



CHICAGO STATE  
UNIVERSITY

## PHARMACY HANDBOOK

# 2026 - 2027



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# Welcome to Chicago State University-College of Health Sciences & Pharmacy

Welcome all new and returning Chicago State University pharmacy students. Undertaking pharmacy education represents an important step in your life and choosing to study at Chicago State University College of Pharmacy will help you make the most of your potential.

Chicago State University has a strong history of providing quality, career-oriented education for both undergraduates and postgraduates. We are elated that you have chosen to embark on this journey of health care education with us. Gracious is our attitude for we know, as students, you could have chosen another place to pursue your dreams of becoming a pharmacist.

We have accepted the challenge to educate and produce outstanding pharmacists. The profession of pharmacy is a noble and great one that requires individuals who are caring, understanding, compassionate and vow to hold this great profession in high regard. Taking an active role in your education is the key to success. Take pride in yourself and this profession for you are its future. Great responsibility lies within your hands. We expect great things for the School of Pharmacy in the future and we know that you will live up to our expectations.

## Chicago State University: Pharmacy Vision Statement

The Chicago State University College of Health Sciences and Pharmacy (CSU-COHS & P) Doctor of Pharmacy degree program will be recognized for its impact on the health care needs of diverse populations through its contributions in education, training, scholarship, service, and research. The College will serve an integral role within the University by providing a culturally diverse and intellectually stimulated community of scholars engaged in the collective creation and dissemination of knowledge.

## Chicago State University: Pharmacy Mission Statement

The mission of Doctor of Pharmacy degree program at CSU-COHS & P is the development of student and faculty scholars who will impact the health care needs of people in the region, state, and nation. The College will provide a strong foundation in the knowledge, integration and application of the biomedical, pharmaceutical, social/behavioral/administrative, and clinical sciences to transform students into practitioners who are committed to humanistic service, capable of providing patient-centered care, and innovative leaders in advancing the pharmacy profession. The College embraces the mission of the University to educate individuals from diverse backgrounds to enhance culturally competent care and reduce health care disparities. To accomplish its mission, the College is committed to:

- Recruiting, retaining, and graduating student pharmacists from diverse populations
- Recruiting, hiring, and retaining qualified faculty from diverse populations who will be engaged as teachers, scholars, researchers, service providers, mentors, and leaders
- Recruiting, hiring, and retaining staff dedicated to supporting the educational mission
- Offering a curriculum that cultivates analytical thinking, ethical reasoning and decision-making, intellectual curiosity, multidisciplinary and inter-professional collaboration, professionalism, and service
- Enabling students and faculty to provide patient-centered care to diverse patient

populations through the safe, evidence-based, and cost-beneficial use of medications

- Fostering an environment for student engagement which encourages leadership in campus, public and professional communities
- Refining programmatic and curricular goals, policies and procedures through ongoing assessment and evaluation
- Establishing and enhancing community, educational and professional partnerships
- Expanding institutional resource capabilities through active pursuit of extramural funding support
- Developing and strengthening post-graduate education and training opportunities
- Providing programs and services that promote a supportive atmosphere for lifelong learning and continued personal and professional development for students, faculty, and staff

## Equal Educational and Equal Employment Statement

Chicago State University supports the principles of equal opportunity in employment and education. The university seeks to ensure that no person will encounter discrimination in employment or education on the basis of age, color, disability, sex, national origin, race, religion, sexual orientation, or veteran's status. This policy is applicable to both the employment practices and administration of programs and activities within the University. It is the policy of the University that no person shall be excluded from participation, be denied the benefits of, or in any way be subject to discrimination in any program or activity at the University.

The Equal Employment Opportunity (EEO) office, within the Department of Labor and Legal Affairs, handles complaints of discrimination. Any employee or student may at any time contact the EEO office for purposes of advice, discussion of an alleged discrimination complaint and/or assistance in undertaking a formal or informal resolution of a complaint. The EEO Office is located in Cook Administration, ADM 318, and 773- 995-2462.

## Offices

### **Office of The Dean**

#### *Dean*

|                     |         |              |
|---------------------|---------|--------------|
| LeRoy Jones II, PhD | DH 3070 | 773/821-2540 |
|---------------------|---------|--------------|

#### *Executive Associate Dean*

|                              |         |              |
|------------------------------|---------|--------------|
| Charisse Johnson, MS, PharmD | DH 3081 | 773/821-2587 |
|------------------------------|---------|--------------|

#### *Office Administrator*

|                      |         |              |
|----------------------|---------|--------------|
| Tajmah Cooper-Pettis | DH 3065 | 773/821-2540 |
|----------------------|---------|--------------|

#### *Learning Specialist*

|             |         |              |
|-------------|---------|--------------|
| Mac Schumer | DH 3079 | 773/821-2169 |
|-------------|---------|--------------|

#### *Student Recruitment Specialist*

|                        |         |              |
|------------------------|---------|--------------|
| Kelvin "KJ" Yarrington | DH 3080 | 773/821-2679 |
|------------------------|---------|--------------|

#### *Director for Assessment and Curricular Effectiveness*

|                       |         |              |
|-----------------------|---------|--------------|
| Mohamed Rashrash, PhD | DH 3070 | 773/821-2782 |
|-----------------------|---------|--------------|

### **Office of Student Affairs**

#### *Executive Associate Dean*

|                              |         |              |
|------------------------------|---------|--------------|
| Charisse Johnson, MS, PharmD | DH 3081 | 773/821-2587 |
|------------------------------|---------|--------------|

#### *Director of Student Records & Activities*

|             |         |              |
|-------------|---------|--------------|
| Amalia Diaz | DH 3077 | 773/821-2570 |
|-------------|---------|--------------|

## **The Office of Student Affairs OSA Mission Statement**

On behalf of the Office of Student Affairs, welcome to the new students, and welcome back to the returning students! We are thrilled that you have chosen CSU as the venue to continue your academic endeavors.

It is the mission of the Office of Student Affairs is to create an environment that is both stimulating and supportive to students. The Office of Student Affairs will build a rich learning community that fosters diversity and social development through providing a range of experiences in which learning flourishes and personal development thrives. The division's programs are designed to promote conscientiousness and cultural awareness while preparing School of Pharmacy students to become positive, productive citizens practicing pharmacy in a global society.

In support of the mission of the University and the College, the Office of Student Affairs is committed to the development of the whole student (intellectually, professionally, personally, spiritually, physically and socially), from pre-enrollment through graduation and beyond as they learn and live within a diverse community. The Office of Student Affairs strives to build a rich learning environment that fosters diversity and holistic development through providing a range of experiences in which learning flourishes and personal development thrives.

The College of Health Sciences & Pharmacy community of student pharmacists, faculty and staff look forward to assisting you with realizing your educational endeavors and career goals.

## Services Provided by the Office of Student Affairs

The Office of Student Affairs (OSA) provides support, counseling, and referral services. The OSA staff provides direction and assistance for students in university as well as college-related matters. Office hours are Monday - Friday 9:00 AM - 5:00 PM or by appointment. The OSA office is open during summer and winter breaks but closed on university observed holidays.

In addition, the following programming is provided by the Office of Student Affairs:

- Professional Development Seminars (Interview Etiquette, CV/Resume Preparation, Professional Mindset)
- Career Fair/Residency Showcase
- Financial Planning
- Career Development
- Wellness Workshops
- Student Mentorship

Additionally, all student organizations are housed within the Office of Student Affairs. For information on the individual organizations that the College sponsors, refer to the Student Organization Handbook.

## Student Center

The Student Center is the multi-purpose area. Group study tables, comfortable seating, and microwave ovens are located there. Students are expected to maintain the student center in clean and usable condition.

### Fall & Spring Semester Student Center Hours

Monday-Friday: 8:00 a.m. - Midnight

Saturday-Sunday: Closed (unless requested)

## University Resources

CSU has numerous resources available to students to assist in academic support, financial planning, career development, and others. A listing of resources available to students is below, but students should reach out to the Office of Student Affairs for more information on how to get support for specific needs.

Career Development Center: Email: [careerdevelopment@csu.edu](mailto:careerdevelopment@csu.edu) Location: SUB 230  
Phone: (773)995-2327

Office of Student Financial Aid: Email: [csu-finaid@csu.edu](mailto:csu-finaid@csu.edu), Location: ADM 207  
Phone: (773) 995-2304

Learning Assistance Center: Email: [tutoring@csu.edu](mailto:tutoring@csu.edu), Location: GBL 200 Phone:  
(773) 995-2273

Counseling Center: Email: [counselingcenter@csu.edu](mailto:counselingcenter@csu.edu), Location: ADM 131 Phone:  
(773)995-2383

Abilities Office: Email: [abilities@csu.edu](mailto:abilities@csu.edu), Location: SUB 160 PHONE: (773) 995-2380

## The Department of Pharmaceutical Sciences Mission Statement

The mission of the Department of Pharmaceutical Sciences is to educate students with the foundation of scientific knowledge essential to the professional pharmacy curriculum. While providing quality instruction in the biomedical and pharmaceutical sciences, the faculty will introduce and develop skills of critical thinking, problem solving, and life-long learning in student pharmacists. In addition, the department will provide opportunities for further development of faculty and student pharmacists by encouraging them to strive for excellence in scientific inquiry. The Department also endeavors to contribute significantly to the service mission of CSU.

## The Department of Pharmacy Practice Mission Statement

The mission of the Department of Pharmacy Practice is to prepare and empower pharmacy students and pharmacists to become competent providers of pharmacy care in all practice settings. This mission is achieved through a combination of innovative didactic coursework, experiential training, mentoring, scholarship, and community service in partnership with students, pharmacy practitioners, and other health care providers and our communities. The Department serves the professional community through the development and evaluation of innovative pharmacy practice models that promote the role of the pharmacist as an integral member of the healthcare team.

## The Office of Experiential & Continuing Professional Education Mission Statement

The Office of Experiential and Continuing Professional Education is committed to preparing and empowering pharmacy students and pharmacists to become competent providers of pharmacy care in all practice settings. This mission is achieved through a combination of innovative didactic coursework, experiential training, continuing education, mentoring, scholarship, and community service.

## Professional Program Student Learning Competencies

**Foundational Knowledge and Skills:** Demonstrate strong foundational knowledge and skills in biomedical, pharmaceutical, social/administrative/behavioral, and clinical sciences.

**Provide Patient Care:** Utilizing problem solving skills, provide patient-centered care through the design, implementation, monitoring, documentation, evaluation, and adjustment of pharmacy care plans that are patient-specific, address social and cultural factors, and are evidence-based and reflect the standard of care, while serving as the patient's advocate, through the provision of a trusting and established patient provider relationship.

**Provide Population-Based Care:** Provide population-based care through the ability to develop population-specific, evidence-based disease management programs and protocols based upon analysis of epidemiologic and pharmaco-economic data, medication-use criteria, medication use review, knowledge of health care systems, and risk-reduction strategies.

**Manage Resources and Medication Systems:** Manage and evaluate human, physical, medical, informational, and technological resources, in the provision of patient care to implement safe and effective medication usage, identify population and patient-specific data, apply research outcomes, participate in drug use and health policy.

**Promote Disease Prevention and Health Promotion:** Promote the availability of effective health and disease prevention services and health policy through the application of population-specific data, quality improvement strategies, informatics, and research processes to identify and solve public health problems, and to help develop health policy, manage chronic disease, and improve overall health and wellness.

**Manage Literature and Information Effectively:** Retrieve, analyze, and interpret literature to implement evidence-based practice.

**Communicate Effectively:** Communicate and collaborate (verbally, non-verbally and in writing), with patients, caregivers, physicians, nurses, other health care providers, policy makers, members of the community, and administrative and support personnel to engender a team approach to patient care.

**Demonstrate Moral Reasoning, Clinical Ethics, Professional and Legal Responsibility:** Carry out pharmacy duties in accordance with legal, ethical, social, economic, and professional standards.

**Demonstrate Personal and Professional Development:** Examine and reflect on personal knowledge, skills, abilities, beliefs, biases, motivation, and emotions that could enhance or limit personal and professional growth.

## Overview of the Professional Practice Curriculum

The Professional Practice Curriculum consists of introductory, intermediate, and advanced level experiences commencing the first professional semester of the curriculum.

During the first professional semester, students begin Professional Practice I (Introduction to Pharmacy Practice, Lecture, and Community Pharmacy Practicum) which allows students to explore factors that influence contemporary pharmacy practice, roles, responsibilities, and expectations. Through in-class lectures and the weekly 4-hour practicum in a community pharmacy, students will:

- Develop an understanding and appreciation of the role of the pharmacist become socialized to the profession
- Develop effective communication skills
- Utilize self-assessment as a tool in the continual quest for life-long learning

During the spring semester of the P-1 year, students will complete Professional Practice II. This course focuses on public health policy, disease prevention, and health promotion via in-class lectures and a practicum in a community-based public health site. During the second professional year, students complete Professional Practice III & IV, which exposes students to the medication use process in an institutional/hospital setting with an emphasis on technology, patient safety, pharmaceutical compounding, and basic operations. Professional Practice III is comprised of a longitudinal course detailing the intricacies of institutional pharmacy conducted during the fall semester in preparation for institutional rotations. After successful completion of the course, students complete Professional Practice IV, a weekly eight-hour practicum during the spring semester.

During the spring semester of the third professional year, students complete Professional Practice V, which consists of an independently set 44-hour experience in a community setting. This intermediate practice experience allows students to utilize and apply previously gained patient-centered pharmacy care principles, pharmaceutical knowledge, and effective professional communication in the community pharmacy setting.

During the summer preceding the fourth professional year, students complete Professional Practice VI. This 72-hour practicum allows students to utilize and apply patient-centered pharmacy care principles, pharmaceutical knowledge, and effective professional communication in ambulatory or acute care pharmacy settings. Students are required to monitor patient cases and develop comprehensive pharmaceutical care plans. This practicum concludes with a case presentation, which allows the development and application of previously learned principles in preparation for advanced pharmacy practice experience (APPE) activities.

Like other colleges of pharmacy, the last professional year is composed entirely of advanced pharmacy practice experiences. Students complete 6 modules. The four required modules include community practice, hospital practice, acute care general medicine, and ambulatory care practice. The student will select two additional elective modules, which include both patient and non-direct patient care experiences in a variety of pharmacy practice settings.

**Sample Elective Experiences:** Academic Pharmacy, Cardiology, Critical Care, Drug Information, Emergency Medicine, Geriatrics (Long-Term Care), Health Outcomes Management, Home Health, Infectious Disease, International Pharmacy, Neonatology, Nuclear Pharmacy, Nutritional Support, Oncology, Pediatrics, Pharmacy Management, Poison Prevention/Control, Prescription Benefit Management, Psychiatry, Research, Surgery

## Professional Electives

During their years of study at the College, students complete a minimum total of 8 hours of elective credit. At least one elective course must be taken during each of the Spring P2 and Fall and Spring P3 semesters.

## Professional Practice Experiences

Students must successfully complete 40 credit hours of practical experience during the academic program. Students are required to complete introductory pharmacy practice experiences during the first through third professional years and advanced pharmacy practice experiences during the fourth professional year. During these experiences, students will spend time in a variety of pharmacy practice settings to develop the necessary skills for pharmacy practice.

## Curriculum and Course Descriptions

(See: [https://ssb.csu.edu/PROD/bwckctlg.p\\_disp\\_dyn\\_ctlg](https://ssb.csu.edu/PROD/bwckctlg.p_disp_dyn_ctlg))

| COURSE #        | COURSE DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | CREDITS  |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>FALL P-1</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |          |
| <b>6116</b>     | <b>PHAR 6116 - Pharmacy Physiology</b><br>Fundamental principles of normal physiological function of the human body for the pharmacy student. Topics include all major organ systems and will include the relationship between anatomy and physiology, as well as allow for interpretation of pathophysiological states.                                                                                                                                                                                 | <b>3</b> |
| <b>6111</b>     | <b>PHAR 6111 - Pharmaceutical Dosage Forms I</b><br>Physiochemical properties for the formulation, preparation, stability, and performance of solid pharmaceutical dosage forms. The mathematical calculations for the dosage forms will also be incorporated into the lecture and laboratory sessions. A weekly laboratory session allows for application of pharmaceutical properties and calculations to pharmaceutical compounding.                                                                  | <b>3</b> |
| <b>6117</b>     | <b>PHAR 6117 - Pharmaceutical Calculations I</b><br>Pharmaceutical Calculations I examines how to apply basic mathematical skills in solving calculation problems encountered in pharmacy practice. Topics covered include: proportions and dimensional analysis, percentage strength and ratio strength. Both accuracy and speed are emphasized.                                                                                                                                                        | <b>1</b> |
| <b>6120</b>     | <b>PHAR 6120 - Introduction to Pharmacy and Healthcare systems</b><br>Structure and composition of the United States health care delivery system. Political and economic issues are introduced and their implications for the practice of pharmacy. The history of pharmacy, its role in the health care system, and interactions with other health care professionals is discussed.                                                                                                                     | <b>3</b> |
| <b>6121</b>     | <b>PHAR 6120 - Professional Practice I- Introduction to Pharmacy Practice</b> Factors that influence contemporary pharmacy practice, roles, responsibilities, and expectations are explored. Includes medical terminology and commonly prescribed drugs dispensed in a community pharmacy practice setting. A four (4) hour weekly introductory pharmacy practice experience in a community pharmacy allows for application of principles.                                                               | <b>3</b> |
| <b>6118</b>     | <b>PHAR 6118 - Pharmacy Patient Skills I</b><br>This is the first class in a series of coursework where students will be introduced to the practice of pharmacy through lectures and workshops. Students will learn the basic principles of pharmacy practice, including the pharmacist-patient care process, the prescription process, and the potential challenges of applying these to a practice setting. Students will be expected to demonstrate patient interviewing and drug information skills. | <b>2</b> |
| <b>6119</b>     | <b>PHAR 6119 - Intro to Professionalism</b><br>The goals of the course are to introduce the first-year student pharmacist to: demonstrating professionalism as a student and growing professional; exhibiting qualities and attributes that will lead to success in the College and beyond; developing effective communication skills; and utilizing self-awareness as a tool to assist in the development of a professional.                                                                            | <b>1</b> |

|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |          |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>SPRING P-1</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |          |
| <b>6125</b>       | <b>PHAR 6125 - Pharmacy Biochemistry</b><br>The course covers the structure/function relationships of biologically important molecules. Topics include anabolic and catabolic pathways of human metabolism for proteins/carbohydrates/lipids as well as the function of those macromolecules in normal and abnormal physiological function.                                                                                                                                                                                                                                                                                           | <b>3</b> |
| <b>6112</b>       | <b>PHAR 6112 - Pharmaceutical Dosage Forms II</b><br>Physiochemical properties for the formulation, preparation, stability, and performance of sterile dosage forms. The mathematical calculations for the dosage forms will also be incorporated into the lecture and laboratory sessions. A weekly laboratory session allows for application of pharmaceutical properties and calculations to sterile product preparation. Prerequisites: Completion of PHAR 6112 or consent of instructor.                                                                                                                                         | <b>3</b> |
| <b>6126</b>       | <b>PHAR 6126 - Medical Microbiology</b><br>Fundamental principles of clinical microbiology with emphasis on prevention, control, and rational management of pathogenic organisms.                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>2</b> |
| <b>6123</b>       | <b>PHAR 6123 - Research Methods and Pharmacoepidemiology</b><br>Introduction to the statistical concepts and methods utilized when applying statistics to health and pharmacy-related decision-making and patient care. Application of principles of epidemiology to the study of drug use and outcomes in large populations included. Common methods of conducting epidemiologic research in pharmacy practice will be covered.                                                                                                                                                                                                      | <b>3</b> |
| <b>6128</b>       | <b>PHAR 6128 - Pharmacy Patient Skills II</b><br>This is the second class in a series of coursework where students will be introduced to the practice of pharmacy through lectures and workshops. Students will learn the basic principles of pharmacy practice, including the pharmacist-patient care process, the prescription process, and the potential challenges of applying these to a practice setting. Students will be expected to demonstrate patient interviewing and drug information skills.                                                                                                                            | <b>3</b> |
| <b>6122</b>       | <b>PHAR 6122 - Professional Practice II- Public Health: Policy, Prevention, and Wellness</b><br>Principles of the United States public health system for the pharmacist. Focus on public health policy, health promotion and disease prevention initiatives. Population-specific applications, quality improvement strategies and research processes utilized to identify and solve public health problems are discussed. A four (4) hour weekly service-learning practicum in a community-based public health services center allows for application of principles. Prerequisites: Completion of PHAR 6121 or consent of instructor. | <b>2</b> |
| <b>6127</b>       | <b>PHAR 6127 - Pharmaceutical Calculations II</b><br>Pharmaceutical Calculations II examines how to apply basic mathematical skills in solving calculations problems encountered in pharmacy practice. Topics covered include: milliequivalents, osmolarity, calculations of doses, reconstitution, intravenous flow rates, and altering product strength. Both accuracy and speed are emphasized throughout the course. Prerequisites: Admission into the Doctor of Pharmacy Program.                                                                                                                                                | <b>1</b> |

## FALL P-2

|             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |          |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>6213</b> | <b>PHAR 6213 - Pharm Dosage Forms III - Sterile Products</b><br>Physiochemical properties for the formulation, preparation, stability, and performance of sterile dosage forms. The mathematical calculations for the dosage forms will also be incorporated into the lecture and laboratory sessions. A weekly laboratory session allows for application of pharmaceutical properties and calculations to sterile product preparation.<br>Prerequisites: Completion of PHAR 6112 or consent of instructor. | <b>2</b> |
| <b>6211</b> | <b>PHAR 6211 - Principles of Pharmacokinetics</b><br>Principles of biopharmaceutics and pharmacokinetics including calculation and interpretation of kinetic data. Additional topics include factors that determine drug disposition, design and adjustment of dosing regimens, and prediction of drug interactions.<br>Prerequisites: Admission into the Doctor of Pharmacy Program.                                                                                                                       | <b>3</b> |
| <b>6212</b> | <b>PHAR 6212 - Pharmacy Immunology</b><br>This course will cover basic principles of immunology including: cells and organs of the immune system, activation of the immune system, and the role of the immune system in response to infectious disease. It will highlight innate and adaptive immunity, principles of antibody actions, and hypersensitivity and types of reactions. Other topics include organ transplant, autoimmunity, and immune suppression.                                           | <b>2</b> |
| <b>6231</b> | <b>PHAR 6231 - Drug Action, Structure, and Therapeutics I</b><br>Integrated pharmacy curriculum for disciplines of pathophysiology, medicinal chemistry, pharmacology, and therapeutics. Introduction to pathology and disease states, ADME principles and drug design, receptor theory and signaling mechanisms, and logical patient evaluation.                                                                                                                                                           | <b>3</b> |
| <b>6232</b> | <b>PHAR 6232 - Drug Action, Structure, and Therapeutics II - Nutrition, ANS, and Cardiovascular and Renal</b><br>Continuation of integrated pharmacy curriculum for disciplines of pathophysiology, medicinal chemistry, pharmacology, and therapeutics. Focus on patient nutrition/fluid/electrolyte requirements, autonomic nervous system, and therapy for cardiovascular and renal disorders.<br>Prerequisites: Completion of PHAR 6231 or consent of DAST Coordinator.                                 | <b>4</b> |
| <b>6223</b> | <b>PHAR 6223 - Professional Practice III - Institutional Orientation</b><br>Orientation to introductory pharmacy practice experience in an institutional pharmacy setting allows for application of principles.<br>Prerequisites: Completion of PHAR 6122 or consent of instructor.                                                                                                                                                                                                                         | <b>1</b> |

|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |            |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <b>SPRING P-2</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |            |
| <b>6229</b>       | <b>PHAR 6229 - Pharmacogenomics</b><br>Pharmacogenomics with focus on basic genetics, regulation of metabolic function, and principles of gene expression. The application of genetic principles to pathophysiological states and medication use will also be discussed.                                                                                                                                                                                                                                                      | <b>2</b>   |
| <b>6228</b>       | <b>PHAR 6228 - Pharmacy Patient Skills IV</b><br>This is the fourth class in a series of coursework where students will be introduced to the practice of pharmacy through lectures and workshops. The students will learn the basic principles of pharmacy practice including the pharmacist patient care process, the prescription process, and the potential challenges of applying them to a practice setting. Students will be expected to demonstrate patient interviewing and drug information skills.                  | <b>2</b>   |
| <b>6233</b>       | <b>PHAR 6233 - Drug Action, Structure, and Therapeutics III</b><br>Continuation of integrated pharmacy curriculum for disciplines of pathophysiology, medicinal chemistry, pharmacology, and therapeutics. Completion of therapy for cardiovascular and renal disorders.<br>Prerequisites: Completion of PHAR 6232 or consent of DAST coordinator.                                                                                                                                                                            | <b>4</b>   |
| <b>6234</b>       | <b>PHAR 6234 - Drug Action, Structure, and Therapeutics IV</b><br>Continuation of integrated pharmacy curriculum for disciplines of pathophysiology, medicinal chemistry, pharmacology, and therapeutics. Focus on therapy of endocrine, pulmonary, and genitourinary disorders.<br>Prerequisites: Completion of PHAR or consent of DAST coordinator.                                                                                                                                                                         | <b>4</b>   |
| <b>6223</b>       | <b>PHAR 6223 - Professional Practice IV-Institutional</b><br>Exploration of medication use processes in institutional pharmacy practice settings. Technology, patient safety principles, pharmaceutical compounding (sterile and non- sterile), operational issues and formulary management are emphasized. An eight (8) hour weekly introductory pharmacy practice experience in an institutional pharmacy setting allows for application of principles.<br>Prerequisites: Completion of PHAR 6223 or consent of instructor. | <b>2</b>   |
| <b>6223</b>       | <b>PHAR 6223 - Professional Practice IV-Institutional</b><br>Exploration of medication use processes in institutional pharmacy practice settings. Technology, patient safety principles, pharmaceutical compounding (sterile and non- sterile), operational issues and formulary management are emphasized. An eight (8) hour weekly introductory pharmacy practice experience in an institutional pharmacy setting allows for application of principles.<br>Prerequisites: Completion of PHAR 6223 or consent of instructor. | <b>2</b>   |
| <b>6222</b>       | <b>PHAR 6222 - Literature Evaluation/Evidence Based Medicine</b><br>Overview of drug information resources and systematic approaches for critical evaluation of the medical literature. Problem-based learning strategies will be utilized to assist in combining clinical expertise, patient characteristics and medical evidence for clinical decision-making and effective communication of information.<br>Prerequisites: Completion of PHAR 6123 or consent of instructor.                                               | <b>2</b>   |
| <b>65XX</b>       | <b>Professional Electives</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>2-4</b> |

|                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |            |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <b>FALL P-3</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |            |
| <b>6321</b>     | <b>PHAR 6321 - Pharmacy Practice Management</b><br>Introduction of pharmacy operations management, pharmacy financial resources oversight, personnel management and human resources, medication-use process management, compensation mechanisms for pharmacy services, medication safety initiatives, error prevention strategies, developing and marketing of services, innovative services provision and related issues in professional pharmacy practice.<br>Prerequisites: Third-year standing in the Doctor of Pharmacy program or consent of instructor.                                                                            | <b>3</b>   |
| <b>6335</b>     | <b>PHAR 6335 - Drug Action, Structure, and Therapeutics V</b><br>Continuation of integrated pharmacy curriculum for disciplines of pathophysiology, medicinal chemistry, pharmacology, and therapeutics. Focus on therapy of gastrointestinal, immunological, and central nervous system disorders.<br>Prerequisites: Completion of PHAR 6234 or consent of DAST coordinator.                                                                                                                                                                                                                                                             | <b>4</b>   |
| <b>6336</b>     | <b>PHAR 6336 - Drug Action, Structure, and Therapeutics VI</b><br>Continuation of integrated pharmacy curriculum for disciplines of pathophysiology, medicinal chemistry, pharmacology, and therapeutics. Completion of therapy for central nervous system disorders and focus on substance abuse and management of critically ill patients.<br>Prerequisites: Completion of PHAR 6335 or consent of DAST coordinator.                                                                                                                                                                                                                    | <b>4</b>   |
| <b>6318</b>     | <b>PHAR 6318 - Pharmacy Patient Skills V</b><br>This is the fifth class in a series of coursework where students will be introduced to the practice of pharmacy through lectures and workshops. The students will learn the basic principles of pharmacy practice including the pharmacist patient care process, the prescription process, and the potential challenges of applying them to a practice setting. Students will be expected to demonstrate patient interviewing and drug information skills.                                                                                                                                | <b>2</b>   |
| <b>6324</b>     | <b>PHAR 6324 - Health Economics/Outcomes</b><br>Basic and applied economic theory and principles, pharmacoeconomic analysis of the cost of drug therapy to health care systems and society, and application of pharmacoeconomic research principles in the determination of alternatives producing the best health outcomes for invested resources. Issues related to formulary management, drug usage evaluation, adverse drug events, reimbursement models, and health care reform will also be included.<br>Prerequisites: Completion of PHAR 6123 and third-year standing in the Doctor of Pharmacy program or consent of instructor. | <b>2</b>   |
| <b>65XX</b>     | <b>Professional Electives (2-4)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>2-4</b> |

## SPRING P-3

|             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |            |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <b>6227</b> | <b>PHAR 6227 - Pharm Law and Ethics</b><br>PHARMACY LAW AND ETHICS (3) - Federal and state statutes and regulations pertaining to the practice of pharmacy, licensing of pharmacists and supportive personnel, and drug distribution. Case law, standards of care and the ethical dilemmas encountered during the provision of care in a variety of patient populations are included. Issues relative to business activities and professional ethics are also covered. Prerequisites: Second-year standing in the Doctor of Pharmacy program or consent of instructor. | <b>3</b>   |
| <b>6328</b> | <b>PHAR 6328 - Pharm Patient Skills VI</b><br>PHARMACY PATIENT SKILLS VI (2) This is the sixth and final course in a series of coursework where students will be introduced to the practice of pharmacy through lectures and workshops. The students will learn the basic principles of pharmacy practice including the pharmacist patient care process, the prescription process, and the potential challenges of applying them to a practice setting. Students will be expected to demonstrate patient interviewing and drug information skills.                     | <b>2</b>   |
| <b>6337</b> | <b>PHAR 6337 - Drug Action, Structure, and Therapeutics VII</b><br>DRUG ACTION, STRUCTURE, AND THERAPEUTICS VII-INFECTIOUS DISEASE (4) Continuation of integrated pharmacy curriculum for disciplines of pathophysiology, medicinal chemistry, pharmacology, and therapeutics. Focus on therapy of infectious diseases caused by bacteria, fungi, protozoans, and helminths. Prerequisites: Completion of PHAR 6336 or consent of DAST coordinator.                                                                                                                    | <b>4</b>   |
| <b>6338</b> | <b>PHAR 6338 - Drug Action, Structure, and Therapeutics VIII</b><br>Continuation of integrated pharmacy curriculum for disciplines of pathophysiology, medicinal chemistry, pharmacology, and therapeutics. Focus on infectious diseases caused by viruses, therapy of neoplastic diseases, and basic/clinical toxicology. Prerequisites: Completion of PHAR 6337 or consent of DAST coordinator.                                                                                                                                                                      | <b>4</b>   |
| <b>6325</b> | <b>PHAR 6325 - Professional Practice V - Applied Practice Skills</b><br>Application of patient-centered pharmacy care principles, pharmaceutical knowledge, and effective professional communication. An independently arranged forty-hour intermediate experience in a community pharmacy practice setting allows for application of principles with professional communication emphasized. Participation in first and second professional-year student teaching will also be assigned. Prerequisites: Completion of PHAR 6224 or consent of instructor.              | <b>1</b>   |
| <b>65XX</b> | <b>Professional Electives (2-4)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>2-4</b> |

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|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>SUMMER P-4</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |          |
| <b>6326</b>       | <b>PHAR 6326 - Prof Practice VI</b><br>PROFESSIONAL PRACTICE VI-APPLIED PRACTICE SKILLS (1) Application of patient-centered pharmacy care principles, pharmaceutical knowledge, and effective professional communication. An eighty-two-hour intermediate experience in an acute or ambulatory care pharmacy practice setting allows for application of principles with clinical reasoning emphasized. The development of a comprehensive pharmaceutical care plan with an accompanying patient case presentation will be required at the conclusion of the practicum.<br>Prerequisites: PHAR 6225 or consent of instructor. | <b>1</b> |
| <b>P-4 YEAR</b>   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |          |
| <b>6421</b>       | <b>PHAR 6421 - Intro to APPE</b><br>Orientation and overview of expectations while completing the advanced pharmacy practice experiences. Required assignments, performance criteria/grading, preceptor/site evaluations, and other general guidelines will be emphasized during this three-day orientation. Assessment of the course will be pass/fail.<br>Prerequisites: Successful completion of PHAR 6326 or consent of instructor and fourth professional year standing.                                                                                                                                                | <b>0</b> |
| <b>64XX</b>       | <b>Advanced Pharmacy Practice Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>5</b> |
| <b>FALL P-4</b>   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |          |
| <b>64XX</b>       | <b>Advanced Pharmacy Practice Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>5</b> |
| <b>64XX</b>       | <b>Advanced Pharmacy Practice Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>5</b> |
| <b>64XX</b>       | <b>Advanced Pharmacy Practice Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>5</b> |
| <b>SPRING P-4</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |          |
| <b>64XX</b>       | <b>Advanced Pharmacy Practice Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>5</b> |
| <b>64XX</b>       | <b>Advanced Pharmacy Practice Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>5</b> |
| <b>6449</b>       | <b>PHAR 6449 - NAPLEX Intensive Review</b><br>The NAPLEX is a comprehensive exam that is based on competencies established by the National Association of Boards of Pharmacy (NABP) for licensure to practice as a pharmacist. The purpose of this course to help the student establish a routine of steady preparation and adequate practice in studying for the NAPLEX exam.                                                                                                                                                                                                                                               | <b>5</b> |

## APPE Descriptions

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                |
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|  | <p><b>PHAR 6422 - APPE-Ambulatory Care</b></p> <p>Clinical pharmacy practice experience in an ambulatory care setting with application of patient interviewing, assessment, treatment plan development, and monitoring skills. The integration of problem-solving, critical thinking and communication is emphasized.</p> <p>Prerequisites: Completion of PHAR 6421 or consent of instructor and fourth professional year standing.</p> <p><b>PHAR 6423 - APPE-Community</b></p> <p>Clinical pharmacy practice experience in a community setting with application of patient interviewing, assessment, treatment plan development, and monitoring skills. The integration of problem-solving, critical thinking and communication is emphasized.</p> <p>Prerequisites: Completion of PHAR 6421 or consent of instructor and fourth professional year standing.</p> <p><b>PHAR 6424 - APPE-Institutional</b></p> <p>Clinical pharmacy practice experience in an institutional setting with application of patient interviewing, assessment, treatment plan development, and monitoring skills. The integration of problem-solving, critical thinking and communication is emphasized.</p> <p>Prerequisites: Completion of PHAR 6421 or consent of instructor and fourth professional year standing.</p> <p><b>PHAR 6425 - APPE-General Medicine</b></p> <p>Clinical pharmacy practice experience in a general medicine setting with application of patient interviewing, assessment, treatment plan development, and monitoring skills. The integration of problem-solving, critical thinking and communication is emphasized.</p> <p>Prerequisites: Completion of PHAR 6421 or consent of instructor and fourth professional year standing</p> |                |
|  | <b>TOTAL CREDIT HOURS FOR THE PROGRAM</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>138-144</b> |

## Technical Standards for Admission, Promotion, and Graduation

A goal of the Doctor of Pharmacy degree program is to educate and graduate competent pharmacists who will provide pharmaceutical care in a wide range of community and institutional settings. The technical standards for admission, promotion and graduation set forth by the College outline the nonacademic abilities considered essential for students to achieve the level of competence required by the faculty and by the ACPE, the pharmacy-accrediting agency, in order to obtain the Doctor of Pharmacy degree.

The College is committed to enabling students by any reasonable means or accommodations to complete the course of study leading to the Doctor of Pharmacy degree. Individuals with questions or concerns about their abilities to meet these standards are encouraged to contact the Dean at 773/821-2540 immediately.

### Technical Standards

- **Observation:** Students must be able to observe experiments and demonstrations in the basic sciences, including but not limited to pharmacological and physiological demonstrations in animals, evaluation of microbiological cultures, and microscopic studies of microorganisms and tissues in normal and pathological states. Students must be able to observe a patient accurately at a distance and close at hand. In detail, observation necessitates the functional use of the sense of vision and other sensory modalities.
- **Communication:** Students must be able to communicate effectively and efficiently in oral and written English. They must be able to record information accurately and clearly communicate fluently and sensitively with patients and with other members of the healthcare team. Students must be able to effectively communicate with and supervise technical support staff.
- **Sensory/Motor:** Students must possess the motor function sufficient to accurately compound and prepare prescription products for dispensing to patients. Such actions require coordination of both gross and fine muscular movement, equilibrium, and functional use of the senses of touch and vision. They must have appropriate motor functions to elicit information from patients using basic patient assessment skills such as palpation, auscultation, percussion, and other diagnostic tactics. Students must be able to execute motor movement to provide general care and emergency treatments to patients, e.g. first aid treatments, cardiopulmonary resuscitation.
- **Intellectual** (Intellectual, Conceptual, Integrative and Quantitative Abilities): Students must have the ability to measure, calculate, reason, and analyze. Students must be able to synthesize and apply complex information. They must be fully alert and attentive at all times in clinical settings.
- **Behavioral and Social Attributes:** Students must demonstrate professional and ethical behavior appropriate to their educational level. Students must be able to function within the regulatory and institutional limits of the educational environment and modify behaviors based on criticism. Students must demonstrate compassion and integrity and a concern for others. This requires responsibility for personal actions and emotional stability under the stressful conditions which may result from their professional education.

# HONOR CODES

## Chicago State University Code of Excellence

As a member of the Chicago State University Community, I pledge the following:

*I will practice personal and academic integrity.*

Dishonesty of any kind including the practice of plagiarism or copying another person's scholarship; lying, deceit, excuse making; and disloyalty in personal relationships is not acceptable.

*I will respect the dignity of all persons.*

Behaviors which compromise or demean the dignity of individuals or groups, including hazing, intimidating, taunting, teasing, baiting, ridiculing, insulting, harassing, and discriminating are not acceptable.

*I will respect the right and property of others.*

All forms of theft, vandalism, arson, misappropriation, malicious damage to, and desecration or destruction of property are not acceptable. Any behavior which violates a person's rights to move about freely, to express themselves appropriately, and to enjoy privacy is not acceptable.

**I will strive for true cultural diversity and learn to accept the differences of others.**

Denial of equal rights and opportunities for all regardless of their age, sex, race, religion, disability, ethnic heritage, socioeconomic status, sexual orientation, and gender identity, political, social or other affiliation or disaffiliation is not acceptable.

*I will respect the basic human rights of all.*

Behaviors that are inconsiderate, insensitive, inhospitable, or inciting or which unjustly or arbitrarily inhibit another's abilities to feel safe or welcomed in the pursuit of appropriate academic goals are not acceptable.

*I will strive for personal and academic excellence.*

Allegiance to these ideals obligates us to be responsible for our own actions and deeds, take ownership of our education, pursue scholarship, and abide by all university rules and procedures.

**I will strive to abide by the principles of this Code of Excellence and will encourage others to do the same.** (Reference: Chicago State University Graduate Catalog.

## Pledge of Professionalism

As a student of pharmacy, I believe there is a need to build and reinforce a professional identity founded on integrity, ethical behavior, and honor. The development of a professional identity will ensure that I am true to the professional relationship I establish between myself and society as I become a member of the pharmacy community. Integrity 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 and welcomes the responsibility and accountability for membership in the profession.
- **FOSTER** professional competency through life-long learning. I must strive for high ideals, teamwork, and unity within the profession and with other health professionals in order to provide optimal patient care.
- **SUPPORT** my colleagues by actively encouraging personal commitment to the Oath of Maimonides 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 and ideals.
- **MAINTAIN** the highest ideals and professional attributes to ensure and facilitate the covenantal relationship required of the pharmaceutical care giver.

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 college community. Therefore, I must strive to uphold these standards as I advance toward full membership in the profession of pharmacy.

I voluntarily make this pledge of professionalism.

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

## 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 promote inclusion and belonging, respect differences in all individuals, and address health disparities to advance health equity for all people.

I will apply my knowledge, experience, and skills to the best of my ability to assure optimal outcomes for all patients. I will respect and protect all personal and health information entrusted to me.

I will accept the responsibility to improve my professional knowledge, expertise, and self-awareness.

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 revised Oath was adopted by the AACP Board of Directors and the APhA Board of Trustees in August 2025.*

# Pharmacists Code of Ethics

Pharmacists are health professionals who assist individuals in making the best use of medications. This Code, 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.

## **I. 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.

## **II. 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.

## **III. 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.

## **IV. A pharmacist acts with honesty and integrity in professional relationships.**

A pharmacist has a duty to tell the truth and 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 interests of patients.

## **V. 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.

## **VI. 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.

## **VII. 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.

## **VIII. 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.

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

## Professionalism Policy and Procedures

The School recognizes its duty to prepare students who are not only knowledgeable in their disciplines, but who also possess a character sufficiently moral and ethical to be deserving of the public trust. With this responsibility in mind, the student is advised that professional (academic and non-academic) misconduct will be dealt with swiftly and fairly in accordance with this policy. This policy complements the Code of Conduct outlined in the **University's Honor Code**.

In order to assure that a student's professional behavior reflects on the ideals and standards of the pharmacy profession as well as the University, the School adopts a professionalism policy that identifies inappropriate behaviors, attempts to mitigate these behaviors, and provides opportunity for student self-development and reflection. The School will act consistently and with integrity to mentor students towards the adoption of professional behaviors and values and take the appropriate corrective actions in the event of repeated or serious violations of professional conduct.

## Definition of Misconduct

For the purposes of this policy, **Academic Misconduct** includes (but is not limited to):

- a. Cheating, including but not limited to:
  - i. collaborating on assignments or examinations where such a practice has not been specifically approved by the instructor.
  - ii. plagiarism, copying the work of others and claiming it as your own.
  - iii. using unauthorized materials to complete assignments or gain unfair academic advantage.
  - iv. offering unauthorized materials to others.
  - v. obtaining examinations prior to administration.
  - vi. arranging to have others take examinations or complete assignments on another student's behalf.
  - vii. misrepresenting your attendance or the attendance of others.
- b. Violation of codes of conduct described in the College's Student handbook, the University's Honor Code, course policies, University, College, Program, or department policies and/or articulated by instructors either verbally or in writing.
- c. Refusing to acknowledge, honor and/or comply with requests issued by faculty, staff, or administrators related to academic issues.
- d. Any other behavior deemed as academic misconduct by faculty, staff, or administrators of the University or College.

For the purposes of this policy, **Non-Academic Misconduct** includes (but is not limited to):

- e. Illegal, obscenity-related, and/or other misuse of University-provided resources (e.g., computers, email) or violation of any acceptable use policies of the University.
- f. Unprofessional behaviors and/or dress that disrupt the learning environment of others or which reflect poorly on the University/profession.
- g. Theft or damage/destruction of another's property.
- h. Harassment, bullying, libel, or slander via any mode (including social media).
- i. Violence/harm or the threat of violence/harm.
- j. Sexual misconduct in any form.
- k. Unauthorized use, possession, or storage of weapons.
- l. Trespassing or gaining unauthorized entry into any building, space, or facility.
- m. Intentional deception for personal gain.
- n. Falsifying documents, correspondence, reports, or records of any kind, or knowingly providing false information or evidence to University or College personnel, or to others external to the University.
- o. Violation of patient confidentiality in any practice and/or learning setting.
- p. Misrepresentation of self, College, or others.
- q. Abuse of, or impairment from, alcohol, drugs, or chemicals.
- r. Illegal possession, use, or sale of alcohol, drugs, or chemicals.
- s. Any criminal convictions.
- t. Any other behavior deemed as non-academic misconduct by faculty, staff, or administrators of the University or College.

## Levels of Citations

**Level 1 Citation:** A Level 1 citation will result in a written warning for professional misconduct. In the case of a Level 1 citation, a faculty or staff member identifies and/or witnesses a behavior that is deemed as inappropriate or unprofessional. Faculty/staff members should intervene at the time of the incident, if possible, to mitigate unprofessional behavior and identify opportunities for self-development and reflection. If the behavior was not addressed in real-time, the faculty/staff member should notify the student of the concerns regarding their behavior within 48 hours of the incident with a narrative describing the behavior observed.

The process for submitting a Level 1 Citation is as follows:

1. Faculty/staff members should discuss the incident with the Executive Associate Dean and Chair of the Professionalism Committee to ensure appropriateness of a Level 1 citation and ensure that the student has not previously received a Level 1 citation. **Note: If a student has previously received a Level 1 citation, subsequent citations will automatically be escalated to Level 2 citations.**
2. Within 5 business days of the incident, the faculty/staff member should complete the corresponding Level 1 Citation Form and request a meeting with the student to discuss the incident. Meetings should include discussion of the behavior, identified opportunities for self-development and reflection, and provide students with a copy of the citation form.
3. Students should sign the Level 1 Citation Form, indicating *acknowledgement* of the citation. The faculty/staff member is implored to speak with the student about professional aptitude and the potential consequences of unprofessional behavior. Faculty/staff members should make attempts to clarify misunderstandings and misconceptions of what constitutes professionalism.
4. Within 10 business days of the incident, the signed Level 1 Citation Form should be forwarded to the Executive Associate Dean and Chair of the Professionalism Committee for further action.

Failure of the student to respond to the meeting request, or failure to present for the requested meeting, will automatically escalate the incident to a Level 2 citation. The signed Level 1 Citation Form will be added to the student file housed in the Office of Student Affairs. The Executive Associate Dean will also provide the student with a copy of the citation to serve as a warning for future violations.

**Level 2 Citation:** A Level 2 citation will result in action by the Professionalism Committee. In the case of a Level 2 citation, a faculty or staff member identifies and/or witnesses inappropriate or unprofessional behavior that warrants additional action beyond a written warning. Faculty/staff members should intervene at the time of the incident, if possible, to mitigate unprofessional behavior and identify opportunities for self-development and reflection. If the behavior was not addressed in real-time, the faculty/staff member should notify the student of the concerns regarding their behavior within 48 hours of the incident with a narrative describing the behavior observed.

The process for submitting a Level 2 Citation is as follows:

1. Faculty/staff members should discuss the incident with the Executive Associate Dean and Chair of the Professionalism Committee to ensure appropriateness of a Level 2 citation. Note: The ultimate decision to submit an incident as a Level 2 citation will be made by the faculty/staff member unless the student already has a

Level 1 citation in their file.

2. Within 5 business days of the incident, the faculty/staff member should complete the corresponding Level 2 Citation Form and request a meeting with the student to discuss the incident. Meetings should include discussion of the behavior, identified opportunities for self-development and reflection, and provide students with a copy of the citation form.
3. Students should sign the Level 2 Citation Form, indicating *acknowledgement* of the citation. The faculty/staff member is implored to speak with the student about professional aptitude and the potential consequences of unprofessional behavior. Faculty/staff members should make attempts to clarify misunderstandings and misconceptions of what constitutes professionalism.
4. Within 10 business days of the incident, the signed Level 2 Citation Form should be forwarded to the Executive Associate Dean and the Chair of the Professionalism Committee for further action.

Failure of the student to respond to the meeting request, or failure to present for the requested meeting can be documented and filed as an additional unprofessional complaint outside of the circumstances of the initial citation. The signed Level 2 Citation Form will be added to the student file housed in the Office of Student Affairs.

**Level 3 Citation:** A Level 3 citation will result from behavior that is considered harmful or is a threat of harm to other students, faculty/staff, or property. All Level 3 citations will surpass Professionalism Committee proceedings and be forwarded immediately to the Dean of the School of Pharmacy for adjudication.

#### *Faculty/Staff Rights and Responsibilities*

1. For all citations relating to academic or non-academic misconduct, the faculty/staff member should meet with the cited student to discuss the incident and have the student sign the citation form, acknowledging the student's receipt of the citation. The citation form will provide the student with instructions to access the professionalism policy. The faculty/staff member should advise the student to contact the Executive Associate Dean if s/he is in disagreement with the warning.
2. If the faculty/staff member elects to impose a penalty for Academic Misconduct, s/he must inform and consult with his or her Department Chair (or designee), the Executive Associate Dean, and the Chair of the Professionalism Committee regarding the alleged Academic Misconduct to determine the appropriate level of citation. The faculty/staff member should then follow the process outlined above pertaining to the corresponding level of citation. All efforts should be made to ensure appropriate syllabus procedures pertaining to academic misconduct are followed. The faculty/staff member must:
  - a) assure due process for the student by written notification of the alleged misconduct. The notification shall be sent via email to the student's active CSU email account. The Executive Associate Dean shall assume responsibility for posting the faculty/staff member's letter. The letter shall (1) identify the misconduct charge, (2) review the evidence in support of the misconduct charge, (3) specify the action recommended, and (4) inform the student of his/her right to appeal this charge.
  - b) send copies of the correspondence to the Executive Associate Dean, the Chair of the Professionalism Committee, and the Department Chair of the faculty/staff member involved.
  - c) instruct the student to contact the Executive Associate Dean to either accept in

writing the proposed penalty or discuss the procedure for initiating an appeal.

3. If the faculty member elects to impose a penalty for **Non-Academic Misconduct**, s/he must inform and consult with the Department Chair and the Chair of the Pharmacy Professionalism Committee to determine the appropriate level of citation and complete the appropriate citation form. Once the appropriate citation form has been submitted, the Chair of the Pharmacy Professionalism Committee will notify the Professionalism Committee of a pending case.

### *Student Rights and Responsibilities*

1. A student may elect to file a complaint against another student regarding professional misconduct (Academic or Non-Academic). The completed citation form should be submitted to the Office of Student Affairs.
2. The student charged with professional misconduct has the right to:
  - a) be notified in writing of (1) the charges against him/her, (2) the basis for the charges, (3) the action recommended, (4) the right to a hearing, and (5) procedural steps.
  - b) present their case to the Pharmacy Professionalism Committee and to be informed of the time and place of the hearing in a timely manner.
  - c) formally respond to the charge through the preparation of a descriptive report outlining his/her side of the case and identifying potential witnesses who could speak knowledgeably on issues related to the misconduct charge. The report and the list of potential witnesses should be submitted to the Executive Associate Dean (non-academic misconduct) and Chair of the Pharmacy Professionalism Committee.
  - d) attend class and exercise the privileges of all other School of Pharmacy students pending the outcome of the hearing, except in cases where there are reasons to believe the physical or emotional welfare of the student or of others will be negatively impacted, or reasons involving the safety of persons or property. The decision on student status will be made by the respective Executive Associate Dean, with guidance from the University's Behavioral Threat Assessment and Intervention Team.
  - e) waive the right to appear before the Professionalism Committee. The student is advised that, in so doing, s/he automatically agrees to accept the penalty levied by the faculty/staff member or Committee
3. The student charged with professional (academic or non-academic) misconduct who wishes to present the case to the Professionalism Committee, is responsible for presenting his/her case at the hearing by preparing a written report of the alleged incident and by preparing a list of witnesses to furnish to the Professionalism Committee in advance of the hearing. The student is also encouraged to present an oral statement to the Committee at the time of the hearing.
4. If a student chooses to be represented by legal counsel, it is beyond the scope of the Professionalism Committee of the College. In this situation, the student will present their case to the University in presence of University counsel.

### *Executive Associate Dean Responsibilities*

The Executive Associate Dean is responsible for:

1. conferring with the charged student about policy and process.
2. providing a copy of the citation form to the charged student by electronic mail to their active CSU email address.
3. forwarding copies of the signed citation form to the appropriate faculty/staff member(s) (if any involved).
4. meeting with the Chair of the Professionalism Committee to discuss a potential case.

5. ensuring that all correspondence regarding the case becomes a part of the student's educational record unless the charge is found to be groundless upon appeal (or dismissed during professionalism committee proceedings).

#### *Professionalism Committee Rights and Responsibilities*

The Pharmacy Professionalism Committee has the right to:

1. access the complete academic and non-academic record of the charged student.
2. meet prior to the hearing to review the documentation and discuss the case.
3. rule on challenges by the faculty/staff members or charged students about the impartiality of committee members.
4. call and question witnesses.
5. determine who shall remain in the room during testimony.
6. record and/or transcribe all hearing proceedings.
7. levy penalties for misconduct citations upheld by the Committee.
8. rule on acceptance of deliverables, and determine if additional sanctions should be applied, based on the quality of deliverables.
9. add citations to include unprofessional behaviors demonstrated during case hearings.
10. dismiss the case.

#### *The Pharmacy Professionalism Committee has the responsibility to:*

1. conduct its business with the highest level of confidentiality and integrity.
2. maintain hearing documents, audio taped records of the hearing, and/or any transcription of the hearing in a secure manner.
3. ensure that the faculty/staff member and charged student can exercise their right to challenge the impartiality of any member of the Committee prior to the hearing.
4. consider evidence, render a decision on the case, and communicate that decision to the Executive Associate Dean.

#### *Appeals of a Professionalism Sanction*

The student may appeal the decision of the Pharmacy Professionalism Committee to the Dean within ten (10) working days following notification of the decision. The Dean's decision is final. Pending resolution of an appeal, the student's status as a student remains unaltered except in cases where there are reasons relating to the physical or emotional welfare of the student or of others, or reasons involving the safety of persons or property. The decision on student status will be made by the Executive Associate Dean depending on the nature of incident.

Copies of all documents pertaining to the case will be entered into the student's permanent record and the permanent record of the Professionalism Committee after all University based appeals have been exhausted. No documents will be entered into the student's permanent record if the case against the student is found to be without merit.

If it is subsequently discovered that false information or evidence was provided by the student either prior to or during the hearing, regardless of whether the right to a hearing was waived, the case may be reopened and the Committee will reconsider the case based on the new information. In addition, the provision of false information or evidence will be considered an additional charge. To the extent possible, the original Pharmacy Professionalism Committee members will be retained on the reconvened Committee.

The Pharmacy Professionalism Committee may be called by the Dean to provide counsel on cases related to other academic issues of concern. In this event, the Committee's decision-

making authority is suspended, and it serves solely in an advisory capacity to the Dean. Appeals for cases of non-academic misconduct will be directed to the School Grievance Committee for deliberation.

The School reserves the right to modify, deviate from, or make exceptions to this policy at any time, and to apply any such modification, or make any such deviation or exception applicable to any student without regard to date of application, admission, or enrollment. This policy is neither a contract nor an offer to enter into a contract. Each student is responsible for knowledge of the School's policies, as well as for changes promulgated by the School as addenda to this Policy. This policy supersedes all previous versions of the Student Professional Misconduct Policy. Any changes which are made in the School of Pharmacy's Student Handbook or University's Honor Code will automatically be incorporated into this policy.

## Chicago State University Accreditation

Chicago State University holds accreditation from:

The Higher Learning Commission of the North Central Association of Colleges and Schools (NCA), 30 North LaSalle Street, Suite 2400, Chicago IL 60602, 312/263-0456, [www.higherlearningcommission.org](http://www.higherlearningcommission.org)

## School of Pharmacy Accreditation Disclosure Statement

**"Chicago State University School of Pharmacy's Doctor of Pharmacy program** is accredited by the Accreditation Council for Pharmacy Education, which is the national agency for the accreditation of professional degree programs in pharmacy and providers of continuing pharmacy education." Accreditation Council for Pharmacy Education, 190 South LaSalle Street, Suite 2850, Chicago, IL 60603, 312/664-3575; FAX 866/228-2631, web site **[www.acpe-accredit.org](http://www.acpe-accredit.org)**

## General Statement of Liability

The School is not responsible for and does not offer replacement or indemnification for personal belongings that are lost or stolen anywhere on University owned or controlled property. Nor is replacement or indemnification provided while attending a curricular or extracurricular event hosted by, co-sponsored or endorsed by the University or the School. All individuals are responsible for taking the appropriate steps necessary to safeguard their own personal belongings. In addition, neither the University nor the School is responsible for loss or damage to one's personal vehicle while parked on property owned or controlled by Chicago State University. This includes but is not limited to theft and/or vandalism from an individual's vehicle as well as damage resulting from another motorist.

The School reserves the right to rescind or otherwise modify the provisions of this Student Handbook with or without notice. **The provisions outlined in this Student Handbook do not constitute a contract between the School and a student.** Neither the School nor the Chicago State University System is responsible for any misrepresentation of its requirements or provisions that might arise as a result of error in preparation of this Student Handbook.

Additionally, students are expected to read, understand, and abide by the policies outlined in each course syllabus and the Universal Syllabus Addendum.

# Academic Policies and Procedures

## Academic Advising

Upon entering the College, students will be assigned an academic advisor. The purpose of the academic advisor is to serve as an academic mentor, assist in professional development, and serve as student advocate. Students will be expected to meet with their academic advisor at least once a semester, and more frequently as dictated by academic or student affairs.

## Academic Standards for the PharmD Program

A professional year grade point average will be used as the primary measure of academic performance. It is calculated from all courses for a particular professional year. Grades earned for courses prior to matriculation in the professional program and grades earned for courses taken outside the College while enrolled in the professional program are not included in the calculation of this grade point average.

## Academic Standards for the APPEs

If a student fails to earn a grade of C or better on an advanced pharmacy practice experience, s/he must repeat the same type of experience. After consideration of the circumstances, the Academic Standing Committee may grant the retake with additional requirements which can include:

1. the student to undergo a period of directed independent study to correct knowledge deficiencies
  2. the student being placed on a leave of absence before repeating the experience
- Actions of the Academic Standing Committee are not limited to the above and decisions will be determined on a case-by- case basis. The time of the repeat will be as early as possible once the student has satisfied the Committee's requirements and is subject to availability of experiential sites as determined by the Office of Experiential Education. The repeat, if granted, must be completed within 12 calendar months. Students are allowed only one repeat of an APPE while enrolled at the College. Failure to earn a C or better on a second APPE may result in a recommendation for dismissal.

## Course Registration

Students are responsible for the accuracy of their registration. Any discrepancies must be reported to the Office of the Registrar immediately. Students should ensure that there are no holds on their account that prevent them from proceeding with course registration. Sources of university holds can be found below with the associated contact information to rectify the issue.

### *University Holds*

Students with financial or academic holds may not register until the department that initiated the hold processes a release.

### **Common Registration Holds**

| <b><u>Hold Type</u></b> |                              | <b><u>Contact</u></b> |              | <b><u>Location</u></b> |
|-------------------------|------------------------------|-----------------------|--------------|------------------------|
| (A1)                    | Athletic                     | Athletics             | 773-995-2295 | JCC 1503               |
| (B3)                    | Business                     | Bursar                | 773-995-2470 | ADM 213                |
| (D1)                    | Dropped for Poor Scholarship | COP                   | 773-821-2836 | DH 3065                |
| (E holds)               | Examinations                 |                       | 773-995-2481 | ADM 128                |
| (H0)                    | Housing                      | Housing               | 773-995-3676 | RH 105                 |
| (I2)                    | Immunization                 | Wellness Ctr.         | 773-995-2010 | ADM 131                |
| (U4)                    | Admissions                   | Admissions            | 773-821-2513 | ADM 126                |
| (PD)                    | Pharmacy Hold                | COP                   | 773-821-2570 | DH 3083                |

## Grading System

The following includes all grades, grading options, numerical equivalents, and corresponding definitions that may be issued in courses taken at the CSU-SOP:

|     |   |                                             |
|-----|---|---------------------------------------------|
| A   | 4 | Excellent                                   |
| B   | 3 | Good                                        |
| C   | 2 | Fair                                        |
| D   | 1 | Poor                                        |
| F   | 0 | Failure                                     |
| P   | 0 | Pass                                        |
| W   | 0 | Withdraw                                    |
| W/A | 0 | Withdraw/Student Attended One Class Session |
| W/D | 0 | Withdraw/Student Never Attended             |
| I   | 0 | Incomplete                                  |
| X   | 0 | No Grade Issued                             |
| I/F | 0 | Missed Incomplete Deadline                  |

Students will be subject to the College policies regarding academic monitoring, standing, and probation. All students will be given a copy of these guidelines and regulations upon entry into the program.

## Credits, Quality Points, and GPA

Courses will be recorded in terms of semester hour(s) of credit. One semester hour of credit is equivalent to one hour a week of lecture throughout the semester. In laboratory courses, however, a ratio of three to five hours of laboratory work a week per credit prevails in different departments. In case discussion, workshop, or recitation, a ratio of two to three hours of meeting time a week per credit holds.

Multiplication of the credits for a course with the numerical value for the grade awarded gives the number of quality points earned for a course. Dividing the total number of quality points earned in courses by the total number of credits in those courses gives the grade point average

Grades reported as W and P are recorded on a student's permanent record but are not used in the calculation of a student's grade point average. Similarly, a grade of I may be assigned and is used only when special/extenuating circumstances exist (e.g., prolonged illness, family crisis, etc.), which prevent a student from completing the necessary course requirements on time in order to receive a grade. Under such circumstances, the student is responsible for providing the department with a written request notifying the department of the circumstances, documenting the problem(s), and asking for authorization to extend the period allotted to complete the unfinished coursework. Completion of the University "I" contract is required.

Any request for an extension to complete required course or rotation requirements must be approved by the course coordinator, department chair and the Dean. Unless otherwise specified, a grade of I must be resolved within 1 year from the end of the semester or rotation or the incomplete grade is automatically converted into a grade of F, which signifies failure of the course. It is the responsibility of the student when receiving an incomplete grade to

complete all of the course requirements within this period, unless otherwise specified.

Please refer to the section, Academic Probation policies, of the School related to D and F grades received.

## Grade Reports

Grade reports can be obtained for viewing and printing by accessing CSU X-Press. For assistance with using CSU X-Press, please stop by the Office of the Registrar or the Office of Student Affairs in the School of Pharmacy.

## Graduation Honors

Graduation honors are awarded to candidates for the Doctor of Pharmacy degree who have distinguished themselves by virtue of high academic achievement while enrolled in the College. Only grades of courses taken at the College will be included in determining graduation honors. Degrees with honor are awarded based on the level of academic achievement (cumulative GPA) as follows:

|                 |             |
|-----------------|-------------|
| Summa cum laude | 3.95 – 4.00 |
| Magna cum laude | 3.80 – 3.94 |
| Cum laude       | 3.50 – 3.79 |

## Graduation Requirements

To qualify for graduation, a student must:

1. Successfully complete a minimum 62 semester hours credit of prerequisite coursework, as stipulated, for admission to the program;
2. Successfully complete the program of professional and experiential coursework as approved by the College Faculty and Dean;
3. Attain a cumulative grade point average of 2.00 (C) for all professional coursework at the CSU-SOP;
4. Complete, at a minimum, the last two didactic semesters and all advanced pharmacy practice experiences at the College;
5. Settle all financial accounts with the institution; and  
Attend the commencement exercises for conferral of the degree unless excused by the Dean, College of Health Sciences and Pharmacy. Candidates for graduation must be of good moral character consistent with the requirements of the pharmacy profession and the College faculty.

## Academic Warnings and Early Intervention

***NOTE:*** Updates were made to procedures surrounding Early Intervention Process (EIP), including the addition of a Self- Assessment form and updates to the Academic Support Action Plan (ASAP) Form. The process now has six intervention opportunities versus the previous two.

The Early Intervention Process (EIP) is used to identify and support students who are at risk for struggling academically. The Office of the Dean monitors student performance factors at six intervals, to identify and connect students with a variety of academic support resources.

- 1. Low Incoming GPAs & Pre-matriculation Program Completion**
- 2. Early-Early Detection**
- 3. 8-Week Courses**
- 4. 16-Week Courses (Mid-point Detection)**
- 5. End of Semester Grades/Previous Semester Performance**
- 6. End of Module Quiz Performance**

**Low Incoming GPAs & Pre-matriculation Program Completion:** Students with low incoming GPAs (both pre-requisite and cumulative) and those who did not complete pre-matriculation module elements prior to Orientation Week receive communication inviting them to schedule appointments with the Learning Specialist and outlining the student-to-student tutoring program and workshops addressing study skills and time management.

**Early-Early Detection:** Early-Early intervention occurs at approximately the fourth week of 16-Week courses and is being piloted with courses that have been historically challenging for students. The EIP is initiated after early quiz and/or examination performance. ExamSoft performance and course faculty referral are used to initiate EIP.

**8-Week Courses:** During the third week of 8-Week courses, the Office of the Dean monitors student performance through ExamSoft data and course faculty referral to initiate EIP.

**16-Week Courses (Mid-point Detection):** At semester mid-point course faculty are solicited for students that need EIP based on course grade and/or performance indicators (such as presentation abilities, skills performance, attendance, and/or professionalism).

**End of Semester Grades/Previous Semester Performance:** Students who remediated and/or repeated coursework will be tracked in the EIP system starting Fall 2020. The Office of the Dean will reach out to these students in the first few weeks of class in the following semester to schedule meetings and complete Self-Assessments and Academic Support Action Plans (ASAPs).

## Early Intervention Program (EIP)

When students are identified to be at risk, they are contacted by the Office of the Dean and engaged in the EIP.

Step 1: The Learning Specialist solicits input from Course Directors regarding student progress at the following points of each semester:

- Early-Early Detection - occurs after the first examination (with the Office of the Dean also checking performance directly in ExamSoft)
- 8 Week Courses - occurs prior to week 3 of the course
- 16 Week Courses - occurs approximately 1 week prior to Mid-point

Step 2: Students who are identified as at risk will be referred to the Learning Specialist

- Course Director monitors grades in the Moodle LMS and ExamSoft, identifying at-risk students throughout the semester. (At-risk students are typically those identified to be at 75% or below on a specific assessment, but also can include students at-risk due to professionalism, skills performance, and/or attendance issues)
- Note: faculty can refer students to the Learning Specialist at any point in the semester

Step 3: Identified at-risk students are contacted by the Learning Specialist for academic support

- Students are requested to schedule an appointment with the Learning Specialist via dedicated Outlook Calendar system
- The Self-Assessment and ASAP Forms are attached to the email, for the student to complete and return prior to meeting with the Learning Specialist
- Students will receive feedback to their ASAP form from the Learning Specialist, who will also make referrals to additional student support services as needed during academic support meeting
- Students update their ASAP form and returns to the Learning Specialist
- Follow-up appointments and correspondence with the Learning Specialist is strongly encouraged after the initial academic support meeting
- Students will be required to attend office hours at least once for the instructor in the course in which they were put on an EIP. Attendance at office hours must be completed within a week of the academic support meeting with the Learning Specialist

Step 4: Student correspondence and appointments will be tracked on system shared across the Office of the Dean. Completed Self-Assessment and ASAP forms are stored in the student's confidential file.

Step 5: EIP Completion (Close of the semester)

- Student successfully completes course (successful completion of EIP)
  - If a student fails a course EIP, the completed ASAP form can be utilized by the Academic Standing Committee

## Academic Probation

A student must maintain a professional year grade point average of 2.00 in the professional program to remain in good academic standing.

A student is placed on academic probation for any of the following reasons:

1. A student's professional year grade point average falls below 2.00;
2. A student earns any grade below a C in any courses;
3. A student failed to successfully complete any non-course graduation requirements (Drug Card Assessment, Mile- marker Exam, Pre-NAPLEX Summative Exam, Portfolio)

A student is notified, in writing, that s/he is being placed on academic probation.

Academic probation represents notice that continued inadequate academic performance may result in dismissal from the College. If the student is placed on academic probation, the Academic Standing Committee will determine actions to return the student to good academic standing.

- Completion of remedial work (except in any instances in which a student earns an F grade in any courses)
- Repeat of the course(s), academic semester, or academic year
- Dismissal from the College

### Appeal of the Academic Standing Committee Decisions

Students have the right to appeal the decision of the Academic Standing Committee before the onset of the next semester. Students must present their appeal in the form of a written petition to the office of the Dean of the College. The petition should describe succinctly and concisely why the Committee's decision is being appealed, its substantive basis, and specifically what is being requested. Documentation in the form of evidence to support the reasons for the appeal must accompany the petition. The petition will be considered and acted upon by the Dean of the College. When warranted, actions taken by the Dean may include a request for Committee reconsideration or denial of the appeal. Students will be officially notified of the disposition of the appeal. The decision of the Dean is final.

## Refusal of Further Registration

A student will be denied further registration under any of the following conditions:

Any student who has insufficient academic progress as described under the section entitled, "Academic Probation."

Any student who does not have and maintain the appropriate valid Pharmacy Technician's registration may be refused further registration in the program and will not be eligible to take any course with experiential component. Additionally, any student that fails to submit proof of their Illinois Pharmacy Technician License renewal by March 1 of every year will automatically receive an "F" for the applicable professional practice course they are currently enrolled (PHAR 6122 for P-1 students, PHAR 6224 for P-2 students, PHAR 6325 for P-3 students or any of the APPE courses for P-4 students).

Any student who does not provide by set deadlines a completed and up-to-date immunization form, required vaccinations, a criminal background check, drug screen or any other required documents at the designated time.

Professional conduct: Any student who violates professional conduct (inappropriate language, fighting, theft and any other behaviors deemed inappropriate by the college) on or off campus including clinical professional sites.

Students have the right to request a review of a decision by the Academic Standing Committee to refuse further registration.

## Exam Decorum

Students are expected to maintain a demeanor that is consistent with academic and professional standards during examinations.

Students are required to bring the following items to each exam: an approved laptop or digital testing platform, a privacy filter screen, pencils, eraser, and Student ID Card. All other items such as phones, watches, pens, books, notes, study aids, hats, coats, and personal possessions must be stored in lockers. Clear containers with colorless liquids are permitted in the exam room.

Students are expected to fully charge their laptops and to bring necessary power cords specific to their machine for the exam. Power cords will not be shared between students. In the event that the test machine runs out of power and the student does not have a power cord, the exam will be ended, and the student will be scored for the work that has been completed.

Students are expected to download the ExamSoft test packet prior to entering the examination room. Students are to be seated and ready to take an examination at the posted starting time for the exam. Students arriving after that time may be seated only at the discretion of the course coordinators. Students will not be seated for the exam after the point in time that a classmate has finished and left the room. Students arriving late (even if allowed to sit for the exam) must meet with the course coordinator and may face a reduction in the examination grade.

No additional time will be granted for students who are not prepared (e.g. have not logged into the ExamSoft examination portal, have not downloaded the exam, or have not pre-charged the laptop battery) to start at the published time. Students with technical difficulties should notify the Assistant Dean of Assessment and/or the course coordinator no later than 30 minutes prior to the exam start time. This does not waive the requirement to start the examination at the posted time.

No talking is allowed once the examination begins.

Students needing to leave the room (for any reason) need the approval of a proctor.

Failure to comply with any reasonable request of a proctor or acts of academic dishonesty will follow procedures defined in the School of Pharmacy's Student Handbook.

Exam Review: All students have a right to review their examination results within 10 days from the date of examination following procedures outlined in course syllabi.

## Student Academic Ethics: A Guide to Academic Dishonesty

Every situation concerning scholastic conduct cannot be included in this context. Therefore, it is important that students maintain close communication with faculty members in order to clarify expectations and standards. At the beginning of each course, it is critical for faculty to clearly state their policies regarding academic honesty.

Academic dishonesty is *intentional* cheating, fabrication, or plagiarism. It is also knowingly helping or attempting to help others be dishonest. Academic dishonesty lowers scholastic quality and defrauds those who will eventually depend upon your knowledge and integrity.

*Cheating: Definition: Intentionally copying from another student's work, using, or attempting to use unauthorized materials, information, or study aids during any academic exercise.*

*Clarification:*

1. Students completing any examination should assume that external aids (for example, books, notes, conversation with others and all electronic devices) are prohibited unless specifically allowed by the instructor.
2. Students are responsible for maintaining an appropriate demeanor and a decorum during examinations (for example: no talking; no hats; eyes on your own paper; placing books, notes, study aids, coats and personal possessions including all electronic devices well away from your seat).
3. Students may not have others conduct research or prepare work for them without advance authorization from the instructor. This includes, but is not limited to, the services of commercial companies.
4. Major portions of the same academic work may not be submitted more than once for credit or honors, without authorization.

*Fabrication: Definition: Intentionally falsifying or inventing any information or citation in any academic exercise.*

*Clarification:*

1. "Invented" information may not be used in any laboratory experiment or academic exercise. It would be improper, for example, to analyze one sample in an experiment and then "invent" data based on that single experiment for several more required analyses.
2. One should acknowledge the actual source from which cited information was obtained. For example, a student should not take a quotation from a book review and then indicate that the quotation was obtained from the book itself.
3. Students must not change and resubmit previous academic work without prior permission from the instructor.

*Plagiarism: Definition: Intentionally or knowingly representing the words or ideas of another person as one's own in any academic exercise.*

*Clarification:*

1. Direct Quotation - Every direct quotation must be identified by quotation marks or appropriate indentation and must be cited in a footnote or endnote.
2. Paraphrase - Prompt acknowledgment is required when material from another source is paraphrased or summarized in whole or in part, in one's own words. To acknowledge a paraphrase properly, one might state, "to paraphrase Locke's comment..." Then conclude with a footnote or endnote identifying the exact reference.
3. Borrowed facts - Information gained in reading or research which is not common

knowledge among students in the course must be acknowledged. Examples of common knowledge include the names of leaders of prominent nations, basic scientific laws, etc. Materials which add only to a general understanding of the subject may be acknowledged in the bibliography.

One footnote or endnote is usually enough to acknowledge indebtedness when a number of connected sentences are drawn from one source. When direct quotations are used, however, quotation marks must be inserted, and acknowledgment made. Similarly, when a passage is paraphrased, acknowledgment is required. Please consult with the instructor for further information about plagiarism.

*Facilitating Academic Dishonesty: Definition: Intentionally or knowingly helping or attempting to help another commit an act of academic dishonesty.*

*Clarification:* A student must not knowingly allow another student to copy from his or her work during any academic exercise. This includes, among other things, examinations, videotapes, audiotapes, laboratory experiments, and term papers.

*What are the possible consequences of academic dishonesty? When academic rules are violated, procedures may vary according to circumstances. Actions that could be taken include, but are not limited to: a failing grade for the work involved; suspension from the course which may result in a failing grade for the course; automatic failure in the course; and/or expulsion from the program.*

The *Academic Dishonesty* statement of the University of Maryland as adapted by Western Michigan University and incorporated in their *Student Academic Ethics: A Guide to Academic Honesty* policy statement was the source of this statement.

## Advanced Standing Policy

Advanced standing will be considered on a case-by-case basis for students transferring into the School of Pharmacy. Advanced standing will only be considered for applicants who are able to demonstrate evidence of successful coursework at a different ACPE accredited Doctor of Pharmacy program. The curricular structure at individual programs vary, and classes within the School's curriculum build upon each other are sequential in nature. To achieve a School of Pharmacy diploma, graduates must complete a substantial component of their Doctor of Pharmacy education within the curricular design and rigor of the program. Therefore, transfer credits and advanced standing will be granted on a very limited basis, and will be determined prior to matriculation into the School's program. There is no guarantee that students that transfer from other academic institutions will receive advanced standing or that they will matriculate into the same professional year.

Therefore, to request such consideration, a student should submit a letter of request for advanced standing with their initial transfer request letter to the Dean that highlights which courses for which advanced standing is being requested. Advanced standing will only be considered for courses where the student achieved a grade of "B" or better. A "B-" letter grade is not acceptable for advanced standing consideration. The student is required to provide an official course description(s) and a syllabus(syllabi) of the course(s) previously taken at the time of submission of their admissions application. For some courses, a student may be required to take a comprehensive challenge exam/interview to exhibit competency in material. Individuals are required to complete at minimum their P3 and P4 years at the School of Pharmacy to be eligible for a Doctorate of Pharmacy degree from the School of Pharmacy, and must have equivalent coursework in P1 and P2 years. Advanced standing will not be considered for the experiential component of the curriculum.

Applications for advanced standing will be reviewed and determined by the Office of the Dean. The decision to offer advanced standing will be provided at the time of an admissions offer and will be listed in their offer letter.

# Student Policies

## Attendance Policy

Attendance is essential to the learning process of the student. If classes are missed by students, it can have a negative impact on the student's learning process. Students are expected to attend each class session unless there is an emergency or a legitimate reason for a student to miss class. The attendance policy for the College is as follows:

Each course coordinator establishes class attendance policies, particularly mandatory class attendance at laboratories, workshops, review sessions, clinical assignments, and examinations. Students are expected to satisfy these attendance requirements in order to receive course credit.

Unless a specific course policy differs, class attendance is mandatory for all students for the first session of each course in each semester as well as on the first day of class after scheduled vacations and for each workshop, review session and examination. If illness, a personal emergency, personal incapacitation, or other exceptional problem of a serious nature causes a student to be absent from a rotation or a session requiring mandatory attendance, the student must immediately notify the department (through the course coordinator) responsible for the course and follow stated course policies and procedures. Unexcused absences during these or other mandatory attendance sessions may result in course failure.

Students are also expected to report to their assigned professional practice sites as scheduled and should be punctual. Failure to complete all of the assigned site visits may result in automatic failure of the course. In case of an emergency or illness, the student should contact the Office of Experiential Education and the preceptor promptly via telephone or a voice-mail message. Any practicum hours missed must be made up at the discretion of the preceptor, Director of Experiential Education, where applicable. Any missed site visits not due to an emergency or illness must be discussed with the preceptor and the Director of Experiential Education in advance.

### Class Attendance and Religious Observance

Chicago State University subscribes to the following policy and procedures, consistent with Illinois Public Act 84-212, an act to prohibit public school districts and institutions of higher education from discriminating against students for observing religious holidays. The University shall reasonably accommodate its students and employees to fulfill their regular duties on the occasion of a religious observation. Students and employees, who believe they have been discriminated against on grounds of religious observances, may seek redress through the Equal Employment Opportunity Office.

Chicago State University supports the concept of "reasonable accommodation of religious observances" in regard to admissions, class attendance, and the scheduling of examinations and other academic work requirements.

A student who is unable because of the observance of a religious holiday to attend classes on a particular day(s) or at a particular time of day may be excused from taking any examination or any study or other academic work assignments on such days or times.

Faculty and administrative personnel shall require up to fourteen calendar days advance

notice of absences to observe religious holidays. Submission must be in writing and submitted within the first ten days of the academic semester to the Executive Associate Dean.

It is the responsibility of the faculty and administrative personnel to make available to such students an equivalent opportunity to make up the examinations, study, or other academic work requirements.

It is the responsibility of all students who also are employees of the University to make arrangements to fulfill their obligations to the University in advance of their absence, and/or utilize accrued leave (if applicable) during the absence. No fees or penalties may be imposed against students who exercise such afforded opportunities.

### *Absence Request/Approval Form*

Students must complete the Absence Request/Approval Form for any of the following reasons:

- Missing class to attend a conference for a recognized and approved student organization
- Missing class to assist the College with an approved event/activity (Must be approved by the Executive Associate Dean prior to the Event/Activity)
- Unexpected absences lasting more than one day

Forms are located in the Office of Student Affairs, and can be found as an appendix in this handbook. Students must submit forms 14 days in advance for conference travel and non-emergency absences from a class, laboratory, examination, quiz, or practice experience.

The Absence Request/Approval Form must be completed entirely prior to submission to the Executive Associate Dean, for final approval. Supporting documentation is also required with submission to the Executive Associate Dean. Please note, the faculty member in concert with the Course Coordinator and/or Preceptor will determine if students will be permitted to make up any missed assignments including quizzes, tests, lab assignments and practice experience. Failure to acquire prior approval may result in negative impact to course grade.

For emergency situations, students should communicate with the Executive Associate Dean via email, telephone or in person immediately to discuss the matter. The Executive Associate Dean will advise the student on how to proceed.

## Student Employment Policy

Upon acceptance to the professional program, students are expected to devote their efforts to the academic curriculum. The School actively discourages employment that will conflict with the student's ability to perform while courses/rotations are in session, and will not take outside employment or activities into consideration when scheduling classes, examinations, reviews, field trips, or individual course/rotation functions.

## Computer Misuse Policy

Definition: Disruptive or illegal use of computer resources.

- No student shall access, copy, examine, modify, utilize, or destroy any computer equipment, hardware, software, or file that is not specifically intended for his/her own personal use, without written permission.
- Disruptive or illegal use of computer resources includes, but is not limited to: violation of copyrights held on software or programs; tampering with computer equipment or hardware or with operation of any computer system or function/execution; plagiarism or cheating in any form; any act which is unduly disruptive to other users, or operators; and any invasion of personal or institutional privacy with the use or aid of any computer equipment.

## Student Email Policy

An email account is provided via mail to each student who has registered for at least one semester. All students are required to check their CSU emails at least once daily. For security purposes, account information will not be provided via telephone. For additional information, contact the ITD Help Desk at (773) 995-3963.

## School Dress Code Policy

Students enrolled within the professional pharmacy program at CSU are expected to project a professional image to cultivate a positive learning environment for all persons within the classroom. Students shall display mature discernment as to appropriate attire for all school-sponsored and related events, which reflects personal modesty and respect for others. While the following dress code requirements are at a minimum, practice settings, and individualized instructors may have more stringent guidelines regarding professional dress.

The following dress and accessories are unacceptable in the classroom; hats, caps, men's sleeveless shirts, tank tops, bare midriffs, miniskirts, short-shorts. Clothing having caricatures, messages, symbols, etc., that can be construed based on societal norms to be vulgar, offensive or to contribute to creating a hostile learning/academic environment is considered to be unacceptable attire and demonstrates inappropriate professional judgment that is subject to review and action by the Executive Associate Dean.

During the professional practice site visits, the following dress code is mandatory and must be adhered to by ALL students (unless otherwise specified):

All students must wear a neat, clean, short white lab jacket with the School of Pharmacy insignia embroidery as well as their School name tag and lapel pin.

Students may wear skirts, dresses, dress shirts, dress slacks, and ties (when requested) with appropriate shoes (no tennis shoes or open-toed shoes). Skirts should be no shorter than 2

inches above the knee. Denim shall not be worn.

Jeans, shorts, athletic shoes, flip-flops, T-shirts, hospital scrubs (unless indicated) are not allowed.

All students must maintain good personal hygiene at all times, with groomed hair, and clean, manicured nails. Each professional practice site may have additional dress requirements that must be followed.

## Student Immunization Policy

Students accepted into the School of Pharmacy must complete the required vaccination, immunization, and health screenings. Failure to obtain all required vaccinations, immunizations and health screenings may result in dismissal from the College. Each student must provide the University Wellness Center with documented proof of all required vaccinations, immunizations, proof of immunities and health screenings. Additionally, students will be required to upload vaccinations, immunizations, and health screenings documentation to MyRecordTracker. Students should also maintain documented proof of all required vaccinations, immunizations, proof of immunities and health screenings should an experiential education site request such documentation.

The student must have immunizations and show proof of immunity, at a minimum, for the following:

- Measles (Rubella)
- Mumps
- Rubella
- Varicella
- Hepatitis B
- Tetanus Diphtheria (proof of immunization only)

Additionally, students must annually, by September 15, obtain and submit proof in MyRecordTracker of a negative tuberculosis (2-step) skin test. If the skin test is positive or has been positive in the past, a chest X-ray showing lack of active disease must be submitted to MyRecordTracker. Chest X-rays must be within the past 3 years. Additionally, an annual statement of health is required annually until the next chest X-Ray is due; Quantiferon TB GOLD tests are also accepted annually for sites that do not accept annual statements of health.

An annual seasonal flu vaccination is required for all students at Chicago State University College of Health Sciences & Pharmacy - documentation of the receipt of annual seasonal flu vaccine should be submitted in MyRecordTracker no later than September 15 annually.

Some experiential education sites may require additional immunizations as well as documentation of more frequent screenings. Any student that fails to meet required deadlines for completion/submission of annual or booster immunizations is subject to forfeiture of future/current enrollment in the College.

## Policy on Student Health Insurance

Chicago State University provides a mandatory Injury and Sickness Insurance Plan underwritten by United Healthcare Insurance Company. All full-time students (undergraduates enrolled in 12 credit hours or more, graduates enrolled in 9 credit hours or more and doctoral students enrolled in 6 credit hours or more) are automatically charged for the plan. All full-time international students are eligible for the plan and must be enrolled on a mandatory basis. Students are able to cancel the mandatory health insurance plan by going online during the specified waiver/enrollment period and completing the waiver form provided there. Any student who does not submit an online waiver by the deadline will be required to buy the university insurance plan. Waiver/Enrollment periods and deadlines are published in the Course Schedule Bulletin each semester.

Students must complete an online form to waive out of or enroll into the insurance plan every fall and spring semester.

Part-time students enrolled in 6 - 11 credit hours may participate in this plan on a voluntary basis. Eligible dependents and domestic partners of enrolled students may also participate in the plan on a voluntary basis. Inquire within the Office of Student Health Insurance for details.

## Policy on Student-Issued Lockers

Use of the College lockers is a privilege. Any student wishing to use a locker during the academic year is assigned a locker by the Office of Student Affairs. It is recommended that students not bring valuables into the College. Chicago State University and the College of Health Sciences & Pharmacy cannot be held responsible for lost, stolen, or damaged personal property. Lockers are to be used at a student's own risk. By signing the Student Locker Agreement Form, students agree to abide by the terms and conditions set forth by the Office of Student Affairs outlined below.

1. All lockers within College are the property of the College and Chicago State University and are subject to applicable University and College policies. The College reserves the right to alter the policies governing the use of lockers with appropriate notice.
2. Use of a locker by a person other than to whom it is issued is forbidden. Misuse of a locker may lead to termination of locker privileges.
3. Each student may have only one locker.
4. **Only combination locks** may be used on College lockers.
5. The Office of Student Affairs reserves the right to open a locker with or without the consent of the student to whom the locker is registered in instances where locker procedures are being abused or in the case of an emergency situation.
6. Flammable materials, dangerous chemicals, explosives, or weapons of any kind are strictly prohibited inside the lockers.
7. Illegal or controlled substances such as drugs or alcohol are also strictly prohibited.
8. No perishable items are to be stored in lockers.
9. Students are not permitted to affix anything to the interior or exterior of their lockers.
10. Upon assignment and during use, students are held responsible to report any damage or needed repairs to the Office of Student Affairs.
11. All personal items must be stored completely within a locker. All items left outside of a locker, whether secured or not, will be removed and disposed of accordingly.
12. Lockers should be maintained in a cleanly and sanitary condition.
13. All lockers not cleaned out by the date indicated will be vacated and contents destroyed.
14. The College is not responsible for lost or missing items, either before or after clearance of a locker.

*This Student Locker Agreement is effective for the following dates:*

**Start Date - End Date**

Monday, August 24, 2026 - Friday, May 7, 2027

Lockers must be cleaned out and vacated prior to Friday, May 14, 2027. If lockers are not vacated by this date, items will be discarded and the College or the University will not assume liability for discarded items.

## Family Education Rights and Privacy Act (FERPA)

### Family Educational Rights and Privacy ACT (FERPA) and Directory Information

FERPA is a federal law that protects the privacy of students' educational records. Students have specific, protected rights regarding the release of such records. Questions regarding the Family Educational Rights and Privacy Act should be directed to the Office of the Registrar. FERPA gives students the following rights regarding their educational records:

- The right to access educational records kept by the school.
- The right to amend educational records they believe to be inaccurate, misleading or in violation of their privacy or other rights.
- The right to file a complaint against the school for disclosing educational records in violation of FERPA.

## Policy on Directory Information

Chicago State University and the College of Health Sciences & Pharmacy, in accordance with the Family Educational Rights and Privacy Act of 1974, has designated the degrees a student has been awarded, current enrollment status (full- time/part-time, withdrawal) and academic information used to determine eligibility for scholarships or awards as directory (public) information. The University receives many inquiries for directory information from a variety of sources including prospective employers, licensing agencies, government agencies, friends, and relatives. Students have the right to have this directory information withheld from the public if they so desire. Forms to request directory information to be withheld can be obtained in the Office of the Registrar, ADM 128. The University, in good faith, will not release information not listed as directory information unless the student provides written consent for release.

## Statement of a Drug Free Environment

The Chicago State University College of Health Sciences & Pharmacy is committed to educating student professionals who are free from alcohol abuse or the use of illegal drugs\*. The unlawful possession, use, distribution, dispensation, sale or manufacture of controlled substances is prohibited on College and experiential education site premises. Any student who violates this policy will be disciplined and/or required to satisfactorily complete a drug rehabilitation program as a condition of continued enrollment. This may include dismissal from the professional program, even for the first offense.

- Students may not report to school or experiential education sites under the influence of drugs or alcohol. Students may not possess nor consume alcoholic beverages or illegal drugs while at the College or at any experiential education site.
- Students may not illegally possess, distribute, dispense, sell, or manufacture controlled substances while at the College or at experiential education sites.

The use of these substances can seriously injure the health of students, adversely impair the performance of their responsibilities, and endanger the safety and well-being of fellow students and members of the general public. Therefore, the College encourages students who have a problem with the use of the substances described above to seek professional counseling and treatment. Students may obtain this information anonymously either through self-referral or at the direction of their instructor/supervisor. Students who are enrolled in the Chicago State University College of Health Sciences and Pharmacy will be required to submit to test for illegal use of controlled substances as described by the College's Student Handbook.

Illegal drugs include any substance which is not legally obtainable, which may be obtainable but has not been legally obtained or which is used in a manner or for a purpose other than as prescribed in compliance with applicable state and federal laws.

## Student Drug and Alcohol Policy

Under the Illinois Liquor Control Act of 1934, it is unlawful for any person under the age of twenty-one (21) to buy, possess, deliver (unless in the course of employment or by parental consent) or consume alcoholic beverages.

It is the policy of Chicago State University and the College of Health Sciences & Pharmacy that unlawful manufacture, distribution, possession, use or abuse of alcohol and illegal drugs on property owned or controlled by the University or as a part of any activity of the university is strictly prohibited. All employees and students are subject to applicable federal, state, and local laws related to this matter. Each student agrees to abide by the terms of this policy relating to the prohibition of controlled substances.

Note: The University/College reserves the right to conduct searches of any student's locker or on-campus housing when there is reasonable suspicion of the use or sale by the student of illegal and/or controlled substances at any time, or the consumption of alcoholic beverages while engaged in academic or clinical activities.

# Policy on Drug Testing

## *Introduction and Rationale*

The Chicago State University College of Health Sciences and Pharmacy has developed a policy on Drug Testing for students in the course of their educational experience. This policy was established to comply with emerging accreditation standards and to promote the highest level of integrity in the health professions. The rationale for conducting drug testing is as follows:

1. to protect the safety of patients at settings where Chicago State University students perform educational experiences (e.g., the School of Pharmacy requires students to participate in direct contact with patients, many of whom [e.g., elderly, children] may be vulnerable to issues of unsafe practice behaviors);
2. to ascertain the ability of accepted pharmacy student applicants and enrolled pharmacy students to eventually become licensed as pharmacists;
3. to meet the requirements of ACPE accreditation standards;
4. to meet the requirements of the affiliation agreements between and minimize the liability of the College and its experiential education practice sites by diminishing the risk that may be presented by persons under the influence of illegal drugs; and
5. to bolster the public's continued trust in the pharmacy profession.

## *Policy*

The Chicago State University College of Health Sciences & Pharmacy will only accept and retain students that meet the School's standards for admission and retention in the Doctor of Pharmacy Program.

The School requires and will contract for the performance of drug testing of all students enrolled in the Doctor of Pharmacy program.

The School will contract for the provision of the results of the drug test to the individual student. Students will be given the opportunity to respond and/or comment on any report indicating a positive drug test result.

To assure and maintain confidentiality, all drug testing data will be housed in a secure web-based database that is only accessible by the Office of Student Affairs, University Counsel, and the student. The student may be required to provide the results of the drug test to any Doctor of Pharmacy experiential education site (i.e., experiential education facility) participating in the academic training of that Doctor of Pharmacy student that requests it per the terms of the affiliation agreement and policies of the facility. The experiential education site has the authority to make a final determination whether the student may participate in that setting. Such a determination will be independent from any determination by the School or program regarding a student's admission or progression in the clinical sequence.

Specifically, screening will be conducted for current use of illegal drugs and any history or evidence of such use.

## *Procedures*

### **Drug Testing**

The School of Pharmacy drug testing will be conducted by an entity that contracts with Chicago State University. The initial payment is included in the student's PharmCAS application process. Subsequent payments are the student's responsibility. Each student's

drug test will include a 10 Panel Drug Analysis covering the following: THC; Cocaine; Opiates; PCP; Amphetamines; Benzodiazepines; Barbiturates; Methaqualone; Propoxyphene; and Methadone.

Verification of a valid medical explanation for the use of a tested substance will be performed with any student that tests positive.

#### *Doctor of Pharmacy Application Procedures*

All applicants to the Doctor of Pharmacy program will be notified of the requirement to undergo drug testing upon admission. Any student who refuses to participate in the drug testing process at the time that it is required is subject to rescission of the offer of admission or dismissal from the Doctor of Pharmacy program (as applicable).

#### *Upon Matriculation*

Prior to the first semester of school (P1, fall semester), all students will undergo a pre-matriculation drug test (See Appendix 1).

Drug testing will be conducted initially prior to the first semester of the Doctor of Pharmacy program and each subsequent fall semester of professional years 2 and 3. The final drug test will be conducted prior to beginning the Advanced Pharmacy Practice Experience (APPE) rotations in the summer of the 4th professional year. However, the College-initiated drug tests do not preclude any experiential education site from conducting their own drug testing process based on their operational policy. Additional testing may be conducted as dictated by changes in experiential education site requirements.

#### *Procedure in the Event of Student Positive Drug Test Result Admission Procedures*

Applicants who test positive for illegal drug use and would otherwise have a reasonable chance for admission will be given the opportunity to explain that result based on evidence of a valid medical need. If an applicant does not provide this information as required by the College (regardless of its category or severity), the College may revoke the applicant's offer of admission based on the inability to meet the terms outlined in the "Statement of a Drug-Free Learning Environment" (See Appendix 1).

The Professionalism Committee, under the oversight of the Office of Student Affairs and the Admissions Committee, will review all applicants with a positive drug test result. (See review procedures below) The College may request additional information as part of the investigation process. A recommendation for continued admission review or discontinuation of admission review will be made to the Executive Associate Dean.

Students will be notified if it appears that they will not meet the College's entrance requirements due to their drug test results. They will be given an opportunity to provide further information and/or appeal the decision.

The decision on whether to continue the application procedure will be made by the Executive Associate Dean in consultation with the Chair of the Admissions Committee.

#### *After Matriculation Procedures*

The Executive Associate Dean and the Director of Experiential Education will review all findings of positive drug use activity reported on drug testing results. (See review procedures below.)

Students will be notified if it appears that they will not meet the standards of the Doctor of Pharmacy program due to their drug test results. They will be given an opportunity to provide further information. The decision on whether to continue enrollment will be made in consultation with the Committee, the Dean and The Chicago State University Office of the General Counsel.

Appeals of dismissal will be made directly to the Dean of the College.

#### Review Procedures

The Committee will conduct reviews on a thoughtful case-by-case analysis of any situation involving student illegal drug use discovered by the drug test. The Committee will conduct its review within 10 days after the disclosure or discovery of the information.

The Committee will use the terms outlined in the Chicago State University College of Health Sciences & Pharmacy "Statement of a Drug-Free Learning Environment", the Chicago State University Code of Student Conduct and other University and Collegiate policies to inform its decision.

The Committee will provide a formal, written recommendation to the Executive Associate Dean. The content of the recommendation will include information on the drug test results, the process undertaken by the Committee, the basis upon which the Committee came to a recommendation and the recommendation itself.

Recommendations from the Committee may be any of the following:

Recommendations at time of application:

- allow the student to continue their application for the Doctor of Pharmacy program without restriction; or
- discontinue the student's application for the Doctor of Pharmacy program, prohibiting the student from matriculation.

Recommendations after matriculation:

- allow the student to proceed in the academic program without restriction;
- allow the student to proceed in the academic program with specified terms and conditions (e.g., following the Substance Abuse policies of the College and/or University through enrollment in a professional treatment program); or
- discontinue the student's academic program.

Any student that fails to meet required deadlines for completion/submission of the annual drug screening is subject to forfeiture of future/current enrollment in the College.

#### Disclaimer

The drug testing process does not guarantee the safety of students, patients, faculty, or staff. The School does not guarantee, based on acceptable drug testing results, the student will be eligible to complete the Doctor of Pharmacy program or obtain a license to practice pharmacy upon graduation. The experiential education site and/or the Illinois State Board of Pharmacy may interpret a student's drug testing history more severely or uncover new information not revealed in previous testing.

## Smoking Policy

*Chicago State University is a smoke-free campus*

It is the policy of Chicago State University to comply with the Smoke-Free Campus Act by declaring the entire university grounds and properties as a Smoke-Free Campus. Therefore, smoking is prohibited in public buildings and vehicles owned, leased, or operated by or under control of 'the University' as well as on the entire 'grounds of the university'. This includes but is not limited to the following:

- The interior of all University-owned buildings;
- All outside property or grounds of the campus, including sidewalks, parking lots, recreational areas and pathways;
- Within any University owned or leased vehicles, including buses, vans, kubotas, golf carts and all other University vehicles; and
- All indoor and outdoor athletics venues and facilities. For purposes of this policy, "smoke" or "smoking" means the carrying, smoking, burning, inhaling, or exhaling of any kind of lighted pipe, cigar, cigarette, hookah, weed, herbs, and other lighted smoking equipment (i.e. electronic cigarettes that emit smoke).

The University also prohibits littering the campus with remains of any tobacco products. Additionally, the University- controlled advertising, sale, or free sampling of tobacco products is prohibited on campus, regardless of the vendor.

## Policy on Possession of Firearms

The possession, carrying or storing of firearms and/or other weapons is deemed illegal by state and federal statutes are prohibited on campus. Violators will be prosecuted to the full limit of the law.

# Policy on Criminal Background Checks

## *Introduction and Rationale*

The Chicago State University College of Health Science & Pharmacy has developed a policy on Criminal Background Checks for students in the course of their educational experience. This policy was established to comply with emerging accreditation standards and to promote the highest level of integrity in the health professions. The rationale for conducting background checks is as follows:

- To protect the safety of patients at settings where Chicago State University students perform educational experiences (e.g., the School requires students to participate in direct contact with patients, many of whom [e.g., elderly, children] may be vulnerable to issues of unsafe practice behaviors).
  - To ascertain the ability of accepted pharmacy student applicants and enrolled pharmacy students to eventually become licensed as pharmacists.
  - To meet the requirements of ACPE accreditation standards.
  - To meet the requirements of the affiliation agreements between and minimize the liability of the School and its experiential education rotation sites by diminishing the risk that may be presented by persons with prior criminal activity.
  - To bolster the public's continued trust in the pharmacy profession.
- Therefore, the School will fully implement the policy on Criminal Background Checks.

## *Policy*

The School will only accept and retain students that meet the School's standards for admission and retention in the Doctor of Pharmacy Program.

The School requires and will contract for the performance of criminal background checks of all students enrolled in the Doctor of Pharmacy program.

The Chicago State University College of Health Sciences & Pharmacy will contract for the provision of the results of the criminal background check to the individual student. Students will be given the opportunity to respond and/or comment on any report stating they have a criminal background. To assure and maintain confidentiality, all criminal background data will be housed in a secure web-based database that is only accessible by the Office of Student Affairs, University Counsel, and the student. The student may be required to provide the results of the criminal background check to any Doctor of Pharmacy experiential education site (i.e., experiential education facility) participating in the academic training of that Doctor of Pharmacy student that requests it per the terms of the affiliation agreement and policies of the facility. The experiential education site has the authority to make a final determination whether the student may participate in that setting. Such a determination will be independent from any determination by the School or program regarding a student's admission or progression in the clinical sequence.

Specifically, screening will be conducted for past incidents of and arrests for criminal conduct and any history or evidence of child or dependent adult abuse/neglect. Criminal conduct includes any non-traffic offense or arrest (DWI is NOT a minor traffic offense for this purpose), any felony, or any misdemeanor (serious or aggravated) regardless whether the record has been expunged or the sentence deferred.

## *Procedures*

The School's background check will be conducted by an entity that contracts with Chicago State University. The initial payment is included in the student's PharmCAS application process. Subsequent payments are student responsibility.

Each student's background will be checked by social security number, for the prior 10 years, for each state/county of residence showing any activity for that social security number. The check will include criminal records, including arrests and convictions for all offenses of any type, a review of the National Sexual Offenders Registry (reports of child and dependent adult abuse), and the Office of the Inspector General (OIG) Nationwide Healthcare Fraud & Abuse Scan (includes agencies in all 50 states). The check will include records that have been expunged and judgments that have been deferred.

### *Doctor of Pharmacy Application Procedures*

All applicants to the Doctor of Pharmacy program will be notified that they will be required to undergo a criminal background check upon admission. Applicants will report on their application whether they have ever been arrested or convicted of any offense other than a traffic offense not involving alcohol or drugs. This includes expunged and deferred judgments. Any student who refuses to participate in the criminal background check process at the time that it is required is subject to rescinding of the offer of admission or dismissal from the Doctor of Pharmacy program (as applicable).

### *Upon Matriculation*

Prior to the first semester of school (P-1, fall semester); all students will undergo a pre-matriculation criminal background check.

Background checks will be initially run prior to the first semester of the Doctor of Pharmacy program and each subsequent fall semester of professional years 2 and 3. The final background check will be run prior to beginning the Advanced Pharmacy Practice Experience (APPE) rotations in the summer of the 4th professional year. However, the College-initiated background checks do not preclude any experiential education site from conducting their own background check process (including fingerprinting) based on their operational policy. Additional checks may be run as dictated by changes in experiential education site requirements.

### *Procedure in the Event of Student Criminal Conduct Admission Procedures*

Applicants who answer in the affirmative on past criminal activity and would otherwise have a reasonable chance for admission will be given the opportunity to explain that history on the application. If an applicant does not disclose a past offense as required by the College (regardless of its category or severity), the College may revoke the applicant's offer of admission based on the falsification of application documents.

The Professionalism Committee, under the oversight of the Admissions Committee, will review all applications containing an affirmative response to the criminal history question (see review procedures below). The College may request additional information as part of the application, such as the terms or conditions of any plea, penalty, punishment, sentence, probation, or parole; details regarding the offense; and the applicant's reflections on the experience. A recommendation for continued admission review or discontinuation of admission review will be made to the Executive Associate Dean.

Students will be notified if it appears they will not meet the College's entrance requirements due to their past criminal history. They will be given an opportunity to provide further information and/or appeal the decision. The Collegiate appeal process does not apply to non-students.

The decision on whether to continue the application procedure will be made by the Chair of the Admissions Committee and the Dean.

### *After Matriculation Procedures*

The Executive Associate Dean and the Director of Experiential Education will review all findings of criminal activity reported on criminal background checks (see review procedures below).

Students will be notified if it appears that they will not meet the standards of the Doctor of Pharmacy program due to past criminal history. They will be given an opportunity to provide further information.

The decision on whether to continue enrollment will be made in consultation with the committee, the Executive Associate Dean, the Dean of the College, and the Chicago State University General Counsel.

Appeals of dismissal will be made directly to the Dean of the School of Pharmacy.

Any student that fails to meet required deadlines for completion/submission of the annual criminal background check is subject to forfeiture of future/current enrollment in the School of Pharmacy.

### *Review Procedures:*

The Committee will conduct reviews on a thoughtful case-by-case analysis of any situation involving student criminal behavior discovered by the background check. The Committee will conduct its review as soon as possible after the disclosure or discovery of the information.

The Committee will use the statutes found in the IL Health Care Worker Act, the Chicago State University Code of Student Conduct and other University and Collegiate policies to inform its decision.

If a student failed to inform the School about past criminal activity on their application, they will also be reviewed for unprofessional conduct / unethical behavior.

The Committee will provide a formal, written recommendation. The content of the recommendation will include information on the criminal behavior, the process undertaken by the Committee, the basis upon which the Committee came to a recommendation and the recommendation itself.

Recommendations from the Committee may be any of the **following**:

Recommendations at time of application:

1. allow the student to continue their application for the Doctor of Pharmacy program without restriction;
2. discontinue the student's application for the Doctor of Pharmacy program, prohibiting the student from matriculation.

Recommendations after matriculation:

1. allow the student to proceed in the academic program without restriction;
2. allow the student to proceed in the academic program with specified terms and conditions (i.e., following the Substance Abuse policies of the School); or
3. discontinue the student's academic program.

Disclaimer: The criminal background check process does not guarantee the safety of students, patients, faculty, or staff. The College does not guarantee, based on an acceptable criminal background check, the student will be eligible to complete the Doctor of Pharmacy

program or obtain a license to practice pharmacy upon graduation. The experiential education site and/or the Illinois State Board of Pharmacy may interpret a student's criminal record more severely or uncover new information not revealed in previous record searches.

## Policy on Harassment

The Chicago State University and the Chicago State University College of Health Science & Pharmacy fully supports the right of all people on its campus, including students, faculty, staff and visitors, to be free of harassment based on age, race, gender, color, marital status, sexual orientation, language, religion, national origin or disability. Harassment on the basis of any other protected status is prohibited as provided under relevant federal, state, and local laws.

Any member of the University community who believes s/he has been discriminated against may file a complaint with the Equal Employment Opportunity (EEO) Office. The EEO Office is responsible for conducting investigations of alleged discrimination and sexual harassment complaints. Any employee or student may at any time contact the EEO Office for purposes of advice, discussion of an alleged discrimination complaint and/or assistance in undertaking a formal or informal resolution of a complaint. An investigation leading to a formal determination will normally be undertaken by the EEO Coordinator or his/her designee upon receipt of a written complaint. If there are multiple reports of allegedly illegal harassment or discrimination or of a single allegation of particularly grievous harassment or discrimination, the EEO Coordinator may, after consultation with the President (or President's designee), initiate an investigation in the absence of receipt of a written complaint.

Complaints should be submitted as soon as possible after the alleged discrimination has occurred in order to permit prompt and equitable resolution. In situations that require immediate action because of safety or other concerns, the University may take any necessary action (e.g. suspension with pay) in order to facilitate the investigation.

The investigation shall be completed as thoroughly and expeditiously as possible. Any University staff and/or faculty member in a supervisory role has the duty to report to the EEO Office any known alleged sexual harassment and/or discriminating behavior based on sex, race or other basis (referenced above) that creates a hostile environment, whether or not a complaint has been made by an alleged victim. A complaint of alleged discrimination, including sexual harassment, against the University President should be filed with the Chair of the University Board of Trustees. Complaints against the EEO Coordinator or Officer should be filed with the President, who will appoint a neutral party to carry out the role of the EEO Office as outlined below.

### Complaint Procedures

1. Complainant will be asked to complete an in-take form which will include a description of the alleged discrimination and the nature of the remedy desired. Any investigation may be assigned by the EEO Officer to the EEO Coordinator and/or any appropriate designee.
2. A private interview will be conducted by the Coordinator with the complainant.
3. The Coordinator will notify and interview the person(s) named in the complaint (respondent) to apprise them of the charges and afford them an opportunity to respond.
4. The investigation by the Coordinator will include interviewing witnesses, collecting documentation, and seeking any additional information necessary. In conducting the

investigation, the Coordinator shall have unrestricted access to all pertinent materials, records, reports, and documents in possession of any University personnel, and shall be afforded the opportunity to interview all persons possessing relevant information.

5. The Coordinator may assist in the informal resolution of the complaint. With the consent of both parties involved, the Coordinator will arrange for information to be shared between the parties regarding applicable issues and appropriate remedies. Failure to reach a resolution will result in the continuation of the investigation.
6. The Coordinator will prepare and forward a written report of the investigation and findings to the EEO Officer. The EEO Officer will then determine whether there exists substantial evidence to support the alleged complaint.
7. A final written determination, setting forth the EEO Officer's decision will be sent to both the complainant and the respondent.
8. If disciplinary action is required as a result of a finding against the respondent, procedures under the relevant collective bargaining agreements, Board of Trustees Regulations, State Universities Civil Service Status and Rules, or University Student Conduct Code will be followed.
9. A review of the final determination of the EEO Officer may be requested of the President.
10. Complainant has the right to file with the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) at any time during an investigation. Be aware that IDHR and EEOC have time limitations for filing a charge of discrimination. Any retaliatory action taken by a University employee against a complaining party as a result of that party's seeking redress under these procedures is prohibited and shall be regarded as a separate and distinct cause for complaint under these procedures. It is a violation of this policy for anyone to knowingly make false accusations of discrimination or harassment. Failure to prove a claim is not equivalent to a false allegation. Sanctions will be imposed for making false accusations of discrimination or harassment.

## Policy on Sexual Harassment

It is the policy of Chicago State University that the sexual harassment of one member of the academic community by another will not be tolerated. This policy applies to all members of the campus community: students, employees, and visitors. It applies to incidents which occur on University property, as well as off campus functions sponsored or supervised by the University. One of Chicago State University's goals is to foster an open learning and working environment free from sexual harassment and from the fear that it may occur. "Unwelcome sexual advances, harassment on the basis of sex are a violation of Title VII of the Civil Rights Act of 1964, and the State of Illinois Human Rights Act. Sexual harassment has been defined as: requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment."

There are two categories of behaviors which may constitute sexual harassment. "quid pro quo" refers to situations in which a tangible benefit (a grade, a job, and a promotion) is contingent upon the performance of sexual favors. This occurs in situations of unequal power such as supervisor/subordinate in the workplace or faculty/student in the classroom. The second category, "hostile environment," refers to patterns of behavior or incidents (including verbal, non-verbal, physical, or other) which may seem harmless as individual events, but which may be considered intimidating, hostile, or offensive when taken together.

Intimate relationships between faculty and students, as well as between supervisors and subordinates raise serious professional concerns. When one party has power over the other, the relationship is inherently unequal. The faculty member or supervisor cannot be certain that the relationship is truly welcome or consensual. If the relationship deteriorates, possible allegations of "quid pro quo" harassment may arise. Furthermore, others who perceive preferential treatment between the parties to the relationship may feel themselves in an offensive environment.

All University employees in a supervisory role have the duty to report to the Equal Employment Opportunity (EEO) Office any alleged sexual harassment and/or behavior that creates a hostile environment, as soon as they become aware of the allegation, even in the absence of a complaint.

*To report any types of harassment contact:*

Equal Employment  
Opportunity Office  
Cook Administration  
Building, Room 318  
Phone: 773-995-2462

### *Title IX Information*

The University and School of Pharmacy subscribe to Title IX of the Education Amendments of 1972. Title IX states that: No person in the United States shall, on the basis of sex, be

excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

*Please see University Handbook for more information.*

# Student Grievance Policy

The purpose of the School of Pharmacy grievance procedure is to provide students with a fair method of resolving conflicts with faculty, staff, administrators, and other students. This procedure is designed to provide fair means for dealing with a student's complaints regarding a specific action or decision made by the School of Pharmacy faculty (including administrative faculty). Any student or group of students may initiate a complaint procedure on any student concern including complaints against faculty, staff, administrators, or other students. Complaints involving violations of FERPA should be directed to the Office of the Registrar. Complaints involving harassment should be directed to the CSU Equal Employment Opportunity officer.

Any students who believe they have been treated unfairly, discriminated against, or have had their rights abridged may initiate a grievance with the following exceptions:

Allegations of discriminatory treatment arising from the student complainant's age, race, gender, sexual preference, handicap, national origin, or religion. The CSU Office of Equal Opportunity handles allegations of discrimination or sexual harassment.

Allegations of noncompliance with University policies and procedures for the protection of student records established under the Family Educational Rights and Privacy Act (FERPA). These concerns must be forwarded to the Office of the Registrar.

The Executive Associate Dean shall be responsible for informing students of their rights and obligations under the grievance procedure and especially the deadlines that have been established. The Executive Associate Dean shall seek to resolve informally as many grievances as possible per Steps 1 and 2 of the Student Grievance Policy. Students are encouraged to seek the assistance of the Executive Associate Dean at any stage of the grievance process.

*Complaints concerning a faculty member should be handled in the following manner: [Step One](#)*

Arrange a meeting with the faculty member to discuss the concern within ten (10) calendar days of the dispute. If resolution is not achieved at this level, see Step Two.

## [Step Two](#)

Arrange a meeting with the appropriate Department Chair within ten (10) calendar days after meeting with the faculty member. The Chair of Pharmaceutical Sciences and/or the Chair of Pharmacy Practice may elect to include the course instructor(s) or coordinator in the discussion. If resolution is not achieved at this level, see Step Three.

## [Step Three](#)

At this level students must submit in writing the formal complaint to the Executive Associate Dean in the College of Health Sciences & Pharmacy. The formal complaint must be filed within ten (10) calendar days after meeting with the chairperson of the respective department or within thirty (30) days of the initial complaint. The grievance statement must describe the problem, be accompanied by any relevant data, and include the resolution sought. The Executive Associate Dean has authority to determine if an appropriate chain of command was followed regarding the grievance and can provide guidance to the student on whether the statement filed constitutes a grievable offense.

The statement must be specific and must be signed by the person submitting the complaint. In the case of a group complaint, one person may be designated as a representative for the group. The representative may sign for the group provided that all names of the group are attached. Students should be aware that the appropriate faculty members or administrators may be consulted and/or included in the process. At this time, the student filing the grievance will select a faculty member to represent their case, and the faculty member being grieved will select a faculty member to represent their case. The two respectively selected individuals will then choose an impartial third faculty member. The three faculty members will review the case and policy and procedures. The three selected individuals must convene within ten (10) calendar days of the complaint submission to the Executive Associate Dean. All Grievance Committee decisions are then forwarded to the Executive Associate Dean for approval. If the decision is unsatisfactory to the student or faculty member, then the complaint may be forwarded to the Dean.

#### College Level Grievance Process:

The Dean will appoint a grievance committee to hear the complaint and provide advice. The ordinary rights of parties at a hearing (student or faculty member) shall apply, including the right to notice of hearing and decision reached, the right to be present at the hearing, and the right to present and review evidence. Members of the committee shall determine specific procedures for the hearing of each case. The primary role of the grievance committee is to ascertain whether the department followed its published policies and procedures. Following the hearing, the committee will present its findings and recommendations to the dean. The Dean's decision will be communicated to the department chairperson, to the faculty member, and to the student. The decision of the Dean will be final.

#### Composition of College-Level Grievance Committee

- The Dean of the college or his or her representative from the College of Health Sciences and Pharmacy. One faculty member from the department involved.
- One faculty member from the other academic departments in the college. One College of Health Sciences and Pharmacy student not from the department.
- One student from the department involved.

Resolution of the committee will be based on two-thirds of the majority vote.

*Complaints against staff and administrators should be handled in the following manner:*

#### Step One

Arrange a meeting with the staff member or administrator to discuss the concern within ten (10) calendar days of the incident. If resolution is not achieved at this level, see Step Two.

#### Step Two

Arrange a meeting with the appropriate supervisor/manager to discuss the concern within ten (10) calendar days after the meeting with the staff member or administrator. If resolution is not achieved, see Step Three.

#### Step Three

Arrange a meeting with the Executive Associate Dean in the College of Health Sciences & Pharmacy within ten (10) calendar days after meeting with the staff member or administrator's supervisor. The Executive Associate Dean and/or Dean will determine the next steps in the process in accordance with University's policies and procedures. Note: When dealing with staff issues, because of potential bargaining issues, the final decision in these matters does

not reside with the Dean of the College.

*Complaints against students should be handled in the following manner:*

Arrange a meeting with the Executive Associate Dean and the student(s) to discuss the concerns within ten (10) calendar days of the incident. The Executive Associate Dean will address these concerns and will consult with the Dean when appropriate. See Professionalism Policy for further details. The decision of the Dean is final if an appeal process occurs.

Students with other concerns should arrange to meet with the Executive Associate Dean in the College of Health Sciences & Pharmacy.

## Formal Grievance Policy for ACPE Concerns

Students who have concerns regarding the School's capability to achieve the standards of accreditation or comply with the policies and procedures of the Accreditation Council for Pharmacy Education may file a grievance with the Office of the Dean. Formal grievances must be submitted in writing to the Dean. The written grievance should include the following: student name and contact information; the date of the grievance; the specific ACPE accreditation standard, policy or procedure that is involved; and a description of the specific grievance.

The grievance will be reviewed by the Dean and referred to the appropriate administrators for investigation, analysis, and appropriate action. Students should expect a timely, fair, and comprehensive review of their complaints to include personal discussions with appropriate administrators, and the opportunity to supply supportive documentation or the testimony of fellow students regarding their concerns. Students will be notified regarding the outcome of the review and any actions planned or taken.

A record of written grievances regarding the School's adherence with accreditation standards to related policies and procedures, including the original grievance and administration's response, will be maintained in the Office of the Dean for review by appropriate accreditation agencies, unless otherwise prohibited by state or federal law. Appropriate information addressed in such grievances will be utilized in the School planning and self-study processes.

The accreditation standards, policies, and procedures for colleges of pharmacy can be found at: <http://www.acpe-accredit.org/standards/default.asp>. Students who are not satisfied with the response from CSU School of Pharmacy administration may submit their grievance directly to the Accreditation Council for Pharmacy Education via the following website: <https://www.acpe-accredit.org/complaints/> or via email at [csinfo@acpe-accredit.org](mailto:csinfo@acpe-accredit.org).

# Policy on Program Leave

## *Program Leave*

A student in good academic standing may request a "Program Leave" from the program with approval from the Executive Associate Dean. This request must be in writing detailing the reason for the request. A student requesting program leave should continue with their academic schedule until s/he receives a response from the Executive Associate Dean. Request for a program leave should be submitted to the Office of Student Affairs within the School. The "Program Leave" Form can be obtained from the Executive Associate Dean. There are two types of program leaves: a short-term program leave (less than 10 university days), or extended program leave.

The School also reserves the right to impose a mandatory program leave under certain situations when deemed appropriate by the School. The terms of the program leave will be determined by the School on a case-by-case basis. For example, a program leave may be for one semester or one academic year. The academic program requires a six-year completion rate, inclusive of all program leaves.

## *Short-Term Program Leave*

If a particular life experience happens to a student during the program, including but not limited to an accident, severe injury, illness, pregnancy, etc., the student may be eligible to receive an excused absence of up to two consecutive weeks (i.e. a total of 10 consecutive University work days) during an academic year. In order to receive an excused absence, a statement from the student and, depending upon the life experience, and documentation certifying the need for an absence of up to 10 consecutive University work days must be provided to the Executive Associate Dean.

## *Extended Program Leave*

Any student may request a program leave due to the existence of a medical condition or personal issues that affect their ability to continue the program. Requests for extended program leave will be reviewed on a case-by-case basis and must be approved in advance by the Executive Associate Dean. Any student who requests a program leave during a semester will be withdrawn or (depending on the duration intended) may be given incompletes in all courses, and be required to restart the semester when returning. Please note that the program requires all required elements be completed in six years from matriculation inclusive of all academic and non-academic program leaves.

## *Military Leave*

In the event that a currently enrolled student is called upon to fulfill his/her military obligation, the School will work individually with the student to assist them meeting their obligations. Every effort will be made to assist the student with transition from the program to the military and back into the program. Each situation will be evaluated on a case-by-case basis. The student will be required to fulfill all academic and clinical obligations in order to progress in the program. Students faced with this situation should meet with the Executive Associate Dean.

## *Withdrawals*

To withdraw from the School a student must meet with the Executive Associate Dean to acquire appropriate signatures. The student must also satisfy all obligations to the School and University.

## Appendix 1: Progression Guidelines

### Doctor of Pharmacy Degree Academic Standing Guidelines (Effective from 2021-22 Academic Year starting Class of 2025)

| <b>Non-Passing Grades (grades less than "C") in Non-APPE Courses</b>                                                                                                                                                          |                    |                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Students must remediate ( <i>summer</i> ) or repeat ( <i>next academic year</i> ) all non-passing grades (including professional electives). Note: summer remediation is a privilege and may not always be offered each year. |                    |                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Academic Standing</b>                                                                                                                                                                                                      | <b>Outcomes</b>    | <b>Explanation</b>                                                                                   | <b>Comment</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| One or two "D" grade(s) in any course (including professional electives)                                                                                                                                                      | Academic Probation | Remediation of "D" if available. Otherwise, repeat course(s) the next time they are offered in full. | Continue through Spring if probation starts in Fall. Students that earn a non- passing grade for didactic electives may complete a different course to meet the minimum graduation requirements. Students that earn a non-passing grade in an elective, but pass all required coursework may move forward to the next professional year. For students to proceed to the P4 year, they need to complete all didactic requirements (so students that fail electives in the P3 year, will need to repeat them before moving forward). |

|                                                                                                                  |                    |                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| More than two "D" and /or one "F" grade(s) in any course (including professional electives) in one academic year | Academic Probation | <p>Repeat all non-passing courses next academic year. If "D" or "F" is in the Fall, cannot continue to the Spring semester (Student is on an academic LOA for Spring).</p> <p>Student does not progress to the next cohort year (will not continue with current class). (note: maximum numbers of "D" and "F" grade rules apply)</p> | <p>During the repeated academic year, ASC may require or encourage completion of an internal College of Pharmacy audit for coursework the student has already successfully passed. Students that earn a non-passing grade for didactic electives may complete a different course to meet the minimum graduation requirements.</p> <p>Students that earn a non-passing grade in an elective, but pass all required coursework may move forward to the next professional year.</p> |
|------------------------------------------------------------------------------------------------------------------|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                        |                    |                                                      |                                                                                             |
|------------------------|--------------------|------------------------------------------------------|---------------------------------------------------------------------------------------------|
| Semester GPA below 2.0 | Academic Probation | One Academic Year to bring GPA back to 2.0 or higher | Not bringing up to 2.0 triggers further review and action by the committee, up to dismissal |
|------------------------|--------------------|------------------------------------------------------|---------------------------------------------------------------------------------------------|

Students will be dismissed from the College/Program if any of the following occurs:

- A student earns more than 3 non-passing course grades (grades less than "C") per academic year
- A student accrues more than 4 non-passing course grades at any point in the PharmD program (regardless of successful remediation or repeat)
- A student earns more than 1 "F" grade at any point in the PharmD program (regardless of successful repeat)
- A student does not successfully complete a professional course on the second attempt. NOTE: Both a remediation (*summer*) and repeat (*next academic year*) count as a student's second attempt at coursework. Depending on the availability of summer remediation offerings, a student that earned a "D" grade may choose whether to complete a remediation or repeat as their second attempt.
- A student accrues any non-passing grade after a successful repeat
- A student does not return to good academic standing within one year of being placed on probation
- A student exceeds the time allowed to complete degree requirements (6 years)

#### Unsuccessful Remediation/Repeat

|                                                        |            |                        |  |
|--------------------------------------------------------|------------|------------------------|--|
| Any grade lower than C on course<br>remediation/repeat | ASC Action | Dismissal from program |  |
|--------------------------------------------------------|------------|------------------------|--|

#### After a Successful Remediation

|                                                                                                                                                                                   |                    |                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| One or two "D" Grade (s), or one "F" Grade                                                                                                                                        | Academic Probation | Repeat all non-passing courses next academic year. If this occurs in the Fall, Cannot continue to Spring. Note: dismissals for maximum numbers for non-passing courses still apply                                                                                                                                                                   | For any course being repeated, any grade below "C" will result in dismissal                                                                                                                 |
| <b>After a Successful Repeat</b>                                                                                                                                                  |                    |                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                             |
| Any "D" and/or "F" grade                                                                                                                                                          | ASC Action         | Dismissal from the program.                                                                                                                                                                                                                                                                                                                          | None                                                                                                                                                                                        |
| <b>Re-Admitted Student</b>                                                                                                                                                        |                    |                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                             |
| Student follows progression guidelines for the cohort they are joining. Follow same guidelines as a regular student. Student will not be allowed re-admission if dismissed again. |                    |                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                             |
| <b>Unsuccessful Completion of Non-course graduation requirements</b>                                                                                                              |                    |                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                             |
| In order to graduate, students must successfully complete all non-course requirements as approved by the CSU-SOP Faculty and Dean.                                                |                    |                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                             |
| Drug Card Assessment                                                                                                                                                              | Academic Probation | Complete remedial work during the summer. If student fails Fall Drug Cards, may continue to Spring Coursework and Spring Drug Cards. Students who do not pass the summer remediation of Drug Cards, must complete with the cohort behind them. Students do not progress to the next year of Drug Cards. Students may progress with other coursework. | Students must successfully pass all Drug Cards to move forward to the P4 year. Failure to pass repeated Drug Cards may result in dismissal based on the 6 year program completion timeline. |

|                                              |                    |                                                                                                                        |                                                                                                                                                                                                                    |
|----------------------------------------------|--------------------|------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| MileMarker Examinations and PCOA Examination | Academic Probation | Complete remedial support course before moving to the next professional year.                                          | Students must successfully pass remedial support course to move forward to the P4 year. Failure to pass repeated remedial support courses may result in dismissal based on the 6-year program completion timeline. |
| Student Portfolios                           | Academic Probation | Student must complete activities during summer remediation session in order to progress to the next professional year. | Students must complete portfolio requirements to move forward to the P4 year. Failure to pass repeated portfolio requirements may result in dismissal based on the 6-year program completion timeline.             |

### **Non-Passing Grades (grades less than "C") in APPE Courses**

If a student fails to earn a grade of C or better on an advanced pharmacy practice experience, the student pharmacist must repeat the same type of experience. If the APPE is an elective, the student must repeat an elective (although not the exact same elective).

- After consideration of the circumstances, the Academic Standing Committee may grant the re-take with additional requirements which can include, but are not limited to:
  - o The student to undergo a period of directed independent study to correct knowledge deficiencies
  - o The student being placed on a leave of absence before repeating the experience
- Actions of the Academic Standing Committee are not limited to the above and decisions will be determined on a case- by-case basis.
- The time of the repeat will be as early as possible once the student has satisfied the Committee's requirements and is subject to availability of experiential sites as determined by OECPE.
- If the repeat is granted, it must be completed within 12 calendar months.

Students are allowed only one repeat of an APPE while enrolled at CSU-SOP.

Failure to earn a C or better on a second advanced pharmacy practice experience will result in a recommendation for dismissal

**General Rule:** Students that are subject to a probation or dismissal will be called upon by the Academic Standing Committee

A student may take up to six years to complete the four-year Doctor of Pharmacy (PharmD) program at Chicago State University. All forms of leave (voluntary withdrawals, administrative withdrawals, or leaves of absence) may be extended to a maximum of 24 months total (either consecutive months or cumulative time) with approval from the ADSA or the ADAA. A student will be dismissed from the program six years from their start date if they have not completed program requirements. At that point, the student may choose to re-apply for admission to the School as a P1

## **Appendix II: Departmental Contact Information**

### The Department of Pharmaceutical Sciences Mission Statement

The mission of the Department of Pharmaceutical Sciences is to educate students with the foundation of scientific knowledge essential to the professional pharmacy curriculum. While providing quality instruction in the biomedical and pharmaceutical sciences, the faculty will introduce and develop skills of critical thinking, problem solving, and life-long learning in student pharmacists. In addition, the department will provide opportunities for further development of faculty and student pharmacists by encouraging them to strive for excellence in scientific inquiry. The Department also endeavors to contribute significantly to the service mission of CSU-SOP.

|                         |                                       |                                                        |        |
|-------------------------|---------------------------------------|--------------------------------------------------------|--------|
| Michael Danquah, PhD    | Chair and Professor                   | <a href="mailto:mdanquah@csu.edu">mdanquah@csu.edu</a> | DH3094 |
| Zaneta Jackson          | Administrative Aide                   | <a href="mailto:zjacks20@csu.edu">zjacks20@csu.edu</a> | DH3093 |
| Dalavia Edmon, PharmD   | Director of Professional Labs         | <a href="mailto:Dedmon22@csu.edu">Dedmon22@csu.edu</a> | DH3030 |
| Hafeez Faridi, PhD      | Associate Professor                   | <a href="mailto:hfaridi@csu.edu">hfaridi@csu.edu</a>   | DH3024 |
| Nadeem Fazal, MD, PhD   | Professor                             | <a href="mailto:nfazal@csu.edu">nfazal@csu.edu</a>     | DH3023 |
| Elmer Gentry, PhD       | Associate Professor                   | <a href="mailto:egentry@csu.edu">egentry@csu.edu</a>   | DH3016 |
| Brandon Martin, PhD     | Assistant Professor                   | <a href="mailto:bmarti59@csu.edu">bmarti59@csu.edu</a> | DH3021 |
| Mohammad Newaz, MD, PhD | Professor                             | <a href="mailto:mnewaz@csu.edu">mnewaz@csu.edu</a>     | DH3009 |
| Daniel Pietryla         | Research Lab Specialist<br>Technician | <a href="mailto:dpietryl@csu.edu">dpietryl@csu.edu</a> | DH3046 |
| Obayed Raihan, PhD      | Assistant Professor                   | <a href="mailto:mraihan@csu.edu">mraihan@csu.edu</a>   | DH3015 |

## The Department of Pharmacy Practice

The Department of Pharmacy Practice is comprised of faculty who provide education in the administrative and clinical sciences, as well as direct practice experience. Required courses in the administrative science area include an introduction to career development and current pharmacy topics, a survey of the U.S. healthcare system, professional practice management, and pharmacy law and ethics. Required courses in the clinical science area include topics in the area of nonprescription medications, drug literature evaluation, pharmacotherapeutics, and a professional practice laboratory that emphasizes communication skills, prescription processing, and pharmaceutical care. Supervised practice experiences required during the program provide opportunities for students to apply knowledge acquired in didactic courses to practical situations. These experiences promote the development of technical, cognitive, and decision-making skills that are necessary for the contemporary practice of pharmacy in a variety of practice environments. Various states apply these experiences to their state board of pharmacy internship requirements.

## The Department of Pharmacy Practice Mission Statement

The mission of the Department of Pharmacy Practice is to prepare and empower pharmacy students and pharmacists to become competent providers of pharmacy care in all practice settings. This mission is achieved through a combination of innovative didactic coursework, experiential training, mentoring, scholarship, and community service in partnership with students, pharmacy practitioners, and other health care providers and our communities. The Department serves the professional community through the development and evaluation of innovative pharmacy practice models that promote the role of the pharmacist as an integral member of the healthcare team.

|                              |                                        |                                                          |         |
|------------------------------|----------------------------------------|----------------------------------------------------------|---------|
| Daniel Kerner, PharmD        | Chair and Clinical Associate Professor | <a href="mailto:dkerner@csu.edu">dkerner@csu.edu</a>     | DH3095  |
| Zaneta Jackson               | Administrative Aide                    | <a href="mailto:zjacks20@csu.edu">zjacks20@csu.edu</a>   | DH3093  |
| Alexis Coffee, PharmD, MHPE  | Clinical Assistant Professor           | <a href="mailto:acoffee21@csu.edu">acoffee21@csu.edu</a> | DH 3019 |
| Deborah Harper-Brown, PharmD | Clinical Associate Professor           | <a href="mailto:ddharpe20@csu.edu">ddharpe20@csu.edu</a> | DH3013  |
| Sabah Hussein, PharmD        | Clinical Associate Professor           | <a href="mailto:shussein@csu.edu">shussein@csu.edu</a>   | DH3097  |
| Charisse Johnson, MS, PharmD | Professor                              | <a href="mailto:c-johnson@csu.edu">c-johnson@csu.edu</a> | DH3081  |
| Darilyn McClain, PharmD      | Clinical Assistant Professor           | <a href="mailto:dmccla20@csu.edu">dmccla20@csu.edu</a>   | DH3088  |
| Tatjana Petrova, PhD         | Professor                              | <a href="mailto:tpetrova@csu.edu">tpetrova@csu.edu</a>   | DH3101  |
| Samah Qasmieh, PharmD        | Clinical Assistant Professor           | <a href="mailto:sqasmieh@csu.edu">sqasmieh@csu.edu</a>   | DH3103  |
| Trishia Shaw, PharmD         | Clinical Associate Professor           | <a href="mailto:tshaw21@csu.edu">tshaw21@csu.edu</a>     | DH3017  |

# The Office of Experiential & Continuing Professional Education

## Mission Statement

The Office of Experiential and Continuing Professional Education is committed to preparing and empowering pharmacy students and pharmacists to become competent providers of pharmacy care in all practice settings. This mission is achieved through a combination of innovative didactic coursework, experiential training, continuing education, mentoring, scholarship, and community service.

|                         |                                    |                                                        |        |
|-------------------------|------------------------------------|--------------------------------------------------------|--------|
| Darilyn McClain, PharmD | Director of Experiential Education | <a href="mailto:dmccla20@csu.edu">dmccla20@csu.edu</a> | DH3088 |
| Karen Martin, BBA       | Program Specialist                 | <a href="mailto:kmarti50@csu.edu">kmarti50@csu.edu</a> | DH3089 |

# Chicago State University School of Pharmacy

## ABSENCE REQUEST/APPROVAL FORM

Revised 09/16/2026

**Directions to Students:** This form must be completed, signed and submitted two weeks in advance for conference travel and non-emergency absences from a class, laboratory, examination, quiz, or practice experience. For unexpected absences lasting more than one day, this form must be completed the day you return to school with supporting documentation (i.e., doctor's statement, official letter or other appropriate documentation.) For conference travel, complete sections I-IV. For any other type of absence, complete sections I, II, and IV. Submit all forms with documentation to Office of Student Affairs for recordkeeping purposes upon completion.

**SECTION I:** Student Name: \_\_\_\_\_ Date(s) to be absent: \_\_\_\_\_

**Level:** (Circle One) P1 ☐ P2 ☐ P3 ☐ P4 ☐ **Are you on academic warning/probation?** (Circle one) Yes ☐ No ☐

**Reason for Absence:** \_\_\_\_\_ **Conference Travel** \_\_\_\_ **Illness** \_\_\_\_ **Personal** \_\_\_\_ **Family Illness** \_\_\_\_ **Other(Specify)** \_\_\_\_\_

**SECTION II: Course Coordinators and Preceptors: Please indicate your permission for this student to be excused for the time period indicated**

| Course | Approval Yes/No | Signature of Course Coordinator and Preceptor | Assignments missed and make-up requirements (Attach Additional Pages If Needed) | Date |
|--------|-----------------|-----------------------------------------------|---------------------------------------------------------------------------------|------|
| 1.     |                 |                                               |                                                                                 |      |
| 2.     |                 |                                               |                                                                                 |      |
| 3.     |                 |                                               |                                                                                 |      |
| 4.     |                 |                                               |                                                                                 |      |
| 5.     |                 |                                               |                                                                                 |      |
| 6.     |                 |                                               |                                                                                 |      |

**SECTION III:** If you are attending a professional meeting as a representative of a recognized student group/organization, you must complete this section and obtain the signature of the Faculty Advisor of the organization.

Name of the Organization: \_\_\_\_\_

Name of the Faculty Advisor for the Organization: **(Print)** \_\_\_\_\_

Signature of the Faculty Advisor: \_\_\_\_\_

**SECTION IV:** Sign and date this form and return to the Office of Student Affairs.

Student's Signature \_\_\_\_\_ Associate Dean or Dean \_\_\_\_\_ Date \_\_\_\_\_

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Student Misconduct Citation Form

**Name of Student:**

**Student Year in Program:**

**Name of Faculty Member Submitting Citation:**

**Date of Incident:**

**Location of Incident:**

**Level of Citation (Select one):**    1    2    3

**\*Please contact Professionalism Committee Chair and Department Chair if you have any questions\* Please select the reason for submitting the misconduct citation (Select all that apply):**

**Academic Misconduct** related to:

- ☐ Cheating
- ☐ Violation of codes of conduct described in the College's Student Handbook, the University's Honor Code, course policies, University, College, Program, or department policies and/or articulated by instructors either verbally or in writing.
- ☐ Refusing to acknowledge, honor and/or comply with requests issued by faculty, staff, or administrators related to academic issues.
- ☐ Other behavior deemed as academic misconduct by faculty, staff, or administrators of the University or College. (Please describe below).

**Non-Academic Misconduct** related to:

- ☐ Illegal, obscenity-related, and/or other misuse of University-provided resources (e.g., computers, email) or violation of any acceptable use policies of the University.
- ☐ Unprofessional behaviors and/or dress that disrupt the learning environment of others or which reflect poorly on the University/profession.
- ☐ Theft or damage/destruction of another's property.
- ☐ Harassment, bullying, libel, or slander via any mode (including social media).
- ☐ Violence/harm or the threat of violence/harm.
- ☐ Sexual misconduct in any form.
- ☐ Unauthorized use, possession, or storage of weapons.
- ☐ Trespassing or gaining unauthorized entry into any building, space, or facility.
- ☐ Intentional deception for personal gain.
- ☐ Falsifying documents, correspondence, reports, or records of any kind, or knowingly providing false information or evidence to University or College personnel, or to others external to the University.
- ☐ Violation of patient confidentiality in any practice and/or learning setting.

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- ☐ Misrepresentation of self, College, or others.
- ☐ Abuse of, or impairment from, alcohol, drugs, or chemicals.
- ☐ Illegal possession, use, or sale of alcohol, drugs, or chemicals.
- ☐ Any criminal convictions.
- ☐ Any other behavior deemed as non-academic misconduct by faculty, staff, or administrators of the University or College. (Please describe below).

**Other:** (Please describe the nature of the misconduct).

**Summary of Incident:** (Completed by faculty member. Append any documentation you believe to be relevant.)

**Students will have the opportunity to provide a response to the incident summary.  
Students will be sent a separate form for their response.**

**Students should refer to the School's Student Handbook to review their Rights and Responsibilities pertaining to misconduct citations.**

**Student Signature:**

**\*By signing/typing your full name, you acknowledge receipt of the citation form. This signature is required but does not de facto indicate agreement with the citation. If you are not in agreement with the issued citation, you should articulate your view on the student response form that will be provided to you.**

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Student Misconduct Citation Form

**Instructions to faculty/staff for submitting a Student Misconduct citation:**

**Step 1:** Faculty/staff members should discuss the incident with the Executive Associate Dean and Chair of the School of Pharmacy Professionalism Committee to determine the appropriate level of citation. **Note: If a student has previously received a Level 1 citation, subsequent citations will automatically be escalated to Level 2 citations.**

**Step 2:** Within 5 business days of the incident, the faculty/staff member should complete the corresponding Student Misconduct Citation Form and request a meeting with the student to discuss the incident. Meetings should include discussion of the behavior, identified opportunities for self-development and reflection, and provide students with a copy of the citation form.

**Step 3:** Students should sign the Student Misconduct Citation Form, indicating *acknowledgement* of the citation. The faculty/staff member is implored to speak with the student about professional aptitude and the potential consequences of unprofessional behavior. Faculty/staff members should make attempts to clarify misunderstandings and misconceptions of what constitutes professionalism.

**Step 4:** Within 10 business days of the incident, the signed Student Misconduct Citation Form should be forwarded to the Executive Associate Dean of the School of Pharmacy Professionalism Committee for further action.

Failure of the student to respond to the meeting request, or failure to present for the requested meeting can be documented and filed as an additional unprofessional complaint outside of the circumstances of the initial citation. In this event, the faculty/staff member should contact the Executive Associate Dean and Chair of the School of Pharmacy Professionalism Committee to move forward with the submission of the citation.

cc: Executive Associate Dean  
Chair of the School of Pharmacy Professionalism Committee

## **Universal Syllabus Policies**

## Universal Syllabus Policies

### Statement from the Abilities Office

Any student who believes that they may have a disability and therefore, need reasonable accommodations to fully participate in this course should contact the Abilities Office. Students must formally register with the Abilities Office in order to receive approved accommodations. The Abilities Office is located in the Cordell Reed Student Union Building, Suite 160. We can be reached during business hours at 773-995-2380 we can also be reached by email at [abilities@csu.edu](mailto:abilities@csu.edu) or please visit our website at [Abilities Home | Abilities | Chicago State University](#). Please note that accommodations may be requested at any time, but any accommodation granted will not be retroactive.

### Dress Code

Students enrolled within the professional pharmacy program at College of Health Sciences and Pharmacy are expected to project a professional image to cultivate a positive learning environment for all persons within the classroom. The College dress code is outlined the Student Handbook.

### Attendance and Participation Policy

The Chicago State University College of Health Science and Pharmacy encourages 100% attendance at all lectures, course-related sessions, laboratories, and clinical assignments. Each course has the prerogative to establish its own attendance requirements and policies. Unless a course policy differs, class attendance is mandatory for all students: for the first session of each course; on the first day of class after scheduled vacations; for each examination; for workshops; during introductory pharmacy practice experiences (IPPE); during advanced pharmacy practice experiences (APPE). While it is understood that unexpected absences may occur, it is the student's responsibility to contact appropriate parties in a timely manner.

- Unexcused absences during mandatory attendance sessions may result in course failure.
- Recording of Lectures
  - Student must ask faculty/instructor in advance for permission to record any portion of classroom and/or laboratory activities.

### Excused Absence Policy

- If illness, a personal emergency, personal incapacitation, or other exceptional problem of a serious nature causes a student to be absent from a quiz, examination, rotation, or course session requiring mandatory attendance, the student must immediately notify the course coordinator responsible for the course and follow stated course policies and procedures to request an excused absence. Each request will be evaluated on its individual merit. Additional verification may be required of the student. Non-excused absences will result in a grade of zero for the quiz, exam, or session in question with no possibility for a makeup.

## Universal Syllabus Policies

- Planned excused absences (e.g. professional meetings) must be approved in advance. The form is available from the Office of Student Affairs for this purpose. Make-up exams and or quizzes may be given for excused absences at the discretion of the course coordinator and the involved instructors. Examinations may be administered in a format (e.g. oral, essay) that may be different from the missed exam or quiz.
- For emergent, unforeseen events (e.g., medical emergency, death in the family), the student should notify the Office of Student Affairs in addition to the Course Coordinator as soon as possible after the event, but no later than 24 hours.
- Missing Class due to Official University Activity: Students who must miss class due to participation in an official university activity (e.g. athletics, musical or theatrical, or for official representation of the university at meetings or conferences) may request an opportunity to make up any assigned work that occurred during the event. Your instructor may require that this request be made prior to the official university activity. Additionally, at the discretion of the instructor, make-up of assignments available online may be limited to only those in which the availability for the assignment falls entirely within the time of the university activity.

## Exam Conditions Decorum

- Students are expected to maintain a demeanor that is consistent with academic and professional standards during examinations.
- Students are required to bring the following items to each exam: an approved laptop or digital testing platform, a privacy filter screen, pencils, eraser, and Student ID Card.
- All other items such as phones, smart watches, books, notes, study aids, hats, coats and personal possessions must be stored in lockers. Clear containers with colorless liquids are permitted in the exam room.
- Students are expected to fully charge their laptops and to bring necessary power cords specific to their machine for the exam.
- Power cords will not be shared between students.
- In the event that the test machine runs out of power and the student does not have a power cord, the exam will be ended and the student will be scored for the work that has been completed.
- Students are responsible for maintaining current versions of testing software and operating systems on their laptops. Please refer to the Minimum Technology Requirements section for more detail. Challenges and/or examination failures based on out-of-date platforms are not givable.
- Students are expected to download the ExamSoft test packet prior to downloading the examination.
- Students are to be seated and ready to take an examination at the posted starting time for the exam.
- Students arriving after that time may be seated only at the discretion of the course coordinators.

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- Students will not be seated for the exam after the point in time that a classmate has finished and left the room.
- Students arriving late (even if allowed to sit for the exam) must meet with the course coordinator and may face a reduction in the examination grade.
- No additional time will be granted for students who are not prepared (i.e. not logged into the Exemplify examination portal or to pre-charge the laptop battery) at the start at the published time. Students with technical difficulties should notify the course coordinator no later than 30 minutes prior to the exam start time. This does not waive the requirement to start the examination at the posted time.
- No talking is allowed once the examination begins.
- Students needing to leave the room (for any reason) need the approval of a proctor.
- Failure to comply with any reasonable request of a proctor or acts of academic dishonesty will follow procedures defined in the College's Student Handbook.

## Universal Syllabus Policies

### Summative Assessment Remediation/Retake

A student who earns an unsatisfactory final course grade (D or F) may be eligible for consideration for a one-time retake of one major summative examination (e.g., midterm or final examination) within a P1, P2 or P3 course if successful completion of the retake could mathematically result in a passing final course grade.

Eligibility for a retake is determined at the conclusion of the semester after final course grades have been calculated and is not automatic. Students with unsatisfactory final grades in no more than two courses may be considered for this opportunity. A student with unsatisfactory final grades in two courses may be offered a retake in only one course, as determined by the applicable Course Coordinator(s), in consultation with the Chair of the Academic Standing Committee. Students with unsatisfactory final grades in three or more courses during the same semester are not eligible for a summative assessment retake.

Students are limited to one summative assessment retake per semester. The assessment selected for retake and the student's eligibility will be determined by the applicable Course Coordinator(s), in consultation with the Chair of the Academic Standing Committee.

The score earned on the retake will replace the score earned on the original assessment and will be used to recalculate the student's final course grade. If the recalculated grade meets or exceeds the minimum passing standard, the student's final course grade will be recorded as a C. The maximum final course grade that may be earned through this remediation process is a C, regardless of the recalculated numerical grade.

A summative assessment retake is an academic recovery opportunity and is not intended for grade enhancement. Participation in the retake process does not guarantee successful completion of the course. Students whose final course grade remains unsatisfactory following the retake will be subject to applicable academic standing and progression requirements.

Students are not eligible for Summative Assessment Remediation/Retake if the student:

- Fails >50% of most major course assessments.
- Are assigned a failing outcome or grade due to academic misconduct or violations of professional conduct standards.
- Fail to participate in required academic support meetings or performance improvement activities.
- Fail to adhere to the requirements of the Summative Assessment Remediation/Retake Agreement

### Student's Observance of Religious Holiday

Faculty shall make every effort to avoid scheduling examinations or requiring that student projects be turned in or completed on religious holidays. Students who wish to observe their religious holidays shall notify the course coordinator by the tenth day of the semester of the date when they will be absent unless the religious holiday is observed on or before the tenth day of the semester. In such cases, the student shall notify the course coordinator at least five days in advance of the date when s/he will be absent. The course coordinator shall make every reasonable effort to honor the request, not penalize the student for missing the class, and if an examination or project is due during the absence, give the student an exam or assignment equivalent to the one completed by those

## **Universal Syllabus Policies**

students in attendance. If the student feels aggrieved, s/he may request remedy through the campus grievance procedure.

### Cell Phones, Pagers & Other Communication Devices

All cell phones, pagers, smart watches, pens, and similar electronic devices, are to be in silent mode during class or turned off! Course coordinators have the right to implement consequences for answering a phone call or text as stated in course policies and procedures.

NO communication devices of any type are allowed during exams. Students who possess and/or use, or attempt to use, a communication device during a test (e.g., an exam or quiz) will be dismissed from the session and have a grade of zero recorded with no possibility for a makeup. In addition, the student will be referred to the Professionalism Committee following the procedures outlined in the SOP Student Handbook.

### Academic Honesty

Academic honesty and integrity are expected of all students throughout their course of study at Chicago State University College of Health Sciences and Pharmacy. Any violation is considered to be a serious academic violation and may result in a written warning, reprimand, academic and/or disciplinary probation, suspension, or dismissal. Academic dishonesty constitutes a breach of academic integrity that violates the academic foundation of an institution and compromises the integrity and well-being of the educational program. The policies on students' academic and professional responsibilities are included in the Chicago State University School of Pharmacy Student Handbook.

Academic dishonesty may include (but is not limited to) cheating, plagiarism, grade tampering or submission of non-original work. Disciplinary consequences for students proven to have engaged in academic dishonesty will be determined based on the nature of the violation and will result in, at minimum, a grade of zero "0" for that assignment/examination/presentation. Depending on the extent of the infraction, more severe consequences, including course failure (i.e., receipt of a final grade of "F" for the course) as well as referral to the Professionalism Committee of the College and the Chicago State University, may occur. For additional information and specific guidelines, please refer to the Chicago State University Graduate Student Catalog, Chicago State University Student Code of Conduct, and the College's Student Handbook.

### E-Mails

Students must use the CSU-assigned email address to send all official communication to University and College faculty, staff, and/or administrative department/office/unit. All students are required to check their CSU emails at least once daily. If concerns arise as to Moodle or email functionality, it is the responsibility of the student to reach out to University IT services. Each student is responsible for the requirements, notifications, or other pertinent course-related content of all emails sent by course coordinator(s) and faculty member(s).

## **Universal Syllabus Policies**

### **Anti-Bullying Policy**

All members of the CSU community are required to follow the Anti-Bullying Policy, which can be found here: [Student Resources | DOSA | Chicago State University](#)

### **AI Usage Statement**

Use of AI and technology sites, including but not limited to openai.com (such as ChatGPT) and deepai.org, can only be used with written indication from the faculty member who is teaching this course. Student work shall still be original, and the use of AI technology when not directly permitted by the faculty member will be considered academic misconduct. Please refer to the CSU Student Code of Conduct (code), especially with regard to 1. Cheating and 7. Non-original Works.

### **Statement on Copyright**

Materials used in this course—unless otherwise indicated—are protected by United States copyright law [Title 17, U.S. Code]. Materials are presented in an educational context for personal use and study and must not be shared, distributed, or sold in print—or digitally—outside the course without permission. As a student, your ability to post or link to copyrighted material is also governed by United States copyright law. The law allows for students to post or link to copyrighted materials within the course environment when the materials are pertinent to course work. Instructors—or other staff of the institution—reserve the right to delete or disable your post or link if in their judgment it would involve violation of copyright law.

### **Emergency Evacuation**

All emergencies occurring on campus, life-threatening and non-life-threatening should be reported to the campus police by calling ext. 2111 from any campus phone and either 911 or (773) 995-2111 from a cell phone. In order to maximize preparedness in the case of an emergency, students who may need assistance should an evacuation be necessary are asked to inform their instructors at the beginning of each semester. This request is made to improve the safety of all members of the CSU Community.

### **You Belong Here - Support Is Available**

College students should not have to choose between education and meeting their basic needs. If you are experiencing challenges with childcare, a disability, food, hygiene items, housing, medical/mental health, textbooks, transportation, and/or utilities support is available to help you stay enrolled, supported, and successful.

Seeking support is a sign of strength, and our goal is to create a campus community where students feel seen, valued, and empowered to thrive academically, emotionally, and personally. Use the link below to connect with us.

<https://forms.office.com/r/rTjiBkT7w3?origin=lpLink>

A counseling team member will follow up with you within 48 hours. You are also welcome to contact the CSU Counseling Center at 773-995-2383, [counselingcenter@csu.edu](mailto:counselingcenter@csu.edu), Cook Administration Building, Room 131. Walk-ins are welcome.

## APPENDIX

### **Minimum Technology Requirements**

Computer must be able to run Exemplify and UWorld.

**See Minimum System requirements from ExamSoft:**

<https://examsoft.com/resources/exemplify-minimum-system-requirements/>

ExamSoft works with Windows, Mac, iPads but system requirements are hardware and system dependent

RAM: 4 GB or greater Hard Drive: 250 GB or greater

HDMI port or equivalent or adapter Internet connection

Privacy filter screen Adobe Reader DC Google Chrome

Microsoft Office 2021, Microsoft Office 365 or Microsoft Office DC

**See Minimum System Requirements for UWorld:**

[https://www.uworld.com/system\\_requirements.aspx](https://www.uworld.com/system_requirements.aspx)



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