

<p>South University School of Pharmacy Student Handbook 2011-2012</p>
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Introduction

The South University School of Pharmacy Student Handbook has been prepared as a reference guide to provide students with information about the school. The Handbook outlines information about academic progressions, policies and procedures, and student support services. Continuous quality assessment and improvement will require continuous review by the Faculty and Administration of the School of Pharmacy. All students should be familiar with current academic requirements, and operational policies, as well as other official documents or announcements by the School.

South University reserves the right to change the policies contained within this student handbook from time to time. Notice is not required for a new policy to take effect, however, South University will make reasonable attempts to notify students promptly of any distributions or other methods deemed appropriate by the college administration.

All students will be subject to, and expected to observe the Code of Ethics for Pharmacists, the Pledge of Professionalism and the Oath of a Pharmacist established by the American Pharmacists Association.

(Alternative formats of this publication are available upon request. This handbook is available on computer disc. For more information on alternative formats, contact the Assistant Dean for Student Affairs for the School of Pharmacy.)

General Information

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School of Pharmacy Didactic Calendar

Summer 2011

June 8 th – 10 th	Orientation
June 10 th	White Coat Ceremony
June 13 th	Classes Begin
June 17 th	Hooding Convocation
June 18 th	South University Graduation
July 4 th	Fourth of July Holiday
August 12 th	Career Fair
August 19 th	Classes End
August 20 st – August 27 th	Reading Days/ Final Exams
August 28 th – September 11 th	Fall Break

Fall 2011

September 12 th	Classes Begin
November 18 th	Classes End
November 21 st – November 27 th	Thanksgiving Break
November 30 th - December 10 th	Reading Days/ Final Exams
December 11 th – January 2 nd	Winter Break

Winter 2012

January 3 rd	Classes Begin
January 16 th	Martin Luther King Holiday
March 2 nd	Classes End
March 3 rd – 10 th	Reading Days/ Final Exams
March 11 th – 18 th	Spring Break

Spring Quarter 2012

March 19 th	Classes Begin
April 6 th	Good Friday Holiday
April 27 th	Spring Banquet
May 19 th – May 26 th	Final Exams
May 27 th – June 10 th	Summer Break

School of Pharmacy Experiential Education Calendar

Intermediate Rotation Schedule

Rotation Start Date	Rotation End Date	Session
June 12, 2011	July 8, 2011	Intermediate 1
July 11, 2011	August 5, 2011	Intermediate 2
August 8, 2011	September 2, 2011	Intermediate 3

Advanced Rotation Schedule

Rotation Start Date	Rotation End Date	Session
September 5, 2011	October 7, 2011	APPE 1
October 10, 2011	November 11, 2011	APPE 2
November 14, 2011	December 16, 2011	APPE 3
January 2, 2012	January 6, 2012	On Campus Rotation- TBD
January 9, 2012	February 10, 2012	APPE 5
February 13, 2012	March 16, 2012	APPE 6
March 19, 2012	April 20, 2012	APPE 7
May 5, 2012	June 8, 2012	APPE 8

The only holidays during intermediate or clinical rotations are those associated with the experiential site. South University's holidays do not apply.

Faculty and Staff

Key University Administration

John T. South, III
Chancellor

Todd M. Cellini, M.A.
President, Savannah Campus

Steven Yoho, Ph.D.
Associate Chancellor for Academic Affairs

Gregory Shields, MBA
President, Columbia Campus

School of Pharmacy Administration

Savannah Campus

James E. Wynn, Ph.D., R.Ph.
Professor and Founding Dean

Julie A. Sehl, MBA
Executive Assistant to the Dean

Curtis E. Jones, Ph.D., R.Ph.
Associate Dean for Administration and Academic Affairs
Associate Professor of Pharmaceutical Sciences

Martin M. Zdanowicz, Ph.D.
Professor and Chairman of the Department of Pharmaceutical Sciences

Michael D. Schwartz, Pharm.D.
Associate Professor and Interim Chairman
Department of Pharmacy Practice

Melissa C. Jones, Pharm.D.
Assistant Dean for Admissions
Associate Professor of Pharmacy Practice

Rachel C. Ridley, B.S.
Administrative Assistant to the Assistant Dean of Admissions

Diana M. Stewart, A. S.
Admissions Process Coordinator

James W. Fetterman, Pharm.D.
Experiential Education Coordinator
Associate Professor of Pharmacy Practice

Gabriella Pahnó Fischer, M.Ed.
Assistant Dean for Student Affairs
Instructor of Pharmacy

Columbia Campus

Kenneth C. Jackson, R.Ph., Pharm. D, CPE
Professor and Campus Dean
J. Walter Sowell, Ph.D., R.Ph.
Professor and Associate Chair,
Department of Pharmaceutical Sciences

Earl W. Lingle, Ph.D, R. Ph.
Professor and Associate Chair
Department of Pharmacy Practice

William P. Wynn, III, Pharm.D.,
Experiential Education Coordinator
Assistant Professor of Pharmacy Practice

Sarah F. Braga, Pharm.D.
Assistant Dean for Student Affairs
Associate Professor of Pharmacy Practice

Kelly J. Clark, Pharm.D.
Director of Admissions
Assistant Professor of Pharmacy Practice

Kimberly C. Karaniuk, B.S.
Executive Administrative Assistant

Department of Pharmaceutical Science

Martin M. Zdanowicz, Ph.D.
Professor and Chair (Pharmacology)

Michaela M. Almgren, Pharm.D.
Assistant Professor (BioMedicinal
Chemistry)

Karyn Cotta, Ph.D.
Assistant Professor (Pharmaceutics)

Arthur G. Cox, Ph.D.
Assistant Professor (Medicinal Chemistry)

S. Craig Dyar Ph.D, R.Ph.
Assistant Professor (Pharmaceutics)

Giuseppe Gumina, Ph.D.
Associate Professor (Medicinal Chemistry)

Curtis E. Jones, II, Ph.D., R.Ph.
Associate Professor (Pharmaceutics)

John P. Kennedy, Ph.D.,R.Ph.
Assistant Professor (Pharmaceutics)

Launa M. Lynch, Ph.D.
Assistant Professor (Pharmacology)

Lilia Macias-Moriarity, Ph.D.
Assistant Professor (Epidemiology)

James K. Porter, Ph.D.
Professor (Medicinal Chemistry)

Roseanne M. Santos, Ph.D.
Assistant Professor (Pharmacology)

Samit U. Shah, Ph.D., R.Ph.
Assistant Professor (Medicinal Chemistry)

J. Walter Sowell, Ph.D., R.Ph.
Professor and Associate Chair
(Medicinal Chemistry)

Ronald T. Stroman, Ph.D., R.Ph.
Assistant Professor (Pharmaceutics)

James E. Wynn, Ph.D., R.Ph.
Professor (Medicinal Chemistry)

Christine A. Zdanowicz
Administrative Assistant to the Academic
Department Chairs and Faculty

Department of Pharmaceutical Practice

Michael D. Schwartz, Pharm.D.
Associate Professor and Interim Chairman

Earl W. Lingle, Ph.D.
Associate Professor and Associate Chairman

Keri C. Anderson, Pharm.D.
Assistant Professor

Sarah F. Braga, B.S. Pharm., Pharm.D.
Associate Professor - Columbia

Kelly J. Clark, Pharm.D.
Assistant Professor - Columbia

Heather B. DeBellis, Pharm.D.,CDE
Assistant Professor

James W. Fetterman, Jr., Pharm.D
Associate Professor

Lauren M. Garton, Pharm.D.
Assistant Professor

Heather B. Howard, Pharm.D., BCPS
Assistant Professor

Kenneth C. Jackson, Pharm.D., R.Ph., CPE
Professor and Campus Dean

Kelly Jervis, Pharm. D.
Instructor

Melissa C. Jones, Pharm.D., BCPS
Associate Professor

Scott E. Kincaid, Pharm.D., BCPS
Assistant Professor

C. Scott Lancaster, Pharm.D.
Assistant Professor

Andrea L. McKeever, Pharm.D., BCPS,
Assistant Professor

Gregory Stajich, Pharm.D.
Professor

Kimberly L. Tackett, Pharm.D., BCPS
Assistant Professor

Michael Thomas, Pharm.D., BCPS
Assistant Professor

Tara B. Thurmon, Pharm.D.
Assistant Professor

William. P. Wynn, III, B.S. Pharm.,
Pharm.D.

Lorie L. Schwartz, B.S.
Laboratory Instructor

Kenric B. Ware, Pharm.D.
Instructor and Academic/Administrative
Resident

Christine A. Zdanowicz
Administrative Assistant to the
Academic Department Chairs and Faculty

Adjunct and Part Faculty

Natalie Allen, Pharm. D.
Adjunct Instructor

Marta E. Urdaneta, MBA, Ph.D.
Associate Professor

Experiential Program

Savannah Campus

James W. Fetterman, Pharm.D.
Experiential Education Coordinator and Associate Professor

Lindsey L. Tucker, B.S.
Administrative Assistant to the Experiential Education Coordinator

Columbia Campus

William. P. Wynn, III, B.S. Pharm., Pharm.D.
Experiential Education Coordinator and Assistant Professor of Pharmacy Practice

Dana Desautels, B. S.
Administrative Assistant to the Experiential Education Coordinator

Savannah Faculty/Staff Office and Phone Numbers		
Name	Extension	Office
Anderson, Dr. Keri C.	201-8161	312
Atkins, Dr. Aaron B.	201-8163	312
Cotta, Dr. Karyn I.	201-8158	342
Cox, Dr. Arthur G.	201 -8133	334
Dyer, Dr. S. Craig	201-8137	335
Fetterman, Dr. James W.	201-8128	337
Fischer, Dean Gabriella P.	201-8041	345
DeBellis, Dr. Heather B.	201-8148	346
Garton, Dr. Lauren M.	201-8146	348
Gumina, Dr. Giuseppe	201-8132	333
Howard, Dr. Heather B.		
Hull, Mr. Ronald W.	790-4168	323
Jervis, Dr. Kelly P.	201-8173	323
Jones, Dr. Curtis E.	201-8130	349
Jones, Dr. Melissa C.	201-8142	301B
Kennedy, Dr. John P.	201-8138	350
Kincaid, Dr. Scott E.	201-8140	352
Lancaster, Dr. C. Scott	201-8147	344
Lynch, Dr. Launa M. J.	201-8136	340
Macias-Moriarity, Dr. Lilia Z.	201-8156	328
McKeever, Dr. Andrea L.	201-8145	312
Porter, Dr. James K.	201-8127	339
Ridley, Ms. Rachel C.	201-8139	301A
Santos, Dr. Roseane M.	201-8131	341
Schwartz, Mrs. Lorie L.	201-8172	323
Schwartz, Dr. Michael D.	201-8141	351
Sehl, Ms. Julie A.	201-8124	301C
Shah, Dr. Samit U.	201-8155	336
Stajich, Dr. Gregory V.	201-6150	334
Stewart, Ms. Diana M.	201-8193	322
Tackett, Dr. Kimberly L.	201-8144	347
Thomas, Dr. Michael C.	201-8160	330
Thurmon, Dr. Tara B.	201-8143	331

Tucker, Mrs. Lindsey L.	201-8129	323
Ware, Dr. Kenric B.	201- 8161	312
Wynn, Dr. James E.	201-8123	301F
Zdanowicz, Mrs. Christine A.	201-8192	322
Zdanowicz, Dr. Martin M.	201-8135	324

Columbia Faculty Office and Phone Numbers

Name	Extension	Office
Almgren, Dr. Michaela M.	935-9697	106
Braga, Dr. Sarah F.	935-9707	126/115
Clark, Dr. Kelly J.	935-9702	111
Desautels, Ms. Dana	935-9706	114
Hansford, Mrs. Samantha	935-9701	101
Karaniuk, Mrs. Kimberly C.	935-9704	118
Lingle, Dr. Earle	935-9696	112
Sowell, Dr. J. Walter	935-9699	104
Stroman, Dr. Ronald T.	935-9698	103
Wynn, Dr. William P., III	935-9705	120
Wynn, Dr. James E.	935-9703	117
Main Number – School of Pharmacy	935-9700	101

Accreditation

South University's Doctor of Pharmacy program is accredited by the Accreditation Council for Pharmacy Education, 20 North Clark Street, Suite 2500, Chicago, IL 60602-5109, (312) 664-3575; FAX (312) 664-4652. Their website is www.acpe-accredit.org.

South University Campuses and Affiliations with Health Care Facilities

South University School of Pharmacy is delivered on the Savannah, GA and Columbia, SC campuses in two freestanding facilities designed specifically to accommodate delivery of modern pharmacy education. The Savannah campus is housed in a 40,000 square foot facility and the Columbia Campus is housed in a 26,000 square foot facility designed to duplicate the environment of delivery constructed at the Savannah campus. The buildings provide equivalent instructional, laboratory, and office facilities for pharmacy students, faculty and administrators. These facilities also provide large modern lecture halls equipped with video conferencing technology for real-time, synchronous instruction and an adequate number of small classrooms to facilitate small group instruction.

General Purpose Laboratories, including examination rooms for physical assessment and patient counseling practice are located in each facility. All patient counseling rooms have video recording capabilities. In addition, aseptic processing and sterile products room are available. The practice laboratories accommodate 32 students (SAV) and 48 students (COL) per class, and are designed to emulate real practice settings while providing maximum use in the academic program. A Drug Information Center in each facility provides an active learning center in the School of Pharmacy on both campuses.

Practice sites are developed to support the experiential component of the curriculum. Early activity is focused on the introductory practice experiences. Students are precepted at sites in three phases of practice experience: longitudinal, intermediate and advanced.

Experiential sites include, but are not limited to, chain and independent community pharmacies, teaching and community hospitals, long term care facilities, managed care facilities, pharmaceutical companies, home infusion therapy companies, regulatory agencies, service agencies, family practice clinics and a veterinary hospital, among others.

Mission Statement

The Mission and Vision of the South University School of Pharmacy is ...

Mission:

To prepare graduates for the practice of pharmaceutical care and life-long learning, and to promote faculty research, scholarship, and service

Vision:

To become a national leader in pharmacy education

The School provides a learning community that facilitates critical thinking, problem-solving skills and scholarship, using state-of-the-art technology. It provides for active student centered learning that fosters life-long learning and continuing professional development. Although the School prepares pharmacists for all areas of practice, special emphasis is placed on the community environment in which the majority of health care services will be provided in the future.

In fulfillment of its mission, The School of Pharmacy strives for excellence in the following broad areas.

Teaching

- Provide students with the knowledge, skills, abilities, attitudes and values necessary to practice pharmaceutical care
- Develop an understanding of and approach to critical inquiry
- Facilitate the transformation of students from dependent to independent learners
- Foster a desire and need for life-long learning
- Provide a model of care that improves health outcomes for patients

Scholarship

- Engage in all forms of scholarship including the scholarship of teaching
- Expose students to the processes of research
- Encourage scholarly inquiry into the benefits of pharmaceutical care in improving patient outcomes

Professional Service and Practice

- Develop an understanding of the value of interdisciplinary care
- Provide students with models of wellness and community health programming
- Involve students in the profession of pharmacy

Community Service

- Develop an understanding of the importance of volunteerism and its impact on the community
- Integrate the School into the daily life of the community

Core Values

The mission of the School represents a self analysis of what we consider to be our role within our professional and academic community. The vision represents the ultimate goal of the state of being that the School of Pharmacy continuously strives to attain. The definition of who we are as an entity (mission) and what we strive to be (vision) is a limited portrayal of the essential components of the School of Pharmacy. These measures and goals are ultimately based on the collective values of the School and University community. The values that serve at the foundation and motivation for the faculty and staff of South University School of Pharmacy are as follows:

- Integrity
- Caring
- Intellectual Curiosity
- Respect
- Responsibility
- Leadership
- Professionalism
- Critical Thinking

Integrity - Unwavering adherence to a moral and ethical code of conduct and having the courage to do what is right.

Modeled Behaviors: Integrity

- Is fair, straightforward, and truthful
- Admits, corrects, and learns from mistakes
- Honors commitments and accepts responsibility for actions
- Expresses concerns about work issues and works constructively to create a resolution
- Addresses any dishonest or unethical behavior

Caring - Showing concern for the well being of others

Modeled Behaviors: Caring

- Places other's interests ahead of own
- Shows compassion and kindness toward others
- Treats everyone fairly and genuinely concerned about the welfare of others
- Is sensitive to the personal concerns and beliefs of others
- Will go out of the way to accommodate the needs of others
- Is mindful and respectful of others
- Recognizes the value of others, their ideas, beliefs, diversity, and cultural heritage

Respect - Valuing diverse cultures, opinions, teaching methods, and learning styles

Modeled Behaviors: Respect

- Seeks to learn from and accommodate different perspectives
- Seeks, accepts, and acts on feedback from others
- Encourages the expression of ideas and opinions
- Treats others with humility, fairness, and equality

Responsibility - Being accountable for one's actions and decisions

Modeled Behaviors: Responsibility

- Strives to adhere to university and school policies and procedures
- Supports the mission, goals, and objectives of the school through research, teaching, and service
- Actively participates in on-going educational and professional activities

Leadership - Capacity to generate ideas and advance the knowledge and practice of pharmacy

Modeled Behaviors: Leadership

- Develops new approaches to offering lectures and courses
- Initiates novel ways to advance the knowledge and practice of pharmacy
- Generates ideas for pharmacy research and scholarship
- Serves as a role model for students in their development as leaders

Professionalism- Exhibiting appropriate behaviors and adhering to an established code of conduct

Modeled Behaviors: Professionalism

- Treats people in a friendly, courteous, and professional manner
- Actively listens when others are sharing information and experiences and asks questions for clarification
- Avoids gossip, hostility, crude language, offensive joke telling, inappropriate dress
- Reacts timely and appropriately to inquiries or change

Intellectual Curiosity- Acquiring and synthesizing intellectual curiosity as well as understanding and assimilating new knowledge and information

Modeled Behaviors: Intellectual Curiosity

- Actively participates in faculty or staff development
- Shares knowledge of new procedures and technologies with peers
- Participates in teaching and learning colloquies and seminars
- Updates lectures and courses with new knowledge and theories

Pledge of Professionalism

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

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

- **DEVELOP** a sense of loyalty and duty to the profession of pharmacy by being a builder of community, one able and willing to contribute to the well-being of others and one who enthusiastically accepts the responsibility and accountability for membership in the profession.
- **FOSTER** professional competency throughout life-long learning. I must strive for high ideals, teamwork and unity within the profession in order to provide optimal patient care.
- **SUPPORT** my colleagues by actively encouraging personal commitment to the Oath of Maimionides and a Code of Ethics as set forth by the profession.
- **INCORPORATE** into my life and practice, dedication to excellence. This will require an ongoing reassessment of personal and professional values.
- **MAINTAIN** the highest ideals and professional attributes to ensure and facilitate the covenantal relationship required of the pharmaceutical caregiver.

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

Developed by the American Pharmaceutical Association Academy of Student of Pharmacy/American Association of Colleges of Pharmacy Council of Deans (APhA-ASP/AACP-COD) Task Force on Professionalism, June 26, 1994.

Code of Ethics for Pharmacists

Preamble

Pharmacists are health professionals who assist individuals in making the best use of medications. This Code of Ethics for Pharmacists, prepared and supported by pharmacists, is intended to state publicly the principles that form the fundamental basis of the roles and responsibilities of pharmacists. These principles, based on moral obligations and virtues are established to guide pharmacists in relationships with patients, health professionals, and society.

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

Considering the patient-pharmacist relationship as a covenant means that a pharmacist has moral obligations in response to the gift of trust received from society. In return for this gift, a pharmacist promises to help individuals achieve optimum benefit from their medications, to be committed to their welfare, and to maintain their trust.

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

A pharmacist places concern for the well being of the patient at the center of professional practice. In doing so, a pharmacist considers needs stated by the patient as well as those defined by health science. A pharmacist is dedicated to protecting the dignity of the patient. With a caring attitude and a compassionate spirit, a pharmacist focuses on serving the patient in a private and confidential manner.

3. A pharmacist respects the autonomy and dignity of each patient.

A pharmacist promotes the right of self-determination and recognizes individual self-worth by encouraging patients to participate in decisions about their health. A pharmacist communicates with patients in terms that are understandable. In all cases, a pharmacist respects personal and cultural differences among patients.

4. A pharmacist acts with honesty and integrity in professional relationships.

A pharmacist has a duty to tell the truth, to act with conviction of conscience. A pharmacist avoids discriminatory practices, behavior or work conditions that impair professional judgment, and actions that compromise dedication to the best interest of patients.

5. A pharmacist maintains professional competence.

A pharmacist has a duty to maintain knowledge and abilities as new medications, devices, and technologies become available and as health information advances.

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

When appropriate, a pharmacist asks for the consultation of colleagues or other health professionals or refers the patient. A pharmacist acknowledges that colleagues and other health professionals may differ in the beliefs and values they apply to the care of the patient.

7. A pharmacist serves individual, community and societal needs.

The primary obligation of a pharmacist is to individual patients. However, the obligations of a pharmacist may at times extend beyond the individual to the community and society. In these situations, the pharmacist recognizes the responsibilities that accompany these obligations and acts accordingly.

8. A pharmacist seeks justice in the distribution of health resources.

When health resources are allocated, a pharmacist is fair and equitable, balancing the needs of patients and society.

Oath of a Pharmacist

I promise to devote myself to a lifetime of service to others through the profession of pharmacy. In fulfilling this vow:

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

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

The Oath of a Pharmacist is based on the "Oath and Prayer of Maimionides" with input from the American Pharmacists Association (APhA), and the American Association of Colleges of Pharmacy (AACP). The Board of Directors of AACP approved the Oath of a Pharmacist in 1983, revised it in 1994, and again in 2007. The revised Oath was adopted by the AACP House of Delegates in July 2007 and has been approved by the APhA.

Pharmaceutical Care

The School of Pharmacy has endorsed the concept of pharmaceutical care by incorporating it into the School's mission statement and by integrating the principles of pharmaceutical care throughout the School's professional program. Pharmaceutical care is a patient centered practice that requires the pharmacist to work in concert with the patient and the patient's other health care providers to promote health, to prevent disease, and to assess, to monitor, to initiate, and to modify medication use to assure that drug therapy regimens are safe and effective. The goal of pharmaceutical care is to optimize the patient's quality of life, and to achieve positive clinical outcomes, within realistic economic expenditures. To achieve this goal, the pharmacist must accomplish the following:

- Establish and maintain professional relationships.
- Collect, organize, record, and maintain patient-specific medical information.
- Evaluate patient-specific medical information and develop with the patient a drug therapy plan
- Assure that the patient has all supplies, information, and knowledge necessary to carry out the drug therapy plan; and
- Review monitor, and modify the drug therapy plan as necessary and appropriate, in concert with the patient and the patient's other health care providers.

In addition, the pharmacist must accurately document the patient's progress in the pharmacy record and communicate such progress to the patient and to the patient's other health care providers as appropriate. The pharmacist also shares information with other health care providers as the setting for care changes, helping to assure continuity of care as the patient moves from the community setting to the institutional setting, to the long-term care setting.

Self-Directed Learning

It is essential the students adopt and exhibit the concepts of self-directed learning. In this educational model, faculty members facilitate the acquisition of critical thinking and problem solving skills to students. With rapid changes in information and medical breakthroughs, students must be able to apply the basic concepts of biomedical, clinical and pharmaceutical sciences to new concepts that are constantly and will constantly evolve throughout their careers. It is the students responsibility to demonstrate mastery of knowledge and skills that lead to life long learning.

Admission Process

Attendance at Orientation is mandatory for all first year students. Students must also fulfill the following requirements before they can officially enter the program:

- Submit a college transcript from each school attended prior to entering the Doctor of Pharmacy Program and for each term completed following acceptance.
- Submit proof of immunization for/immunity to Measles/Mumps/Rubella (MMR), Varicella (Chickenpox), Tetanus/Diphtheria, and Hepatitis B. In addition students must complete an annual Tuberculin Test (PPD). An Immunization Clearance Form provided as part of the acceptance package must be completed and returned along with other immunization documentation.
- Present a Basic Adult Life Support certificate on the first day of school.
- Submit proof of medical insurance coverage.

Second and third year students must provide proof of health insurance and documentation of PPD results prior to the start of each fall quarter.

Tuition and fees are due and payable on or before the registration date for each quarter. Circumstances, which prevent a student from adhering to these dates, should be discussed with the business office. Students attending school under a grant or loan should confer with the Director of Financial Aid concerning the payment of fees; students attending school under the G.I. Bill can discuss payment of school fees with the Director of Financial Aid.

Failure to make proper payments, unless otherwise cleared with the business office, will result in dismissal from the University. Grades will not be issued, degrees granted, or academic transcripts furnished until all financial obligations have been satisfied and all University property returned.

Technical Standards for School of Pharmacy

The educational mission of the South University School of Pharmacy is to educate and graduate competent practitioners to provide pharmaceutical care in a variety of institutional, community and other settings. Students admitted to the School of Pharmacy must also meet the technical standards for admissions. These technical standards outline the essential functions that candidates for the Doctor of Pharmacy degree must be able to perform. These essential functions reside in the following categories: Observation, Communication, Motor, Intellectual, and Behavior/Social. However, it is recognized that degrees of ability vary among individuals. The South University School of Pharmacy is committed to supporting its students by any reasonable means to complete the course of study leading to the Doctor of Pharmacy degree.

- **Observation:** A student must be able to observe demonstrations and experiments in the basic sciences, including but not limited to physiological and pharmacological

demonstrations in animals, evaluation of microbiological cultures, and microscopic studies of microorganisms and tissues in normal and pathological states. A student must be able to observe a patient accurately at a distance and close at hand. In detail, observation necessitates the functional use of the sense of vision and other sensory modalities.

- **Communication:** A student must be able to communicate effectively and sensitively with patients. The focus of this communication is to elicit information, describe changes in mood, activity and posture, and perceive nonverbal communication. Communication includes speech, reading, writing, and computer literacy. A student must be able to communicate effectively and efficiently in oral and written forms with all members of the health care team.
- **Sensory/Motor:** A student must have sufficient motor function to elicit information from patients by physically touching patients, e.g. assessing range of motion of a joint, taking blood pressure readings, taking a pulse reading. A student must be able to execute motor movements to provide general care and emergency treatments to patients, e.g. first aid treatments, cardiopulmonary resuscitation. A student must be able to execute motor movements required in the compounding of medications inclusive of using techniques for preparing sterile solutions, e.g., parenteral or ophthalmic solutions. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.
- **Intellectual (Conceptual, Integrative, and Quantitative Abilities):** A student must have the ability to measure, calculate, reason, and analyze. A student must be able to synthesize and apply complex information. A student must be fully alert and attentive at all times in clinical settings.
- **Behavioral/Social Attributes:** A student must possess the emotional health required for full utilization of his or her intellectual abilities, the exercise of good judgment, and the prompt completion of all responsibilities attendant to the interaction with patients. A candidate must possess the ability to develop mature, sensitive, and effective relationships with patients. A student must be able to tolerate physically taxing workloads and to function effectively under stress. A student must be able to adapt to changing environments, to display flexibility and learn to function in the face of uncertainties inherent in the clinical problems of many patients. A student must possess compassion, integrity, interpersonal skills, and motivation to excel in pharmacy practice.

Academic Affairs

Academic Advising

The academic advisor-advisee relationship can be a singularly valuable relationship in a student's pharmacy education, providing an opportunity for sustained academic and personal faculty-to-student contact.

Pharmacy students are assigned Faculty Advisors at the start of Quarter One of the curriculum. Student-advisor interactions take many forms, including required quarterly individual and/or group advising sessions during Quarters 1-4. Beginning Quarter 5, advising activity is not mandatory; however, students are encouraged to see their faculty advisor as well as other faculty members as important resources for on-going academic and career advice. Students on probation should meet their faculty advisor frequently and/or as prescribed by the Scholastic and Professional Standing Committee

Class Attendance

Class attendance and punctuality are expected of all students. South University School of Pharmacy maintains a minimum attendance requirement of not less than 85% in all didactic courses. However, individual course coordinators reserve the right to enact more stringent attendance requirements at their own discretion. Specific policies for each course are outlined in each syllabus and should be adhered to by all students. Failure to adhere to the attendance policy for any course will result in the administrative assignment of a non-passing grade for the course.

Grading and Credit Hours

To satisfactorily complete a course, a student must earn a grade of 2.00 (C) or better for the course. The course grade may be based upon components such as quizzes, examinations, participation and assignments as outlined in each course syllabus. The format of course examinations may vary at the discretion of the instructor(s). Common exam formats used include multiple choice, matching, short answer, essay and demonstrations of clinical competencies. Specific instructions regarding missed assignments or examinations are outlined in each course syllabus, but approval of the course coordinator(s) is a common requirement for making up a missed test or examination. Specific information regarding the calculation of course grades can be found in the syllabus of each course. Students are encouraged to read course syllabi carefully and to contact the course coordinator(s) if any questions arise.

Course instructors will make every effort to post graded examinations and assignments promptly. Students may be allowed to review and/or required remediate examinations and assignments after they have been graded. At that time faculty members are expected to maintain reasonable availability to address student questions regarding the test. Students may challenge a test question or defend a test answer by submitting a written request for review of one hundred words or less, along with at least two supporting documents, to the course coordinator within three days following the post-exam review. For these purposes, the post-exam review is defined

as the first available opportunity for the student to review his/her exam. Supporting documents may include course materials, such as lecture slides, textbook citations, or external information such as referenced journal articles. Acceptance of supporting documents as being relevant to the question at hand is at the discretion of the coordinator or instructor. For cases in which the course coordinator is not the author of the specific question or examination in dispute, the course coordinator will review the student's written response and meet with the instructor regarding the student's appeal. The student will be notified by the course coordinator of the outcome of the review within five business days of the receipt of the student's written appeal.

Grading Scale			
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90 and above	4.00	76	2.60
89	3.90	75	2.50
88	3.80	74	2.40
87	3.70	73	2.30
86	3.60	72	2.20
85	3.50	71	2.10
84	3.40	70	2.00
83	3.30	69	1.80
82	3.20	68	1.60
81	3.10	67	1.40
80	3.00	66	1.20
79	2.90	65	1.00
78	2.80	64 and below	0.00
77	2.70		

Courses are rated at one credit hour for 10 hours of lecture, 15-20 hours of recitation/small group discussion, or 30 hours of laboratory/and or practice session. A total of 2.0 credit hours will be assigned for each week of introductory practice experience/rotation and 1.6 credit hours will be assigned for each week of advanced practice experiences/rotations. A cumulative grade point average will be calculated and posted on the student's transcript at the end of each academic quarter. Class ranking information is available upon request from the Office of the Dean.

Academic Honors

President's List

Published semi-annually, the President's list honors those students who demonstrate outstanding academic achievement. To be eligible for the President's List, a student must complete a minimum of twelve credit hours of didactic work and earn a grade point average of 4.00. Graduate students who are doing experiential work on clinical rotations are not eligible.

Dean's List - Honors

Published quarterly, the Honors Dean's list honors those students who demonstrate outstanding academic achievement. To be eligible for the Dean's List, a student must complete a minimum of sixteen credit hours of didactic work and earn a grade point average of 3.60 – 3.74

Dean's List – High Honors

Published quarterly, the High Honors Dean's list honors those students who demonstrate outstanding academic achievement. To be eligible for the Dean's List, a student must complete a minimum of sixteen credit hours of didactic work and earn a grade point average of 3.75 – 4.00.

Graduation with Honors

Doctor of Pharmacy students graduating with a grade point average of 3.75 through 3.89 will be graduated with Honors. Doctor of Pharmacy students graduating with a grade point average of 3.90 through 4.00 will graduate with High Honors.

Academic Awards

Each spring, recognition is given to senior students with outstanding records in the form of awards presented at the annual Hooding Convocation in June.

Lilly Achievement Award:

Given to a member of the graduating class having superior scholastic achievement in the professional curriculum, leadership qualities, and an outstanding professional attitude.

Facts & Comparisons Awards of Excellence in Clinical Communication:

Given to a member of the graduating class that ranks in the top 25% of his or her class and has demonstrated superior verbal and writing clinical communication skills.

Mylan Excellence in Pharmacy Awards:

The recipient must rank in the top 25% of his or her class, demonstrate high professional motivation and the intent to enter practice upon graduation. Students demonstrating superior proficiency in the provision of drug information may be given special consideration providing all other criteria are met.

Dean's Mortar & Pestle Awards:

Recognizes a student who exhibits the ideals of professionalism and excellence in patient care in all aspects of his or her academic pharmacy career and has demonstrated exceptional service and commitment to the profession of pharmacy.

American Pharmacists Association Senior Recognition Award:

Recognizes a student for outstanding services to the APhA-ASP Chapter.

Scholarship Awards

Each year, students apply for scholarships and/or faculty members nominate outstanding students for awards. Either the Awards and Scholarships Committee or the sponsoring agency selects student winners. The awards are presented at a Scholarship Ceremony in the spring.

Scholarships Awarded in 2011:

Wal-Mart Pharmacy Scholarship:	Three awards each for \$1000
CVS Pharmacy Scholarships:	Five awards for \$1000 each
Georgia Pharmacy Foundation:	Four Fellowships for \$1000 each
National Association of Chain Drug Stores:	One award for \$1000.
Walgreens Diversity Scholarship:	One award for \$2000
Georgia Society of Health-System Pharmacists	One award for \$1000

Academic Appeals Policy Final Grade in a Course

A student has the right to file a formal appeal if there is a disagreement with the final grade, which has been awarded in a course that is based on an appropriate concern. The procedure for bringing an academic appeal is as follows:

1. A formal appeal must be initiated within ten business days following the published date that grades are due at the end of an academic term. The entire appeal process should be completed within thirty calendar days following the initiation of the process.
2. To initiate an appeal, the student must present the appeal in writing utilizing the appropriate School of Pharmacy Notification of Appeal Form to the faculty member in charge of the course. Appeals submitted for consideration should have clearly stated grounds for such an appeal with objective support for consideration. It is the responsibility of the faculty member to forward the notification of appeal to the appropriate department chairperson and the Dean of the School of Pharmacy to inform them that a grade appeal has been filed. After reviewing the student's appeal, the faculty member will render a decision in writing no later than ten calendar days after receiving the appeal.
3. If the faculty member does not resolve the appeal, the student may forward the notification of appeal to the appropriate department chair within three business days. After reviewing the student's appeal, the department chair will render a decision in writing no later than ten calendar days after receiving the appeal.
4. If the department chair does not resolve the appeal, the student may present the notification of appeal to the Dean of the School of Pharmacy within three business days. After reviewing the student's appeal, the Dean will render a decision in writing no later than ten calendar days after receiving the appeal. The Dean's decision will be final.

Academic Progressions Policy

Due to the challenging nature of the year-round, accelerated curriculum, the School of Pharmacy has adopted a progressions policy intended to accommodate the lack of extended academic breaks that are inherent in traditional programs. The goal of the academic progressions policy is to balance the commitment of the school's faculty to student instruction and retention with the responsibility of the faculty to protect and preserve the public health. The academic progressions policy is administered by the Scholastic Standards Committee, a group of faculty members appointed by the Dean of the School of Pharmacy.

Contact Information and Procedures:

Current telephone numbers, mailing addresses, and South University email addresses for each active student will be maintained by the administrative staff of the School of Pharmacy for the purpose of contacting students in regard to their academic status. It is the responsibility of each student to ensure that the current contact information on file is accurate and up to date.

All email contacts will be directed to the student's South University email account. The student will be responsible for correspondence through this mechanism. All formal, written communication regarding remediation procedures and decisions of the Scholastic Standards Committee shall be communicated to students through the Office of the Associate Dean of Administration and Academic Affairs. Students are encouraged to maintain frequent, open communication with course instructors, course coordinators, advisors, and/or preceptors regarding their academic performance in each course or rotation and nothing in the preceding description of the formal notification procedure should be construed as discouraging this process.

Progression:

Students meeting any of the following criteria will be subject to action by the Scholastic Standards Committee.

1. Meeting any of the following conditions will result in a student being placed on academic probation (see *Probation* below) for a period of not less than three academic quarters:
 - Receiving a course grade of 0.00 (F)
 - Posting a quarterly grade point average (GPA) < 2.00 for a single quarter
 - Multiple individual course grades < 2.00 for a single quarter

2. Meeting any of the following conditions will result in a mandatory meeting between the student and representatives of the Scholastic Standards Committee to discuss the student's academic performance and progress within the Pharmacy program:
 - Failing to meet any condition of academic probation
 - Receiving a 2nd course grade of 0.00 (F)
 - Posting a quarterly grade point average (GPA) < 2.00 for more than one quarter

- Receiving three or more course grades < 2.00 (D or F)
- Receiving an individual rotation (Introductory or Advanced Practice Experience) grade < 2.00

Possible actions include academic counseling, placement in special elective courses or programs of study to address academic deficiencies, placement on or extension of academic probation, placement in an extended academic track*, suspension, dismissal from the School of Pharmacy or combinations thereof.

**Academic track where the student must repeat all coursework in which final course grades were < 2.00. The repeat coursework must be completed in the year immediately following and may be utilized by a student only once.*

Probation:

1. Academic probation is a special status for students with academic deficiencies. While on probation, students must post quarterly grade point averages ≥ 2.00 with no individual course grades of < 2.00. Students will remain on probationary status for a period of not less than 3 quarters following an event warranting such status. Students who do not meet the requirements of their probationary status will be subject to action by the Scholastic Standards Committee (SSC). Possible actions include continued or extension of the probationary period, academic counseling, placement in special elective courses or programs of study to address academic deficiencies, placement in an extended academic track, suspension, or dismissal from the School of Pharmacy.
2. Students on probation will not be permitted to seek or hold offices in any student organization or participate in extracurricular activities which involve a significant time commitment. (No student who is on academic suspension, on an extended academic track, or who has been dismissed from the Pharmacy program may hold office in any student organization affiliated with the School of Pharmacy.)

Satisfying a Deficient Course Grade

1. Repeating a Course:

Students may satisfy a deficient grade by retaking the course in the normal academic year offering. A grade ≥ 2.00 must be earned for any course that is repeated.

2. Remediating a Course:

Remediation is the process through which a student may retake a course for full credit, in a course for which a deficient grade has been rendered. Remediation occurs during the specified remediation period for a given course. A grade ≥ 2.00 must be earned for any course that is remediated.

- A. Remediation should be regarded as a privilege, which must be earned by a student through active participation in the educational program as demonstrated by regular

class attendance, individual initiative, and utilization of available academic resources. Students should recognize that the need to remediate coursework may delay the timetable for their graduation from the Pharmacy program.

- B. Remediation is expressly unavailable as an option for failing grades resulting from violations of the School's Academic Integrity Policy.
- C. Decisions by the Scholastic Standards Committee regarding remediation will be made on an individual basis after consideration of all pertinent information. The Scholastic Standards Committee will base any decision on the student's academic record and possible further consideration after consultation with the student, the Preceptor or Course Coordinator(s), Pharmacy School Administration, or the student's Faculty Advisor, where appropriate.
- D. In reviewing the student's academic deficiencies, the following guidelines will be used:
 - 1) The Scholastic Standards Committee will consider all individual failing grades as requiring remediation.
 - 2) Educational objectives for remedial courses should be the same as the educational objectives for courses in the regular curriculum. The specific content and format of remedial courses are at the discretion of the course instructor(s) and/or course coordinator(s).
 - 3) Where deemed appropriate, the Scholastic Standards Committee, after consultation with the Course Coordinator(s), Faculty Advisor, or appropriate Department Chair, may recommend any of the following options for the student:

Didactic Courses:

- 1. Students with a final grade of 0.00 (F) in a course will be required to remediate (or repeat) the course. The specific content and format of the repeated course are at the discretion of the course instructor(s) and/or course coordinator(s).
- 2. Any course in which a grade of 0.00 (F) was received must be repeated during the specified time periods allotted for remediation. Courses delivered in Quarter 1 must be remediated prior to the start of Quarter 5, all courses presented in Quarters 2 – 4 will be remediated during Quarter 5 prior to participating in the Intermediate Practice Experiences/Rotations (Quarter 5), and all courses delivered in Quarters 6 - 9 must be remediated during Quarter 10 prior to Advanced Practice Experiences/Rotations. It is the responsibility of both the faculty and the student(s) involved in remediation to ensure that all classes remediated are carried out in a timely manner as described above. Tuition costs for remediation will be based upon university fees for matriculation.
- 3. Students who fail to successfully complete course remediation will be required to meet with the Scholastic Standards Committee to discuss their

academic progression within the Pharmacy program. In such cases, the Scholastic Standards Committee may recommend any of the following actions:

- Repetition of the academic year
- Entrance into an extended academic track
- Suspension from the Pharmacy Program
- Other professional and/or educational measures
- Combinations of above actions
- Dismissal from the Pharmacy Program

Experiential Rotations:

- 1) Students failing any experiential rotation will be required to meet with the Scholastic Standards Committee to discuss their academic progress. The Scholastic Standards Committee may recommend any of the following actions (alone or in combination):
 - a) Repetition of the Rotation – Assignment of the rotation will be made by the Experiential Education Coordinator in conjunction with the Associate Dean for Academic Affairs.
 - b) Repetition of the academic year
 - c) Entrance into extended academic track
 - d) Academic/Professional Counseling
 - e) Other professional and/or educational measures
 - f) Dismissal from the Pharmacy Program
- 2) The grade earned from the remediation of either a didactic course or experiential rotation will be recorded on the student's transcript along with the original grade. The remediation grade will be recorded on the transcript with an asterisk. For those students required to remediate at an off-campus location, a footnote will specify where the remediation took place.

Academic Progressions Appeals Process:

A student has the right to file an appeal if there is a disagreement with the final disposition of proceedings rendered by the Scholastic Standards Committee. The procedure for such appeals is as follows:

1. A formal appeal must be initiated within 5 calendar days following the student's receipt of the written notification of the Scholastic Standards Committee's action. The entire appeal process should be completed within 30 calendar days following initiation of the process.
2. The student must initiate the process by presenting the appeal in writing using the SUSOP Notice of Appeal Form, to the Office of the Dean of the School of Pharmacy. Appeals submitted for consideration should have clearly stated grounds for such an appeal with

objective support for consideration. Proper grounds for and appeal include such non-limiting examples as deviation from proper due process or the existence of previously undisclosed evidence in information pertinent to the action or findings. In turn, the Dean will notify the Associate Dean for Academic Affairs and the Chair of the Scholastic Standards Committee that an appeal has been filed. After reviewing the student's appeal, the Dean will render a decision in writing no later than 10 calendar days after receiving the appeal. The Dean may grant the appeal, reject the appeal or modify the original finding.

Suspension: A student may be placed on academic suspension, a status in which a student is still affiliated with the School of Pharmacy but not actively enrolled in Pharmacy classes, for failure to achieve satisfactory scholastic and professional performance, as outlined in the academic criteria described above.

Dismissal: A student may be dismissed from the Doctor of Pharmacy program for failure to achieve satisfactory scholastic and professional performance, as outlined in the academic criteria described above.

Withdrawal Policy

Attendance at the School of Pharmacy is a privilege granted in consideration of specified levels of performance and of maintaining the established standards of scholarship and personal and professional conduct. The School of Pharmacy reserves the right to require withdrawal of any enrolled student at any time it deems necessary to safeguard its standards of scholarship, conduct, personal or public safety and orderly operation.

A student wishing to withdraw from further study at the School for any reason should observe the following procedure:

1. The student must first consult with his or her faculty advisor.
2. The student must consult with the Assistant Dean for Student Affairs to discuss the reason for the withdrawal.
3. If the student still wishes to go through with the withdrawal, he or she must inform the Associate Dean for Academic Affairs with a written letter of intent. The Associate Dean for Academic Affairs will counsel the student and inform the University Registrar. All appropriate communication regarding withdrawals and reinstatements shall be issued from the Associate Dean for Academic Affairs who will notify the appropriate parties in the SUSOP.

Voluntary withdrawals from the program for reasons other than medical or personal are discouraged. Readmission to the Pharmacy program following a voluntary withdrawal cannot be guaranteed.

Requirements for Graduation

Students who have satisfactorily completed all academic requirements and who have been recommended by the School of Pharmacy faculty may be awarded the Doctor of Pharmacy degree, provided that they have met the following standards:

1. Have completed the Doctor of Pharmacy curriculum with no less than a 2.00 cumulative grade point average.
2. Have completed all experiential courses with no less than a 2.00 grade point average.
3. Have successfully repeated or remediated all course scores of 0.00 (F).
4. Have satisfactorily completed four academic years of residence in a school of pharmacy that is either fully ACPE accredited or has ACPE pre-candidate or candidate status, the final two academic years of which must be completed at South University.
5. Have completed all legal and financial requirements of the School of Pharmacy and of South University.
6. Have exhibited the ethical, professional, behavioral, and personal characteristics necessary for the practice of pharmacy.
7. Have completed a South University Application for Graduation.

Graduates are expected to attend the Commencement Exercises at which the degree is awarded.

A student who completes the curriculum is required to meet graduation requirements listed in the catalog of entry and/or any subsequent or additional program requirements. In the event of an extension beyond the three calendar years, the student must meet the requirements for the class with whom the individual graduates, and any other requirements specified by the Scholastic Standards Committee and/or the Dean. Students must complete all requirements for graduation within five calendar years of the date of matriculation.

Library Services

Savannah Campus

The South University – Savannah Library is located on the southeast corner of the campus. It faces the student parking lot and abuts Waters Avenue. The hours of operation are:

Monday - Thursday	8:00 a.m. - 11:00 p.m.	Saturday	9:00 a.m. - 5:00 p.m.
Fridays	8:00 a.m. - 5:00 p.m.	Sunday	1:00 p.m. – 9:00 p.m.

The library currently houses over 39,000 volumes, covering a wide selection of topics, but chiefly concentrates on supplementary curricular resources. The library’s resources can be accessed from any computer on or off campus through the student portal. New students participate in a library orientation to help familiarize them with the facility’s resources and procedures. Please take advantage of this session to update your research skills.

Columbia Campus

The South University – Columbia Library is located on the first floor of the main campus building. The hours of operation are:

Monday - Thursday	8:00 a.m. - 9:00 p.m.	Saturday	8:00 a.m. - 4:00 p.m.
Fridays	8:30 a.m. - 5:00 p.m.		

The library currently houses over 17,000 volumes, covering a wide selection of topics, but chiefly concentrates on supplementary curricular resources. The library’s resources can be accessed from any computer on or off campus through the student portal. New students participate in a library orientation to help familiarize them with the facility’s resources and procedures. Please take advantage of this session to update your research skills.

A passkey or valid student ID card is required for admittance to the library. Valid student ID cards are required to check out materials. These cards are obtained through the South University bookstore. If a card is lost, the student should report the loss to the bookstore as soon as possible. Most materials may be checked out until the end of the quarter. Students will be fined for overdue reserves or audiovisuals and charged a replacement fee for all materials that are not returned. Reference materials and print periodicals are available for use in the library only. All items must be properly checked out at the circulation desk. Failure to comply is an infringement of library policy and the university “Code of Conduct.” Students will be held responsible for the loss or damage of materials while in their possession and are subject to the library rules and regulations as outlined in the [Library Policy and Procedure Manual](#).

To assist students in retrieving the latest information, the library subscribes to more than sixty databases providing access to several thousand full-text articles and ebooks. Duplicating services, interlibrary loan and printing services are also available in the library. The Research Center provides access to the Internet, Microsoft Office Suite, and general and subject-specific on-line databases.

Conduct Policies

Conduct Policies

This section lists student responsibilities in effect at South University for School of Pharmacy students. These regulations have been adopted to insure the safety and well being of the student body and the orderly operation of the University

The three main documents to be aware of include the following:

- the Honor Council's violations and procedures;
- the Code of Professional Behavior;
- the University-wide Code of Conduct;

Academic Honesty and Integrity

The Honor Code is a policy describing each student's responsibility and the University's expectations regarding academic integrity in all aspects of graduate health professions programs at South University. The purpose of the Honor Code is to communicate these responsibilities while confirming that each student endorses the highest levels of moral and ethical behavior. Faculty members are expected to uphold the integrity of the program and ensure that all aspects of the academic program are administered equitably. Students also have a corresponding responsibility to also uphold the integrity of the program in every way. In this regard, it is incumbent upon both faculty and students to report any Honor Code infraction. This behavior is consistent with that required for any member of a health care team concerned with the entire spectrum of diagnosis, treatment and management of human life. The Honor Council provides a forum to investigate and hear alleged Honor Code violations.

Each graduate program, due to its administrative structure and program length, may deviate slightly in constituting its Honor Council or in defining the flow of information. However, the fundamental concepts of definitions of violation, reporting, investigation, hearing, and penalties are consistent throughout all graduate programs.

Honor Council of South University School of Pharmacy

Article I – Name

The Name of this organization shall be the Honor Council of the South University School of Pharmacy

Article II – Purpose

The purposes of the Honor Council are to:

1. Investigate and hear cases involving School of Pharmacy students accused of academic dishonesty
2. Act as a hearing body and establish the guilt or innocence of students who have allegedly committed such violations,

3. Work with School of Pharmacy faculty/administration and South University administration in all matters regarding Honor Code administration.

Article III– Authority

Student authority to request revision of the contents of any article in the Honor Code resides with the Honor Council. Any revisions are subject to approval by the faculty and the Dean of the School of Pharmacy and South University administration. Responsibility to enforce any effective penalty rendered by the **Scholastic Standings Committee’s Sub-Committee on Discipline** lies with the School of Pharmacy’s Assistant/Associate Dean for Academic Affairs.

Article IV– Membership

Section A - The Honor Council consists of seven voting members, two student members from each yearly class and an at-large member selected by the faculty from the second- or third-year class. One of the two alternate members -from each class will replace a member who is unavailable, recused or removed from the Council. The alternate student receiving the highest number of votes will be designated alternate member one. If an alternate is chosen to permanently replace a voting member (presumptively alternate member one), a new second alternate will be elected. The faculty and students will provide an initial list of nominees to the honor council. Faculty members will review the initial list and may strike a name without cause.

Faculty will approve a final list from which students will elect two members and two alternate members from the respective classes, one of each from the Columbia campus and one of each from the Savannah campus to serve on the Honor Council. This appointment shall be made at the beginning of the second quarter for first-year members. The Honor Council will convene and select an at-large member from a list of available second- or third-year students provided by the faculty. To be a member of the council, one must be in good academic and professional standing. Terms of office shall last from the date of election until the member graduates, unless decided otherwise by the Council. Alternates serve the Council as voting members during the period from the graduation date of the graduating class until the election of Honor Council members from the incoming class.

Section B

1. Attend all Honor Council meetings
2. Participate in discovery and render objective judgments in hearing procedures
3. Assist in educating pharmacy students and faculty on the School of Pharmacy Honor Code

Section C - In the event of a Council vacancy, an alternate member, from the respective class and campus of the vacancy, will become an active Council member. A new alternate member will then be elected from the respective class and campus. If, for any reason, the President of the Council leaves office, the Vice-president will become president until the office is up for annual election and the Council will elect a new Vice-president from the eligible voting members by a simple majority vote of the eligible voting members.

Section D - The Honor Council will have an Advisor and Alternate Advisor appointed by the Dean of the School of Pharmacy. The Advisor will attend all meetings as a non-voting Member

of the Honor Council. The Alternate Advisor shall execute the duties of the Advisor if the Advisor cannot for any reason including sickness, absence or recusal should the Advisor have direct involvement in a case before the Council. The Advisor:

1. Advises the Honor Council on procedural matters
2. Ensures that due process and equitable procedures are followed in all cases before the Honor Council and advise on matters of precedent
3. Informs accused students of the Council's protocol and procedures throughout the progression of a case
4. Once a case is accepted, notifies accused students of actions, hearings, and verdicts, and serves as liaison between the Council and the accused student
5. Provides proper notification of any Council action to the appropriate administrative personnel and faculty
6. Ensures that appropriate documentation is completed by the Secretary for all hearings and other Council meetings.

Section E - Exceptions to participation in hearing procedures:

1. If a special reason or potential conflict of interest exists, Honor Council members may recuse themselves in a particular case. A Council member should make the request for recusal to the Honor Council President within 3 days of written notification of the case, and before any active case participation by that member.
2. If the Council President considers that, for some special reason or potential conflict of interest, a council member should not hear a case; he/she shall inform him/her accordingly. Should the Council Member dispute the President's decision, the issue of recusal should be decided by a full Council vote following open discussion.
3. If the Council considers, for some special reason or potential conflict of interest, that the President should be recused in a case, the issue should be addressed with the President in a Council meeting. Should the President dispute the recusal, the issue should be decided by a full Council vote following open discussion.

Section F - An Honor Council member may be removed by the Faculty Advisor for failure to fulfill Council-related obligations, failure to maintain good academic standing, or violation of the School's Honor Code or the University's Code of Conduct.

Article V– Officers

Section A - Council officers shall consist of a President, Vice-President, and a Secretary, chosen from among and by the Council members. The Vice-President will normally be chosen from the first-year members.

Section B - Officers must have completed at least three quarters of the School's academic program or have past experience serving on a university-level Honor Council.

Section C - The Honor Council President shall:

1. Preside over all meetings;
2. Direct all hearing processes;

3. Represent the Honor Council in all appropriate affairs;
4. Supervise all case investigations;
5. Ensure the integrity of all proceedings by strict adherence to the established Honor Council procedures; and
6. Represent the Honor Council at meetings of the **Scholastic Standings Committee Sub-Committee on Discipline.**

Section D - The Honor Council Vice-President shall:

1. Fulfill the duties of the President in his/her absence

Section E - The Honor Council Secretary shall:

1. Maintain written minutes of all Council meetings and hearings
2. Maintain a true and accurate record, by tape and in writing, of all hearing proceedings
3. Prepare written communications from the Council regarding violations and Council actions
4. Prepare official written communications to the Advisor for distribution to appropriate persons regarding Council actions
5. Inform Council members of all meetings through written communication
6. Promptly communicate in writing with all persons involved in cases
7. Represent the Honor Council at meetings of the **Scholastic Standings Committee Sub-Committee on Discipline.**

For hearings, written minutes should be de-identified and assigned a specific case number, which is the date of the incident in the following format: MM:DD:YYYY.

Article VI – Meetings

Section A - A meeting of the Honor Council will be held each year after the selection of new members to acquaint members with their duties and responsibilities.

Section B - The President may call special meetings at any time independently or at the request of any Council member.

Section C - Meeting time and place shall be determined by the President and shall be as convenient as possible for all concerned. The meeting shall be held in an on-campus location where confidentiality can be ensured.

Section D - All Council members are expected to attend all Council meetings. Failure to do so may be considered neglect of office.

Section E - If the Council must meet during regularly scheduled class time, Council members shall be excused from conflicting classes and practice experiences to attend the meeting. The affected faculty or preceptor shall be notified in advance of this excused absence by the office of the Assistant/Associate Dean for Academic Affairs or by the Experiential Education Coordinator.

Article VII – Case Procedure

Section A – Cases will be adjudicated and the accused student informed of findings and any penalty by the Advisor within 30 calendar days after an incident report is received provided that classes are in session during the period. Alternatively, the timeline will be extended by no more than the length of the scheduled break.

Section B – Procedure for the Preliminary Hearing

The time from receipt of the written information about a possible violation to the beginning of the hearing will normally take no more than 20 days and preferably less than 15 days.

1. Upon receipt of written information about a possible violation, the President of the Honor Council and two Council members chosen by lot shall act as a preliminary hearing review board to interview witnesses, review evidence, and make a decision regarding whether or not to bring the case before the entire Honor Council. All relief methods via recusal, as described in Article IV, Section E, shall also govern the preliminary hearing members
2. The preliminary hearing review board shall decide by majority vote if there is sufficient evidence to proceed with a hearing. If the vote is negative in this regard, the case is dropped. If the vote is positive, the case is presented to the Council and a hearing is scheduled.
3. If the case is accepted, the Secretary or the Advisor will promptly notify the accused of the relevant charges and of the Council's intention to conduct a full Hearing of the case. At this time, the defendant shall be fully informed orally and in writing of the nature of the charges. The accused will be informed that if they choose not to be present for the hearing, the case will be heard in their absence. The accused shall be given a copy of the violation and written notice of his/her rights to appear before the Council, to testify on his/her own behalf, to present evidence and to call or question witnesses. If the Honor Council is using the accuser's testimony in determining the guilt or innocence of the accused, the student has the right to confront the accuser. The accused may at any time waive the right to a hearing by entering a plea of guilty to the charges. If a guilty plea is entered and the right to a hearing is waived, the accused may make a formal unsworn statement to the Scholastic Standings Committee Sub-committee on Discipline.
4. The accused student may provide a list of witnesses limited to persons with *direct* evidence or *direct* knowledge of the alleged offense. Character witnesses are excluded from providing testimony. Faculty accusers and student defendants must provide the Honor Council written notice of desired witnesses no later than 48 hours before the Honor Council hearing
5. All persons involved shall promptly receive oral notification to attend a hearing. The person bringing the incident report and the accused student(s) shall receive both oral and written notification of the hearing. The Secretary and/or the Honor Council Advisor shall provide this notification. Each individual shall be bound not to reveal the details of any alleged violation of the Honor Code. Disclosure by any participant about the case can be considered an Honor Code violation

Article VIII – Hearing Procedures

Section A – Honor Council hearings are closed and all witnesses will be interviewed separately. The accused and accuser will be present for all presentations of evidence and witness testimony, provided that his or her behavior is not disruptive or threatening

Section B – The procedure for conducting a hearing shall be as follows:

1. Following a formal reading of the charges, the defendant is required to enter a plea before testimony is heard
2. Each person giving testimony will be required to testify under oath. Both the Honor Council members and the defendant will be afforded an opportunity to question persons giving testimony
3. Should a witness prove unable to comment on specific, direct details of the case, he/she will be removed from the hearing. The Advisor or President shall determine a witness' ability to meet this standard
4. The Council may allow the introduction of evidence other than witness testimony if the Council President and Advisor determine that the evidence is relevant
5. The Council shall record in writing and on audio tape each hearing proceedings which shall be labeled and signed by the Honor Council Secretary and President
6. After hearing all testimony and reviewing all relevant evidence, all non-Honor Council members will be excused for the Council deliberation
7. The Council shall vote by secret ballot as “Guilty” or “Not Guilty” with the outcome determined by simple majority.
 - i. The Honor Council Advisor shall notify the defendant of the judgment of the Council orally and in writing. Findings shall be mailed to the defendant's official address of record within 3 calendar days of a Council judgment. The Advisor shall provide a summary report, along with specific outcomes of the Council's proceedings, to the Assistant/Associate Dean for Academic Affairs to the Scholastic Standings Committee Sub-Committee on Discipline, which will determine the penalty.
 - ii. In cases where the accused student is found “not guilty”, all transcripts, except de-identified minutes, and tapes shall be destroyed immediately by the Honor Council President and Secretary. De-identified minutes shall be provided to the Assistant/Associate Dean for Academic Affairs
8. In cases of a “guilty” verdict, hearing transcripts and tapes shall be delivered by the Secretary and filed in a closed file that is maintained in School of Pharmacy's vault under the oversight of the Assistant/Associate Dean for Academic Affairs. The office of the Assistant/Associate Dean for Academic Affairs shall maintain these files for a period of 5 years after which time the files will be properly destroyed
9. In cases of a “not guilty” verdict, a de-identified log of accusation details, findings of the Honor Council, punishments imposed by the Scholastic Standings Committee Sub-Committee on Discipline, whether or not an appeal was made to the Dean, and final disposition of the case shall be kept and maintained by the office of the Assistant/Associate Dean for Academic Affairs

Section C – The decision rendered by the Council will be its final decision and concludes this group’s involvement in a case.

Section D – Confidentiality and Notification

1. The only individuals who will be informed of an *investigation* of the Honor Council will be the council members, the accused, the accuser(s), the witness(es), the Faculty Advisor to the Honor Council and the appropriate Assistant or Associate Dean
2. Appropriate Faculty will be informed of Honor Council activity according to trial outcome. In case of “not guilty” verdict, faculty notified are: the Faculty Advisor to the Honor Council, the appropriate Assistant or Associate Dean for Academic Affairs, and the faculty accuser(s).
3. The Dean will be informed promptly in writing by the Assistant/Associate Dean for Academic Affairs, or Honor Council Faculty Advisor, following the Honor Council’s decision.

Article IX – Honor Code Violations

Section A – The following are Honor Code violations and provide the basis for reporting cases to the Council and for convictions by the Council:

1. Cheating on academic work (a.-j. below are non-limiting examples).
 - i. Copying, giving the appearance of copying, or attempting to copy from another student’s exam, paper or other assignment/activity (this definition expressly includes looking at another student’s test or academic work in any academic context [classroom, lab, clinical] where the instructor has not specifically allowed that action).
 - ii. Giving or receiving, or otherwise using unauthorized assistance in connection with any examination, work submitted by the student for credit, or work performed as a required element of a course or clinical experience.
 - iii. Using/attempting to use any unauthorized material, aid or device prior to or during a test
 - iv. Using, buying, selling, stealing, transporting or soliciting, in whole or in part or the attempt to use, buy, sell, steal, transport or solicit the contents of an un-administered test that is expected to be administered.
 - v. Obtaining, or attempting to physically or electronically obtain a test, without authorization prior to administration, or attempting to obtain unauthorized or reserved information about a test prior to administration
 - vi. Obtaining, replicating or attempting to replicate (orally, manually, electronically, or photographically), without authorization, an administered secure examination, which has been designated for viewing only
 - vii. Replicating or attempting to replicate (orally, manually, electronically, or photographically) any examination.
 - viii. Substituting for another student, or permitting another student to substitute for oneself, to take a test or to fulfill any required element of a course or clinical experience

- ix. Plagiarizing or appropriating an author's work and the unacknowledged incorporation of that work in one's written work, offered for credit or otherwise submitted or performed as a required element of a course or clinic.
 - x. other
2. Committing an intentional act of lying, cheating or stealing
 3. Providing incorrect information to another person about any matter with the intent to harm another student's academic performance
 4. Obstructing another student's attempts to engage in academic activities with the intent to harm another student's academic performance
 5. Intentionally making a material misrepresentation of the student's class rank, grade point average, or any other academic achievement or endeavor
 6. Recklessly placing anyone at increased risk of injury or disease while the student is engaged in activities directly connected with patient care or academic activities
 7. Recklessly, and without prior authorization from the patient, disclosing information about a patient, along with information suggesting the identity of that patient, to a person who is not, at the time of the disclosure, a member of the patient's health care team
 8. Intentionally making a false report of an Honor Code violation
 9. Intentionally obstructing the investigation or the prosecution of an alleged Honor Code violation, including, but not limited to, giving false information or testimony and destroying, hiding, or fabricating evidence in any full or preliminary Honor Council proceeding
 10. Refusal to appear as a witness, or provide testimony, when requested by the Honor Council.
 11. Fabrication, which is defined as the falsification, or invention, of any information, data, or citation in an academic exercise
 12. Forgery, alteration, destruction, or misuse of School documents, medical records, prescriptions, physician's excuses, etc
 13. Tampering with the election of any School recognized student organization
 14. Conspiring, planning, or attempting to achieve any of the above acts
 15. Knowingly failing to report to a proper authority another student whom the student knows committed acts proscribed in Article IX above

Any student who knowingly or intentionally provides illegal aid shall be considered as responsible as the student who receives it and will be dealt with by the Honor Council in the appropriate manner.

Article X – Penalties

Section A – The Scholastic Standings Committee Sub-Committee on Discipline as defined in the charge of the Scholastic Standings Committee will determine the penalty in cases of guilt. The guilty student is provided the opportunity to make an unsworn statement to the Committee. Minutes of each session will be recorded. Penalties include, but are not limited to, the following

1. **Expulsion:** The student will be expelled from South University and will receive a grade of Withdrawal Failing for the course within which the violation occurred, and a grade of Withdrawal for other courses enrolled in at the time of the infraction.

2. **Suspension:** The student will be suspended from South University for approximately one year and may apply for readmission two quarters before the start of the curricular term within which the courses in which the violation occurred is next scheduled.
 - a. The student will receive a grade of Failing (0.0) for the course within which the violation occurred, and a grade of Withdrawal for other courses enrolled in at the time of the infraction.
 - b. At the Dean's discretion, the student may be required to enroll as a student in special standing prior to re-enrollment as a full-time student
3. The student will be assigned a grade of zero (0) for the course in which the violation occurred and will be placed on probation. The zero will be permanently recorded on the student's academic record. Courses can be retaken or repeated at the next time the course is regularly scheduled.
4. The student will be assigned a grade of zero (0) for the course activity (examination, paper, or other assignment/activity) within which the violation occurred and will be placed on probation. If the zero results in a course failure, the course can be retaken or repeated at the next time the course is regularly scheduled. The zero for the course will be permanently recorded on the student's academic record.

Section B

1. Minutes shall be filed in a closed file that is maintained in School of Pharmacy's vault under the oversight of the appropriate Assistant or Associate Dean. These files will be maintained for a period of 5 years after which time the files will be properly destroyed
2. The Chair of the Sub-Committee will notify the following faculty to be informed of any penalty assigned are: the Advisor to the Honor Council, the Assistant/Associate Dean for Academic Affairs, appropriate administrative support personnel, the faculty accuser(s), the Assistant Dean for Student Affairs, the Chair of the Scholastic Standing Committee. Appropriate course coordinators are notified of grades assigned as an outcome of a conviction. The Experiential Education Coordinator will be notified in cases where the conviction and resulting penalties affect timing of the student's Intermediate or Advanced Professional Practice Experiences
3. The student will be promptly informed in writing by the Assistant/Associate Dean for Academic Affairs following a decision
4. The Dean will be promptly informed in writing by the Assistant/Associate Dean for Academic Affairs following a decision. The Dean will communicate the penalty decision to South University administration, as appropriate

Section C – Students found guilty of an Honor Code violation may appeal a guilty verdict and/or the penalty associated with that verdict to the Dean of the School of Pharmacy. The defendant should submit a written request for appeal to the Assistant/Associate Dean for Academic Affairs within seven days of the Scholastic Standings Committee Sub-Committee on Discipline rendering a penalty. The Assistant/Associate Dean will notify the Dean of the appeal request in writing (normally within 2 days of request for appeal), and provide needed materials to support the appeal process. The Dean may uphold, amend, or negate the Honor Council's and/or Scholastic Standings Committee Sub-Committee on Discipline recommendation following due consideration of the appeal. The Dean's decision is final and will be rendered in writing within

14 days following the appeal request. The Dean will notify appropriate South University administrators of the appeal and the final decision.

Article XII – Amendment

Section A – Amendments to the present policy and procedures may be proposed by the Honor Council, by Class Officers representing their respective student body, or by Faculty members. Such proposals shall be forwarded to the faculty for approval at a SUSOP faculty meeting

Section B – Faculty approved amendments become effective upon final ratification by the University Vice President of Academic Affairs

<p style="text-align: center;">Code of Professional Behavior South University School of Pharmacy</p>
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The Doctor of Pharmacy program is designed to prepare student for a respected profession and is committed to helping students hone their talents and abilities appropriately. The South University School of Pharmacy chooses to promote professionalism at every level of its program in order to offer the greatest benefit to the student. According to the results of a AACP/APhA Task Force on Professionalism on student professionalism,

“Experience has shown that the attitudes and behaviors that characterize professionalism cannot be learned from a textbook or lecture. Rather, they must be actively acquired and inculcated through the process of professional socialization...the development of professionalism must begin at the earliest stages of professional education. Thus, schools and colleges of pharmacy play a critical role in this process.”

White Paper on Pharmacy Student Professionalism. Journal of the APhA.2000; 40(1) 96-102.

Attitudes and behaviors are important indications of a students’ ability to fulfill his/her professional responsibilities with patients and with the public in general. Accordingly, all Doctor of Pharmacy students are expected to abide by the professional competencies listed below and to strive to grow and learn during their tenure as students.

<p style="text-align: center;">Professional Competencies</p>

I. Respect for faculty, staff, peers, patients and other health professionals in the classroom, in practice, or any other setting.

- Act in a mature and professional manner.
- Display courtesy and sensitivity in written, electronic and oral communication.
- Use appropriate language and tone in all communications.
- Demonstrate regard for an individual’s position, time, commitments, and accomplishments.
- Meet with faculty or staff when requested and keeps appointments.
- Demonstrate thoughtfulness and respect when interacting with clinical instructors.

- II. Promote a positive learning environment in the classroom, laboratory, and clinical setting
 - Show respect for the beliefs, opinions and values of others.
 - Remain attentive and actively participate in learning experiences.
 - Avoid behavior that distracts others in the class.
 - Ask appropriate questions in a professional manner.
 - Display a positive attitude when receiving constructive criticism.
 - Comply with policies in each course syllabus, particularly punctuality and attendance policies and assignment due dates.
 - Communicate with faculty member promptly regarding any absences and make up missed work in a timely manner.

- III. Respect for University and School of Pharmacy Policies and Procedures
 - Read and understand the requirements of the School of Pharmacy.
 - Comply with the University Code of Conduct and the Honor Code.
 - Dress appropriately and in compliance with the dress code.
 - Respect the cleanliness of the facilities and abide by the food and drink policy.

Students who violate the Code of Professional Behavior will be subject to the detailed policy listed below.

Procedure

Any member of South University including students, faculty members, preceptors, guest lecturers or staff members may report a student behavior to the Assistant Dean of Student Affairs for unprofessional behavior. The individual who encounters the problem is encouraged to bring the incident or behavior to the offending student's attention in an attempt to resolve it. Either way, complaints should be reported to the Assistant Dean of Student Affairs in writing and submitted as soon as possible after an incident occurs. The University-wide incident report should be used, but a narrative account via email will be accepted.

1. The Assistant Dean of Student Affairs shall promptly review and investigate the complaint to determine if the allegation has merit and to identify violations of the professional behavior policy.
2. The Assistant Dean will meet with the student in person within five business days to counsel him/her on the seriousness of the behavior and the potential consequences to the student including potential dismissal from the School of Pharmacy. At the conclusion of the session the Assistant Dean will determine if the student is "In violation" of the Professional Behaviors policy or "Not in violation." A violation will result in a written warning and will be documented. The session will also include strategies to correct the behavior. The Assistant Dean will notify the person who initiated the complaint that the student has been counseled.
3. If the same student receives a second complaint, the Assistant Dean of Student Affairs will forward the matter to the Professional Standards Committee within five business

days. The Professional Standards Committee is a group of faculty members appointed by the Dean of the School of Pharmacy. The student will appear before the committee to discuss the behavior. The committee may determine that the student be given a primary or discretionary sanction.

Primary Sanctions:

- Professional Probation in the School of Pharmacy for a specific period of time
- Suspension from the School of Pharmacy for a specific period of time
- Dismissal from the School of Pharmacy

Discretionary Sanctions:

- Apology
 - Restriction of Privileges
 - Educational Sanctions (papers, presentations, research assignments, etc.)
 - Counseling Sessions
 - Restitution
4. For subsequent problems with professional behavior, the Assistant Dean will notify the student and the Professional Standards Committee. The student will again appear before the committee to discuss the behavior. The committee will then recommend an appropriate course of action based on the seriousness and the type of behavior. Consideration will be given to prior violations and sanctions. The Professional Standards Committee will recommend a primary sanction be given to the student and may recommend a discretionary sanction(s).

Primary Sanctions:

- Professional Probation in the School of Pharmacy for a specific period of time
- Continued Professional Probation in the School of Pharmacy for a specific period of time
- Suspension from the School of Pharmacy for a specific period of time
- Dismissal from the School of Pharmacy

Discretionary Sanctions:

- Apology
- Restriction of Privileges
- Educational Sanctions (papers, presentations, research assignments, etc.)
- Counseling Sessions
- Restitution

5. Students may appeal violations and sanction to the Dean of the School of Pharmacy by writing a letter to the Dean using the proper School of Pharmacy Notification of Appeals form stating the grounds for the appeal. Appeals submitted for consideration should have clearly

stated grounds for such an appeal with objective support for consideration. Proper grounds for an appeal include such non-limiting examples as deviation from proper due process or the existence of previously undisclosed evidence or information pertinent to the action or findings. In all cases, the Dean will render a written decision on the appeal within thirty calendar days of the receipt of the appeal. The decision will be final.

SOUTH UNIVERSITY CODE OF CONDUCT

This section lists student responsibilities in effect at South University. These regulations have been adopted to ensure the safety and well being of the student body and the orderly operation of the University. Any student suspected of a violation of these regulations will be accorded due process as outlined herein. Policy updates will go into effect at the beginning of the subsequent quarter. The South University Code of Conduct also applies to online activities outside the online classroom that occur on South University websites.

1. **Abuse/Assault:** Verbal abuse, assault, battery, or any other form of physical abuse of a student or University employee is prohibited.
2. **Alcohol:** Use, sale, possession or distribution of alcoholic beverages on school property or at any function sponsored or supervised by the school, including school sponsored housing, is prohibited. Exceptions may be made for certain school sponsored events pending approval of the Dean of Student Affairs and the President. Being under the influence of alcohol on school property or at any school function is also prohibited.
3. **Computer Policies:** Violation of the institution's policies on the responsible use of technology includes but is not limited to
 - A. The theft or abuse of computer, computer server, email, Internet or Intranet resources
 - B. Any unauthorized entry into a file for any purpose including reading, changing, or distributing the contents of the file
 - C. Unauthorized transfer of a file
 - D. Abuse of printers or printing privileges
 - E. Unauthorized downloading of copyrighted materials in violation of the law
 - F. Unauthorized use of another individual's identification and/or password
 - G. Use of computing facilities to interfere with the work of another student, faculty member, or school official
 - H. Use of computing facilities to send obscene or abusive messages
 - I. Use of computing facilities to interfere with normal operation of the school's computing system
4. **Disorderly Conduct:** No student shall engage in disorderly conduct. Students are expected to contribute to an academic climate that encourages learning, mutual respect, and that is conducive to study. The following behaviors are prohibited:
 - A. Interference with or disruption of the normal operations of the school such as teaching, administrative functions, pedestrian or vehicular traffic, school activities or the online classroom;
 - B. Unauthorized entry into, or use of, school facilities;

- C. Breach of peace on school property or at any school-sponsored or supervised program or inciting others to riot or cause destruction.
5. **Dress:** South University seeks to properly prepare students for the general business and professional community. Students in allied health programs have specific dress requirements which are defined by their departments. If a student is improperly dressed, he/she will not be permitted to attend class or use University facilities. Inappropriately revealing and/or improper dress includes but is not limited to: sagging and low-rise pants, low-cut necklines, and bare midriffs. Hats may not be worn on campus.
 6. **Drugs:** Use, sale, possession or distribution of illegal or controlled substances, drug or drug paraphernalia on school property or at any function sponsored or supervised by the school, including school sponsored housing, is strictly prohibited. Being under the influence of illegal or controlled substances on school property, at any off-campus sites while participating in academic learning experiences or at any school function is also prohibited.
 7. **Failure to Comply:** Failure to comply with the direction of school officials, faculty, staff or security officers who are acting in the performance of their duties is a violation of the Code of Conduct. Students on school property or at school-sponsored or school-supervised functions must identify themselves to school officials who are acting in the scope of their duties upon the school official's request.
 8. **Falsification of Records:** Forgery, falsification, alteration or misuse of school documents, records or identification is prohibited.
 9. **Fire and Safety:** Students are prohibited from violating school safety regulations that include but are not limited to setting fires, tampering with fire safety and/or fire fighting equipment, failure to exit during fire drills, turning in false fire alarms or making bomb threats.
 10. **Harassment:** Harassment of a member of the University community including written or verbal acts or uses of technology which have the effect of harassing or intimidating a person is strictly prohibited. This includes harassment based on sex, race, color, national origin, religion, sexual orientation, age, disability or any other criteria protected by state, federal or local law.
 11. **Hazing:** Students are prohibited from any form of "hazing" and must abide by the "Anti-Hazing Policy".
 12. **Health and Safety:** Any conduct that threatens the health or safety of a student or another individual in the University community is prohibited.
 13. **Noise:** In order to maintain an environment conducive to study, students are prohibited from activating noise making devices such as radios, cellular phones, beepers, and alarm watches while in any South University building.

14. Obstruction of the South University Disciplinary Process:

Violations of the Code of Conduct include, but are not limited to:

- A. Failure to respond to the request of a disciplinary body or school official.
- B. Falsification, distortion, or misrepresentation of information before a disciplinary body or school official.
- C. Disruption or interference with the orderly proceedings of a disciplinary meeting or hearing.
- D. Influencing or attempting to influence another person to commit an abuse of the disciplinary system.
- E. Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding.
- F. Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/or after the disciplinary proceeding.
- G. Failure to comply with the sanction(s) imposed under the student conduct policy.

15. Offensive Conduct: Lewd, indecent, or offensive conduct is prohibited on ground and online. This would include but is not limited to clothing, materials, or electronic content brought onto the premises or the online classroom by any student or guest deemed to be lewd, indecent or offensive as determined by school officials.

16. Parking: All vehicles parked on campus must have parking permits. Students may only park in designated student areas. Students are prohibited from parking on curbs or in designated faculty spaces, staff spaces, or spaces for people with disabilities.

17. School sponsored Housing: Any violation of the student housing license agreement and/or the rules and regulations of the school-sponsored housing program shall also constitute a violation of the Code of Conduct.

18. Smoking: Smoking in classrooms, school buildings or any area not specifically designated as a smoking area is prohibited.

19. Solicitation: Solicitation is defined as any activity designed to advertise, promote, or sell any product or commercial service or encourage support for, or membership in, any group, association or organization. Solicitation in University facilities is not permitted. Individuals and organizations may not solicit on campus. This includes students who operate direct sales or other business enterprises.

20. Student ID: The use of a student identification card by anyone other than its original holder is prohibited. Lending, selling, or otherwise transferring a student identification card is prohibited.

21. Theft: Without proper authorization no student shall take, attempt to take, or keep in his possession items of University property, or items belonging to students, staff, student groups, or visitors to the campus.

22. **Threats:** Students are prohibited from threatening any student, guest, or University employee, with physical harm, damage to property, or other dangerous or intimidating behaviors by any means of communication.
23. **Unauthorized Student Publications:** All student publications including those on paper, in an electronic format, or on a web page must be approved in advance and must follow the guidelines stated in the Student Handbook.
24. **Unauthorized Use of University Resources:** Use of University resources including library, computer and medical labs, and student facilities is limited to currently enrolled students.
25. **Vandalism:** Vandalism, damage or defacement of school property or the property of another student or University employee is prohibited.
26. **Visitors:** Unauthorized visitors may be asked to leave if their presence is disruptive to the orderly operation of the University. Students are responsible for any misconduct or vandalism of their guests while on South University property. In order to maintain a study environment and protect their safety, children are not allowed on the South University campus.
27. **Violation of Law:** Violation of federal, state or local laws and school rules and regulations on school property or at school sanctioned or school sponsored functions are in violation of the Code of Conduct.
28. **Weapons:** Possession or use of firearms, explosives, dangerous chemicals, or other weapons on school property or at school sponsored functions is prohibited.

DISCIPLINARY PROCEDURE

Procedures Regarding General Code of Conduct Violations

- a.) Alleged violations of the Code of Conduct or other student misconduct shall be referred to the Dean of Student Affairs. Within a reasonable period of time after the complaint is received, the Dean of Student Affairs or his/her delegate will notify the student of the complaint and the alleged violation of the student conduct policy. This notification may be in written form or through oral communication. The student will meet with the Dean of Student Affairs or his/her delegate to discuss the complaint and alleged violation. The Dean of Student Affairs or his/her delegate will render and communicate the decision to the student.
- b.) If a good faith effort has been made to contact the student to discuss the alleged violation and the student fails to appear for the meeting, the Dean of Student Affairs or his/her delegate may make a determination of violations of South University policies on the basis of the information available, and impose sanctions for such violations. This decision shall be communicated to the student.

- c.) The Dean of Student Affairs or his/her delegate's determination shall be made on the basis of whether it is more likely than not that the student violated a rule, regulation or policy of the South University.

Procedures Regarding Student Dismissals

When the Administration proposes to dismiss/expel a student from the South University, the following procedures should apply unless the student elects to forego them.

- a.) The charges against the student shall be presented to the student in written form, including the time, place and nature of the alleged offense(s). A time shall be set for a hearing not less than two nor more than fifteen calendar days after the student has been notified of the charges and his/her proposed dismissal from school. Maximum time limits for scheduling of hearings may be extended at the discretion of the Dean of Student Affairs or his/her delegate
- b.) Hearings shall be conducted by the Dean of Student Affairs or his/her delegate (herein referred to as the "Hearing Officer") ***according to the following guidelines:***
- Hearings normally shall be conducted in private
 - Admission of any person to the hearing shall be at the discretion of the Dean of Student Affairs or his/her delegate.
 - In hearings involving more than one student, the Hearing Officer, in her or her discretion, may permit the hearing concerning each student to be conducted separately
 - The complaining party (which may be a member of the Administration) and the student may present witnesses at the hearing. Those witnesses may be questioned by the Hearing Officer
 - Pertinent records, exhibits and written statements may be accepted as evidence for consideration by the Hearing Officer at his/her discretion
 - All procedural questions are subject to the final decision of the Hearing Officer
 - After the hearing, the Hearing Officer shall determine whether the student has violated the rules, regulations or policies that the student is charged with violating. The Hearing Officer will issue a written determination. If the Hearing Officer determines that a violation has occurred, the Hearing Officer's determination will also address whether dismissal from South University is an appropriate sanction for the offense(s)
 - The Hearing Officer's determination shall be made on the basis of whether it is more likely than not that the student violated a rule, regulation or policy of South University
 - The Hearing Officer shall provide the student with a copy of the determination, including information regarding the student's right of appeal to the University Conduct Committee.

Sanctions

If a student is found in violation of the Code of Conduct, one of the following sanctions will be imposed.

- a.) An administrative reprimand which may or may not be recorded in the student's permanent record
- b.) Disciplinary probation that may or may not be recorded in the student's permanent record
- c.) Suspension from the University for a specific period of time
- d.) Expulsion from the University

In addition to the above listed primary sanctions, the following secondary sanctions may be imposed as well.

- e.) Restriction or Loss of Privileges – Denial or restrictions of certain privileges for a designated period of time.
- f.) Restitution – Compensation for loss, damage, or injury. This may take the form of appropriate services and/or monetary or material replacement.
- g.) Educational Sanctions – Work assignments, service to the university, or other educational assignments.

In all cases, if the student is not satisfied with the decision, he or she may appeal the judgment by requesting a hearing before the University Conduct Committee. The student must obey the terms of the initial decision pending the outcome of the appeal i.e. a student who has been suspended from school may not be on school property.

The request must be made in writing to the Dean of Student Affairs within five working days of notification of the above decision and must include the student's reasons for the appeal. The request must include specific reasons why the student feels the disciplinary process, the finding, and/or the sanction should be reviewed by a committee. If no request for appeal is made, the decision is final. Requests for a hearing will result in the University Conduct Committee being contacted to arrange a hearing not less than two nor more than fifteen calendar days after notice of the original decision has been given to the student. The maximum time limit for scheduling a hearing may be extended at the discretion of the Dean of Student Affairs if the decision is rendered during a University break between terms when most faculty and students are off campus.

The University Conduct Committee will hold a hearing on the appeal and make a recommendation regarding disposition of the appeal. This committee will be comprised of staff and faculty members not involved in making the initial disciplinary decision. The committee will be comprised of one department chairperson or coordinator, one faculty member, and one student in South University's sole discretion. The Dean of Student Affairs will coordinate and provide logistical support to the hearing. The student making the appeal and the person bringing the charges will be provided an opportunity to address the committee in person. The student may be accompanied by one person (family member, friend, etc) as an observer. The student may not be accompanied by an attorney. The committee may prohibit from attending or remove

any person who disrupts the proceedings of the committee. The committee shall determine all matters relating to the conduct of the hearing including, for example, relevancy of evidence, duration of the hearing or any part thereof, procedures, the weight to be given any evidence.

The committee will report back to the President or his/her delegate with its recommendation following its review of the appeal. The President or his/her delegate will render a written decision on the appeal within thirty calendar days from receipt of the appeal and communicate same promptly to the student. The President's decision shall be final.

Interim Suspension:

South University may immediately remove or suspend a student from without applying or exhausting these procedures when, in South University's sole judgment, the student poses a threat of harm to himself, to others, or to property of South University or a member of South University. During the interim suspension, students shall be denied access to the school including classes, labs, library, clinical assignments, and school sponsored housing and rotations and/or all other school activities or privileges for which the student might otherwise be eligible.

Violations of Law:

If a student is charged with a violation of federal, state or local laws or regulations occurring away from the school, disciplinary action may be instituted and sanctions imposed against the student when the school has a reasonable belief that the health, safety or welfare of South University community is threatened. Disciplinary procedures may be instituted against a student charged with violation of a law that is also a violation of the student conduct policy. Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. South University will cooperate fully with law enforcement and other agencies in the enforcement of criminal laws on school property.

Search of Student's Property:

South University reserves the right to search the contents of students' personal property or belongings when there is reasonable suspicion on the part of South University faculty or staff that a serious risk to the health, safety and welfare of students, and/or the University community exists. This includes but is not limited to vehicles brought onto property leased, owned or controlled by the school, backpacks, portfolios and clothing. This policy also applies to student property in school-sponsored housing.

School of Pharmacy Dress Code Policy

Students must maintain a neat and clean appearance befitting a student attending professional school. Specific dress requirements vary with each academic setting (i.e., on campus, off campus) and are outlined below. There may be rare occasions when a change in the code is authorized (e.g., jean days). These will be formally communicated in writing. General requirements that apply to all academic settings are as follows:

1. Each student's school identification must be worn at all times.
2. Hair should be kept well groomed, neat, and worn in a professional, conservative hairstyle.
3. No visible tattoos.
4. Body piercing, other than earrings, should be removed or covered. Earring style must be conservative. No more than two earrings per ear may be worn simultaneously. However, jewelry (e.g., earrings, rings) may not be worn in the laboratory setting.
5. Clothing should be clean, neat, and in good repair (no visible holes or rips), allowing for freedom of movement without inappropriate exposure. Clothing design and cut must be conservative.
6. Shoes should be clean and polished.
7. Laboratory coats should be waist-length, white in color, clean, pressed and in good repair (no visible holes or rips). The official South University School of Pharmacy patch may be sewn to either the left-side chest pocket or the right-side chest pocket area; patches may not appear on the shoulder or sleeves of the coat.

On Campus Academic Setting (24/7)

On campus academic settings include classrooms, laboratories, clinical activities, and presence on campus for any purpose including after school hours and weekends. The following dress requirements must be followed at all times and will be enforced by faculty members. No exceptions will be made. Noncompliant students will not be permitted to participate in the activity and will be unexcused for that activity.

A. Classroom

1. Women should wear professional length (must be knee length or longer) skirts, dresses or dressy Capri pants, nice ankle-length slacks or khakis, polo shirts, sweaters, and blouses/tops.
2. Men should wear nice ankle-length slacks or khakis, polo shirts, sweaters, or dress shirts with or without a tie.
3. Dress shoes should be worn by all students. Dressy opened toe shoes or slides may be worn.

B. Physical Assessment/Special Laboratories

1. A clean white waist-length laboratory coat is to be worn at all times.
2. Men and women may wear either (1) nice ankle-length slacks or khakis with a polo shirt, sweater, or button-up shirt/blouse or (2) neat and clean approved grey-colored

surgical scrubs (top and bottoms must match). Unless otherwise specified, neck ties are not to be worn.

3. All students must wear closed toe shoes with socks. Tennis shoes or clogs (e.g., Crocs™ without holes such as the Endeavor style), that are clean and in good condition are permitted.
4. Jewelry (e.g., earrings, rings) may not be worn and should be securely stored by the owner. The school is not responsible for lost or stolen jewelry.
5. Fingernail polish, if worn, must be clear. False nails will not be allowed.

C. Clinical Activity

1. A clean white waist-length laboratory coat is to be worn at all times.
2. Women should wear professional length (must be knee length or longer) skirts, dresses or dressy Capri pants, nice ankle-length slacks or khakis, polo shirts, sweaters, and blouses/tops.
3. Men should wear nice ankle-length slacks or khakis and a dress shirt with a tie.
4. All students must wear closed toe shoes with leg covering (e.g., socks, nylon hosiery).

D. Laboratory

- Same as Clinical Activity dress, except men are not required to wear a tie.

E. After Hours (after 6 PM Monday through Friday)/Weekends

1. After hours and weekend dress is permitted after 6 PM Monday through Friday and all day Saturday and Sunday, except for formal scheduled activities during this time frame.
2. In addition to classroom attire, men and women may wear nice jeans, shorts, and T-shirts that are in good repair (no visible holes or rips), allowing for freedom of movement without inappropriate exposure. Clothing design (e.g., T-shirt pictures and wording) and cut must be conservative.
3. Tennis shoes that are clean and in good condition are permitted.

Off Campus Academic Setting

Off campus academic settings include rotations (i.e., service learning, intermediate practice, advance practice) and other professional activities sponsored by the University and located off campus. Unless otherwise specified, students should follow the requirements of clinical activity dress (see above) at all times. Rotation preceptors may provide different dress code requirements for students depending on the demands of the rotation (see Experiential Education Preceptor/Student Handbook, Professional Conduct and Dress Code). Noncompliant students will not be permitted to participate in University sponsored off campus activities, and rotation preceptors are expected to send noncompliant students home. Students must realize that the public views them as representatives of the Pharmacy profession.

Note: Improper dress for all settings includes, but is not limited to the following:

1. Low-rise pants and hip-huggers
2. Army fatigues or greens
3. Exercise clothing (e.g., jogging shorts, sweat pants)

4. Fishnet and midriff shirts, tank tops, halter tops, low-cut or transparent/revealing blouses, spaghetti strap dresses and tops
5. Hats or caps
6. Swimsuits
7. Bare feet, flip-flops, sandals that are not dressy, and work boots

Food and Drink Policy

South University strives to create a welcoming environment and provide a clean and well-maintained campus for the benefit of its students, faculty and staff. In order to balance the reasonable needs of individuals who use the campus with our desire to create a healthy and clean campus, the university maintains the following food and drink policy.

- Food and drink may be consumed in student lounges and outside eating areas,
- Food and drink may be transported or stored in closed containers in hallways, classroom, and labs for use in one of the above approved areas at a later time.
- **Only plain water in clear, plastic, resealable bottles may be consumed in classrooms and hallways. No other food or drink items are allowed in the classrooms. No food and drink of any kind may be consumed in computer laboratories.**

What you can do to help create an environment to be proud of...

- ✓ Dispose of your food trash in the trash cans outside or in the student lounge.
- ✓ Report spills to custodial staff or administrative personnel as soon as possible.
- ✓ Cooperate with faculty and staff if they ask you to comply with the policy.
- ✓ Encourage fellow students and employees to take pride in their environment.

Students who are not abiding by the policy will be asked to take their food and drink outside. Repeated abuse will result in disciplinary action.

(Students with special health considerations should consult the Dean of Student Affairs for exceptions to this policy.)

Drug, Alcohol and Weapons Policy

The School recognizes that pharmacy education may be a time of great stress for students. Therefore, we want to enable our students and staff to adapt successfully to these stresses without engaging in potentially harmful coping mechanisms such as alcohol or drug abuse. A student, faculty member or employee who needs help will be assisted promptly to help solve his or her problem in an effective, compassionate and confidential manner.

The illegal use of controlled substances can seriously injure the health of students and staff, such as adversely impair their performance of their responsibilities, endanger the safety and well being of the community members of the School, jeopardize the property of the School or its members or visitors, or adversely affect the educational mission of the School. Therefore, to provide for the safety of members of the School community and its property, the School has set the following minimum standards for members of the community and for those seeing admission to the community.

The School is committed to complying with provisions of the Drug-free School and Community Act of 1989. General Student Regulations 2.06 and 2.07 prohibit the unlawful possession, use, or distribution of illicit drug and alcohol by students on the School property or as part of any of its activities.

Alcoholic beverages may not be served or consumed on the School's campus. In addition, the illegal use or abuse of drugs will not be tolerated.

No student shall possess, use, manufacture, produce, sell, exchange, or otherwise distribute any drug prohibited by federal or state law.

No student shall possess, consume, furnish, manufacture, sell, exchange or otherwise distribute any alcoholic beverage except as permitted by state law and the School.

The use, possession, or carrying of firearms, hand billies, dirk knives, or other dangerous knives, box cutters, explosives, or other dangerous weapons on the School owned or controlled property, or at the School sponsored or supervised activities is forbidden. The only exception is for authorized law enforcement officers.

Commission of a serious crime is grounds for immediate discharge from the school.

Student Complaint Procedure

If you have a complaint or problem you are encouraged to follow this procedure.

1. You should discuss complaints with the individual(s) within the appropriate department. Initial discussion should be with the person most knowledgeable of the issues involved or with immediate decision-making responsibility. If your complaint concerns a class in the School of Pharmacy, please follow the protocol listed below.
2. If you feel that the complaint has not been fully addressed, a written account should be submitted to the Assistant Dean of Student Affairs for the School of Pharmacy if related to non-academic issues or to the Associate Dean for Administration and Academic Affairs for the School of Pharmacy for academic issues. The written account should indicate your name, phone number, and ID and discuss the steps you have taken to remedy the situation.
3. The appropriate South University staff member or department will be notified of the complaint. A follow-up meeting with you and the Assistant Dean of Student Affairs and/or Associate Dean for Administration and Academic Affairs will be held within ten school days of the date of the written complaint in an effort to resolve the issue.
4. If you are not satisfied with the results, you may file an appeal with the Dean's Office. The appeal should be in writing and contain your name and phone number. You should summarize the steps you have taken to remedy the situation and indicate why the results are not satisfactory. You will hear the results of the appeal within ten class days from the date the appeal is received.
5. If you follow this complaint procedure and still feel dissatisfied with the results you may send a written copy of the complaint to:
Georgia Nonpublic Postsecondary Education Commission on Higher Education/
2189 Northlake Parkway/ Building 10, Suite 100/ Tucker, GA 30084/ Phone: (770) 414-3300

Protocol for Concerns Regarding a Pharmacy Class

When a student has a personal concern involving a faculty member or course that is not of general interest to the class, he or she should initially speak to the faculty member directly. If the concern involves additional members of the class, it should be taken to the appropriate class representative so that he or she might sample class opinion to find out the extent of the concern. If, in the opinion of the class representative, the concern is valid, the class representative should bring the matter to the attention of the faculty member with the objective of resolving it at that level.

If the matter cannot be resolved between the individual student or class and the faculty member, it should be taken to the appropriate Course Coordinator or Rotation Preceptor. If that action proves unsatisfactory, the appropriate Department Chair should be contacted concerning the matter. If the matter cannot be handled satisfactorily by the appropriate Department Chair, or if

the students feel it was not handled satisfactorily, it should be taken to the Dean. The decision of the Dean will be final.

If the matter involves a personnel issue that the appropriate Department Chair cannot resolve, the matter will be forwarded to the Dean. If the matter involves a curricular issue that the appropriate Department Chair cannot resolve, it will be forwarded to the Curriculum Committee, who will forward a recommendation to the Dean.

Complaints Regarding ACPE Standards

ACPE has an obligation to assure itself that any institution which seeks or holds a pre-accreditation or accreditation status for its professional program(s) conducts its affairs with honesty and frankness. A complaint against a college or a school of pharmacy must be related to the standards or the policies and procedures of ACPE and must be submitted in writing to the Executive Director. Any student who has a complaint about the ACPE standards being met should refer to the Council's website: www.acpe-accredit.org/complaints.

Student Grievance Procedure for Internal Complaints of Discrimination and Harassment

South University does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, genetic marker, disability, age, religion or any other characteristic protected by state, local or federal law, in our programs and activities. The following person has been designated to handle inquiries and coordinate the school's compliance efforts regarding the non-discrimination policy: Dean of Students, 709 Mall Blvd. Savannah, Georgia 31406, (912) 201-8041.

Students who believe they have been subjected to discrimination or harassment in violation of this policy should follow the procedure outlined below. This complaint procedure is intended to provide a fair, prompt and reliable determination about whether the South University non-discrimination policy has been violated.

1. Complainants are encouraged to file a complaint as soon as possible after an alleged incident of discrimination has occurred. Any student who chooses to file a discrimination complaint should do so for non-academic matters with Dean of Students (912) 201-8041 or for academic matters with Dean of Academic Affairs, 709 Mall Blvd. Savannah, Georgia 31406, (912) 201-8005. The complaint should be presented in writing and it should describe the alleged incident(s) and any corrective action sought. The complaint should be signed by the complainant. In most cases, the person accused of discrimination will be notified of the complaint by the Dean of Students or Dean of Academic Affairs.

2. The person accused of discrimination will have fourteen calendar days to respond to the complaint in writing. The signed written response should be submitted to the Dean of Students or Dean of Academic Affairs.

3. The Dean of Students or Dean of Academic Affairs will investigate the allegations. Both the complainant and the accused will have the opportunity to meet and discuss the allegations with the investigator and may offer any witnesses in support of their position to the investigator during the course of the investigation. A student may be accompanied during investigation meetings and discussions by one person (family member, friend, etc.) who can act as an observer, provide emotional support, and/or assist the student in understanding and cooperating in the investigation. The observer may not be an attorney, unless otherwise required by local law. The investigator may prohibit from attending or remove any person who disrupts the investigation in the investigator's sole discretion.

4. The Dean of Students or Dean of Academic Affairs will determine whether a violation of the South University non-discrimination policy has occurred. The Dean of Students or Dean of Academic Affairs will issue a written determination as promptly as practicable. If the Dean of Students or Dean of Academic Affairs determines that the policy has been violated, he or she will also recommend corrective action.

5. The decision of the Dean of Students or Dean for Academic Affairs may be appealed by petitioning the President's Office of South University. The written appeal must be made within twenty calendar days of receipt of the determination letter from the Dean of Students or Dean of Academic Affairs. The President, or his designee, will render a written decision on the appeal within thirty calendar days from receipt of the appeal.

Depending upon the campus where the student is enrolled, a further written appeal, where applicable, may be made to one of the external organizations listed on the previous page under number five. Please refer to the state agency for the campus where you attend.

6. Matters involving general student complaints will be addressed according to the Student Complaint Procedures, a copy of which can be found in the Student Handbook.

For more information about your rights under the federal laws prohibiting discrimination, please contact the Office for Civil Rights at the U.S. Department of Education or visit the Web site at <http://www.ed.gov/ocr>.

University Wide Services and Policies

Campus Policies

Bookstore – Savannah Campus:

The South University – Savannah bookstore’s operating hours are from 9:00 a.m. to 6:00 p.m. Monday through Thursday and 9:00 a.m. to 5:00 p.m. on Friday, and the first Saturday of the quarter. Extended hours for the first week of classes will be posted. The bookstore is maintained for the convenience of the students. All necessary books required for courses and some supplies may be obtained from the bookstore. Books are not included in tuition costs and can be paid for by cash, check, credit card, or approved financial aid at the time of purchase. The bookstore is also the location where you can have your student ID card and campus access cards made and pick up your parking decal.

Bookstore – Columbia Campus:

The South University – Columbia bookstore’s operating hours are from 9:00 a.m. to 6:00 p.m. Monday through Thursday and 9:00 a.m. to 5:00 p.m. on Friday, and the first Saturday of the quarter. Extended hours for the first week of classes will be posted. The bookstore is maintained for the convenience of the students. All necessary books required for courses and some supplies may be obtained from the bookstore. Books are not included in tuition costs and can be paid for by cash, check, credit card, or approved financial aid at the time of purchase. The bookstore is also the location where you can have your student ID card made.

Campus Security:

South University provides students and staff with a well-maintained campus. Security officers, who are on duty at all times when classes are in session, monitor security cameras and regularly patrol the buildings. Access to buildings is limited and unauthorized persons will be asked to leave.

Any occurrence of criminal activity should be reported to the director of campus security, the security officer or the front desk immediately. The security officer or the director of security will complete a South University Incident Report in such cases. The Savannah Police Department on the Savannah campus or the Richland County Sheriff’s Department on the Columbia campus will also be notified in order for a uniformed police officer to respond, make a preliminary investigation and write a police report.

All students and staff are asked to take reasonable precautions for their own safety as well as the safety of the other members of the campus community. To reduce the chance of potential problems, it is suggested that you take some basic precautions:

1. Do not leave purses, wallets, or book-bags unattended on campus.
2. Always lock your car. Do not leave valuable items visible in parked cars.
3. Walk in pairs on campus after dark.
4. Report suspicious behavior immediately to security or other campus official.

The entire South University community shares the responsibility for practicing good safety habits and abiding by the policies and procedures designed for campus security.

Information on campus safety statistics, security personnel and policies, procedures for reporting a crime, and sexual assault policies can be found in the annual Jeanne Cleary Disclosure of Campus Crime and Security Act Report. A copy of this report is included in this handbook and is also available on the University's Web site at

<http://docs.southuniversity.edu/cr/susavcr.htm>

<http://www.southuniversity.edu/pdf/student-consumer.information/crime-report-columbia.pdf>.

Drug free schools and communities information as well as South University graduation rate information is also available at this site. A paper copy of this report may be obtained from the Dean of Student Affairs or the Director of Security.

Computer Labs:

South University is proud to offer wireless access on campus along with two computer labs that are utilized to teach classes. The computer labs house Windows-compatible multimedia computers with Internet access and laser printing capability. The library also maintains a computer lab that is available during the hours that the library is open. Priority for computer use goes to academic classes and tutoring first and then South University students. See the Code of Conduct for guidelines on computer use.

Disability Services:

South University provides accommodations to qualified student with disabilities, both online and on ground. In Savannah, the Associate Dean of Student Affairs, Ms. Barbara Beam assists qualified student with disabilities in acquiring reasonable and appropriate accommodations and in supporting the student's success at South University – Savannah. Ms. Beam can be contacted at (912) 790-4133 or at bbeam@southuniversity.edu. The Dean of Student Affairs in Columbia, Mr. Jon Driggers, assists students with disabilities. He can be contacted at (803) 935-4408 or at jdriggers@southuniversity.edu.

South University is committed to providing qualified students with a disability and equal opportunity to access the benefits, rights, and privileges of college services, programs, and activities in compliance with American with Disabilities Act 1973.

Students who believe they are in need of accommodation should contact the Dean of Student Affairs. If you have a concern or complaint in this regard, please contact the Dean of Students at 912-790-4099. Complaints will be handled in accordance with the Student Grievance Procedure for Internal complaints of Discrimination and Harassment described in this Handbook.

Financial Aid:

Financial aid is available to all qualifying students. Assistance may be in the form of federal and state grants, federal and alternative loans, and federal work-study. The primary application is the

Free Application for Federal Student Aid (FAFSA). The FAFSA must be submitted annually. It may be obtained in the financial aid office or accessed electronically at www.fafsa.ed.gov.

In order to receive federal assistance, a student must be making measurable progress toward the completion of his/her course of study and pursuing a degree. The student must maintain satisfactory academic progress as specified in the catalog. Enrollment status of less than full-time may also impact eligibility for certain financial programs. Please see the “Financial Information” section of the South University Catalog for specific refund policies and for more information. Questions concerning financial aid should be addressed to a financial aid officer.

Fire Evacuation:

Fire extinguishers are located throughout the campus and can be used for small fires. In case of a major fire, all individuals should remain calm and leave the building through the closest door or emergency exit available. Evacuations should be orderly with no running or unnecessary talking. Maps and signs of emergency exits are posted in each classroom.

Health Insurance and Medical Referrals:

Students are encouraged to maintain health insurance and coverage for their well-being. Non-immigrant students are required to have proof of health insurance in order to matriculate. Additionally, certain academic programs in the School of Health Professions require students to maintain health insurance. See the University Catalog for details.

Students can enroll on-line in the student medical insurance program sponsored by National Collegiate Underwriters & Administrators once they are enrolled as a student. Information is available at the following web site:

<https://secure.visit-aci.com/su>

Information concerning medical and dental providers as well as emergency resources is available from the Dean of Students. In the event of a medical emergency, the Chatham County emergency medical service (EMS) in Savannah or the Richland County EMS in Columbia will be contacted by calling 911. Students are, however, responsible for any resulting expenses. During the daytime hours until 5:00 p.m., the Director of Security in Savannah or the Dean of Student Affairs in Columbia will assess the situation and serve as the primary contact person to summon emergency assistance. During evening hours, the faculty member or campus security guard will have primary responsibility for summoning emergency medical assistance. Students should review their personal and family insurance policies to determine whether adequate coverage exists.

Parking:

At the Savannah campus, all vehicles parked on campus are required to display a parking decal, which may be obtained during orientation or at any time from the bookstore. The parking decal should be placed on the lower left corner of the rear windshield. Decals on vehicles with tinted windows may be placed on the lower left corner of the front windshield. All students must park

in the Student Parking lot located at the rear of the campus. At the Columbia campus, no parking decals are required.

At both campuses, vehicles are prohibited from being parked on curbs or in designated faculty spaces, or spaces for those with disabilities. Vehicles that are illegally parked will be ticketed by the security officer. Continued failure to comply with parking policies will result in the vehicle being towed at the owner's expense. Students park at their own risk and liability.

Posting on Bulletin Boards:

Students are encouraged to check the University bulletin boards for notices and important information. Students who wish to post information in the Health Professions building, the Business building or the library should submit their notices to the bookstore.

Students who wish to post information such as items for sale, roommates needed, in the Pharmacy building should submit their notices to the Assistant Dean of Student Affairs for the School of Pharmacy for approval. Postings may be removed after thirty days.

School Sponsored Housing:

The Savannah campus contracts with the community to provide undergraduate and graduate housing to students who wish to live in an environment with other South University – Savannah students. The University places students according to their study habits and academic level and assigns students in a shared or private room (if available). Interested students should contact the Director of Housing. While students are occupants in the school sponsored housing program they are subject to the same rules and regulations outlined in the Student Code of Conduct, as well as, the Housing License Agreement.

The Columbia campus does not offer school sponsored housing at this time. However, you can obtain information on local apartment complexes in the greater Columbia area by contacting the Dean of Student Affairs for the university or the Coordinator of Admission in the School of Pharmacy.

Student Activities and Organizations:

Participation in student activities provides students with an opportunity to apply knowledge and enhance skills. Clubs that focus on academic major/career interests and academic achievement are encouraged by South University.

Students interested in forming new clubs or organizations in the School of Pharmacy are encouraged to meet with the Assistant Dean of Student Affairs to discuss the group's goals and plans and receive assistance in club formation. All student clubs must have a faculty or staff advisor and must be approved by the Dean of School of Pharmacy. All student activities and fund-raising activities require the approval of the Assistant Dean of Student Affairs office.

South University reserves the right to deny any application for the formation of a student club when it determines in its sole discretion that the student club does not serve the best interests of the students and/or South University.

Academy of Students of Pharmacy (APhA/ASP)

- ASP is the student branch of America's oldest and largest association of pharmacists, the American Pharmacists Association (APhA). The only organization to represent all practice settings, APhA has more than 10,000 student members attending the schools and colleges of pharmacy across the country. Within APhA, ASP has its own standing committee on education programs, publications, awards and policy.
- Each member of ASP also receives the full benefits of membership in APhA and through periodic publications and meetings, can keep up to date on the developments and events that affect the practice of pharmacy. At the local level, student members can participate in service projects that benefit the college and the community as well as social activities that foster school spirit. Any pharmacy student can be a member of ASP and still be eligible for participation in any other campus organization.

American Society of Health-System Pharmacists (ASHP)

- The American Society of Health-System Pharmacists (ASHP) is the national professional organization that represents more than 30,000 members who serve patients in organized health care settings.
- Health-system pharmacists are defined as those who practice in hospitals, health maintenance organizations, long-term care facilities, home health care, clinics, research, and managed/ambulatory care.
- Over 5000 students are members of the ASHP Pharmacy Student Forum. Members receive career information, resources, residency information and matching. Studentline (the Forum's quarterly newsletter), offers discounts on books, and supplies, opportunities to be involved in councils and committees at the national level and the ever-important networking.

Christian Pharmacists Fellowship International

Christian Pharmacists Fellowship International (CPFII) is a worldwide ministry of individuals working in all areas of pharmaceutical service and practice. Student chapters are found at Schools of Pharmacy across the country. The organization's mission is to provide fellowship to students going through the program and challenge and promote spiritual growth.

National Community Pharmacist Association (NCPA)

The NCPA serves the pharmacist owners, managers, and employees of 25,000 independent pharmacists across the country. This organization provides important announcements, resources and news concerning the student who is interested in independent pharmacy practice.

Rho Chi

Rho Chi is the Academic Honor Society for Pharmacy. Only a few students are selected to join the society which recognizes and rewards outstanding scholarly attainment and encourages and stimulates outstanding scholarship.

Phi Lambda Sigma

Phi Lambda Sigma is the National Pharmacy Leadership Society. Its purpose is to promote the development of leadership qualities, especially among pharmacy students. By peer recognition, the Society encourages participation in all pharmacy activities. Members are selected by peer recognition.

Kappa Psi

- The Kappa Psi Pharmaceutical Fraternity was founded in 1879 and has held the honor of being the oldest and largest professional pharmaceutical fraternity in North America. There are currently 72 collegiate and 44 graduate chapters in the U.S. and Canada.
- The objectives of Kappa Psi are to advance the profession of pharmacy through education and fraternity; to instill in its members the high principles of the profession of pharmacy; and to foster scholarship and pharmaceutical research.
- The Delta Omega Chapter was chartered at South University in December of 2005. Since that time the Delta Omega chapter actively sponsors and participates in a variety of social and community activities. Membership in Kappa Psi is extended to interested and eligible students in the latter portion of their first professional year.

Kappa Epsilon

The purpose of Kappa Epsilon is to unite women students of pharmacy, to cooperate with the faculties of the colleges 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.

Student IDs:

Student ID photos are taken during Orientation and student IDs are issued to new students during their first week of classes. Student ID cards include student identification numbers (that are different from social security numbers). ID cards also function as library cards for utilizing the University library.

There is no charge for the initial student ID. Students who lose their IDs may obtain a replacement from the bookstore for a charge of \$5.00 per occurrence. The use of a student identification card by anyone other than its original holder is prohibited.

Student Lounges:**Savannah Campus:**

Students are encouraged to utilize the student lounge at the back of the health professions building by classroom 201-and 202 or the first floor of the pharmacy building across from classroom 308. Vending machines with snacks and drinks are available. Microwaves are available for student use.

Columbia Campus:

Students are encouraged to utilize the student lounge at the back of the first floor in the main campus building or room 146 in the pharmacy building. Vending machines with snacks and drinks are available. Microwaves are available for student use. Food and drink other than bottled water is not permitted in the classrooms.

Student Publications:

All student publications proposals must be submitted to the Dean of Student Affairs for approval prior to the publication being published, posted, or circulated in any manner. The proposal should include the following information:

- Purpose of the publication
- Name of the publication and the sponsoring organization
- Means of distribution of the publication
- Frequency of distribution of the publication
- Contact information for the student to contact regarding the publication
- Faculty sponsor responsible for reviewing each issue of the publication
- South University reserves the right to deny any proposal for publication when it determines in its sole discretion that the publication does not serve the best interests of the students and/or South University.

The Dean of Student Affairs will review the proposal and notify the appropriate contact person regarding the approval or disapproval of the proposed student publication.

Transcript Requests:

Transcript request forms may be obtained at the reception desk. All outstanding financial balances must be cleared before transcripts are released. The first transcript request is free; there is a \$5.00 fee for each subsequent request. Transcripts will be processed within two weeks of the transcript request. Please note that same day requests will not be honored. South University cannot guarantee the transfer of credits earned while attending this institution because each institution determines what transfer credits it will accept.

Veterans Affairs:

Assistance for veterans is available by contacting the veteran affairs coordinator in the financial aid office. Students need to be aware of the following veteran's administration policies that apply to anyone using veterans' educational benefits.

- Veterans must consult with the financial aid office prior to changing their major.
- The Veterans Administration will not pay for a course that the student drops after the first week of class unless mitigating circumstances can be proven. Please see a financial aid representative before dropping a class.
- The Veterans Administration will pay for a repeat course only if the student has received a failing grade in said course and only if it is required for graduation.
- The Veterans Administration may pay for a student to repeat a remedial class up to three times per remedial course if mitigating circumstances can be proven.
- The Veterans Administration will not pay for classes in which punitive grades are earned.

Weather Announcements:

In the event of inclement weather, all students and personnel should assume that classes will be held unless notified by radio or television announcements. South University will use all major media stations in the Savannah and Columbia areas when making announcements. Because the Savannah area can be vulnerable to hurricanes, the university urges all students to familiarize themselves with the hurricane information published in the community phone book.