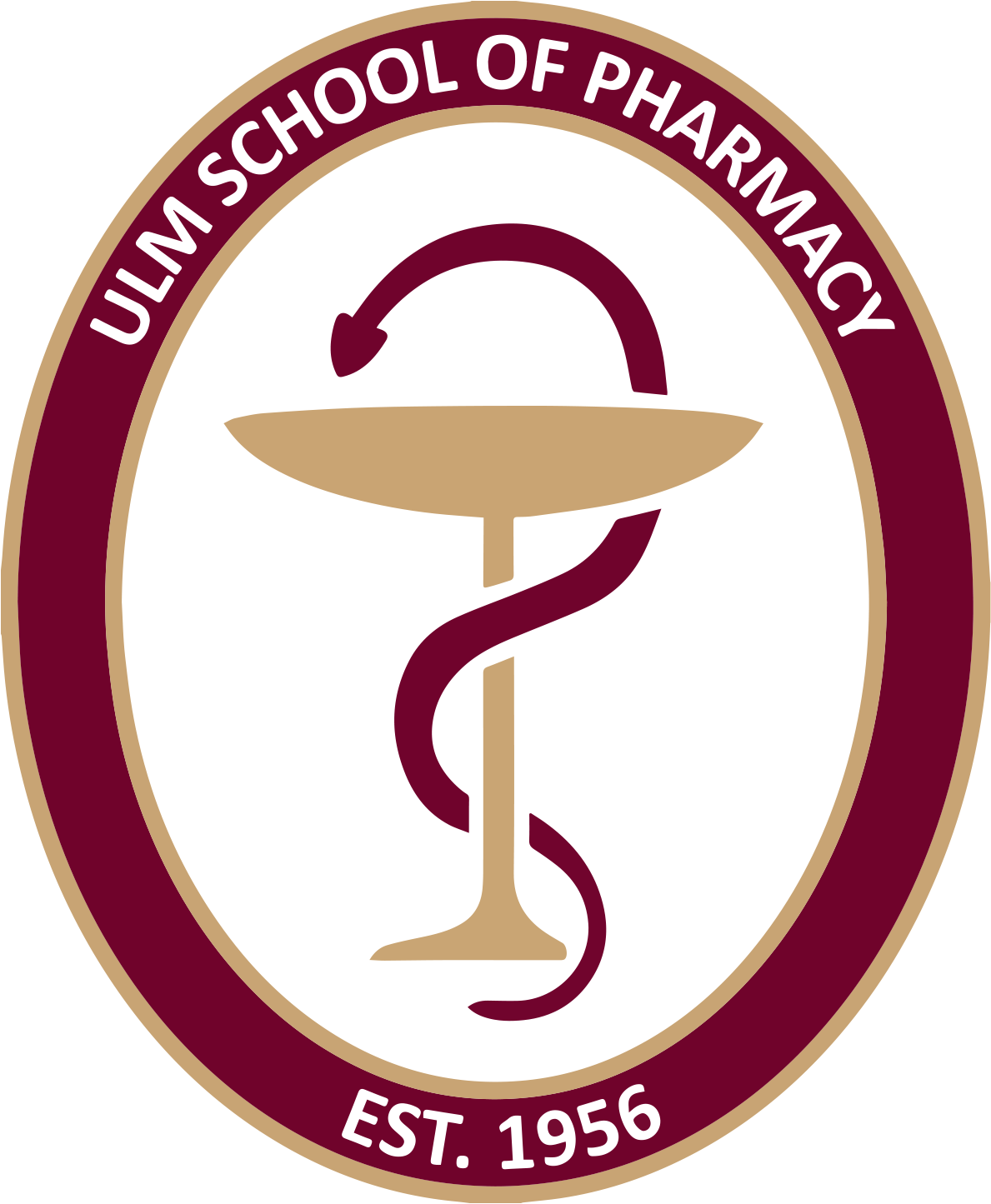


ULM School of Pharmacy 1800 Bienville Drive, Monroe, LA 71201 Phone: (318) 342-3800

**University of Louisiana at Monroe**

**SCHOOL of Pharmacy**



**2015/ 2016**

**Student Handbook**

These policies are in conjunction with those set by the University in the faculty and student handbooks. In instances where there are differences between School of Pharmacy and University policies, the more strict policy will be followed. The information in this book is the most current, but updates may be made as necessary.

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# School of Pharmacy Handbook Compliance Form

I have reviewed the ULM School of Pharmacy Handbook. I understand that the information contained in this handbook pertaining to rules, regulations and policies and procedures is important and I understand that I am responsible for complying with all policies and procedures referenced in the handbook.

Student Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**PERMISSION TO PUBLISH**

**AUTHORIZATION FORM**

**Please complete this form prior to publication**

I grant permission to the University of Louisiana at Monroe to record and/or publish my image or works through video, audio, photographic, electronic or printed formats in connection with ULM-related activities. I understand that all sound, still or moving images and/or published works will not be used for commercial gain, but to support the mission of the university.   
  
These recordings may be used in educational and promotional videos, presentations, CD-ROMs, newsletters, Web sites, etc. I agree that any additional reproductions may be published and distributed to the general public. I also agree that media TV, print and audio media may record my image in connection with ULM-related activities.  
  
I understand and agree to the above statements.

**Printed Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please complete this section for minors under the age of 18**

**Student's Printed Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian's Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Teacher's Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Activity:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Office use only:**

**TO ULM EMPLOYEE:** Please forward all completed forms via intercampus mail to:

Office of Public Information

LIB Suite 211

Welcome



Students,

On behalf of the faculty and staff at the University of Louisiana at Monroe School of Pharmacy, it is my privilege to welcome you to the starting point for entry into the profession of pharmacy. Your selection for this opportunity is a great honor. However, the honor comes with great responsibility. As a pharmacist, you will need to provide excellent patient care in a changing health care environment. You will place the care of your patients above all else. In order to develop this mindset and attain the skills necessary to carry out this level of patient care, you will need to develop and implement the concepts of self-discipline, attention to detail and life-long learning. Expectations of professional behavior and attitudes will be heightened in all phases of your educational experience and practice. The transition from college student to professional can be a difficult one, but the journey will be rewarding.

School of Pharmacy expectations and services are outlined in the following document and further explained on the School website. Through the Office of Student and Professional Affairs, the School makes available educational and professional development services to assist you. I would encourage you to get to know the faculty and staff within the Office of Student and Professional Affairs and to utilize these services. Additionally, it is extremely important that you always act proactively. Get to know your faculty and take part in the professional activities available to you through the School and its student organizations. Taking an active part in your education and your professional development will enhance your learning as well as give you a better understanding of your future opportunities.

I would like to congratulate you on your accomplishments and wish you the best of luck in our program. If at any time I, or the Office of the Dean, can be of assistance to you, please do not hesitate to contact us.

Sincerely,

Benny L. Blaylock, Ph.D.

Dean

Upcoming Events

This is a general list of upcoming calendar events. **These dates are subject to change so please confirm specific dates, as they get closer.** ULM closure dates do not apply to students on rotation so you must check with your preceptor. This list does not include all ULM calendar events so please go to <https://calendar.ulm.edu/MasterCalendar.aspx> for a more detailed ULM calendar.

**August 2015**

7 Applicant Day

17 BLS & CPR Training

18-21 P1 Boot Camp

21 P1 White Coat Ceremony, Brown Auditorium, 6:00 PM

22 KE Family Day at School of Pharmacy Bienville Building

24 Fall 2015 Semester classes start

26 SOP Convocation

**September 2015**

7 Labor Day – ULM offices closed

17 PharmFuture Day

18 Clinical Skills Competition (1:00 – 5:00 PM)

18 Flu Vaccinations at Pharmacy Bienville Building (9:00AM – 4:00 PM)

21 Flu Vaccinations at Pharmacy Bienville Building ((9:00AM – 5:00PM)

**October 2015**

2-3 LSHP Mid-Year – Shreveport, LA

2Preceptor Conference

3 ULM Homecoming

8 Fall Break – Students out

9 Fall Break – ULM offices closed

16 Admissions Interview Day

23 Boo n Bop

29 SOP Career Fair

29 Senior Day

30 Fall Career Interview Day

31 APhA Annual Meeting & Expo – Chicago, IL

**November 2015**

2-4 APhA Annual Meeting & Expo –Chicago, IL

13 Admissions Interview Day

25 Thanksgiving Holiday begins at noon

26 Thanksgiving Day – ULM offices closed

27 Thanksgiving Holiday - ULM offices closed

**December 2015**

6-10 ASHP Mid-Year Clinical Meeting – New Orleans, LA

21-31 ULM offices closed

**January 2016**

1 ULM offices closed

4 ULM offices open

18 Dr. Martin Luther King Holiday – ULM offices closed

**February 2016**

8 – 10 Mardi Gras break

11 Classes resume

**March 2016**

25 –Apr. 1 Spring Break

**April 2016**

4 Classes Resume

**May 2016**

13 Senior Recognition Ceremony, Fant-Ewing Coliseum

14 ULM Commencement, Fant-Ewing Coliseum

About the School of Pharmacy

[School of Pharmacy Mission Statement](http://catalog.ulm.edu/preview_entity.php?catoid=20&ent_oid=839&hl=Pharmacy&returnto=search#Mission_Statement)

* Mission Statement
* Values
* Goals
* Philosophy

[General Information](http://catalog.ulm.edu/preview_entity.php?catoid=20&ent_oid=839&hl=Pharmacy&returnto=search#General_Information)

In addition:

School of Pharmacy faculty provide pharmaceutical care services within institutions affiliated with the University Health Centers in Shreveport and Baton Rouge, Our Lady of the Lake and Baton Rouge General Medical Center in Baton Rouge, and the Council on Aging and Affinity Health Group in Monroe, and lead nationally funded research programs. Our faculty members collaborate on research projects with faculty in the colleges of medicine, sciences, departments of chemistry, and colleges of engineering as well as other areas in colleges within the State, nationally and internationally.

# [Accreditation](http://catalog.ulm.edu/preview_entity.php?catoid=20&ent_oid=839&hl=Pharmacy&returnto=search" \l "_Accreditation)

# History of the School

On September 28, 1931 the University of Louisiana at Monroe, then known as Ouachita Parish Junior College, opened its first session. In the intervening eighty-three years, this junior college has grown into a university, which offers a variety of undergraduate, graduate and professional programs. The University of Louisiana at Monroe College of Pharmacy was established at the August 11, 1956 meeting of the Louisiana’s State Board of Education. Classes began for 67 students in September of 1956 at the College’s first home, Caldwell Hall, then known as the Science Building. The College of Pharmacy graduated its first class in May of 1959. The establishment of the College of Pharmacy was preceded by the development of a pre-pharmacy curriculum in 1952 under the direction of Milton O. Peacock, assistant professor of mathematics.

The College’s first faculty member and Dean was Ralph Milburn Wilson who received his B.S. and M.S. degrees at the University of Oklahoma. Other faculty members of the College of Pharmacy included Cecil Paul Headlee, Associate Professor of Pharmacology and Physiology who earned his B.S., M.S., and Ph.D. from Purdue University, Frank Winstead Martin, Associate Professor of Pharmacognosy and Botany who received his B.S. degree from the St. Louis College of Pharmacy and Allied Sciences and M.A. from Washington University and Milton O. Peacock who received his B.S. and M.S. degrees from the University of Mississippi, and additional B.S. and M.S. degrees from Louisiana State University. School/College of Pharmacy Deans have included Dean Ralph Milburn Wilson, 1956-1965; Dr. Dale H. Cronk, Acting Dean, 1965-1966; Dean Ben H. Cooper, 1966-73; Dean Kenneth Shrader 1973-1986; Dean William Bourn 1986-2004, Dean Lamar Pritchard, 2004-2009, Dean W. Greg Leader, 2009-2010 and Dean Benny L. Blaylock, 2010 to present.

The pharmacy curriculum has changed significantly since the establishment of the College of Pharmacy. From 1956-1959 students received the Bachelor of Science in Pharmacy degree after successfully completing a four-year program of study. Students entering during the years 1959-1960 were required to complete a 2-year pre-pharmacy program followed by a 3-year pharmacy program for a total of 5 years to earn the Bachelor of Science in Pharmacy degree. In July 1959, the American Council on Pharmaceutical Education granted full accreditation to the College’s Bachelor of Science in Pharmacy. While numerous changes were made to the curriculum to meet the changing needs of the profession, the College of Pharmacy continued to offer the 5-year Bachelor of Science in Pharmacy degree until 2004. In 1999, the College adopted a 6-year professional program curriculum leading to the Doctor of Pharmacy (Pharm.D.) degree as its entry-level degree, which continues today with curricular modification. A second entry-level degree program in Toxicology was added in 1982. The first graduate degree offered by the College was the Masters of Science in Hospital Pharmacy degree, which was added in 1966. On December 15, 1967, the Louisiana State Board of Education authorized the addition of a Doctor of Philosophy in Pharmacy. See <http://www.ulm.edu/gradschool/programlist.html> for a list of degrees graduate students can pursue.

Physical facilities have grown as the School of Pharmacy has grown. In 1956, instruction was given in the Science Building, now Caldwell Hall. Caldwell Hall was named in honor of Dr. Stephen A. Caldwell. Dr. Caldwell (1889-1956), a native of Bienville Parish, was a prominent educator in Louisiana who served as acting dean of Northeast Junior College from 1936-1937 and dean of the Junior Division at Louisiana State University, as ULM was then known, from 1944 until his death. By 1965, the facilities at Caldwell Hall were no longer adequate due to increasing undergraduate enrollment and the anticipated addition of the Master of Science in Hospital Pharmacy degree. Steps to secure funding for the new building began in 1965. It was not until August 5, 1971 that the 78,000 sq. ft., $2,613,271 building was completed. This new building was named Sugar Hall in honor of Leon Sugar (1898-1968), president of Monroe Wholesale Drug Company. Mr. Sugar established two scholarships for students pursuing a degree in pharmacy and was one of the founders of the Booster Club and the ULM Foundation. This facility served well for thirty years; however, by the late 1990’s these facilities were inadequate in the face of increasing needs for up-to-date classrooms, laboratories and office spaces. In fall of 2005, the State was able to purchase a 134,000 sq. foot facility on 23 acres of land on Bienville Drive near the main ULM campus to serve as the Pharmacy campus.

In December 2013 the University of Louisiana System’s Board of Directors approved the merging of the College of Pharmacy and College of Health Sciences in an effort to reduce University expenses. Beginning in January 2014 the merged colleges became the College of Health and Pharmaceutical Sciences, and the College of Pharmacy became the School of Pharmacy within the new College. The Bachelor of Science in Pharmaceutical Sciences (BSPS) was added for qualified students completing their first year of the professional pharmacy program.

Faculty, Administration, and Support Staff

The School of Pharmacy is organized into three Departments, the Department of Basic Pharmaceutical Sciences, the Department of Clinical Sciences and the Department of Toxicology. Administratively, the Dean of the College of Health and Pharmaceutical Science has overall responsibility for the School of Pharmacy and its programs, with Associate Deans for Academic Affairs and Assessment, Assistant Dean for the Shreveport satellite campus, and Directors of Experiential Education, Professional Affairs, Student Affairs, Graduate Studies and Research, Office of Outcomes Research and Evaluation, and Drug Information Center.

### [School of Pharmacy Faculty/Staff Directory](http://ulm.edu/pharmacy/directory.html)

# Office of the Dean

The Office of the Dean provides administrative oversight for the School of Pharmacy and consists of the Dean of the School of Pharmacy, Associate Dean for Academic Affairs, Associate Dean of Assessment and three administrative staff. The Dean has oversight and budgetary control for the School of Pharmacy and reports directly to the Provost and Vice President of Academic Affairs and the President of the University. The Associate Dean for Academic Affairs has oversight of curricular issues and progression issues, the Office of Student and Professional Affairs and the Office of Experiential Education, and reports directly to the Dean of the School of Pharmacy. The Associate Dean of Assessment is responsible for coordination of programmatic assessment and reports directly to the Dean of the School.

# Office of Business Affairs

[Business Office](http://ulm.edu/pharmacy/business.html)

The School of Pharmacy Business Office is responsible for the maintenance of all budget records for all faculty, departments and the School. Additionally, the SOP Business Office does all of the supply, equipment and other ordering, receiving and distribution, as well as handling order problems with other ULM offices and with suppliers. The Office of Business Affairs consists of a Business Manager, an Accounts Coordinator and an Administrative Assistant.

# Office of Student and Professional Affairs

[Office of Student and Professional Affairs (OSPA)](http://ulm.edu/pharmacy/ospa.html)

The School of Pharmacy Office of Student and Professional Affairs (OSPA) personnel provide a wide variety of essential pharmacy student-centered services and alumni affairs including student recruitment, admission counseling, registration, advisement, academic counseling, personal counseling and supervision, coordination of student organization activities, pharmacy alumni events, student and alumni newsletters, and SOP social media pages. OSPA is also involved in student professional development, service learning, and plans and oversees student events. It consists of the Director of Professional Affairs, Director of Student Affairs, the Student Affairs Coordinator, and an Administrative Assistant. This office plans, conducts and/or oversees all SOP student related activities and works to coordinate student involvement in student/alumni events.

# Office of Experiential Education

[Office of Experiential Education](http://www.ulm.edu/pharmacy/oee.html)

The mission of the Office of Experiential Education (OEE) is to conduct an educational program that produces graduates capable of providing pharmacy care in a dynamic and changing health care system and capable of managing drug therapy processes in collaborative practice with the health care team. The Office consists of the Director of Experiential Education who has immediate oversight of all experiential Education programs and directly manages the Advanced Pharmacy Practice Experiences, the Coordinator of Introductory Community Pharmacy Practice Experiences, and the Coordinator of Introductory Institutional Pharmacy Practice Experiences, and an administrative assistant.

The Introductory Pharmacy Practice Experiences occur in the summers after the first and second year of the professional program and are designed to give students a first experience in community and institutional pharmacy to assist students in identifying career paths as well as learning to integrate basic pharmaceutical, administrative and clinical sciences into patient care activities. The Advanced Practice Experiences are designed to allow students to integrate knowledge, skills and attitudes acquired in their didactic and early experiences into high-level patient care activities. These experiences allow students to sharpen these abilities and to demonstrate mastery in a live patient care setting. The Office of Experiential Education uses the RXpreceptor, a comprehensive web-based system, to facilitate the management of all aspects of the Experiential Education Program including random assignment of experiences, student and preceptor evaluation and collection of relevant assessment data.

# Pharmacy Graduate Studies and Research

The School of Pharmacy at ULM offers the Doctor of Philosophy degree in pharmacy areas of concentration including: Medicinal Chemistry, Natural Product Chemistry, Pharmaceutics, Pharmacology, and Toxicology. Graduates of the program have an excellent history of obtaining employment in academic and industrial settings. Applications to the Ph.D. program are accepted at all times. General guidelines and requirements for all graduate students are described in the University of Louisiana at Monroe Graduate Catalog. For application information and to learn more about the graduate program, please visit the ULM Office of Graduate Studies and Research website at [www.ulm.edu/gradschool](http://www.ulm.edu/gradschool/index.html) or contact: Dr. Paul W. Sylvester, Director of Research and Graduate Studies, School of Pharmacy, The University of Louisiana at Monroe, 700 University Avenue, Monroe, LA 71209, Telephone: 318-342-1958, Fax: 318-342-1737.

### [Basic Pharmaceutical Sciences](http://ulm.edu/pharmacy/bps/index.html)

### [Toxicology](http://www.ulm.edu/pharmacy/toxicology/index.html)

# Service Units

### [Drug Information Center](http://ulm.edu/pharmacy/dic.html)

### [Office of Outcomes Research and Evaluation](http://ulm.edu/pharmacy/oore.html)

# Technology Services

The mission for the technology service office is to thoroughly analyze all situations, anticipate all problems prior to their occurrence, have answers for these problems, and move swiftly to solve these problems when called upon. Technology Service is comprised of two divisions: technology support and technology manager. Technology support is provided by Greg Andrews of the ULM Computing Center. The School of Pharmacy technology manager is Marcia Wells. The purpose of these two areas is to provide assistance with technology issues to the faculty and staff of the School of Pharmacy.

Technology support is responsible for handling all software and hardware issues. This includes:

• Computer system problems;

• Printer problems and

• Problems that arise with supported software

Technology Support also obtains specifications for computer systems that the School of Pharmacy purchases, including grant purchases.

The technology manager is responsible for aiding in the use of our equipment. A sample of these responsibilities includes:

• Scheduling compressed video classes

• Setting up the multi-media classroom for a presentation;

• Web-page design;

• Poster printing;

• Coordinate workstation moves with technology support; and

• Reporting any system outages to appropriate sources (i.e. Banner, Moodle, etc.)

For further information regarding the School of Pharmacy technology area or to report any problems, please contact: Marcia Wells, Technology Manager, Phone: 318-342-1716, Fax: 318-342-1893 or Greg Andrews, Information Technology Specialist, Phone: 318-342-3418, Fax: 318-342-5050.

School of Pharmacy Admissions Requirements

# Provisional Entry Program

The School of Pharmacy (SOP) offers a unique program, the Provisional Entry Program (PEP,) for a select population of academically superior students coming out of high school with an interest in pursuing pharmacy as a career. PEP allows these outstanding students to avoid the competitive selection process for the professional pharmacy program, as long as they maintain the specified criteria, and also provides these students the opportunity to develop both personal and professional relationships with the SOP faculty and students when they enter ULM as freshmen. This program is unique to ULM and brings up to 50 high-achieving students to ULM each year for their pre-professional program in pharmacy. For more information on PEP, please visit [Provisional Entry Program](http://www.ulm.edu/pharmacy/pep.html)

# Pre-Pharmacy Requirements

Pre-professional preparatory coursework may be completed at any accredited university. Students aspiring to complete their pre-professional preparatory coursework at the University of Louisiana at Monroe must meet the admission requirements for the University. Students with a “Pre-Pharmacy” major designation must present a 2.8 cumulative grade point average once they have earned 70 hours to maintain the designation. Students who fail to present a 2.8 grade point average will be required to change their major to LUIO (undeclared,) or another major, at the 70-hour mark.

Students applying for admission to the School of Pharmacy must meet the following academic requirements:

1. Preferred 2.75 cumulative grade point average;

2. Meet the Louisiana Board of Regents’ core curriculum requirements with a grade of “C” or better in each core course;

3. Complete the following course and semester hour requirements with a grade of “C” or better:

### [Pre-Pharmacy Curriculum Requirements](http://www.ulm.edu/pharmacy/documents/ospa/prepharmacy.pdf)

4. Meet the technical standards of the School of Pharmacy, and

5. Obtain a competitive Pharmacy College Admissions Test score.

For students attending the University of Louisiana at Monroe for their pre-professional requirements, courses listed online at [Pre-Pharmacy Curriculum Requirements](http://www.ulm.edu/pharmacy/documents/ospa/prepharmacy.pdf) will fulfill the School of Pharmacy’s pre-professional requirements. This list along with course descriptions provided in the undergraduate or graduate and professional catalog also provide students attending other state or out of state institutions guidance concerning course content for pre-professional requirements.

Upon completion of the preparatory coursework, students may apply for admission to the Doctor of Pharmacy program in the School of Pharmacy. Admission to the program is competitive and, at a minimum, based on cumulative pre-professional preparatory course work grade point average, math/science grade point average, written and oral communication skills and scores on the Pharmacy College Admission Test.

# [Application Process](http://www.ulm.edu/pharmacy/ospaadmissions.html)

* Planning for the Application Process
  + Transfer Students
* Application Process
  + Selection criteria
  + Required applications links and due dates
  + What to do after you apply

# Interview Process

Students who are invited to campus for an interview should plan on 4-5 hours out of their day. The interviews are comprised of at least a panel interview with two faculty members and a professional pharmacy student. The interview may last up to 30 minutes in length. Other evaluated exercises, including writing skills, will be included in addition to the primary interview.

# [Technical Standards](http://catalog.ulm.edu/preview_entity.php?catoid=20&ent_oid=839&returnto=2482" \l "Technical_Standards)

# Admission Appeals

An appeal of the ULM School of Pharmacy admission policies and procedures shall be addressed to the current Admissions Committee Chair. The Chair will forward the appeal to the admissions committee for evaluation and recommendation. The committee will then forward its official recommendation to the Dean for final ruling.

# Transfer

Students seeking to transfer to the professional program of the School of Pharmacy from other accredited colleges of pharmacy must meet the pre-professional preparatory coursework requirements (including minimum GPAs and competitive PCAt score) and be eligible for admission to the University. Additionally, the applicant must be in good academic standing and be eligible to continue and progress in the School of Pharmacy he/she has been attending. The student must have an overall grade point average of at least 3.00 (4.0 system) on all coursework attempted at the time of transfer. A logical sequence of professional courses and appropriate prerequisites must have been maintained. Advanced standing will be granted on comparable subject matter for which a grade of “C”, or better, has been earned. A minimum of one academic year is required for graduation. Transfer opportunities are possible only when vacancies in existing classes occur. Students admitted on a professional transfer basis to a class in progress shall be subject to all requirements and restrictions applicable to other students in the class.

# Transfer Credits

Students meeting the criteria for transfer to the ULM School of Pharmacy will have their previous coursework evaluated and compared to current coursework and educational outcomes currently in place in the ULM School of Pharmacy. This process involves submission of syllabi for affected courses from the student’s previous college/school of pharmacy and evaluating whether or not credit will be given. The Director of Professional Affairs and the Chair of the Curriculum Committee work together in this endeavor, and the Curriculum Committee makes the final decision.

# Felony Convictions

Any person having been convicted of a drug related felony will not be admitted to the professional program of the School of Pharmacy.

# Computer Competencies for Incoming Students

Computer literacy for pharmacy majors is defined as an ability to utilize effectively representative commercially available pharmacy applications software in pharmacy practice. Each student must demonstrate computer literacy. On the basis of faculty expectations and input from past student bodies, the following is a list of general computer competencies that are considered essential. By the time you arrive on campus for the School of Pharmacy Orientation, it is expected that you have a familiarity with each of the listed functions associated with file management, print management, word processing, presentation/drawing, e-mail, Web browsing, and anti-virus. Students who have never used a personal computer for common applications such as word processing are encouraged to complete Computer Science 170 (or equivalent) prior to enrolling in the professional pharmacy program.

1. **File Management**

The student should understand the basic directory/folder structure and be able to create and examine a directory/folder and a further subdirectory and folder. The student should also be able to view directory, folder, and/or file attributes and rename files and directories/folders. Students should be able to use the find tool and search by file attributes to locate a file or a directory/folder. Students should also be able to select a file individually or as part of an adjacent or non-adjacent group and copy/cut and paste files within directories/folders to make a duplicate copy. The student should also know how to make backup copies of files/data and delete files from one or more directories/folders.

**2) Print Management**

Students should be able to install a printer, change the default printer from an installed printer list, print from an installed printer, and view a print job’s progress from a desktop print manager.

**3) Word Processing**

Microsoft Word™ is the official word processor of the University, and the student should be well versed in its use. Students should be able to create and save a new document and open an existing document, make some modifications and save the document under the same file name or a new file name. The student should be capable of opening several documents at once and able to use the help functions of the word processor. In addition, students should be able to adjust basic settings of the word processor such as changing the page display modes and using the page magnification/zoom tools. Students should also be able to complete basic operations such as inserting data, characters, special characters, words, sentences, small amounts of text, paragraphs, and page breaks, and using the undo and redo commands. Students should also be able to select portions of a document or entire documents and use the cut and paste tools to move or delete text.

Students should be able to use general formatting (tabs, bulleted and numbered lists, etc.) and text formatting (font size and types, font appearance, alignment and justification options, line spacing, etc.) tools to change the appearance of a document. Students should also be able to use the search and replace commands to find and replace words or phrases in the document and to alter document page properties such as page orientation, page size, margins, headers and footers, and page numbers. Students should also be able to import or create tables, graphs, images spreadsheets or charts into the document and alter these objects in the document. Finally, students should be able to save an existing document under another file format (e.g., txt file, rich text format, etc.) or in a format appropriate for posting to a Web site (e.g. html.)

**4) Presentations and Drawing**

Microsoft PowerPoint™ is the official computer graphic presentation software for the University, and the student should be well versed in its use. Students should be able to create and save a new presentation and open an existing presentation, make some modifications and save the presentation under the same file name or a new file name. The student should be capable of opening several presentations at once and able to use the help functions of PowerPoint™. In addition, students should be able to adjust basic settings of PowerPoint™ such as changing the page display modes and using the page magnification/zoom tools. Students should also be able to complete basic operations such as choosing an appropriate automatic slide layout format for individual slides (e.g. title slide, organizational chart, chart and text, bulleted lists etc.), modifying slide layout, adding text or an image from an image library, using a master slide, reordering slides in a presentation or deleting slides from a presentation. Students should also be able to select portions of a presentation or entire presentations and use the cut and paste tools to move or delete text within or between slides or to move slides between presentations.

Students should be able to use general formatting (tabs, bulleted and numbered lists, etc.) and text formatting (font size and types, font appearance, alignment and justification options, line spacing, etc.) tools to change the appearance of a presentation, and student should also be able to import or create tables, graphs, images, spreadsheets or charts into the presentation and alter these objects in the presentation.

Students should be able to select appropriate output format for slide presentation; overhead, handout 35 mm slides, and on-screen show, change slide orientation to landscape or portrait, add notes for the presenter to slides, and number the slides. Students should also be able to preview the presentation document in slide, outline, slide sorter, or notes view, print slides in various views and output formats, and save a presentation in a format appropriate for posting to a Web Site. Finally, students should be able to utilize slide show effects such as preset animations and transitions, start a slide show on any slide and use on-screen navigation tools.

**5) Spreadsheet Management**

Microsoft Excel™ is the official spreadsheet program of the University, and the student should be well versed in its use. Students should be able to create and save a new spreadsheet and open an existing spreadsheet, make some modifications and save the spreadsheet under the same file name or a new file name. The student should be capable of opening several spreadsheets at once and able to use the help functions of the spreadsheet program. In addition, students should be able to adjust basic settings of the spreadsheet program such as changing the page display modes and using the page magnification/zoom tools. Students should also be able to complete basic operations such as inserting data, enter numbers, text special characters, and formulas into a cell, and using the undo and redo commands. Students should also be able to select portions of a spreadsheet including adjacent or non-adjacent cells, range of cells, columns or rows or entire spreadsheets and use the cut and paste tools to move data within or between active spreadsheets or delete data.

Students should be able to insert and delete rows and columns and modify column width and row height. Students should be able to sort data numerically and alphabetically in ascending or descending order, use basic arithmetic and logical formulas as well as preprogrammed formulas such as average, median, etc. in a spreadsheet, recognize standard error messages associated with formulas, use the auto fill tool/copy handle tool to copy or increment data entries, and understand and use relative and absolute cell referencing in formulas or functions. Students should also be able to use the search and replace commands to find and replace specified cells in the spreadsheet and format cells to show different data and number styles, currency signs, percentages, etc. Students should also be able to format the text within the cell and the appearance of a cell or cell range.

The student should be able to alter spreadsheet page properties such as page orientation, page size, margins, headers and footers, and page numbers. Students should also be able to create and alter graphs or charts in the spreadsheet, import objects such as image files, graphs, text files, etc. into a spreadsheet and move and resize these imported objects within a spreadsheet. Additionally, the student should be able to use basic print options in Excel™ such as preview a spreadsheet, print a spreadsheet or a worksheet, and print part of a worksheet or a pre-defined cell range. Finally, students should be able to save an existing spreadsheet under another file format (e.g. .txt file) or in a format appropriate for posting to a Web site (e.g. html.)

**6) E-mail**

Students should be able to create, send, reply to and forward messages and attachments, copy and paste information from or to a word processing document, create address book, and create mailboxes to organize and store mail. Students should also understand the inherent risks of opening e-mail attachments and ways to protect their computer.

**7) Web Browser**

Students should understand the basics of the URL (Uniform Resource Locator) or Web address, and be able to change the browser’s homepage, open and use a second browser, create and organize bookmarks, and download and print a document using Adobe Acrobat.

Students should also be able to view a video and/or audio, download software, and understand the inherent risks of downloading materials from the Internet and ways to protect your computer. Finally, students should be able to copy and paste information from a Web page to a word processing document.

**8) Antivirus**

Students should be able to set up an antivirus program to work with their e-mail and web browser, scan the hard disk drive for viruses, quarantine suspect files, and use the update feature of the antivirus software to maintain its effectiveness.

Doctor of Pharmacy Program

# [About the Doctor of Pharmacy Program](http://catalog.ulm.edu/preview_entity.php?catoid=20&ent_oid=839&returnto=2482" \l "SCHOOL_OF_PHARMACY_-_DOCTOR_OF_PHARMACY_PROGRAM)

# [Admission to the Doctor of Pharmacy Program](http://catalog.ulm.edu/preview_entity.php?catoid=20&ent_oid=839&returnto=2482" \l "Admission_to_the_Doctor_of_Pharmacy_Program)

### [Doctor of Pharmacy Curriculum Sequence](http://ulm.edu/pharmacy/profcurriculum.html)

# Bachelor of Science in Pharmaceutical Science (BSPS) Degree

[**www.ulm.edu/pharmacy/bps**](http://www.ulm.edu/pharmacy/bps)

Professional students may be eligible to receive the Bachelor of Science in Pharmaceutical Science (BSPS) degree. The degree will be awarded to all students who successfully complete the first year of the professional portion of in the Doctor of Pharmacy (Pharm.D) program. The purpose of awarding this degree is to recognize the achievement of these students when they have earned credit hours in an amount comparable to that of students receiving other baccalaureate degrees and to give appropriate recognition for their academic accomplishment to that point in the educational process. This will replace the currently awarded degree in Bachelors in General Studies for students without Bachelor’s degrees completing their first year of the professional portion of the Doctor of Pharmacy program.

# Curricular Philosophy

The entry-level Doctor of Pharmacy curriculum is an integration of basic, pharmaceutical, clinical and administrative sciences such that the curriculum will ensure the development of professional and general education abilities (listed below) to prepare practitioners who can effectively provide pharmaceutical care in a changing profession. Consistent with the educational philosophy of the University, the educational process is based on a student-centered approach that values life-long learning and the development of complex problem solving skills. Faculty demonstrate through their teaching, practice, and research the highest standards of professionalism and a passion for quality patient care. Faculty have high expectations of their student pharmacists.

Students will demonstrate a commitment to developing life-long learning habits; the abilities required for a competent and contemporary patient-centered pharmacy practice, and; behaviors and attitudes necessary for professional and practice growth and development.

### [Competency Statements/Educational Outcomes](http://www.ulm.edu/pharmacy/mpaedoutcomes.html)

Policies, Procedures and Information

# Academic Advising and Mentoring

**Advising**

Modified progression students are required to receive academic advising with Dr. David Caldwell each semester. Registration flags will not be lifted until this advising is complete. Students not required to receive advising may still participate upon request—either with Dr. David Caldwell or their assigned mentors. At any time during an academic semester, students may speak with an academic advisor or counselor by contacting the Office of Student and Professional Affairs concerning any personal, academic, or professional issues they are facing. Students may be referred to another university department or other service in order to fulfill their need that cannot be directly addressed by the Office of Student and Professional Affairs.

**Mentoring Program**

The goal of the School of Pharmacy mentoring program is to provide students with an opportunity to develop a closer professional relationship with a member of the SOP faculty. It is hoped that these relationships will lead to student growth and development – academically, professionally, and otherwise. Though not required, all students and faculty are encouraged to take an active part in the program. For more information, or to apply, go to: [Mentoring Program Process and Details](http://ulm.edu/pharmacy/mentorprogram.html)

# Awards and Scholarships

1. Students are recognized for excellence each year at the annual awards ceremony. Awards are given each year at the Graduating Student White Coat Ceremony.
2. Scholarships - although the School of Pharmacy does not officially sponsor a scholarship program, there are several outside agencies that do offer ULM periodic award monies for School of Pharmacy students. Students should contact the Office of Student and Professional Affairs for a complete listing of available scholarships. Students can find more information on available scholarships at [www.ulm.edu/scholarships](http://www.ulm.edu/scholarships/)

# [Background Checks](http://catalog.ulm.edu/preview_entity.php?catoid=20&ent_oid=839&returnto=2482" \l "Background_Checks)

# Basic Life Support for the Healthcare Provider

All students are required to be certified in Basic Life Support (BLS) for the HealthCare Provider prior to entering the School of Pharmacy. This certification will include infants, children, and electronic defibrillators.

# Cell Phone Policy

All cell phones should be turned off during class. If a student has a need to be notified during an emergency situation during class, he/she should leave the telephone number of the Office of Student and Professional Affairs, 318-342-3800, with the person who may need to contact him/her. A member of the Office of Student and Professional Affairs will come to the class, ask the student to step outside, and give them the message. This procedure is to be used only in the case of an emergency where the student would have to be notified immediately and would have to leave class after notification. Otherwise, the caller should leave a message on the student’s cell phone for the student to retrieve between or after classes. Cell phones are not allowed in the classroom during examinations or quizzes. Students found to be in possession of a cell phone during an examination or quiz will be considered to have committed an act of academic dishonesty and will be charged and brought before the committee on ethical and professional conduct.

# Chemical Dependency and Abuse

Addiction or abuse of alcohol or other substances of abuse is a serious issue among healthcare providers, and pharmacists in general. The School of Pharmacy understands the seriousness of the problem and also recognizes addiction as a disease that results in harm to both the patient with the disease and those around them. The School is committed to educating students concerning alcoholism and other substances of abuse and assisting students with addiction problems that seek help. In addition, the School conducts random drug screening of student urine and hair samples to identify students with substance abuse problems.

Current School policy provides for a partnership with the Louisiana State Board of Pharmacy to assist students with evaluation and treatment of substance abuse problems. Students who come forward with a history of substance use, abuse, or addiction, prior to a positive drug screen are suspended for one academic year and referred to the Louisiana Board of Pharmacy for assessment, treatment and monitoring. Such students are allowed to re-enter into the School of Pharmacy Program after their suspension provided they complete the requirements of the Louisiana State Board of Pharmacy and are able to maintain a current Pharmacy Intern License in the State of Louisiana. Reinstatement to the program may be accompanied by further requirements and/or sanctions by the Committee on Ethical and Professional Conduct.

Students screening positive for illegal substances, prescription drugs not prescribed for them, or designer drugs, prior to seeking assistance, will be dismissed from the program. Students wishing to appeal this dismissal may do so through the Committee on Ethical and Professional Conduct; However, no student with a positive drug screen will be readmitted to the School of Pharmacy prior to undergoing an assessment, treatment and monitoring program with the Louisiana State Board of Pharmacy.

Students identified as abusers of alcohol, including binge drinking or having an addiction to alcohol may also be required to seek assessment, treatment and monitoring.

The School reserves the right to deny admission to students having a problem with the abuse and/or addiction to alcohol or other substances of abuse or dismiss students identified with these problems that refuse assessment, treatment and monitoring.

# [Class Attendance Policy](http://catalog.ulm.edu/preview_entity.php?catoid=20&ent_oid=839&returnto=2482" \l "Attendance_Policy)

# Class Cancellation Policy

The School understands that there are opportunities for groups of students to attend professional meetings and/or professional development activities, and likewise, opportunities develop that contribute to a faculty member’s professional development; however, flexibility of rescheduling courses for these opportunities is limited. Therefore, when the instructor is absent from class, School policy dictates that if at all possible, the faculty member will arrange to have another faculty member substitute for him at the regular scheduled class time. If this is not possible, make up classes may be rescheduled at another time or future class times lengthened, provided that the rescheduled class time does not interfere with any of the enrolled student’s regularly scheduled courses.

On rare occasions, a faculty member may have to cancel class for personal reasons (e.g. illness) without an opportunity to schedule a substitute. In this case, the class may be rescheduled as defined above. Cancellation of a class without rescheduling a class time is not an option. It is also policy of the School that classes that meet in close proximity to the beginning or end of an academic break are not to be cancelled to permit an earlier or extended vacation.

In the event of a University closing, natural disaster or emergency, classes that are missed will be rescheduled at another time, or class times will be lengthened in accordance with the previous policy. In the instance where a complete distance education class is cancelled due to electronic or connection problems, the class will be rescheduled in accordance with the above policies.

P4 students on rotation at one of the SOP satellite campuses will be dismissed at the discretion of the Assistant Dean based on the above criteria and information from the SOP Monroe campus. Due to the medical staffing needs of the host facility, faculty deemed essential to the function may be required to work and the procedures of the host facility should be followed.

# [Clicker Registration](http://www.ulm.edu/pharmacy/currents.html)

# Commencement Participation

All graduating students are required to participate in School and University commencement exercises unless excused by the Dean of the School of Pharmacy. Students wishing to be excused from commencement must write a letter to the Dean of the School of Pharmacy requesting that they be excused.

# Communications

Electronic mail is an official means of communicating with and disseminating information to students and a primary method of communication with the students. Often, this information is important and time-sensitive; the expectations of the School are as follows:

1. Each pharmacy student must maintain a ULM student e-mail account. All e-mail from the School to students will be sent directly to ULM addresses. Students are responsible for notifying the Office of Student and Professional Affairs of their ULM e-mail address. If a student forwards his/her e-mail to a non-ULM student email account, he/she is still responsible for all e-mail delivered to the ULM student e-mail account.
2. All pharmacy students should check their e-mail frequently (at least twice a day, morning and evening, Monday through Friday).
3. Electronic mail boxes should be cleaned on a regular basis. Electronic mail bounced back because of a full mailbox will be considered delivered.
4. Emails from students to SOP faculty or staff should bear a subject line pertaining to the body of the email, and a signature line at the end of the message giving the student’s full name, student number and return ULM e-mail address.
5. Electronic communications may be required as a part of courses and practice experiences.

In short, the lack of access to electronic communications is not a valid excuse for failure to respond to a request, perform an assignment, or meet a deadline.

# Counseling Services – SOP Monroe Campus

The Office of Student and Professional Affairs (OSPA) provides a variety of services to School of Pharmacy students. “Student Success” is the motto of the OSPA, and many student-centered services are provided to help students achieve their goals while at ULM. Some services provided by the OSPA include student recruitment, admission counseling, registration advisement, academic and personal counseling, financial aid assistance, immunization assistance and supervision and coordination of student organization activities.

Entering students must meet the School of Pharmacy’s technical requirements. Students with learning, psychological or chemical dependency issues may seek assistance, referrals for treatment, and assistance with follow up care through the OSPA. One of the unique services provided by the OSPA is an “early intervention program” designed to assist students who are struggling academically. Students missing excessive numbers of classes or performing poorly on exams are identified by faculty members as possible “at risk” individuals. The students are referred to and seen by the Director of Professional Affairs and/or Director of Student Affairs in the OSPA to explore reasons for their performance, as well as techniques or advice to improve their performance.

The OSPA also provides a licensed mental health counselor as a member of the office staff. The counselor provides brief solution focused counseling services for a variety of issues including stress management, time management, anxiety, homesickness, and relationship difficulties. If counseling needs cannot be met in 3 to 5 sessions with the counselor, referrals are made to one of three ULM campus facilities, the Counseling Center, the Community Counseling Center and the Marriage and Family Center. Community resources are also used when necessary. The methods for referrals vary according the needs of the student at that moment. Often, students will make their own appointment with the different agencies or, for others, the counselor will make the appointment for them. Even after students have been referred to other services, the OSPA continues to follow their progress to insure they are getting the needed assistance.

# Counseling Services – SOP Satellite Campuses

Shreveport and Baton Rouge Campuses each have a faculty contact person (CP) to assist students in need (SNN) of mental health or emotional support. The CP will act as a guide for the SNN only and is not expected to provide any care outside their scope of practice or personal level of comfort.

When a School of Pharmacy faculty member identifies that a student is struggling with issues that are interfering with his/her ability to perform on rotations, they should reach out to their campus CP and refer the SNN to the CP. The CP and SNN, with the support of OSPA, will identify the student’s needs and make arrangements together for the student to receive proper care.

While the SNN is receiving proper care, the CP should remain informed of their progress and, in turn, keep OSPA informed of the progress.

# Counseling Contacts

|  |  |  |
| --- | --- | --- |
| **Baton Rouge, LA** | **Shreveport, LA** | **OSPA** |
| Dr. Jennifer Smith  [smith@ulm.edu](mailto:smith@ulm.edu) or  office: 225-219-9960 ext. 209  cell: 843-469-3371 | Dr. Amanda Storer  [storer@ulm.edu](mailto:storer@ulm.edu) or  office: 318-632-2007 ext. 232  cell: 225-202-2633 | Mary Caldwell  [caldwell@ulm.edu](mailto:caldwell@ulm.edu)  office: 318-342-3800 or  318-342-3803  cell: 318-791-9192  home: 318-855-8353 |

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### Clinics/Therapists

|  |  |
| --- | --- |
| **Baton Rouge, LA** | **Shreveport, LA** |
| Family Service of Greater Baton Rouge  4727 Revere Ave, Baton Rouge, LA 70808  Phone: 225-927-9810  Family Therapy Clinic of LA  4980 Bluebonnet, Baton Rouge, LA 70809  Phone: 225-292-0155  Granberry Counseling Center  10560 Airline Hwy, Baton Rouge, LA 70816  Phone: 225-293-4322  BR Christian Counseling Center  763 North Blvd, Baton Rouge, LA 70802  Phone: 225-387-2287 | Center for Families  864 Olive Street, Shreveport, LA 71104  Phone: 318-222-0759  Shreveport Mental Health  1310 North Hearne Ave, Shreveport, LA 71105  Phone: 318-676-5111  Carley Abrams  1002 Highland Ave, Shreveport, LA 71105  Phone: 318-550-1235  Emily Cascio  321 Southfield Road, Shreveport, LA 71105  Phone: 318-861-0863 |

# Course Syllabi

Course syllabi are to be provided to students by the faculty of record for each course at the beginning of the semester. Information on the syllabus is to contain at a minimum the course title, prerequisites, course objectives, textbook or other requirements, topical outline, and grading policy. The latter is to include an indication of the numerical average or total points needed to obtain the various letter grades for the course and the mechanism for calculating that grade. Attendance policy and other policies pertinent to that particular course, i.e., mechanisms for access to graded examinations and expectations of classroom behavior, should be included.

# Curricular Change

Because of the dynamic nature of the profession of pharmacy, the curriculum may be changed by the School of Pharmacy to meet curricular outcomes and professional needs. Students entering into the School of Pharmacy who subsequently require a modification of their curricular track may be changed to a new curriculum based on their projected graduation date.

# Discipline

In the interest of public health and safety, all students enrolled in the professional program of the School of Pharmacy shall self-disclose to the Associate Dean for Academic Affairs (ADAA) any tickets or charges since the initial program application involving alcohol or illegal drugs or misdemeanors and felonies of any type no later than five (5) business days following the arrest, ticket or charge. Details and disclosure form can be found at: <http://ulm.edu/pharmacy/documents/ospa/selfdisclosureform.pdf>

# [Dress Code](http://www.ulm.edu/pharmacy/currents.html)

# Exam Scheduling

**Initial Exam Schedule**

Prior to the beginning of each semester, faculty are asked to provide exam dates to the Associate Dean for Academic Affairs to create a master exam schedule. It is the goal of this schedule to help arrange exams for a particular class of students (e.g., P1, P2, P3) in a manner that only one major exam in a required course is given in an academic day during the semester or during final exam week. To this end, the Associate Dean will work with individual faculty to rearrange conflicting exams when possible. It is not the purpose of this schedule to ensure a maximum number of exams in a week, nor to schedule every graded exercise. Exam dates are usually based on the amount of material covered in a course. For this reason, students should expect to have multiple major exams over a one to three week period several times during the semester. Students are encouraged to prepare in advance for periods of assessment with the assumption that student assessments other than scheduled major exams may occur on the same day or in close proximity to major exams.

The School of Pharmacy creates its own final exam schedule. The final exam schedule is created in a manner in which the School believes will maximize student performance for the majority of students within a given class of students (e.g., P1, P2, P3). Students taking classes outside the School of Pharmacy may have conflicts with the School of Pharmacy final exam schedule, and should address that conflict with the instructor of the course outside of the School of Pharmacy. If the student cannot resolve the conflict, they should seek assistance from the Director of Professional Affairs. It is the policy of the School of Pharmacy not to alter its final exam schedule to accommodate other exams for courses taught outside of the School.

Students should be advised that exams might be scheduled outside of normal class times and on Saturdays, including the Saturday before or following final exam week. Students should be prepared to arrange their schedules to attend exams scheduled at these times.

### Rescheduling of Exams

Rescheduling of exams occurs through the Associate Dean for Academic Affairs, and in general, once the exam schedule is published, exam dates will not be changed unless there is a University closing, a natural disaster, or emergency. In the event that an exam is cancelled due to a university closing, natural disaster, or emergency, students should be prepared to take the exam at the next regularly scheduled class period. In some cases, the exam may be rescheduled outside of the normal scheduled class time.

# Examination and Quiz Guidelines

All examinations and quizzes are given in accordance with the School of Pharmacy Honor Code. Students are expected to behave in a manner such that no doubt could possibly exist about their academic integrity and must follow guidelines imposed by the faculty member.

Students must:

* Show up on time for the exam. Students showing up late for the exam will not be allowed to take the exam unless the late arrival was due to an excuse listed at [Excused Absences](http://catalog.ulm.edu/content.php?catoid=20&navoid=2479&hl=class+attendance+policy&returnto=search#Class_Attendance_Regulations_Excused_Absences).
* Space themselves evenly in the exam room or sit in pre-assigned seats;
* Leave all books, papers, coats, purses, book bags, etc., in their lockers, unless it is to be an open-book exam.
* Leave the test area and the hallway outside of the classroom being used for testing immediately after finishing the exam. If you are waiting for someone still in the exam room, you must wait in the student lounge, the student locker room or the student resource center;
* Wear ULM identification badges, which are also used to access the SOP building;
* Not share calculators (if calculators are allowed);
* Immediately stop writing and put all pens and pencils away when time is called at the end of the exam. **Failure to respond immediately will result in a grade of “0” for the exam or quiz;**
* Put all pens and pencils away before getting up to turn in papers;
* Wear appropriate attire as defined in the dress code; and/or
* Quietly move seats if requested to do so before or during the exam;

Failure to comply with the above items will result in the student being dismissed from the exam. Examinations may be given outside of regular class hours in the evening or on weekends.

# [Excused Absence Policy](http://www.ulm.edu/pharmacy/currents.html)

# Excused Absences Appeals

In the event that a student disagrees with a Course Coordinator’s decision concerning an excused absence, they may appeal that decision using the same pathway and timelines outlined for a grade appeal (Department Head, Associate Dean for Academic Affairs, Dean, Provost). Any appeal should include a copy of the validated excuse and a letter outlining reasons the excuse should be granted based on the School and University guidelines for excused absences.

# Faculty Office Hours

Office hours will be established by each faculty member. The number of hours, the frequency and the weekly scheduling should reflect the nature of the instructor’s involvement, the number of associated credit and/or contact hours, the enrollment in the course, and the difficulty of course content. A schedule of office hours, office telephone number(s) and faculty email address(es) should be included in the syllabus.

# [Fees, Expenses and Refunds](http://catalog.ulm.edu/preview_entity.php?catoid=20&ent_oid=839&hl=fees%2C+expenses+and+refunds&returnto=search" \l "Fees__Expenses__and_Refunds)

# [Grade Appeal](http://catalog.ulm.edu/content.php?catoid=20&navoid=2479&hl=procedure+for+appealing+a+grade&returnto=search" \l "Procedure_for_Appealing_a_Grade)

# Grading and Computing Grade Point Average

Classes taken in the professional program will appear on the student’s Professional transcript. The School of Pharmacy uses a typical lettered grading system with the caveat that only grades of “C” or better are considered passing. Although a student may progress to the next course with a grade of “D” in a prerequisite, the course in which the “D” grade was earned must be remediated at its next available offering. A student must have a grade of “C” or better in all coursework prior to entering the Advanced Practice Experience component of the program. The University of Louisiana at Monroe, nor the School of Pharmacy use a plus or minus grade point scale. Grade point averages are used in determining a student’s academic standing. Based on a four-point system, averages are computed by: multiplying the number of semester hours of each course by the number value of the letter grade earned; totaling quality points earned; totaling quality hours pursued and dividing the quality point total by the number of quality hours attempted. In such computation, semester hours are also considered for all courses with grades of “F” and “I.” The University is on a 4.0 grade value where A=4, B=3, C=2, D=1, F=0, and I=0.

# Graduation Application

Candidates for the Doctor of Pharmacy degree must apply for graduation with the Dean of the School of Pharmacy at the time of registration in the last semester or summer session in which they complete degree requirements. If all course work has been completed, students must register in absentia. Students must pay in full all accounts with the University prior to commencement.

# Graduation Regalia

Graduation regalia are purchased through the ULM bookstore by the student. Once purchased, the bookstore will provide the hood to the School of Pharmacy for the student to be hooded on stage at graduation.

# Guidelines for Infection Control and Exposure Management

Healthcare professionals face a significant health risk as the result of occupational exposure to blood and other potentially infectious materials. This includes Hepatitis B virus, which causes Hepatitis B, a serious liver disease, and Human Immunodeficiency Virus, which causes Acquired Immunodeficiency Syndrome (AIDS). The Occupational Safety and Health Administration (OSHA) standard for Occupational Exposure to Blood borne Pathogens is designed to eliminate or minimize occupational exposure to Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV) and other blood borne pathogens. OSHA has concluded that this exposure can be minimized or eliminated using a combination of engineering and work practice controls, personal protective clothing and equipment, training, medical surveillance, Hepatitis B vaccination, signs and labels and other provisions.

If an exposure incident occurs, the following steps should be followed:

1. Clean the area exposed thoroughly (clean wound, flush eyes, flush mucous membranes, etc.).

2. Contact the Student Health Services at 342-1651 and report the incident. Student Health Services will make arrangements for a confidential medical evaluation and follow-up. They will also administer first aid and will also clean the area affected thoroughly. If the incident occurs after hours notify University Police of the incident and seek medical evaluation, preferably at St. Francis North Hospital.

3. Be sure to document the routes of exposure and how the exposure occurred.

4. Identify and document the source individual, if known, unless it can be established that identification is not feasible or is prohibited by state or local laws.

# Handout Policy

It is at the discretion of the individual faculty member as to whether or not handouts, note outlines, note summaries, practice problems or other supplemental learning aids will be provided to the students. In the situation where supplemental learning aids are provided, the faculty member will provide such supplements in a course packet for purchase prior to the start of the semester, or work within School of Pharmacy policy for electronic posting of handouts. Students should not print notes in the School of Pharmacy computer laboratory.

# Health Emergency or Accident

These student emergency policies are designed to make sure any School of Pharmacy student who becomes ill, is involved in any accident, or has any type of medical emergency while in the SOP building or while on the SOP grounds, receives the needed assistance in the fastest and safest possible way.

Any SOP faculty, staff, or student who witnesses an accident or illness involving any SOP student should first determine if the injured/ill person requires assistance.

IF STUDENT IS MOBILE:

1. If the injured/ill person is mobile, assist them directly to the Office of Student and Professional Affairs (OSPA,) Room 176, of the School of Pharmacy building. If possible have someone assist you in bringing the student’s belongings with you to the office. This is important if the student has to receive further treatment since ID’s and other important information may be stored in book bags, purses, etc.
2. OSPA personnel will talk to student to determine if injury/illness requires outside medical treatment and will immediately pull student’s Emergency Medical Information sheet and make two copies of the form.
3. The person assisting student to the OSPA office should fill out a brief “Incident Reporting Form” before leaving the office. This is important in that emergency response teams will need to know details leading up to incident/illness.
4. If student requires emergency medical treatment, OSPA personnel will immediately contact University Police at (318) 342-5350. University Police will dispatch ambulance and other response teams to the SOP building.
5. A responsible party will remain at the front door of the SOP building to direct ULMPD and other emergency teams to the correct location.
6. If an emergency medical response team is called, they should be given a copy of the student’s Emergency Medical Information sheet upon arrival.
7. If emergency medical treatment is not needed then student shall remain in OSPA office until he/she can return to class or leave.
8. OSPA staff member will follow up with student to check student’s health and make note on bottom of incident report.

IF STUDENT HAS INJURY/ILLNESS THAT PREVENTS MOVEMENT OR WHERE MOVEMENT IS QUESTIONABLE:

1. If the injury/illness prevents movement, **DO NOT ATTEMPT TO MOVE THE INJURED /ILL PERSON.** Contact the University Police by dialing (318) 342-5350 (if calling from ULM phone simply dial 5350) and give them the details. University Police will dispatch ambulance and other response teams to the SOP building. **Reminder: Only the University Police are authorized to call off-campus emergency vehicles. Anyone else calling for an ambulance may be responsible for any resulting costs unless the time involved could be life-threatening.**
2. Immediately following contact with University Police, contact the OSPA office at (318) 342-3800 (or simply 3800 if calling from ULM phone.) Give the student’s full name, Campus-Wide ID No. (if available,) a brief description of what is happening and the exact location of injured/ill student. OSPA staff taking this call should write down name of person calling, the student’s full name, CWID Number (if given) and description of what happened.
3. OSPA personnel will immediately pull student’s Emergency Medical Information form from the emergency binder and make two copies. Write down what happened on the back of the copy that will be given to ER response team.
4. A member of SOP personnel will wait downstairs by the front door with elevator access key and copy of student’s emergency form, then accompany medical response team to student’s location. One copy of the form will be given to the medical response team if student is transported to hospital.
5. If injured/ill student requests that someone be contacted, OSPA personnel will attempt to contact that person.
6. As soon as possible, person who called in incident to OSPA should go by OSPA office and fill out an incident report.
7. OSPA staff will follow up with student or student contact to check on student’s health.

Emergency Contacts:

University Police………………………………………….………..……....(318) 342-5350

Office of Student and Professional Affairs.……………………..(318) 342-3800

Mrs. Mary Caldwell (Cell)……………………….…….………..….…..(318) 791-9192

Other Numbers:

SOP Dean’s Office……………..…………………..…….………………..(318) 342-1600

Mike Moncrief, COP Facility Manager ………………….……….(318) 342-1723

# Health Insurance

Students must maintain an acceptable health insurance policy during enrollment in the School of Pharmacy. Students must provide proof of current insurance coverage at orientation and prior to each semester. You may apply for the student health insurance that is offered by the University. Applications for student health insurance are available in the Office of Student Life on the ULM main campus. Students failing to show proof of health insurance may have their offer of admission rescinded or be suspended from the program until such proof is available.

# [Housing and Living Accommodations](http://catalog.ulm.edu/content.php?catoid=20&navoid=2488&hl=Housing+and+living+accomodations&returnto=search" \l "Housing_and_Living_Accommodations)

### [Available Housing](http://catalog.ulm.edu/content.php?catoid=20&navoid=2488&hl=Housing+and+living+accomodations&returnto=search" \l "Available_Housing)

# Identification Badges

Student identification cards are provided to all students. This card is a pass in and out of the School of Pharmacy building and is required for entrance into special events for both the School and the University. It is necessary for students to have their student identification cards in their possession at all times when they are in the Pharmacy building, and a student may be requested to produce their student identification card to justify their need to be in the building at any time.

Students are required to display their card as an identification badge or at their desk during an exam. Students will be required to wear their identification card with their white jackets in all experiential education courses.

# [Immunization Policy](http://catalog.ulm.edu/preview_entity.php?catoid=20&ent_oid=839&hl=immunization+policy&returnto=search" \l "Immunization_Policy)

# Instructor Evaluations

The School policy on faculty performance review requires student evaluation of teaching for every course every semester. Evaluations of instructors are important to the School of Pharmacy. The School strives to continually improve and uplift its curriculum and teaching. Honest feedback is valued. Course evaluations are used as part of the information for faculty evaluations, assignments for courses and curricular changes. Information is collected from students, compiled and shared with individual faculty members, department chairs and the dean. Students should take this opportunity to provide serious input. All student comments will be forwarded to faculty after final grades are reported.

Contact information for all course coordinators is located in the syllabus for all courses; however, students are encouraged to pre-program their course coordinators office phone numbers into their cell phones or keep a list of course coordinator phone numbers where they are easily accessible. Student may contact the Office of the Dean (318-342-1600) or the Office of Student and Professional Affairs (318-342-3800) for assistance.

# [Liability/Malpractice Insurance](http://catalog.ulm.edu/preview_entity.php?catoid=20&ent_oid=839&hl=immunization+policy&returnto=search" \l "Liability_Malpractice_Insurance)

# [Meal Plan](http://catalog.ulm.edu/content.php?catoid=20&navoid=2456&hl=meal+plan&returnto=search)

# Parking

The School of Pharmacy Bienville Building is considered a part of the ULM campus and all vehicles must be registered. Failure to register a vehicle could result in a $250 fine.

For information see: [www.ulm.edu/police/parking](http://www.ulm.edu/police/parking)

# Part-Time Study and Employment

Because of the rapid evolution of the practice of pharmacy and time constraints on the completion of the Doctor of Pharmacy program, the program is considered a full time program and students are not allowed to enroll on a part-time basis. The exception to this policy is off-track students who require only a part-time load to complete the program.

In addition, the demands of the Doctor of Pharmacy curriculum require an intense effort from the students. Therefore, upon acceptance to the program of study, students are expected to devote their energies towards the academic program. The School actively discourages employment while courses are in session and cannot take outside employment or activities into account when scheduling classes, examinations, reviews, field trips or individual course functions or special projects. Due to curricular requirements, course functions and/or examinations outside the normal Monday through Friday, 8 am to 5 pm business hours time frame will occur. Clinical responsibilities may include evening and weekend work.

# Participation in Convocation and Other Mandatory Meetings

At various times during the academic year, faculty or the School administration may need to meet with the student body in individual groups or as a whole. Each semester, a period of time is set aside each week to hold these meetings. When such meetings are announced, all students involved are expected to attend.

In addition, the School of Pharmacy will hold required student convocations during the semester. Student convocation dates are set at the beginning of the semester, and all students are required to attend and participate in each convocation, unless excused by the Associate Dean for Academic Affairs or the Office of Student and Professional Affairs. Students failing to attend convocation face disciplinary action through the Committee on Ethical and Professional Conduct. Frequent student continuing professional development programs will be offered by the School of Pharmacy or the professional organizations within the School. Students may be required to attend any or all of these programs, and attendance may be tied to credit in a class if it is stated in the class syllabus.

# [Pharmacy Intern Permits](http://catalog.ulm.edu/preview_entity.php?catoid=20&ent_oid=839&hl=Pharmacy+Intern+Permits&returnto=search" \l "Pharmacy_Intern_Permits)

Students admitted to the professional program must apply for an active pharmacy intern permit during the first semester following enrollment into the professional program and maintain the intern permit continually throughout enrollment in the professional program. Students found to be in violation of the regulations of the Louisiana Board of Pharmacy may be required to resign their enrollment.

# Posting of Grades, Exam Keys and Reporting of Final Course Grades

It is the policy of the School of Pharmacy that, following each examination, students are to be notified of their performance and also the class average for that exam. In general, posting of grades is done on a secure web site such as Moodle™, which allows students to access only their individual grades. If done outside this secure website, the written or electronic posting of grades cannot be done by name, social security number or any partial sequence of the social security number or by any other method in which the posting is by alphabetical order. It is the prerogative of an instructor to choose to post course grades and/or test results. If an instructor chooses not to post this information, it is the responsibility of the instructor to securely provide via alternative means the student grade and class average. Students have the right of access in some form to graded examinations and exam keys. The instructor determines the method of access.

It is suggested that faculty not report final grades to the students until all final course examinations have been completed. This procedure is recommended in order to prevent the performance on an earlier exam and notification of resulting course grade from having a detrimental effect on a final examination occurring later during the examination period.

# Programmatic Assessment

The School of Pharmacy is continuously assessing the professional program in order to make improvements, particularly in student learning and achieved outcomes. These assessments may occur through end of year exams, student focus groups, course and faculty evaluations, student, faculty, employer and alumni surveys as well as other mechanisms. It is an important component of the quality improvement activities of the School that students provide honest and constructive input into this process. Students are encouraged to participate fully in these activities when given the opportunity.

# [Random Drug Screening Requirements](http://catalog.ulm.edu/preview_entity.php?catoid=20&ent_oid=839&hl=random+drug+screening&returnto=search#Random_Drug_Screening_Requirements)

# [Remediation Policy](http://ulm.edu/pharmacy/currents.html)

# [Self-Disclosure Policy and Form](http://www.ulm.edu/pharmacy/documents/ospa/selfdisclosureform.pdf)

# Sexual Harassment

The School of Pharmacy at University of Louisiana at Monroe is committed to providing an environment for students, which is free from sexual harassment and has adopted the University policy for dealing with sexual harassment issues. School of Pharmacy students are referred to the University Student Policy Manual for an explanation of this policy. [www.ulm.edu/titleix](http://www.ulm.edu/titleix/)

# Smoke Free Environment

The use of tobacco products is prohibited in all university buildings and leased spaces. The University of Louisiana at Monroe is dedicated to providing a safe, healthy, comfortable, and productive learning environment for students, faculty, and staff by making the environment as smoke-free as practicable. As a general rule, non-smokers are not to be unreasonably exposed to tobacco smoke. School of Pharmacy students are referred to the University Tobacco Use Policy. [www.ulm.edu/tobaccouse](http://www.ulm.edu/tobaccouse/)

# Sharing of Educational Performance Information

The professional program establishes standards for student performance. If a student does not meet program expectations in one or more areas of attitudinal, behavioral or knowledge performance, information regarding student deficiencies may be shared among instructors or preceptors. The goal of this information sharing is to encourage instructors or preceptors to work with the student to address identified deficiencies. Individuals responsible for administering the Introductory Pharmacy Practice Experience Program, the Experiential Education Program and the Associate Dean for Academic Affairs or their representatives may authorize such information sharing if it is believed to be in the best interest of the student.

# [Procedures for SOP Student Travel](http://ulm.edu/pharmacy/documents/ospa/studenttravelpolicy.pdf)

[Travel Budget and Planning Form](http://ulm.edu/pharmacy/currents.html)

[Travel Fund Reimbursement Form](http://ulm.edu/pharmacy/currents.html)

# [Students with Special Needs](http://www.ulm.edu/pharmacy/currents.html)

# [Transportation](http://catalog.ulm.edu/preview_entity.php?catoid=20&ent_oid=839&hl=transportation&returnto=search" \l "Transportation)

# Use of Prior Course Materials as Study Aids

The School of Pharmacy does not have an umbrella policy concerning the use of prior course materials as study aids, and the School leaves it to the discretion of the individual instructor as to whether the use of these materials are permitted in their courses. Confusion may exist concerning which materials are acceptable to possess because some faculty expressly forbid the dissemination of old tests, quizzes, papers, or other course-related documents, while others make such materials freely available for study and reference purposes. In an effort to clarify this matter, the following policy on the production and possession of hard copy and electronic files applies to all School of Pharmacy courses:

1. Students are free to compile study files of prior course material, either hard copy or electronic, but they must verify on the course syllabus of each course that any such materials are not prohibited from being in their possession.
2. Faculty are strongly encouraged to develop on their syllabus, a list each semester of specific items that are NOT permissible to possess and/or distribute to other students, which may include any of the following:

* Prior exams
* Keyed exams
* Other students’ completed exams
* Prior quizzes
* Keyed quizzes
* Other students’ completed quizzes
* Previously submitted graded or ungraded course materials (reports, class projects, etc.)

1. It is the course instructor’s responsibility to inform students what materials are forbidden. If a course instructor does not provide students with such a list, students may assume any material they encounter for that course is permissible to have.
2. Students who possess and/or pass down course prohibited course materials are in violation of the policy and the Honor Code.

# Visitors to Student Classes or Exams

Students are not to bring children, pets or others to class or exams due to the potential for disrupting the class or examination. A student may bring an adult visitor to class if the course coordinator previously approves it.

Academic, Ethical and Professional Standards

# Academic Standards

Students admitted to the School of Pharmacy are held to rigorous academic, ethical and professional standards as outlined in the School of Pharmacy Student Bulletin. To complete the Doctor of Pharmacy program, the student must have demonstrated satisfactory academic performance and ethical and professional standards. Disciplinary actions may occur based on violations of academic, ethical or professional standards as outlined in the School of Pharmacy Student Handbook.

### [Academic, Ethical and Professional Standards](http://catalog.ulm.edu/preview_entity.php?catoid=20&ent_oid=839&hl=academic+standards&returnto=search#Academic__Ethical_and_Professional_Standards):

### [Academic Progression](http://catalog.ulm.edu/preview_entity.php?catoid=20&ent_oid=839&hl=academic+standards&returnto=search#Academic__Ethical_and_Professional_Standards)

### [Probation](http://catalog.ulm.edu/preview_entity.php?catoid=20&ent_oid=839&hl=academic+standards&returnto=search#Academic__Ethical_and_Professional_Standards)

### [Removal from Probation](http://catalog.ulm.edu/preview_entity.php?catoid=20&ent_oid=839&hl=academic+standards&returnto=search#Academic__Ethical_and_Professional_Standards)

### [Suspension](http://catalog.ulm.edu/preview_entity.php?catoid=20&ent_oid=839&hl=academic+standards&returnto=search#Academic__Ethical_and_Professional_Standards)

### [Courses Taken by Students Under Suspension](http://catalog.ulm.edu/preview_entity.php?catoid=20&ent_oid=839&hl=academic+standards&returnto=search#Academic__Ethical_and_Professional_Standards)

### [Dismissal from Pharmacy](http://catalog.ulm.edu/preview_entity.php?catoid=20&ent_oid=839&hl=academic+standards&returnto=search#Academic__Ethical_and_Professional_Standards)

### [Dropping Classes or Withdrawing from the School of Pharmacy](http://catalog.ulm.edu/preview_entity.php?catoid=20&ent_oid=839&hl=academic+standards&returnto=search#Academic__Ethical_and_Professional_Standards)

### [Appeals for Students who have Withdrawn or Been Dismissed from the School of Pharmacy](http://catalog.ulm.edu/preview_entity.php?catoid=20&ent_oid=839&hl=academic+standards&returnto=search#Academic__Ethical_and_Professional_Standards)

Letters of appeal should be addressed to:  
  
Chair, Academic Standards Committee and/or Ethical and Professional Standards Committee  
c/o Associate Dean, Academic Affairs  
University of Louisiana at Monroe School of Pharmacy  
1800 Bienville Drive  
Monroe, La 71201

### Awareness and Respect for Diversity

The University of Louisiana at Monroe’s School of Pharmacy supports an environment wherein individuals (students, staff, faculty, guests) can bridge differences and work as partners in achieving goals. The provision of healthcare in a State with diverse populations requires an inclusive attitude. It is expected that professional students will act in a manner that is guided by the respect for other students, faculty, patients, and health care professionals who may have differences that include, but are not limited to, religious beliefs and practices, nontraditional medical beliefs and practices, socioeconomic status, sexual orientation, ethnicity, language, physical and emotional disabilities, racial background, intellectual capabilities, age, and cultural background. Respect is demonstrated by being considerate, courteous, and professional, and by maintaining confidentiality of patient information.

### Abusive Criticism

The manners in which students express criticisms, problems, or suggestions regarding the curriculum, individual courses, or instructors are important. The School values student input; however, the expression of criticism or problems, either in person or via email, through the use of abusive language or disruptive behavior directed toward a class or an instructor is inconsistent with the demeanor aspiring professionals should be seeking to develop. Students are encouraged to bring up issues utilizing the appropriate channels. Concerns about aspects of a particular course should be directed to the appropriate faculty member at a mutually agreeable time and place. These matters should be addressed in person when possible, not via email. Students are encouraged to utilize their representatives to the Pharmacy Student Senate to address those issues of interest to the entire class or student body. The Associate Dean for Academic Affairs is also willing to meet with any student(s) to discuss concerns about the curriculum, individual courses or instructors.

### [Code of Ethical and Professional Conduct](http://catalog.ulm.edu/preview_entity.php?catoid=20&ent_oid=839&hl=Code+of+Ethical+and+Professional+Conduct&returnto=search" \l "Code_of_Ethical_and_Professional_Conduct)

The School of Pharmacy employs a code of ethical and professional conduct , which relies on the honor system. The code is based on the assumption that pharmacy students, as future health care professionals will develop maturity and professionalism through self-governance. The code of ethical and professional conduct is a form of student self-governance that applies to all facets of the student’s academic and professional life.

The basic assumption of the code is that central to the act of being a professional is conducting one’s self with the highest sense of honor and integrity, and primary core values that every pharmacy student should possess include honesty, integrity, responsibility, competence and respect for people. Pharmacists do not learn to be professionals upon completion of degree requirements or through issuance of a license. Instead, the internalization of the concept of professionalism must occur as a part of the professional education process so that pharmacy students carry these concepts with them into the profession. It is the pharmacy student’s responsibility to develop a selfless sense of service that demands personal excellence and accountability. By enrolling in the School of Pharmacy, a student accepts these professional standards and requirements as a prerequisite for continued enrollment in the pharmacy curriculum and graduation.

As a condition of acceptance to the School of Pharmacy, the applicant shall be required to agree to abide by the Code of Ethical and Professional Conduct.

<http://ulm.edu/pharmacy/documents/ospa/codeofconduct.pdf>

# Classification of Students

In an effort to predict the number of students who will be eligible for advanced practice experiences and to assist in maintaining an accurate count of students in each area of the program, students admitted to the School of Pharmacy are classified based on the completion of courses.

The classifications are as follows:

• P1 Student: A student who has not earned a grade of “C” or better in all first year classes

• P2 Student: A student who has earned a grade of “C” or better in all first year classes, but has not earned a

grade of “C” or better in all second year classes

• P3 Student: A student who has earned a grade of “C” or better in all first and second year classes, but has not

earned a grade of “C” or better in all third year classes

• P4 Student: A student who has earned a grade of “C” or better in all first, second, and third year classes and is

eligible to start in the advanced practice experience program.

# Expectations: Faculty of Students

The faculty members that teach your classes desire that you learn. Using various teaching techniques, your instructors seek to promote your learning and success. Instructors seek to guide you, motivate you, and outline for you the body of knowledge to be learned. The instructor “teaches,” but only you can learn. Much of this learning occurs outside of the classroom and is self-directed. Knowing what faculty members expect of you may help you to maximize your learning opportunities. Your faculty member expects you to:

1. Be informed about your instructor’s policies, which are presented in the course outline, as well as the policies of the School published in the School of Pharmacy Student Handbook;
2. Attend all classes, except when emergencies arise. If health and weather allow, your instructor will be present and on time for every scheduled class meeting-so should you;
3. Prepare for class by completing reading and other preparatory assignments prior to the class in which the covered material is discussed;
4. Be an active participant in class, taking notes and asking appropriate questions. Your involvement will benefit you and your classmates;
5. Treat the instructor and fellow students with courtesy. Refrain from any behaviors that may distract others. You expect to be treated with tolerance and respect. You expect a learning environment free of unnecessary distractions. So does everyone else;
6. Cultivate effective study strategies. Being an effective student is not instinctive. Use your study time wisely. Seek help from the instructor when you need it. Avail yourself of resources provided by the School;
7. Study course material routinely after each meeting or so. Study according to a regular schedule. Avoid “cramming.” Do not postpone working on assignments. Submit finished assignments on time;
8. Accept the challenge of professional program studying, thinking, and learning. Anticipate that the level and quantity of work in some courses will exceed your prior experiences. If you have significant responsibilities besides your studies, such as work and family, set realistic academic goals and prioritize your time so that you can be successful;
9. Take initiative and responsibility for learning; and
10. Let no temptation cause you to surrender your integrity.

# Expectations: Students of Faculty

Your faculty members know what is needed to succeed in the courses they are teaching, and they want you to succeed. You may expect your instructor to:

1. Provide you with a syllabus that outlines the content and objectives of the course and spells out the instructor’s grading and attendance policies. Your instructor will follow the policies of the School.
2. Start class on time, be prepared, and use time-tested and/or innovative teaching strategies and learning activities intended to promote learning of the subject material.
3. Make effective use of class time. Although some topics may not seem very important or interesting to you, the structure of the subject or the objectives of the course may dictate the topics. Your instructor will endeavor to be enthusiastic and to help you to perceive the central material of each topic and its relationship to the practice of pharmacy.
4. Strive to create a positive environment in which you may pursue learning. Each student’s need to understand the subject will be respected. Each student will be treated with courtesy.
5. Provide teaching and learning experiences that are free of favoritism, prejudice, discrimination, or harassment.
6. Be accessible and approachable. Your instructor knows that he or she is the key resource provided by the School to help you to succeed as a student.
7. Announce and adhere to a schedule of office hours, which permits and encourages students to meet with the instructor in his/her office and to be available for special conferences as needed.
8. Organize and schedule the subject topics and assignments. The quantity and nature of assigned work and the evaluation standards will be based upon the instructor’s experiences with, and expectations for professional pharmacy courses at this level in this subject.
9. Preserve the academic integrity of the course.
10. Be a professional who will treat you fairly and honestly. Grading will be impartially based upon the quality and quantity of student work. Assignments will be graded in a timely manner.

Students should NOT expect faculty to:

1. Change exam or class schedules at any time except for a University or School closing.
2. Provide make-up work for absences that do not conform to the University’s excused absence policy, School of Pharmacy professional development, or that have not been previously excused by the instructor.
3. Accept excuses for absences without verification of the validity of the excuse.
4. Allow students to take examinations early or late to accommodate the student’s personal schedule.
5. Provide handouts, notes or other lecture enhancements.
6. Provide all material to be learned in the classroom environment or in a lecture format.
7. Tolerate disruptive, uncivil or unprofessional behavior in the classroom, faculty offices, or elsewhere in the School of Pharmacy.

# Incivility

In situations where a student exhibits behavior that is inconsistent with the professional ideal, that behavior should be addressed and the student educated to the appropriate behavior, response or action. The following is a list of examples of kinds of behaviors that are considered inappropriate. Although many of these examples describe overtly aggressive, uncivil behaviors, others speak to a fundamental sense of personal discipline and consideration for fellow students and instructors, and respect for property.

* Talking during class;
* Inattention during class;
* Verbal insults to other students or instructors
* Rude, insulting, or emotional verbal outbursts during class;
* Threats or acts of physical violence;
* Damage to University property, or that of others;
* Inappropriate use of computer during class, including sending/checking e-mail, playing games, surfing the Internet;
* Habitually being late for class;
* Reading newspaper during class;
* Use of cell phone during class;
* Sleeping during class;
* Eating during class;
* Any other activity that is disruptive and interferes with the learning environment of the class such as shuffling papers at the end of class;
* Verbal attacks on students, faculty, teaching assistants or staff at any time;
* Frequently leaving the classroom during class to go to the restroom or to attend to other personal business;
* Circumventing established chains of command regarding School policies/procedures or personal grievances;
* Using electronic channels of communication to disseminate inappropriate or uncivil comments regards peers, faculty and staff.

In isolated instances of inappropriate behavior on the part of a student, those individuals observing or affected by that behavior are encouraged to address the offending person or persons if possible, depending on the nature and severity of the behavior. Faculty has the discretion of addressing the matter when it occurs in a class or is course related. If the faculty member believes that a student’s behavior is detrimental to the learning activities of the rest of that class, the faculty member reserves the right to ask the student to leave the class and count it as an unexcused absence. Similarly, incidents that are related to student organization activities may be addressed by that organization’s faculty advisor. Alternatively, faculty and advisors may refer the incident to the Director of Student Affairs, and/or Director of Professional Affairs, and/or the Associate Dean for Academic Affairs. All incidents of inappropriate behavior outside the context of a course or organizational activity should be referred to the Director of Student Affairs, and/or Director of Professional Affairs, and/or the Associate Dean for Academic Affairs. In addition, faculty and advisors are encouraged to inform the Director of Student Affairs, Director of Professional Affairs and/or the Associate Dean for Academic Affairs of all incidents of inappropriate behavior to assist in identifying and documenting repeat offenders.

Anyone observing an incident of inappropriate behavior on the part of a pharmacy student is encouraged to report the event to the Director of Student Affairs, and/or Director of Professional Affairs, and/or the Associate Dean for Academic Affairs as soon as possible. Depending on the nature and the context of the incident, one of these individuals will be responsible for discussing the behavior with that student and counseling him or her on how they can correct that behavior. In cases of students who engage in grievous or multiple incidents of inappropriate behavior, the student will be referred to the Committee on Ethical and Professional Conduct to determine an appropriate level of remedial and/or punitive action as necessary.

# Dean’s List and Graduation Honors

### [President's/Dean's List](http://catalog.ulm.edu/content.php?catoid=20&navoid=2479&hl=Presidents+list&returnto=search" \l "President_s_Dean_s_List)

### [Degrees with Honors](http://catalog.ulm.edu/content.php?catoid=20&navoid=2479&hl=Presidents+list&returnto=search" \l "Degrees_with_Honors)

# Leave of Absence

On occasion, it may be necessary for a student to take a leave of absence from the School of Pharmacy. In such cases, the student must apply to the Associate Dean of Academic Affairs. If the student is enrolled in classes, they will also fall under the withdrawal from classes policy. Students may seek a leave of absence for a medical condition of the student, or an immediate family member, or for military deployment of the student. Students requesting a leave of absence should send a letter to the Associate Dean for Academic Affairs requesting the leave. The letter should contain the reason necessitating the leave, the inclusive dates of the leave and appropriate documentation supporting the necessity of the leave should be attached. Students granted a leave of absence will sign a letter of agreement from the Associate Dean for Academic Affairs which states the reason for the leave, the inclusive dates of the leave and any remediation or developmental programs that must be completed upon return to the program. Students granted a leave of absence will remain under the six-year time limit for completion of degree requirements unless this requirement is explicitly waived in the letter of agreement. Students wishing to appeal a decision on a leave of absence request may do so by sending a letter of appeal to the Dean of the School of Pharmacy.

Technology Requirements and Accessibility

### [Computer Literacy](http://catalog.ulm.edu/preview_entity.php?catoid=20&ent_oid=839&hl=Computer+Literacy&returnto=search" \l "Computer_Literacy)

### Computer Requirements

The School of Pharmacy's technology area is comprised of two divisions: technology support and technology manager. Technology support is provided by Greg Andrews of the ULM Computing Center. The School of Pharmacy technology manager is Marcia Wells. The purpose of these two areas is to provide assistance with technology issues to the faculty and staff of the School of Pharmacy. For more technical services information, including contact, smart classroom, printing and computer information go to: [www.ulm.edu/pharmacy/technology.html](http://www.ulm.edu/pharmacy/technology.html)

### [Laptop Requirements](http://ulm.edu/pharmacy/documents/tech/laptop.pdf)

### [Social Media Policy](http://ulm.edu/pharmacy/documents/ospa/socialmedia.pdf)

# SOP Computer Lab Policy

The computer lab located in the School of Pharmacy is for student use. Computers should be used solely for educational or related purposes. Students who use the computing resources must be sensitive to issues pertaining to system security and confidentiality of information. Student user accounts are generated automatically upon enrollment in the University, and by using an account on University computer systems, the student agrees to abide by the following statements:

* I will use the ULM facilities for University business only. I will not allow other persons to use my account and acknowledge that providing other persons with access in such a manner is considered a serious violation of my obligations.
* I understand that I have an obligation to protect University hardware, software, and data. I will not attempt to gain access to accounts, data or systems for which I have no authorization.
* I understand the University is co-owner of all files on the system and has all rights to those files.
* I understand that any violation of these terms and conditions, abuse of equipment, breach of security or use of systems to intimidate or harass others will result in loss of privilege to use the system and that serious offenses will result in more serious disciplinary action.

With the privilege of access to the ULM systems, comes a degree of standards for ethical interaction. Some unacceptable uses, but not limited to, are as follows:

* Participating in activities that use excessive data storage or network bandwidth. Initiation or propagation of chain letters or mass emails (spamming) are not acceptable. Continual use of Internet based radio and or access to video feeds are a drain on bandwidth and therefore not appropriate.
* Sending harassing, threatening, or abusive email.
* Intentionally introducing, creating, or propagating disruptive code into the system (worms, viruses, Trojans, etc.)
* Interfering with another user’s legitimate use of services.
* Use University computer resources for personal profit.

Student Organizations

Students entering into the School of Pharmacy are encouraged to join and participate in student professional organizations. Such participation helps develop professionalism and leadership skills among the student body. The School of Pharmacy supports student involvement by providing membership for all pharmacy students in the Louisiana Pharmacist Association and the Louisiana Society of Health System Pharmacists. Available professional organizations within the School include:

# American Pharmacists Association - Academy of Student Pharmacists (APhA-ASP)

APhA-ASP is a division of the American Pharmacists Association and has chapters at almost every School of pharmacy in the nation. The mission of APhA-ASP is to be the collective voice of student pharmacists, to provide opportunities for professional growth, to improve patient care, and to envision and advance the future of pharmacy. Members are entitled to receive a variety of pharmacy publications, electronic resources, and professional liability insurance. Student pharmacists have an opportunity to become leaders for the profession at the local, regional, national, and international level. Student pharmacists also have the opportunity to attend APhA-ASP's midyear regional meetings each fall as well as APhA's Annual Meeting and Convention each spring. Additionally, students have the opportunity to attend the Louisiana Pharmacist Association’s (LPA's) midyear and annual meetings in the spring and summer of each year.  LPA is the state affiliate of APhA. For more information please visit: [ULM COP APhA-ASP](https://webservices.ulm.edu/atlas/rso/american-pharmacists-association-academy-student-pharmacists)

# American Society of Health System Pharmacists (ASHP)

The Student Forum of ASHP serves to integrate students into pharmacy practice, through collaboration and professional development, in preparation for a successful career in hospitals and health systems. Students enjoy the same benefits as a full ASHP member, and additionally, students receive publications such as ASHP Newslink for students, studentline, and other free publications on residencies and other professional development topics. Students have the opportunity to attend the Midyear Clinical Meeting held in December of each year. For more information please visit: [www.ashp.org](http://www.ashp.org/)

# Christian Pharmacists Fellowship International (CPFI)

Christian Pharmacists Fellowship International (CPFI) is a worldwide ministry of individuals working in all areas of pharmaceutical service and practice.  The purpose of CPFI is to motivate and equip pharmacy students to practice faith in Jesus Christ in their personal and professional lives.  The purpose is also to encourage and develop active Christian witness and evangelism through prayer, Bible study, outreach, and fellowship. Our mission is to provide fellowship among like-minded professionals, challenge and promote spiritual growth, encourage the advancement of knowledge and ethics in the practice of pharmacy, encourage evangelism and the integration of faith into practice, and to provide support and opportunity for service in both home and foreign missions. For more information please visit: [www.cpfi.org](http://www.cpfi.org/)

# Louisiana Society of Health -System Pharmacists (LSHP) Student Chapter

LSHP is the state affiliate of ASHP and allows students the opportunity to network with state Health System Practitioners. Students receive the LSHP newsletter and have the opportunity to attend the Midyear meeting held each October and the Annual Meeting held each May. LSHP meetings offer students the opportunity to present research findings at the annual meeting in a poster format. For more information, please visit: [ULM LSHP](http://ulm.edu/pharmacy/lshp.html)

# National Community Pharmacists Association (NCPA)

NCPA represents pharmacist owners, managers, and employees of independent community pharmacies. NCPA offers scholarships and loans each year, and students receive the additional benefits of periodicals and newsletters. Students have the opportunity to attend the annual meeting held in October of each year and the legislative meeting held in May of each year. For more information, please visit: [ULM NCPA-LIPA](http://ulm.edu/pharmacy/ncpalipa.html)

# Pharmacy Student Council

The School of Pharmacy Student Council’s major role is to provide a formal liaison between the students and the administration/faculty of the School. The Senate is comprised of two representative from each student organization and two members from each class within the School of Pharmacy. For more information, please visit: [SOP Student Council](http://ulm.edu/pharmacy/rxcouncil.html)

# Student National Pharmaceutical Association (SNPhA)

SNPhA was founded in 1972 with currently 85 chapters nationwide. SNPhA is dedicated to the pharmacy profession and serving the underserved. It is an educational service association of pharmacy students who are concerned about pharmacy and healthcare related issues, and the poor minority representation in pharmacy and other health-related professions. The purpose of SNPhA is to plan, organize, coordinate and execute programs geared toward the improvement for the health, educational, and social environment of the community. For more information, please visit: <http://ulm.edu/pharmacy/snpha.html>

# Honorary Societies

### Phi Lambda Sigma

Phi Lambda Sigma promotes the development of leadership qualities, especially among pharmacy students. By peer recognition, the Society encourages participation in all pharmacy activities, and because membership crosses fraternal and organizational lines, the Society does not compete with other pharmacy organizations. Phi Lambda Sigma is complimentary to Rho Chi in that it honors leadership, while Rho Chi honors scholastic achievement. Members are selected by peer recognition. No greater honor can be bestowed upon an individual than to be recognized as a leader by one’s peers. Such recognition instills and enhances self-confidence, encourages the less active student to a more active role and promotes greater effort toward the advancement of pharmacy. For more information, please see: [ULM SOP Phi Lambda Sigma](http://ulm.edu/pharmacy/pls.html)

### Rho Chi Society

The Rho Chi Society, Pharmacy’s academic honor society, encourages and recognizes excellence in intellectual achievement and fosters fellowship among its members. Further, the Society encourages high standards of conduct and character, and advocates critical inquiry in all aspects of pharmacy. The Rho Chi Society will achieve universal recognition of its members as lifelong intellectual leaders in pharmacy. As a community of scholars, the Society will instill the desire to pursue intellectual excellence and critical inquiry to advance the profession. The fundamental objective of Rho Chi has always been to promote the advancement of the pharmaceutical sciences through the encouragement and recognition of sound scholarship. High standards of intellectual and scholarly attainments have been demanded for election to membership; and such election, symbolized by the award of the Rho Chi key, supplies a unique scholarship incentive. For more information, please see: [ULM Beta Chi Chapter of Rho Chi](http://ulm.edu/pharmacy/rhochi.html)

# Professional Fraternities

### Kappa Epsilon

Kappa Epsilon is a professional pharmacy fraternity that unites women students in pharmacy and provides a common link among professionals in our career. The purpose of Kappa Epsilon is to unite women students of pharmacy, to cooperate with the faculties of the Schools where chapters are established, to stimulate in its members a desire for high scholarship, to foster a professional consciousness, and to provide a bond of lasting loyalty, interest and friendship. The mission of Kappa Epsilon is to empower its members to achieve personal and professional fulfillment by developing their confidence, self-esteem, interpersonal skills, and leadership vision, and represent the interest of the membership to health care professionals and the community at large. To learn more about Kappa Epsilon see: [ULM Alpha Epsilon Chapter of KE](http://ulm.edu/pharmacy/ke.html)

### Phi Delta Chi

Phi Delta Chi is a professional pharmacy fraternity that develops leaders to advance the profession of pharmacy. Phi Delta Chi, *a lifelong experience*, promotes scholastic, professional, and social growth in its Brothers. We strive to provide quality services to our patients, thereby advancing public health and strengthening ourselves as health professionals. The objective of this association is to advance the science of Pharmacy and its allied interests, and to foster and promote a fraternal spirit among its Brothers. To learn more about Phi Delta Chi see: [ULM Beta Beta Chapter of Phi Delta Chi](http://ulm.edu/pharmacy/pdc.html)

# Fundraising Guidelines for Student Organizations

Each student organization is permitted to engage in fundraising or philanthropy activities only with prior approval of the Pharmacy Student Senate, the Office of Student and Professional Affairs, and Office of Student Life and Leadership and VP for Advancement. Request for approval of any type of solicitation, fundraising, or philanthropy proposed to take place on or off campus must be made within the first two Pharmacy Student Senate meetings and must comply with all University regulations.

[Fundraiser Form](http://ulm.edu/pharmacy/documents/ospa/fundraiser.pdf)

# On-Campus Solicitation

A. Sales solicitation of a commercial nature, whether by students or non-students, is not permitted on the campus except when specifically approved by the University administration. Please report infractions to the Office of Student Life and Leadership. Vendors must have a letter of approval from the Office of the Vice President for Student Affairs.

B. Credit card solicitation is not permitted on campus.

# Responsibilities of Faculty Advisors for Student Organizations

Faculty advisors for student organizations are given the privilege and responsibility of mentoring professional students in preparation for their careers in pharmacy. This responsibility should not be taken lightly, and at a minimum, faculty advisors should ensure that their respective organizations:

1. Meet all the requirements of their national charters if they exist;
2. Meet all University requirements for student organizations and comply with all University rules and regulations;
3. Meet all School of Pharmacy rules and regulations;
4. Provide appropriate professional related activities and opportunities, and
5. Are good stewards with funds obtained from organizational fundraisers.

Additionally, faculty advisors should be present at all business meetings and social functions sponsored by the organization. Advisors are also encouraged to be involved in regional and national activities of the organization.

Bienville Building – Facilities and Information

# Instructional Facilities

In January 2007 many School faculty and the professional program in pharmacy moved to its new quarters at 1800 Bienville Avenue. The 132,000 sq. foot facility is located on 23 acres approximately 1.5 miles west of the main ULM campus. The building offers two large classrooms equipped for distance learning with several smaller classrooms, a computer lab, a student resource area, and a state of the art pharmacy care laboratory which includes patient counseling rooms, a mock pharmacy, a simulated hospital room with computerized simulated patients, and a mock IV room that simulates USP 797, and computerized educational stations for compounding, dispensing and other exercises associated with the pharmacy care process.

Additional facilities were also obtained in Shreveport and Baton Rouge as the School moved toward a 3-campus system and aligned its clinical faculty placement with the University Health Centers in those cities.

Sugar Hall, on the campus of the University of Louisiana Monroe is the home of the Toxicology Program. The building houses one large smart classroom, one large teaching laboratory, a computer lab and student lounge. In addition to these educational areas, the building provides for offices and research laboratories for faculty.

# [Facilities Contact, Resource and Other Information](http://ulm.edu/pharmacy/facility.html)

* Facility Contacts
* SOP Locations
* Phone/Fax Numbers
* Floor Plans
* Forms
  + Faculty Event/Room Request Form
  + Student Event Request Form
  + SOP Physical Plan Incident Report Form
  + SOP Vehicle Request Form
  + Other ULM Forms

# Scheduling Space in the School of Pharmacy

Student organizations may make use of space in the School of Pharmacy for meetings or special events when the building is open. To book a room for a meeting or event students must complete the SOP Bienville Event Planning Request form and deliver it to the Associate Dean for Operations, Technology and Graduate Studies at least one week (7 days) prior to the date of the proposed scheduled event. All required signatures, including the Faculty/Staff member who will actually be present at the event and will be responsible for the event, must be on the form prior to receipt by the Associate Dean. A detailed description of the event must be provided on the form, and any special equipment for the event must be listed on the form. The event will not be finalized until approval is given and the event is placed on the SOP Calendar.

# [Scheduling a Class/Conference Room](http://ulm.edu/pharmacy/calendar/index.html)

[Bienville Event Form](http://ulm.edu/pharmacy/documents/admin/event.pdf)

# Food and Beverage Consumption

In accordance with University policy, students are not to consume food or beverages or consume tobacco products in classrooms or teaching laboratories, including the computer laboratory. With the exception of water in a closable container, students cannot consume food or beverages outside the student lounge area.

# Building Hours

Unless special arrangements have been made, the School of Pharmacy building is open to students from 7:30 a.m. through 5:30 p.m. Monday through Thursday, and 7:30 a.m. through 11:30 a.m. on Fridays. The building is closed to students on the weekends. The building is accessible by faculty and appropriate staff and/or graduate students, through electronic keycard, 24 hours a day 7 days a week.

# Bulletin Board Policy

The School provides bulletin boards within the School of Pharmacy for the purpose of posting publicity materials for the School community. All postings must meet the following requirements and will be discarded after posting expiration.

1. All posting should be approved through the Office of Student and Professional Affairs.

2. All postings should include the name of the sponsoring organization and the date of posting.

3. The size of posted materials is limited to 8.5 by 11 inches.

4. The School prohibits posting of materials on walls, doors, and windows and inside the elevator.

5. Materials can be posted for a maximum of two weeks. The party posting the material is responsible for removing the material from the posted site. Failure to remove out of date postings will result in the loss of posting privileges.

SOP Satellite Campuses

Baton Rouge facilities are located at 3849 North Blvd., Baton Rouge, LA 70806. Campus facilities are open to students 8:00 a.m. through 5:00 p.m. Monday through Friday. [Map](http://ulm.edu/pharmacy/facilitylocation.html)

Shreveport facilities are located at 1725 Claiborne Avenue, Shreveport, LA 71103. Campus facilities are open to students 8:00 a.m. through 5:00 p.m. Monday through Friday. [Map](http://ulm.edu/pharmacy/facilitylocation.html)

Complaints

# School of Pharmacy Complaint Process

### Instructor Conflicts

If a dispute arises between a student and a faculty member or department, there may be confusion as to the best way for the student to resolve the problem. Students should try to resolve classroom issues with the instructor involved. If the conflict is still unresolved, the student should address the complaint to the course coordinator if applicable. In cases where the issue cannot be resolved with the instructor and/or course coordinator, the student should contact the Head of the Department responsible for the class in which the instructor is teaching to assist in the resolution of the conflict. In cases where the issue needs further resolution, the student should address the conflict with the Associate Dean for Academic Affairs.

### General Concerns/Complaints

Students who have concerns or complaints about any aspect of their education at the School of Pharmacy are strongly encouraged to bring them to the attention of the proper individuals at the school. At any time students may provide input, opinions and suggestions themselves, or through their class officers, to the faculty member, the relevant course coordinator, the department head to whom the faculty member or course coordinator reports, the Office of Student and Professional Affairs, the Associate Dean for Academic Affairs or the Office of the Dean of the School of Pharmacy. Student input and reaction through class representatives is regularly solicited at Pharmacy Student Senate meetings. In addition, student representatives serve as members of several school committees such as curriculum and admissions.

The SOP also provides a general email for faculty, staff and students to share opinions, general comments and complaints. Only emails from a ULM email address will be read and considered (i.e. @ulm.edu or @warhawks.ulm.edu). To submit and email to this address go to: <http://ulm.edu/pharmacy/> and the link can be found under “Pharmacy Resources.”

Any person may file a formal complaint to the University of Louisiana at Monroe School of Pharmacy regarding its Doctor of Pharmacy 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 for Academic Affairs to manage and provide responses to formal complaints about the Doctor of Pharmacy Program. The School of Pharmacy encourages persons with complaints about the Doctor of Pharmacy educational program to seek informal resolution of their complaints prior to initiating a formal process.

### Procedures for Formal Complaints

To initiate a formal complaint, one must provide a written, signed and dated statement and provide full contact information of the person submitting the complaint. If this is a student complaint related to a course or faculty action, a statement of actions taken, per collegiate policy, to informally resolve the complaint must be included. Complaints must be submitted to the Attention of the Associate Dean for Academic Affairs, ULM School of Pharmacy, 700 University Avenue, Monroe, LA 71209.

Formal complaints will be reviewed upon receipt by the Associate Dean for Academic Affairs or designated person(s) in the Office of Student and Professional Affairs and referred to the appropriate collegiate committee or administrative office within the School or University for information, advice and/or response. Resolution of complaints may require meeting or hearings with the involved parties or other members of the collegiate or University community. The person submitting the complaint will receive a response or update on its status within 60 days. All efforts will be made to provide timely responses to time sensitive complaints.

Outcomes of complaints that result in decisions by School of Pharmacy committees may be appealed to the School of Pharmacy Associate Dean for Academic Affairs. Complaint actions or decisions by the Associate Dean for Academic Affairs may be appealed to the Dean of the School of Pharmacy.

### Complaints Related to ACPE Standards

The Accreditation Council for Pharmacy Education (ACPE) requires that each School of pharmacy implement a process to allow for students to lodge written complaints that relate directly to ACPE’s accreditation standards, policies, or procedures regarding the School of Pharmacy or the pharmacy program. The University of Louisiana at Monroe School of Pharmacy’s process for formally registering these concerns and complaints is as follows.

1. A student who has a concern or a complaint about the School of Pharmacy or the Doctor of Pharmacy Program regarding ACPE’s accreditation standards, policies, or procedures will complete the required components of the Student Concerns and Complaints Form. Those required components include:

(i) The student’s name, class, address, phone number and e-mail address;

(ii) The date of the concern or complaint;

(iii) The specific ACPE accreditation standard, policy, or procedure that is of concern. (The accreditation standards can be found at: <https://www.acpe-accredit.org/standards/> and

(iv) A description of the specific complaint or concern.

1. The form will be sent to and reviewed by the Director(s) of Student and/or Professional Affairs.
2. The form will then be referred to the Dean’s Committee (Dean and Associate Deans) for analysis, assignment, and planning or action.
3. Students will be notified of the concern or complaint and the resultant actions taken or to be taken by the School of Pharmacy.
4. A file of these concerns and complaints will be maintained in the Office of Student and Professional Affairs and will be made available to ACPE during site visits and upon written requests from ACPE. The implications of these complaints will be included in ACPE’s Evaluation Team Report.
5. Students who believe that a complaint made to the School in reference to one of the accreditation standards is unresolved can submit the complaint directly to ACPE in writing by going to:

[www.acpe-accredit.org/complaints/default.asp](http://www.acpe-accredit.org/complaints/default.asp).

1. These concerns and complaints will also be considered in the School of Pharmacy’s assessment, quality improvement, and self-study processes.

Protection of Complainant

All complaints, concerns and suggestions made by students and the reaction to them by the School are handled in the spirit of continuous quality improvement. No retribution against any individual complainant may be taken by any faculty member, staff member, school committee or the faculty as a whole because of the complaint. A file will be maintained for inspection by ACPE of all complaints and responses related to ACPE standards and the procedures involved to ensure the complainant fundamental procedural due process.

Other

# Confidentiality of Student Records

FERPA is a Federal law that applies to educational agencies and institutions that receive funding under a program administered by the U. S. Department of Education. The statute is found at 20 U.S.C. § 1232g and the Department’s regulations are found at 34 CFR Part 99. Under FERPA, schools must generally afford parents’ access to their children’s education records; an opportunity to seek to have the records amended, and some control over the disclosure of information from the records. When a student turns 18 years of age or attends a postsecondary institution, the student, and not the parent, may access, seek to amend, and consent to disclosures of his or her education records. Schools are required by FERPA to provide a student with an opportunity to inspect and review his or her education records within 45 days of the receipt of a request, provide a student with copies of education records or otherwise make the records available to the student if the student, for instance, lives outside of commuting distance of the school, redact the names and other personally identifiable information about other students that may be included in the student’s education records. Schools are not required by FERPA to create or maintain education records, provide students with calendars, notices, or other information, which does not generally contain information directly, related to the student, or respond to questions about the student.

Under FERPA, a school must consider a request from a student to amend inaccurate or misleading information in the student’s education records, offer the student a hearing on the matter if it decides not to amend the records in accordance with the request, offer the student a right to place a statement to be kept and disclosed with the record if as a result of the hearing the school still decides not to amend the record. A school is not required to consider requests for amendment under FERPA that seek to change a grade or disciplinary decision or seek to change the opinions or reflections of a school official or other person reflected in an education record. A school must have a student’s consent prior to the disclosure of education records and ensure that the consent is signed and dated and states the purpose of the disclosure. A school MAY disclose education records without consent when the disclosure is to school officials who have been determined to have legitimate educational interests as set forth in the institution’s annual notification of rights to students; the student is seeking or intending to enroll in another school; the disclosure is to state or local educational authorities auditing or enforcing Federal or State supported education programs or enforcing Federal laws which relate to those programs; the disclosure is to the parents of a student who is a dependent for income tax purposes; the disclosure is in connection with determining eligibility, amounts, and terms for financial aid or enforcing the terms and conditions of financial aid; the disclosure is pursuant to a lawfully issued court order or subpoena; or the information disclosed has been appropriately designated as directory information by the school.

Pursuant to the requirements of the 1974 Family Educational Rights and Privacy Act (FERPA)—

Public Law 93-380, certain types of information, designated by law as “directory information,” may be released without the student’s permission. A list of the types of directory information which can be released (e.g., name, address, phone number) are listed in this publication and may be obtained in the Registrar’s Office. Students who wish directory information to be withheld should complete a “Withholding Information” form in the Registrar’s Office. Annually, ULM publishes a Campus Telephone Directory, which contains the name, local address, student’s academic School, and classification of each student attending ULM. Students who wish to prevent this information from being published should complete the specified request form in the Registrar’s Office. To prevent this Directory information from being released by the Campus Operator, a student should complete the specified form in the Registrar’s Office. Requests to prevent either the releasing or publishing of directory information will be in effect indefinitely until written notification is received in the Registrar’s Office. Students have the right to file complaints with the FERPA Office in Washington, DC, concerning alleged failures by the University to comply with the Act. Student medical records are covered by FERPA privacy mandates.

Complaints of alleged violations may be addressed to:

Family Policy Compliance Office

US Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-5920

Complaints must:

1. Be submitted in a timely manner, not later than 180 days from the date the student learned of the circumstances of the alleged violation

2. Contain specific allegations of fact giving reasonable cause to believe that a violation has occurred, including:

* Relevant dates, such as the date of a request or a disclosure and the date the student learned of the alleged violation;
* Names and titles of those school officials and other third parties involved;
* A specific description of the education record around which the alleged violation occurred;
* A description of any contact with school officials regarding the matter, including dates and estimated times of telephone calls and/or copies of any correspondence exchanged between the student and the school regarding the matter;
* The name and address of the school, school district, and superintendent of the district; and
* Any additional evidence that would be helpful in the consideration of the complaint.

Pharmacy Practice Experiences

Students must complete both introductory and advanced practice experiences as a requirement of the Doctor of Pharmacy program. Practice experiences are managed in the office of Experiential Education and are conducted in all parts of the state as well as the surrounding region.

Enrollment in the School is limited by the number of experiential sites available, and students can expect to be assigned experiences in more than one geographic region. Therefore, students will need their own mode of transportation for practice experiences, and students should plan on obtaining housing in more than one region during their experiences. Although the School of Pharmacy does not supply housing, the Office of Experiential Education will provide information on available housing in the area when such information is available.

Practice experience assignments are done on a random basis through the use of RXpreceptor. Further alteration of the practice experience schedule may be made by the Office of Experiential Education to insure a well rounded and quality practice experience. Although students are allowed to enter preferences into the RXpreceptor system, the School does not give preference in experience assignments based on domicile, marriage status, etc.

# [Office of Experiential Education](http://ulm.edu/pharmacy/oee.html)

# RXpreceptor Healthcare Education

RXpreceptor is a comprehensive web-based system implemented to facilitate the management of all aspects of the Experiential Education Program. Preceptors and students will access the system, via the Internet. This allows direct access to the information server to update affiliate bio’s, view rotation assignments, complete daily logs, document interventions, complete assessment forms, and view student evaluation reports for various aspects of the rotation. No patient specific information will be entered into RXpreceptor.

# Service Learning Component

Each semester, students are required to complete a service-learning project. The purposes of the projects are to introduce students to the humanistic component of pharmacy, enhance student empathy, and demonstrate knowledge and skills learned in the program. The service-learning project is identified as a required component of a didactic course, and students are held to the same academic, ethical and professional standards for these projects, as they are for the rest of the curriculum. Failure to successfully complete a service-learning project will result in the student receiving an incomplete in the course in which the project is associated. The student must successfully complete the project to remove the incomplete grade.

# Types of Introductory Practice Experiences

Introductory Pharmacy Practice Experiences (IPPEs) are in the two traditional areas of Pharmacy: community pharmacy and institutional pharmacy as well as early experiences in clinical and/or service related areas. The experiences are designed to introduce the student to the practice of pharmacy and allow the development of the skills necessary to provide pharmaceutical care. The introductory practice experience should provide the student with a brief overview of comprehensive pharmaceutical care including the dispensing function, patient triage for self-care, third party payment, patient and health care provider communication, and the financial aspects of the practice of pharmacy. Students are expected to actively investigate and participate in the practice of pharmacy at their assigned practice sites.

During each of the first six didactic semesters, students will be required to participate in service learning projects related to the practice of pharmacy. In the summers following their P1 and P2 years, students will be required to complete one-month (5 day/week, 40 hour per week) experiences in community and institutional pharmacy respectively.

# Requirements for Progression to Advanced Practice Experiences

Students must complete both introductory and advanced practice experiences as a requirement of the Doctor of Pharmacy program.

# Types of Advanced Practice Experiences

Advanced Practice Experiences are available in a variety of settings. Experiences vary from those with a large focus on the dispensing function to those with little focus on the dispensing function to those focused on aspects outside of patient care (e.g., administration, professional organizations, academia.) The Advanced Practice Experience year is designed to give the student a broad experience in a number of pharmacy practice sites and to develop further the skills and knowledge necessary to enter into a variety of pharmacy practice types as an entry-level practitioner. Such experiences include, but are not limited to academics, ambulatory care clinics, community pharmacies (chain and independent), closed-door pharmacies, home health, institutional pharmacies, intravenous infusion services, multidisciplinary acute care teams (internal medicine, critical care, pediatrics, infectious disease, cardiology, etc.) long-term care facilities as well as others.

# Requirements for Graduation

In order to successfully complete the requirements for graduation, student must earn a grade of “C” or better in the following Introductory and Advanced Practice Experiences: PHRD 4050 (Introductory Community Pharmacy Experience); PHRD 5000 (Introductory Institutional Practice Experience); PHRD 6000 (Advanced Community Pharmacy Practice Experience); PHRD 6002 (Advanced Institutional Pharmacy Practice Experience); PHRD 6004 (Advanced Ambulatory Care Pharmacy Practice Experience); PHRD 6006 (Advanced Adult Medicine Pharmacy Practice Experience); PHRD 6008 (Advanced Specialty Pharmacy Practice Experience); PHRD 6010 (Advanced Pharmacy Practice Elective Experience I); and PHRD 6012 (Advanced Pharmacy Practice Elective II.) In addition, advanced practice students must meet programmatic requirements for graduation such as, but not limited to, passing advanced practice assessment exams, objective structured clinical exams, practical exams, error and omission exams, and exit exams.