Student Pharmacist.”
- These Standards fall under the Code of Conduct for the COP.
- Violations of the dress code should be reported to the Office of Student Affairs and may be subjected to Board hearings.
- Students inappropriately dressed or groomed may be dismissed from classes or asked to leave the building and requested to comply with the Standards set forth in this document.
- The College may dismiss students who violate the Student Standards of Attire on four (4) occasions during their professional years (P1-P4).

*Developed by the Academic Integrity & Professionalism Task Force
Approved May 10, 2007
by the Academic Assembly of Xavier University COP*

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT RIGHTS AND RESPONSIBILITIES *(adapted from the University Student Handbook)*

As a Catholic institution, Xavier University seeks to foster an environment where student rights are valued and recognized and balanced with student responsibility in accordance with the policies, procedures and guidelines of the university. The act of voluntary registration at Xavier University by each student, for courses and/or housing, indicates his/her acceptance of the high traditions and principles of the institution and its requirements for conduct in harmony with Christian, moral and ethical standards. Students are expected and required to abide by local, state and federal laws. Xavier expects all students to conduct themselves as mature and responsible members of the academic community, as well as the local community, presenting their individual work, respecting themselves, the rights of others, and refraining from any conduct which obstructs the work of the university or is injurious to the welfare of the University or any of its members. Students have the right to a free will to learn, to exercise inquiry, to privacy and confidentiality of records under FERPA, HIPPA and ADA, and to voice protest or grievance. While this expression is viewed as essential to student development, it is required that students display responsible actions and maintain an orderly educational environment demonstrating respect for self and others.

Complaints Alleging Sexual Harassment or Discrimination

It is the policy of XULA that harassment or discrimination of any form is prohibited and will not be tolerated. Each student, faculty and staff member has a responsibility to maintain a collegial environment that is free of any form of harassment or discrimination. **Title IX**, of the Education Amendments of 1972, prohibits discrimination federal financial assistance, including athletics and on the basis of gender from an education program or activity receiving sports, sexual harassment, gender-based discrimination and sexual violence that occur on and off-campus.

The **Campus Sexual Violence Elimination (SaVE)** Act increases transparency on campus about incidents of sexual violence, guarantees victims enhanced rights, sets standards for disciplinary proceedings, and requires campus-wide prevention and education programs. The Campus SaVE Act amends the **Clery Act**, which requires campuses to provide annual statistics on incidents of campus crimes and broadens this requirement to mandate fuller reporting of sexual violence to include domestic violence, dating violence, and stalking.

Xavier University of Louisiana is committed to maintaining a learning environment that is free from discriminatory conduct based on gender. As required by Title IX, the University does not discriminate on the basis of sex in its education programs and activities, and it encourages any student or non-student who thinks that he or she has been subjected to gender discrimination, sexual harassment (including sexual violence) or sexual misconduct by another student, member of the faculty or staff, or campus visitor or contractor, to immediately report the incident to any of the individuals or offices listed below.

TITLE IX COORDINATORS – WHERE TO REPORT

Institutional Title IX Administrator Institutional Title IX Coordinator

Ralph Johnson, Senior VP for Admin Office of the President 504-520-7539	Larry Calvin, Director Human Resources 504-520-7537 lcalvin@xula.edu
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For Complaints Against Students: If you have a complaint against a Xavier student for sexual harassment, gender discrimination, or sexual assault,:

Institutional Title IX Coordinator

Nedra J. Alcorn
Human Resources
Center, Room 305

Deputy Title IX Coordinator Larry Calvin, Director

Office of Student Services
University
504-520-7357 nalcorn@xula.edu

For Complaints Against Faculty or Staff: If you have a complaint against a Xavier employee (or individuals who do business with Xavier University):

Larry Calvin, Title IX Coordinator

Gender Equity in Athletics: If you have a complaint about gender equity in Xavier athletics programs:

Larry Calvin, Title IX Coordinator
Jason Horn, Director, Athletics & Recreation

Convocation Center
504-520-7329 jhorn1@xula.edu

Coordinator, Investigations and Outreach Clery Act Coordinator

Deon Ridgell	Duane Carkum,
Assistant Dean, Student Life	Chief, University Police
University Center, Room 305	3801 S. Carrollton
504-520-5450 dridgell@xula.edu	504-520-7490 dcarkum@xula.edu

For more information, contact the Dean of Students at 504-520-7359 or Director of Human Resources, at 504-520-7537.

Cyber-Harassment, Threats and Bullying

Recent events have placed the issue of cyber bullying, cyber stalking and cyber harassment at the forefront of campus conduct concerns. Xavier University of Louisiana is committed to each student's success and establishes a caring, responsive, and safe learning environment that is free of discrimination, violence, and bullying. The Office of Student Services establishes student's rights and responsibilities and responds to such behaviors through our Code of Conduct, www.xula.edu-studenthandbook.php. The following is an amendment to the 2012-2014 Student Handbook effective January 1, 2014, under Specific Regulations (Prohibited Behavior).

Harassment, Threats, and Bullying: Persistent, severe, or pervasive verbal abuse, threats, intimidation, harassment, coercion, bullying, or other conduct which threatens or endangers the mental or physical health/safety of any person or causes reasonable apprehension of such harm. This includes conduct whether physical, verbal or electronic, written or video—

- (1) which is beyond the bounds of protected free speech, directed at a specific individual(s), and likely to cause an immediate breach of the peace, and
- (2) including, but not limited to hazing, drug or alcohol abuse, bullying and other forms of destructive behavior.

Cyber Bullying: Cyber bullying is the willful and repeated bullying that takes place with the use of different kinds of technology and social media. It can be used on various sorts of devices such as computers, cell phones, tablets and other electronic communication devices. It often occurs through the use of social media sites such as Facebook or Twitter. However, it also happens through texting, online chatting, instant messaging, emails and other various forms of communication. Messages and images inflict emotional pain and degrade another person or persons and can quickly spread to a vast audience.

Examples of Bullying

Examples of specific behavior that constitutes bullying include:

- Wearing gang paraphernalia and other clothing meant to intimidate or exclude another;
- Spreading rumors or posting degrading, harmful, or explicit pictures, messages, or information using social media or other forms of electronic communication (also known as "cyber-bullying").
- Taunting or making sexual slurs about a person's gender orientation or sexual status;
- Name-calling, joking, or making offensive remarks about a person's religion, gender, ethnicity, or socioeconomic status; and
- Physical acts of bullying, such as punching, slapping, or tripping someone.

Examples of Cyber Bullying

- Sending mean or inappropriate text messages and emails
- Posting embarrassing pictures of someone else online for others to see
- Starting or perpetuating degrading rumors about another person
- Creating a fake profile of someone that contains inaccurate information
- Impersonating the victim online by sending derogatory, degrading, or controversial messages which causes others to respond negatively to the victim
- Harassing the victim during a live chat.
- Encouraging others to send the victim threatening e-mails or to overwhelm the victim with offensive e-mail messages

- Sending anonymous messages to inflict the above

Student Conduct Process

Sexual violence, Sexual harassment, and Bullying are all a violation of the Student Code of Conduct as amended above. Anyone feeling he/she is a victim of any of the above conduct should take action; however, a student always has the option to decline to report to authorities and have identity remain confidential.

File a Report

- A complaint of a suspected violation should be filed with the Office of Student Services or Campus Police as soon as possible, preferably within 10 calendar days of the incident. To submit a report of any concerning behavior or to allege that the Code of Conduct has been violated, the complaint must be in writing specifying the basis and details of the behavior, including individuals involved, date, time, location and any witnesses.

Request a No Contact Order or Accommodation

- The Office of Student Services can assist in completing a “No Contact Order” between the complainant and the accused. This would prohibit contact between the parties through any means of communication. This would also prohibit others contacting the complainant on behalf of the accused. Interim changes in room, courses, transportation and work environments may be made.

Seek Out Assistance and Resources

[Safeguard Options - Guide to Reporting Sexual Assault](#)

[Counseling-Sexual Assault Resources](#)

Retaliation

Taking adverse action against any individual on the basis of a good faith report made by such individual, or on the basis of such individual’s participation in an investigation, hearing, or inquiry by the University or an appropriate authority, or the individual’s participation in a court proceeding relating to suspected wrongful conduct is prohibited.

Consent

Consent is a voluntary agreement. Someone who is incapacitated cannot consent. Consent is not transferrable to another person, is not silence or the absence of resistance, can be withdrawn at any time and coercion, force or threat invalidates consent. Past consent does not imply future consent.

How to Represent Yourself on Social Media Sites

- Represent yourself professionally – would you want a future employer to see what’s out there
- Be aware of not only what you have posted but what others have as well – make sure there are not any embarrassing or inappropriate pictures of you, etc.
- Remember that once it’s out there, it is out there for good – think to yourself if you would be happy about reading a post or seeing a picture ten years from now
- Use your privacy settings – check them regularly to make sure the only people who are seeing your pages are those you approve of
- Note that the internet is not a private place – make sure you are represented in a way that you are proud of and do not have to regret later

RELEASE OF INFORMATION/PRIVACY OF EDUCATION RECORDS

Release of Information/Privacy of Education Records

The Family Educational Rights and Privacy Act (**FERPA**) also known as the Buckley Amendment, is a set of federal regulations established in 1974 that makes four specific guarantees to college students regarding the privacy of their education records. They are:

- A student has the right to inspect and review education records
- A student has the right to seek to amend education records
- A student has the right to have some control over the disclosure of information from those education records
- A student has the right to file a complaint against any institution for the alleged violation of these FERPA rights

These guarantees are made directly to currently and formerly enrolled students, regardless of their age or status in regard to parental dependency, acknowledging that young people who are already 18 years of age are considered responsible adults. Parents, guardians and others do not have a right to access student records of adult children without their signed, written consent to do so.

Student and Parental Rights Relating to Educational Records

Students have a right to know about the purposes, content and location of information kept as part of their educational records. Students have a right to gain access to and challenge the content of their educational records. Students have a right to expect that information in their educational records will be kept confidential, disclosed only with their permission or under provisions of the law. Students have a right to permit or prevent disclosure of certain information in their educational records. Parents have the right to expect confidentiality of certain information about them in student records.

Students and parents can locate the notification of the policy regarding privacy and protection of student records and parent information in the policy section of the University Student Handbook in its entirety or online at <http://www.xula.edu/student-handbook/stuhand.php>.

FERPA is administered by the Family Policy Compliance Office (FPCO), part of the US Department of Education in Washington, DC. It is the FPCO which interprets and resolves complaints regarding FERPA and the FERPA rights of students. The Department of Education provides more information for students, institutions, and parents on its website – www.ed.gov.

STUDENT GOVERNANCE

All full-time and part-time students are automatically members of the Pharmacy Student Association (PSA). The PSA, under the umbrella of the Xavier University Student Government Association (SGA), provides students experience in the democratic process as well as promoting and assisting in the planning and implementation of student programs and activities. These programs and activities enhance the academic experience and professional development of all students. Students are encouraged to participate in all facets of the institution. PSA serves as a liaison between the students, faculty and College/University administration providing an opportunity for students to serve on College committees and task forces that may establish or influence a wide range of policies, procedures and the general direction of academic and nonacademic programs and services of the College. PSA, as a member of the Student Government Association, also functions as an avenue through which student concerns/complaints/grievances may be channeled to the administration of the university. The PSA office is located on the first floor of the COP adjacent to the Student Lounge. You may call the PSA office at 504-520-5655 or email at psa@xula.edu. The SGA office is located on the second floor of the University Center, suite 210, you may also call at 504-520-7367 or email at sga@xula.edu.

It is imperative that students become thoroughly familiar with the Academic and Ethical Policies Handbook and the University Student Handbook in order to avoid jeopardizing their relationship with the College, University, and local community and to fully understand their rights and responsibilities as citizens and members of the University community. A student who violates these general standards of conduct shall be subject to administrative action and disciplinary sanctions in accordance with the Honor Code.

COMPLAINTS POLICY – COLLEGE OF PHARMACY

The Xavier University of Louisiana COP is committed to conducting its affairs in an open and honest manner with respect for all individuals. Anyone who perceives that there are practices that do not conform to this policy may initiate a complaint.

Complaints to the COP

The COP encourages persons with complaints about the Doctor of Pharmacy educational program to seek informal resolution of their complaints prior to initiating a formal process. This informal resolution may include one-on-one conversations or group discussions, when appropriate for the situation.

Any person may file a formal complaint to the COP regarding its professional program. Complaints may include, but are not limited to, admissions policies, inappropriate faculty or student conduct, inequities in grading, and/or failure to comply with collegiate policy. It is the responsibility of the Associate Dean to manage and provide responses to formal complaints about the Doctor of Pharmacy Program.

Procedures for formal complaints

To initiate a formal complaint a Complaint Form (see appendix) must be completed. The form includes a section for a detailed description of the issue or reason for the complaint. All areas of the form must be completed to ensure a complete understanding of the situation and to contact the complainant in the event that other answers are needed. If this is a student complaint related to a course or faculty action, a statement of actions taken to informally resolve the complaint must be included. Failure to complete all sections of the form will delay the response or make it impossible for a resolution to be made. Requests for confidentiality shall be respected to the extent any such information is not necessary for the resolution of the complaint.

A complaint form is attached to this policy document. Additional copies may be obtained from the Dean's Office, the Office of Student Affairs or on our website at <http://www.xula.edu/pharmacy/index.html>. Complaints must be submitted to the Attention of the Associate Dean, COP, Xavier University of Louisiana, 1 Drexel Drive, New Orleans, LA 70125.

Formal complaints will be reviewed upon receipt by the Associate Dean or a designated administrative staff member and referred to the appropriate collegiate committee or administrative office within the College or University for information, advice and/or response. Complaints may require meetings or hearings with the complaining party or other members of the collegiate or university community. The person submitting the complaint will receive acknowledgement of the submission within 14 days and a response or update on its status within 60 days. All effort will be made to provide timely responses to time sensitive complaints. Completed complaint forms will be kept in a locked file in the Office of the Associate Dean.

Appeals Process

Decisions related to the complaint may be appealed to the Dean of the College of Pharmacy. University related complaints may be appealed through the Xavier University of Louisiana policies and procedures.

Complaints to the Accreditation Council for Pharmacy Education

The Accreditation Council for Pharmacy Education (ACPE) has an obligation to assure itself that any institution, which seeks or holds a pre-accreditation or accreditation status for its professional program(s) conducts its affairs with honesty and frankness. Complaints from other institutions, students, faculty, or the public against a college or school of pharmacy, including tuition and fee policies, and as related to ACPE standards, policies or procedures, shall be placed in writing in detail by the complainant and submitted to the ACPE office. The complaint shall be submitted to the institution for response. Requests for confidentiality shall be respected to the extent any such information is not necessary for the resolution of the complaint. Details for submission of a complaint to ACPE with regard to accreditation standards can be obtained at the URL <http://www.acpe-accredit.org/deans/complaints.asp>.

APPENDIX

**Xavier University of Louisiana
COP
Academic Enrichment Program
Student Agreement**

The COP's Academic Enrichment Program (AEP) is designed to help ensure your successful matriculation through the program. While you are enrolled in the AEP you may be required to do one, several or all of the following:

- Participate in the Pharmacy Pre-Matriculation Summer Program (mandatory for all first-year student enrollees)
- Meet regularly with AEP staff
- Meet regularly with your professors
- Develop a student remediation plan (SRP)
- Create a comprehensive study schedule
- Make use of supplemental resources/study aids provided by the AEP
- Attend learning skills development seminars (e.g. time management, organizational and note taking skills, etc.)
- Participate in peer tutoring
- Meet with the Xavier Counseling Center

Upon your first meeting with AEP personnel, a SRP will be created and the required components of your participation in the AEP will be determined and placed in your SRP. Please note that failure to improve your academic performance and to fully participate in the AEP may result in dismissal from the COP.

By signing below, you acknowledge that you have read and understand this letter of agreement.

I, _____ (print name) have read and understand the information in the letter above and agree to adhere to/meet the requirements of the Academic Enrichment Program.

Signature: _____ Date: _____

Approved by: _____ Date: _____



Xavier University of Louisiana College of Pharmacy

COMPLAINT FORM

Complainant Contact Information (individual filing the official complaint):

Name:	Last	First	Middle
Status:	<input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student - <input type="radio"/> OP1 <input type="radio"/> OP2 <input type="radio"/> OP3 <input type="radio"/> OP4 <input type="checkbox"/> Other _____		
Title:			Room no.:
Email:	_____		
Phone:	_____		_____
	Daytime		Evening

Individual complaint is officially filed against

Name: (last, First)	_____	<input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student - <input type="checkbox"/> P1 <input type="checkbox"/> P2 <input type="checkbox"/> P3 <input type="checkbox"/> P4 – ID#: _____
<i>(Ex. admissions policies, inappropriate faculty or student conduct, inequities in grading, failure to comply with codes or policies)</i>		

Type of Complaint: _____

Incident Details:	Date: _____	Time: _____	Location: _____
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1. What is the nature of the complaint? (Describe the incident) (use pg. 3 if additional page is needed)

2. Describe action(s) taken (use pg. 3 if additional page is needed)

Informal Resolution Attempted?	<input type="checkbox"/> Yes <input type="checkbox"/> No (If no, please attempt an informal resolution before proceeding with this complaint form process).
	if yes, state outcome

I _____ certify that the information in this complaint is accurate.
 (Print name)

 Signature Date

Submit completed form to:
 Office of the Dean
 Xavier University College of Pharmacy
 1 Drexel Drive ~ New Orleans, LA 70125

-----COP Officials Only-----

Additional Information – Pg. 3 (optional)

1. What is the nature of the complaint?

2. Describe action(s) taken

APPENDIX 3

Xavier University of Louisiana College of Pharmacy Request for Readmission Form

Instructions: Please download the form and complete the Student Information section of this form. Use sections 2 and 3 as a guide to prepare your Request *for Readmission letter*. Once you have completed your letter, please sign the form and submit both documents to the College of Pharmacy (Rm. 100) Attn: Assistant Dean for Professionalism. Please note that your letter and the form must be typed.

Section 1: Student Information

Name: (Last, first)		Student ID:	
Address City, State Zip code		Phone #:	
Xavier email:		Alternate email:	
Last Semester Enrolled:		Anticipated Readmission Date:	

Below are guidelines on how to prepare your Request for Readmission Letter. Please review and compose letter with each required section below.

Section 1: Explanation of Extenuating Circumstances: -

Please provide a concise explanation of the extenuating circumstances (those personal events beyond your control) which have directly impacted your academic performance. These may include a physical illness, a psychological challenge, domestic or family problems, or an unusual academic event.

Please be sure to explain the connection between the extenuating circumstance and your academic performance. In your explanation, please discuss when the particular event(s) occurred, how long you were affected, and what work in your courses was affected. Also, please outline what steps you took to deal with the extenuating circumstances during or after their occurrence (e.g., consultation with a health care professional or personal counselor, participation in the Academic Enrichment Program, meeting with course coordinator or course instructor).

Section 2: Future Plan:

A request for readmission should normally include a plan for achieving academic success should your request be granted. Please confer with your advisor as you develop your plan.

Your plan should include a discussion of the personal **adjustments you will make** in order for you to succeed in your future studies (e.g., take a lighter course load, regular meetings with a medical professional or personal counselor, etc.). Also, please specify how your future plans will support your academic goals.

Make sure your letter for readmission:

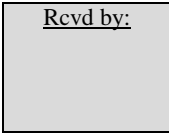
- is concise;
- clearly explains the connection between your circumstances and your grades;
- explains how you resolved the problem;
- states that you have conferred with your advisor, counseling center and/or any other individual, department or agency that can attest to your readiness to return to the COP; and
- states your plan of action to ensure academic success.

Print Name

Date

Student Signature

Date

Rcvd by:


Revised: 1/19/16

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

