



College of Pharmacy

2023 - 2024
Student Handbook

**Rosalind Franklin University of Medicine and Science
College of Pharmacy**

2023-2024 Student Handbook

Table of Contents

Non-Discrimination/Equal Opportunity Statement	4
CHAPTER I: INTRODUCTION	5
Purpose of the Student Handbook	5
College of Pharmacy Mission	5
College of Pharmacy Vision	5
College of Pharmacy Values	6
Standing Faculty Councils and Committees	6
College Advisory Board	6
Pharmacy Oath	7
Accreditation	7
Student Complaints Policy	8
 CHAPTER II: ACADEMIC POLICIES	 10
Progression Requirements	10
College Attendance Policy	11
Examinations and Assessments	12
Student Conduct During Examinations	13
Student Misconduct During Examinations	16
Grading and Registration	16
Course Deficiencies, Failures and Opportunity to Remediate	16
Technical Standards	17
Misconduct Procedure	17
Disciplinary Action	17
Leave Of Absence	19
Withdrawal	20
Changing Academic Programs/Adding a Second Program	20
Procedures for Questions and Concerns	20
Professional Relations between Faculty and Staff	21
Technology Use, Including Social Media	21
Discussion Board Etiquette	21
Policy on Email Communication with Students	22
Policy on Recording of Course Lectures	22
Policy on Extramural Courses	22
Curriculum-at-a-Glance	23
Academic Calendar	25

CHAPTER III: STUDENT CONDUCT AND REGULATIONS	26
Student Treatment	26
Student Educational Records	26
Background Checks	26
Drug Testing	26
Student Alcohol and Drug Policies	27
Immunizations	28
Statement of Professional Conduct	29
Dress Code	30
 CHAPTER IV: STUDENT SERVICES AND ORGANIZATIONS	 32
University Services	32
Accommodations and Student Disabilities	32
RFUMS Student Council	33
Financial Support for Professional Activities Participation	33
Student Organizations	33
College of Pharmacy Class Presidents and Student Dean	36
The Student Advising Program	36
 CHAPTER V: FACULTY AND STAFF DIRECTORY	 38

Non-Discrimination/Equal Opportunity Statement

Rosalind Franklin University of Medicine and Science (hereinafter “university”) does not discriminate (or tolerate those who do) on any unlawful basis (such as race, skin color, national origin, sex, including sexual orientation and gender identity, disability, age, religion, genetic information, military status or family status) in its education programs or activities, including admission, financial aid, student activities and events and other terms, conditions or privileges of enrollment.

The Full Equal Opportunity Policy (Non-Discrimination Policy) can be found in the Student Handbook.

Further information regarding matters contained in this policy may be obtained from Eric William, PhD. Vice President for Diversity, Equity and Inclusion.

CHAPTER I: INTRODUCTION

A. PURPOSE OF THE STUDENT HANDBOOK

The Student Handbook has been prepared to inform students of the rules, regulations, and requirements of the College of Pharmacy (COP) at Rosalind Franklin University of Medicine and Science (RFUMS). This Handbook will also provide information on the services the College offers and will inform the student of his/her rights and responsibilities.

The College of Pharmacy Handbook supplements the RFUMS Student Handbook that applies equally to all students enrolled at Rosalind Franklin University of Medicine and Science. Both resources are available on the Rosalind Franklin University web site.

The information contained herein also complements material found in the University's Academic Catalog as well as the College's Guidelines and Procedures for Student Progression, Evaluation, Assessment, and Recognition, both available on the University's web site. The Student Handbook is provided for the student and is subject to change without notice or obligation as the College deems necessary or appropriate in order to achieve the objectives and purposes and properly conduct the business of the College. Students are required to comply with the provisions of this Handbook and other policies, regulations and procedures of the College as a condition of their enrollment during their tenure as a student. It is an important informational resource and guide.

The Student Handbook will be periodically revised to comply with the advancement of the College as it relates to all phases of pharmacy education. Anyone with suggestions for changes to this handbook should make them in writing to the College of Pharmacy Office of Student Affairs. Please refer to the Experiential Education Handbook for further details about the Office of Experiential Education.

B. COLLEGE OF PHARMACY MISSION

To enhance patient and population health outcomes through excellence in interprofessional practice, education, research, and advocacy for the pharmacy profession.

C. COLLEGE OF PHARMACY VISION

To achieve national recognition for excellence and leadership in pharmacy and interprofessional health care education.

D. CORE VALUES

Excellence, integrity, communication, interprofessionalism, scholarship, scientific curiosity, compassion, service and diversity.

E. STANDING FACULTY COUNCILS AND COMMITTEES

The Dean is the Chief Academic Officer of the College. The faculty, however, are responsible for the development, delivery, and assessment of curricular and governance activities in the College. The following faculty councils and committees meet regularly and are vital to the College's success. A student representative from each class is a voting member of all committees, except for Appointments, Promotion and Tenure Committee. Full descriptions of these committees can be found in the College of Pharmacy InSite pages.

- The Academic Faculty Council (AFC): The AFC is the faculty governance organization of the College.
- The Pharmacy Executive Committee (PEC): The PEC serves as the advising body to the Dean. It consists of faculty members and the Student Dean, who is elected by his/her peers.
- Admissions Committee: This committee oversees the recruitment and admissions process of the College and makes recommendations on the policies and procedures for admissions.
- Assessment and Evaluation Committee (A&E): This committee has responsibility for the design, management and oversight of the COP programmatic and curricular assessment and evaluation processes.
- Curriculum Committee: This committee has full responsibility for the design, management, and oversight of the COP curriculum and educational objectives.
- Electronic Resources Committee (ERC): This committee is charged with evaluating new online and mobile resources (usually related to drug information) and analyzing the usage of our current electronic resources.
- Justice, Equity, Diversity, and Inclusion Committee (JEDI): This committee shall have the responsibility to develop strategies to cultivate and evaluate diversity, equity and inclusion principles within the COP.
- Student Promotions, Evaluation and Awards Committee (SPEAC): This committee is charged with assessing student progress, scholarship and professionalism.
- Appointments, Promotion, and Tenure Committee (APT): This committee considers appointments and promotions to the various faculty ranks and recommendations for tenure, when appropriate.

The Dean and the PEC may form additional committees as deemed necessary.

F. COLLEGE ADVISORY BOARD

The College Advisory Board consists of representation from local pharmacy and academic leaders. The Board typically meets three times a year to advise the Dean on College development and strategic planning. Members of the College Advisory Board can be found on the College Website.

G. PHARMACY OATH*

"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, embrace diversity, and advocate for justice to advance health equity.*
- *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 AACCP Board of Directors and the APhA Board of Trustees in November 2021.

H. ACCREDITATION

Rosalind Franklin University of Medicine and Science College of Pharmacy's Doctor of Pharmacy Program is accredited by the

Accreditation Council for Pharmacy Education
135 South LaSalle Street, Suite 4100
Chicago, IL 60503
Phone: 312-664-3575
Fax: 312-664-4652
www.acpe-accredit.org

Rosalind Franklin University of Medicine and Science receives its degree-granting authority from the Illinois Board of Higher Education and is accredited by the Higher Learning Commission.

Illinois Board of Higher Education
1 North Old State Capitol Plaza, Suite 333
Springfield, IL 62701-1377
217-782-2551
www.ibhe.org

Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604
800-621-7440
www.hlcommission.org

The Illinois Board of Higher Education (IBHE) online complaint system is accessible through the agency's website at <http://complaints.ibhe.org>. Please visit the university Accreditation webpage to find additional accreditation information.

I. STUDENT COMPLAINTS POLICY

Rosalind Franklin University of Medicine and Science places value on the right of every student to submit a complaint or concern regarding their academic experience.

Complainants have the following rights:

- A complaint will be treated with appropriate confidentiality and in a timely manner.
- A complainant has the right to withdraw the complaint in writing at any point in the process.
- A complainant may file a written complaint without fear of retaliation. If the complaint is filed without basis or with the intent to harm a member of the RFU community, disciplinary action may be taken.
- The procedure will be applied consistently to students across colleges/units, including online-learning students.

Students can complete an incident report regarding a variety of concerns via the following form: <https://rfums.wufoo.com/forms/incident-report-form>

These incident reports will be reviewed by the University's Division of Student Success and Wellness.

The student should follow the appropriate procedures as outlined in the Academic Catalog for complaints related to the following:

- Academic Integrity Concerns
- Equal Opportunity Complaints
- Sex Discrimination and Title IX Complaints
- Learner or Campus Environment Complaints
- Concern that Due Process Was Not Followed
- Potential Criminal Activity
- Non-University Options for Dispute and/or Complaint Resolution Complaints

Academic Complaints or Disputes

A student who wishes to make a complaint that is specific to a course should first direct their concern to the course instructor or course director.

If the matter is still not resolved to the satisfaction of the student, they are encouraged to make an appointment with the department chair to discuss the matter further.

A student who wishes to make a formal appeal of a course grade should follow the procedures in the COP's Guidelines and Procedures for Student Progression, Evaluation, Assessment, and Recognition.

The COP Student Affairs Office is available as a resource.

College Complaints

Students have the right to due process working through the COP Office of Student Affairs.

- Students should submit unresolved complaints in writing to the Associate Dean for Student Affairs, either directly or via their academic advisor, and attempts will be made to reconcile the issue.
- When appropriate, the issue will be discussed at the SPEAC or with the appropriate COP administrator. Recommendations based upon review of complaints will be discussed with the Dean if appropriate, and action will be taken.
- A Student Grievance Form for submitting complaints is located on the College Website

Students can also complete a university incident report regarding a variety of concerns via the following form: <https://rfums.wufoo.com/forms/incident-report-form> These incident reports will be reviewed by the University's Division of Student Success and Wellness.

ACPE Standards and Complaints

ACPE has an obligation to assure itself that any institution that seeks or holds a pre-accreditation or accreditation status for its professional program(s) conducts its affairs with honesty and frankness. Complaints from other institutions, students, faculty, or the public against a college or school of pharmacy, including tuition and fee policies, and as related to ACPE standards, policies or procedures, shall be placed in writing in detail by the complainant and submitted to the ACPE office. The complaint shall be submitted to the institution for response. Requests for confidentiality shall be respected to the extent any such information is not necessary for the resolution of the complaint.

Although efforts should be made to resolve issues within the College and/or University, students may contact the ACPE directly, without initial COP involvement. The procedure and contact information for reporting an unresolved complaint or lodging a complaint directly to the ACPE follows. College of Pharmacy students are encouraged to maintain an open dialogue with their professors, school administrators, and the body from which it seeks accreditation, the ACPE. Should a student or prospective student feel that Rosalind Franklin University of Medicine and Science and the College of Pharmacy is in violation of the ACPE standards and/or guidelines, he/she should contact the ACPE directly (see below):

Accreditation Council for Pharmacy Education
135 S. LaSalle Street - Suite 4100
Chicago, IL 60603-4810
Phone: (312) 664-3575/ Fax: (312) 664-4652 or (312) 664-7008
csinfo@acpe-accredit.org

Student Complaint Logs

Chronological records of non-accreditation related complaints, including subsequent resolution and/or action (including legal), will be centrally maintained. These records will include complaints filed through the Office of Student Affairs and those filed directly with the Dean.

A separate log will be maintained by the Dean for accreditation-related complaints. Both logs will be reviewed by the Accreditation Council for Pharmacy Education (ACPE) during site visits or upon request. Further information about the ACPE complaint process can be found at <https://www.acpe-accredit.org/?s=complaint>

CHAPTER II: ACADEMIC POLICIES

A. PROGRESSION REQUIREMENTS

The Guidelines and Procedures for Student Progress, Evaluation, Assessment and Recognition contains information regarding conditions for advancement and conditions under which students will be recommended for graduation.

1. Conditions for Advancement

A student may advance to the next academic year if the student:

- Has successfully completed all of the requirements for the current year, or has been granted an exception by the committee to complete certain academic requirements of the current year during the next academic year.
- Has no physical or mental condition that would prevent them from assuming the responsibilities of the next academic year and performing the essential functions of a pharmacy student, as denoted in the technical standard section of the COP Academic Catalog, and
- Is on track to graduate in the time frame described below.

2. Conditions for Recommendation of Graduation

Students who meet the following conditions will be recommended for the Doctor of Pharmacy (PharmD) degree:

- Satisfactorily complete the College of Pharmacy curriculum as prescribed by the College.
- Comply with all requirements and policies enacted by the College.

A student admitted to the College is expected to graduate in four academic years. In cases where progression is delayed, the student must:

- Complete the didactic and experiential requirements and be eligible to earn the PharmD degree within 7 consecutive calendar years from the date of enrollment or be subject to dismissal.

Students who meet the above conditions will be endorsed for graduation by the Faculty via the Academic Faculty Council and submitted to the Board of Trustees of Rosalind Franklin University.

B. COLLEGE ATTENDANCE POLICY

During the P1 through P3 years, if a student is unable to fully participate in required academic responsibilities for a total of 10 calendar days within a quarter, the student must meet with the Dean of Academic Affairs to discuss these absences. Both excused and unexcused absences are included in the total count of days missed.

During the meeting with the Dean of Academic Affairs, progression options, including make-up plans for missed coursework, a potential leave of absence, or other solutions to maintain curriculum continuity will be reviewed. A student who fails to comply with this meeting requirement or expectations set forth during the meeting will be referred to the Student Promotions, Evaluation, and Awards Committee (SPEAC) for professionalism violations.

If a course has specific attendance requirements, the student will be held to those criteria in addition to the limits required by the College.

If, for any reason, a student is unable to fully participate in required academic responsibilities for a total of 15 calendar days within the quarter, the student will be required to take a leave of absence. The University's leave of absence policy, as defined in the academic catalog, applies to a leave of absence taken when the College's attendance requirements are not met.

The University's policies on holidays and excused absences due to religious observance are outlined in the Rosalind Franklin University Student Handbook.

Classes may be cancelled or re-scheduled at the discretion of the class instructor in accordance with College policy.

The PharmD program consists of both didactic and experiential education (pharmacy practice rotations) requirements. Please see the Experiential Education Manual for details on the College's Experiential Education Program.

Didactic Course Attendance

For all courses, it is expected that students will attend didactic course sessions and other scheduled activities. Students are required to attend all Pharmaceutical Sciences and Pharmacy Practice laboratories and examinations. Students should refer to course syllabi for more detailed information.

Experiential Education Attendance and Transportation Policy

Transportation to and from all Experiential Education sites is the responsibility of the student. Please note that public transportation is not routinely available to many sites.

Attendance for all Introductory Pharmacy Practice Experiences (IPPE) and Advanced Pharmacy Practice Experiences (APPE) is mandatory. Changes to the schedule are made in concert with the site preceptor and the Office of Experiential Education. See the Experiential Education Manual for details.

Absences Due to Professional Activities

(I.e. regional or national professional meetings or presenting research)

It is the student's responsibility to contact the course director for approval of absence due to attendance at a professional activity. Approval should be sought as early as possible and prior to making travel arrangements for the meeting. Each student is responsible for follow up with the course director(s) for any missed classes, assignments or assessments. It is at the course director's discretion as to whether or not the absence will be excused and what timeframe, if any, will be given for missed assignments or assessments.

The Office of Student Affairs will work in conjunction with the organization leaders, advisors and Department Chairs so that meeting dates are included on the COP student affairs calendar in a timely manner.

The Office of Student Affairs, with input from SPEAC when necessary, will consider student academic performance as criteria for attendance or financial support at professional meetings. See Chapter IV, Section C for additional details.

Please see the experiential attendance policy for details on professional activity attendance.

C. EXAMINATIONS AND ASSESSMENTS

Examination quantity and scheduling vary by course. Please review each course syllabus for its examination schedule. Examinations are given on a fixed calendar of dates which cannot be changed except in extraordinary circumstances with the approval of the Course Director, Department Chair and the Office for Academic Affairs. Requests for examination date changes must be unanimous, receiving no classmate opposition within 48 hours of the request being made.

A student may request to reschedule an assessment if:

- The student is too ill to participate in the scheduled assessment, or
- A serious personal or family crisis has arisen on or immediately prior to the scheduled assessment.
- There is a religious observance - see the RFUMS Student Handbook for policy

In order for a student to be granted permission to reschedule an assessment the following must be complete:

- The student must immediately notify the Course Director and the COP Office of Academic Affairs.
- The Office of Academic Affairs or designee will determine whether a student's situation warrants rescheduling an assessment, based on supporting documentation, and will notify Course Directors of excused absences.
- If the student's absence is deemed to be excused by the Office of Academic Affairs or designee, the student must retrieve and complete the "Approval to Reschedule a Missed Assessment" form from the COP Office of Academic Affairs or designee. The form must be completed within 2 business days of the student's return to academic activities.

The student has responsibility for contacting the Course Director to arrange a specific time for completing the rescheduled assessment. The timing of the missed assessment is at the discretion of the Course Director.

Missing an exam due to oversleeping or having the incorrect date or time are not considered excused absences and will result in a zero for the exam.

The Course Director may offer a post-examination review of each exam. The method for review is selected by the course director and announced in the course syllabus. Typically, one of the following methods of review is used: (1) review of the exam during class, (2) provide students an opportunity to review their exam during office hours or (3) schedule a time when the exam will be posted so students can self-review.

D. STUDENT CONDUCT DURING EXAMINATIONS AND ASSESSMENTS

Students are expected to follow the standards of student conduct, which can be found in the University's Student Handbook, as well as the College of Pharmacy assessment and academic integrity policies.

Students who witness an academic integrity violation should report it to the Course Director(s) or Proctor(s) or as outlined in the Honor Code.

- For computerized exams, these expectations may be included as either a question, which will not be scored as part of the exam or as the default confirmation when using ExamSoft.
- For paper exams, a paper copy must be signed and turned in after the exam

The following conduct should be observed during examinations:

No electronic devices other than calculators approved by the Course Director(s)

- This includes cell phones, pagers, PDAs, headphones, smart watches and devices, and any listening devices, etc.
- Calculators in which text can be stored and retrieved (such as a TI-83 graphing calculator) are not allowed without expressed consent of the course director(s). Course directors are encouraged to allow only a four-function or scientific calculator.
- **Restroom breaks**
 - Are NOT allowed for exams ≤ 2 hours (medical exceptions are allowed as approved in advance by the University's ADA Coordinator).
- **Food is NOT allowed for exams ≤ 2 hours**
 - Medical exceptions are allowed as approved in advance by the University's ADA Coordinator.
 - Beverages are not allowed for remote exams. If in person, beverages are discouraged and the course director/proctor has the right to inspect the container.
- **Beverages:**
 - NOT allowed for remote exams.
 - For in-person exams, beverages are discouraged and the course director/proctor has the right to inspect the container.
-
- **Hat visors turned to the back or removed and must not be accessible**
- **Backpacks, coats, and other personal items must be placed in the periphery of the room**

Remote Exams

- **Exam Integrity**

ExamID/ExamMonitor will be used for all remote assessments unless otherwise specified. Students are responsible for ensuring that their computer is properly configured to use ExamMonitor. Exams must be completed independently with no collaboration or communication amongst students.
- **Timeliness**

Students must begin remote exams within 15 minutes of the exam password being posted to D2L. Documented proof explaining lateness beyond 15 minutes must be presented to the Office of Academic Affairs. If accepted, a make-up exam may be arranged.
- **Resources**

Course Directors will communicate with students if additional resources are permitted (e.g., scratch paper during remote assessments).

In-person Exams

- **Seating charts and arrangements for each exam**
 - Seating charts should be posted at least 10 minutes before the start of the exam.
 - For lecture hall style classrooms: to the extent that class size allows, students should be seated in alternating rows and alternating seats.
 - For computer testing in non-lecture hall style classrooms: to the extent possible, allow for sufficient space between students, e.g. 5 students at an 8 person table.
 - When using the computer lab, place students in every other seat or use the desk dividers, which are stored in the computer lab office.
 - Course Director(s) and proctors have the right to conduct random student ID checks to ensure students are in their assigned seats.
- **Scratch paper**
 - Students will be provided one sheet of paper after the exam has started. The student's name and date must be written on the paper. This must be handed to a proctor(s) at the end of the exam. Students may request an additional sheet during the exam.
- **No admittance to the exam 15 minutes after the start of the exam and no student can leave within 15 minutes after the start of the exam.**
 - No extra time will be given to late arrivals.
 - Documented proof explaining lateness beyond 15 minutes must be presented to the Office of Academic Affairs. If accepted, a make-up exam may be arranged.
- **Answering questions during the exam**
 - Questions asked of course director(s) and/or proctors must be limited to typographical or grammatical errors, obvious missing information, etc. Definitions or explanations will not be provided. Any correction that has been addressed by a proctor must be announced to the entire group.
- **The end of the exam**
 - Computer-based exams are automatically timed. When the exam is completed, student must upload the exam to the ExamSoft server. A "green screen" will then appear and must be viewed by a proctor prior to the student leaving the testing room. Faculty will regard non-compliance with this requirement as an issue related to professionalism and integrity.
- **Technical difficulties during the exam** will be handled on a case-by-case basis as they arise. Extra desktop or laptop computers, and/or paper exams, will be available at the exam for student use in an emergency. If a major technology malfunction occurs, arrangements will be made as necessary to relocate or reschedule the exam at the earliest possible opportunity.

- **After the exam**, students must not congregate in the hallway outside the testing room because the noise is distracting to those still taking the exam.

E. STUDENT MISCONDUCT DURING EXAMINATIONS AND ASSESSMENTS

During the administration of examinations, students shall not:

- Refer to any unauthorized materials, sources or devices,
- Receive unauthorized assistance during the examination;
- Attempt to access unauthorized materials, source, devices, or any other type of assistance

If the Course Director and/or proctor observe a student violating either of the above policies, either in person or via remote monitoring, they may take the following actions:

- Warn the student that they appear to be in violation of policy, or
- Excuse the student from the examination and contact the Office for Academic Affairs regarding the incident.
- Follow up directly with the Office of Academic Affairs if violation occurred during remote proctoring

If a student observes another student violating either of the above policies, the student must notify the Course Director and/or proctor during the examination.

A student who wishes to submit a complaint regarding an alleged violation of academic integrity by a fellow student may also report the issue directly to the Division of Student Affairs and Inclusion via the Incident Report Form found at the following link: <https://rfums.wufoo.com/forms/incident-report-form/>. Or through the Honor Code resolution process as outlined in the University's Student Handbook.

F. GRADING AND REGISTRATION

Please refer to the University's Academic Catalog for the grading and registration policy. Note that courses taken outside of the University will not be factored into a student's GPA calculation.

G. COURSE DEFICIENCIES, FAILURES AND THE OPPORTUNITY TO REMEDIATE

The admission requirements and policies of the College have been designed so that only applicants who are deemed capable of excelling in the program will be accepted. However, inability to keep up with the challenging curriculum due to personal circumstances or academic struggles may result in course deficiencies and/or failure(s).

Please refer to the Guidelines and Procedures for Student Progression, Evaluation, Assessment and Recognition (SPEAC Guidelines) for the process by which the College will handle course deficiencies and failures.

Course remediation consists of an opportunity for the student to demonstrate competency in a failed course.

All P1 through P3 students may remediate no more than two (2) courses in an academic year and may remediate no more than four (4) courses during the P1 through P3 years. Please refer to the Guidelines and Procedures for Student Progression, Evaluation, Assessment and Recognition (SPEAC Guidelines) for information regarding the opportunity to remediate and remediation limitations

The remediation process may impact enrollment. As such, enrollment in courses, as well as financial aid, may be impacted.

H. TECHNICAL STANDARDS

All applicants and students are expected to meet certain technical standards for advancement and graduation. The standards, which can be found in the University's Academic Catalog, reflect reasonable expectations of qualified pharmacy students performing essential/required functions as part of the academic program. These technical standards are important in ensuring that patient safety is maintained.

I. MISCONDUCT PROCEDURE

Students are subject to disciplinary action for violations of academic policies, procedures or regulations, including breaches of academic integrity and proper student conduct. See Student Conduct Policy, Standards of Student Conduct, and Honor Code in the RFUMS Student Handbook for additional information.

Suspected violations of academic, ethical or professional standards may be reported to the College of Pharmacy Offices of Academic or Student Affairs who at their discretion, may forward to the SPEAC for evaluation, or to the RFUMS Division of Student Affairs and Inclusion, for evaluation in accordance with the RFUMS Student Conduct Policy, Standards of Student Conduct or Honor Code.

Any departures from these standards may result in disciplinary action. Students who exhibit egregious or habitual behavior that is inconsistent with this standard, with the COP competencies, with University policy or with the law will be considered for dismissal or other actions.

J. DISCIPLINARY ACTION

The Student Promotions, Evaluation and Awards Committee's review of student violations of policies, procedures or regulations, including breaches of academic integrity and proper student conduct may result in any of the following disciplinary actions, which will be noted in the student's file. Disciplinary actions include, but are not limited to:

WARNING

A written warning is an official notice to the student that his/her behavior has violated the Standards of Student Conduct. A letter of warning serves as a notification to the student that further misconduct could result in additional disciplinary action.

DEVELOPMENTAL SANCTION

An assigned task or tasks intended to involve the student in a positive learning experience appropriate to the violation. Sanctions of this type include, but are not limited to, service to the community, involvement with a university program or committee (e.g. student leadership training, alcohol education seminar, ethics training workshop), or a writing assignment.

MANDATED COUNSELING and/or TRAINING

A requirement that a student participate in personal counseling or training sessions. These sessions may be provided by either the Student Counseling Service or by a non-university affiliated counselor of the student's choosing, but should be outlined by the requirement description. The student can facilitate communication between the counselor and University Dean of Students when appropriate. Any communications of this sort will not occur without the student's prior written consent. The number of counseling sessions in which the student participates may be predetermined via sanction or may be at the discretion of the student's counselor. Any payment for sessions held outside of the Student Counseling Center will be the student's responsibility.

RESTITUTION and FINES

A payment required to obtain reimbursement for costs associated with or resulting from damage, destruction, loss or theft of property, etc. See the disciplinary section of the RFUMS Student Handbook.

UNIVERSITY PROBATION

University probation is a formal notice that a student's behavior is unacceptable within the university community. See the disciplinary section of the RFUMS Student Handbook.

Students who are placed on probation by the University or College may be required to relinquish a leadership position at the college or university (i.e. student organization leader, member of a university or college committee, a university employee, or a summer research position).

ADMINISTRATIVE LEAVE of ABSENCE

Exclusion from academic coursework at RFUMS for a specified period. A student may be required to fulfill one or more conditions during the Leave of Absence in order to be afforded the privilege of re-entering coursework at the specified date or upon meeting the specified conditions of the leave. Some students on Leave of Absence may be afforded some privileges of enrolled students excluding participation in coursework.

SUSPENSION

See the disciplinary section of the RFUMS Student Handbook.

DISMISSAL

Dismissal refers to permanent involuntary separation from the College/University. See the disciplinary section of the RFUMS Student Handbook.

Dismissal of a student from RFUMS is considered a very serious action. Dismissal of a student from the program will follow the process defined by the College of Pharmacy and outlined in the Guidelines and Procedures for Student Progression, Evaluation, Assessment, and Recognition.

Dismissal will be considered for any of the following:

- Failure of two or more courses (after remediation process is complete as outlined in the SPEAC Guidelines) in any given academic year.
- Failure of the same course twice (as outlined in the SPEAC Guidelines).
- Failure of four or more courses during the P1 through P3 years, regardless of the eligibility to remediate.
- Exceeding two (2) course remediations in an academic year or four (4) course remediations during the P1 through P3 years.
- Exceeding course failure limit after successfully repeating an academic year (as outlined in the SPEAC Guidelines)
- Failure to meet requirements for removal of probation within the time period specified.
- Not expected to complete the program in the time frame described in the SPEAC Guidelines.
- Situations which require that a student be placed on multiple probations due to repeated violations of Academic, Ethical or Professional Standards as outlined in the SPEAC Guidelines.
- Failure to develop and maintain the standards of ethical integrity, professional judgment, or reliability in appropriate personal and professional relationships essential to the competent, honest, responsible practice of pharmacy.

See the RFUMS Student Handbook for a description of additional disciplinary actions.

K. LEAVE OF ABSENCE

The Rosalind Franklin University of Medicine and Science (RFUMS) Leave of Absence Policy shall apply to students requesting or are mandated to take a leave of absence. Students requesting a leave of absence must submit the request in writing to the College of Pharmacy Office for Academic Affairs and specify the reason for the request and beginning and ending dates. Leaves of absence may not exceed one calendar year. The Office of Academic Affairs will instruct the student on procedure and may include the Office of Student Affairs as needed. Please refer to the “Leave of Absence” section of the Guidelines and Procedures for Student Progress, Evaluation, Assessment and Recognition or the University’s Academic Catalog for additional details.

Please refer to Chapter 2 Section B of this handbook for information on the College’s attendance policy and the impact it has on a potential Leave of Absence.

L. WITHDRAWAL

Withdrawal, as outlined in the University's Academic Catalog, a withdrawal is a permanent separation from the university. Any student who plans to leave the University on a permanent basis must formally withdraw. There are two types of University Withdrawals: Voluntary and Involuntary. Additional information regarding withdrawal from RFUMS can be found in the University's Academic Catalog.

Voluntary Withdrawal: A voluntary withdrawal occurs when the student notifies the University of his or her intent to withdraw by following the University's Voluntary Withdrawal Policy.

Involuntary Withdrawal: University administrators have the authority to withdraw a student from the University and to revoke that student's registration at any time for the following reasons:

- Failure to comply with academic progress
- Failure to comply with the university tuition and fee policy
- Other reasons deemed appropriate by their Dean or Dean's designee.

A student is notified in writing that they have been Involuntary Withdrawn. The student may appeal to the University Dean of Students for a final decision.

M. CHANGING ACADEMIC PROGRAMS/ADDING A SECOND PROGRAM WITHIN THE UNIVERSITY

Please refer to the University's Academic Catalog for information on this policy.

N. PROCEDURES FOR QUESTIONS AND CONCERNS

A member of the student body should first direct questions concerning any class activity to the instructor involved. In the classroom or experiential education site any problem should be brought to the attention of the instructor in charge of the course at a personal meeting. He/she will then have the opportunity to correct the problems. If no satisfactory solution is reached, the student may then bring this matter to the attention of the Department Chair. Continued disagreement should be referred to SPEAC via the COP Offices for Academic and/or for Student Affairs. See the Guidelines and Procedures for Student Progression, Evaluation, Assessment and Recognition for additional information.

For further detail, reference the Student Complaints Policy in this Handbook or the University's Student Complaint Process in the University's Academic Catalog.

Students can also complete an incident report regarding a variety of concerns via the following form: <https://rfums.wufoo.com/forms/incident-report-form> These incident reports will be reviewed by the University's Division of Student Success and Wellness.

O. PROFESSIONAL RELATIONS BETWEEN FACULTY/STAFF AND STUDENTS

Professional relations between faculty/staff and students are a valuable and important part of the learning process and contribute greatly to the desired collegial atmosphere at the College. Interpersonal relationships in a professional environment, however, always create the potential for an appearance of favoritism or other impropriety. While good judgment and discretion will often determine what is appropriate under any particular circumstance, the College disfavors activities between faculty/staff and students that can be construed as other than a professional relationship.

P. TECHNOLOGY USE, INCLUDING SOCIAL MEDIA

It is College policy that students not communicate with faculty (including preceptors) via social networking sites (i.e. Friending on Facebook). Student and faculty electronic communication should occur via the RFUMS email system. See section “R” for additional details. Students and faculty are expected to report inappropriate behaviors of students, faculty and College staff on social media sites to the Office for Student Affairs. It is the discretion of the College’s Associate Dean for Student Affairs whether the violation of this policy warrants referral to the University Dean of Students (see Student Conduct Policy in the RFUMS Student Handbook).

It is understandable that students will maintain and update their social network sites during their tenure at the College of Pharmacy. Use of technology not related to course content should not occur during class. (i.e. social media, games, texting, “browsing the web,” etc.)

As representatives of University and future of the pharmacy profession, students are expected to use discretion when posting comments and/or pictures of themselves or others. Any inappropriate behavior on social networking sites should be reported to the College’s Office for Student Affairs who may consult with University Dean of Students (see Student Conduct Policy in the RFUMS Student Handbook).

Q. DISCUSSION BOARD ETIQUETTE

Online discussion boards may be used by a course director. Refer to the course syllabus for information regarding if, or how, the discussion board is used. When posting on the discussion board, students should:

- Refrain from inappropriate language and personal attacks
- Refrain from using uppercase words as this may come off as yelling
- Avoid redundancy of questions unless a new perspective is introduced
- Consider re-reading your own posts before submitting, to make sure you aren’t coming across the wrong way
- Make an appointment with the course director or lecturer to discuss your question or issue if you feel your post may not be perceived as you had meant it to

Please refer to the RFUMS Student Handbook regarding Standards of Student Conduct.

R. POLICY ON EMAIL COMMUNICATION BETWEEN STUDENTS AND FACULTY & STAFF

Each student is provided with a Rosalind Franklin University email account. This will be the primary medium of communication between the faculty/administration and the students. It is the student's responsibility to regularly check at least once per day his/her account for important messages. This applies to those students away from campus on during IPPE and APPE experiences as well as to on-campus students.

It is the University's policy that the email signature block for business-related correspondence should only contain identifying and contact information of the sender. The signature block should not include items of a personal nature, such as, but not limited to, personal beliefs or opinions, statements of philosophy, religious or inspirational sayings or quotes, clip art or graphics, etc. However, please note that this policy relating to signature block does not interfere with the content of the email message itself, which often contains or reflects statements of personal beliefs, opinions, philosophy, etc. of the author or others.

S. POLICY ON RECORDING OF COURSE LECTURES

At the discretion of Course Directors, lectures may be recorded and put in D2L for student use. All audio, including student participation, may be captured during these recordings.

Course content, including class sessions, delivered through the use of digital technology may be audio visually recorded by the University for educational purposes, consistent with the exercise of academic judgment of the faculty. Any such recordings would then be used and maintained in a manner consistent with the university's nonprofit educational mission.

T. POLICY ON EXTRAMURAL COURSES

Extramural courses are taken outside the University after matriculation at RFUMS, and will only be accepted for credit under one of the following circumstances:

- The extramural course is an approved elective
- The extramural course has been approved for remediation of a course failure

U. CURRICULUM-AT-A-GLANCE



Curriculum-at-a-Glance (Academic Year 2023 – 2024)

	COP2027 (P1)		COP2026 (P2)		COP2025 (P3)	
	Course	Hrs	Course	Hrs	Course	Hrs
Fall	YPHP 500A Introduction to Pharmacy Practice	0.3	YPHP 620 Pharmacotherapy I	4	YPHP 715A IPPE III – BEGINS IN SUMMER	–
	YPHS 501 Pharmaceuticals I: Intro to Pharmaceutical Sciences	3	YPHS 625 Pharmacology I	2.5	YPHP 710 Pharmacotherapy IV	3
	YPHS 504 Biochemical Principles for Pharmacy I	2	YPHS 610 Advanced Medicinal Chemistry I	1.5	YPHP 716A Interprofessional Case Collaborations (A)	1
	YPHS 510 Fundamentals of Physiology I	4	YPHS 620A Life-Long Learning	–	YPHP 709 Health Care and Pharmacy Law	3
	HIPS 515A Foundations for Interprofessional Practice	1	YPHP 606 Pharmacy Skills IV	3	YPHP 703 Pharmacy Management and Leadership	2
	YPHP 506 Pharmacy Skills Lab I	3	YPHP 631 Literature Evaluation & Advanced Drug Information	3	YPHS 720A Life-Long Learning	–
	YPHP 511 Pharmacy-Based Immunization Delivery	1	YPHP 504 Health Care Systems	2	YPHP 706 Pharmacy Skills Lab VII	2
	YPHP 502 Introduction to Drug Information Resources	1	YPHS 509A Pharmaceutical Compounding	0.3	YPHP 715B IPPE III	–
			YPHP 615A IPPE II	2	Electives (minimum of 6 hours)	
	Quarter Hours	15.3	Quarter Hours	18.3	Quarter Hours (Required Courses)	11
Winter	YPHP 500B Introduction to Pharmacy Practice	0.3	YPHP 621 Pharmacotherapy II	4	YPHP 711 Pharmacotherapy V	4
	YPHS 502 Pharmaceuticals II: Dosage Forms	2	YPHS 626 Pharmacology II	2	YPHP 716B Interprofessional Case Collaborations	1
	YPHS 512 Biochemical Principles for Pharmacy II	2	YPHS 611 Advanced Medicinal Chemistry II	1.5	YPHP 713 Pharmacogenomics	2
	YPHP 519 Pathophysiology I	2	YPHS 601 Pharmacokinetics & Pharmacodynamics I	2	YPHS 720B Life-Long Learning	–
	YPHS 511 Fundamentals of Physiology II	3	YPHS 620B Life-Long Learning	–	YPHP 707 Pharmacy Skills Lab VIII	2
	YPHS 503A Pharmaceutical Calculations	1.5	YPHP 607 Pharmacy Skills Lab V	3	YPHP 714 Pharmacoeconomics	2
	HIPS 515B Foundations for Interprofessional Practice	1	YPHP 632 Pharmacoepidemiology	1	YPHP 715C IPPE III	–
	YPHP 507 Pharmacy Skills Lab II	3	YPHS 509B Pharmaceutical Compounding	0.3	Electives (minimum of 6 hours)	
	YPHP 515A Introductory Pharmacy Practice Experience (IPPE) I	3	YPHP 615B IPPE II	2		
	Quarter Hours	17.8	Quarter Hours	15.8	Quarter Hours (Required Courses)	11
Spring	YPHP 500C Introduction to Pharmacy Practice	0.3	YPHP 622 Pharmacotherapy III	4	YPHP 712 Pharmacotherapy VI	3
	YPHP 520 Pathophysiology II	2	YPHP 609 Pharmacokinetics & Pharmacodynamics II	2	YPHP 716C Interprofessional Case Collaborations	1
	YPHS 514 Fundamentals of Pharmacology	2	YPHS 627 Pharmacology III	2.5	YPHP 719 Gateway to Clinical Practice	2
	YPHS 503B Pharmaceutical Calculations	1.5	YPHS 612 Advanced Medicinal Chemistry III	1	YPHS 720C Life-Long Learning (total credit hours for 3 quarters)	1
	YPHS 506 Medicinal Chemistry	2	YPHS 620C Life-Long Learning (total credit hours for 3 quarters)	1	YPHP 708 Pharmacy Skills Lab IX	1
	YPHP 510 Self-Care and Nonprescription Medications	3	YPHP 608 Pharmacy Skills Lab VI	3	YPHP 715D IPPE III (total credit hours for 4 quarters)	3.5
	YPHP 505 Research and Statistics	2	MMTD 510 Bioethics	2	Electives (minimum of 6 hours)	
	YPHP 508 Pharmacy Skills Lab III	2	YPHP 630 Gateway to Patient-Centered Care	1	Elective courses are listed on the next page	
	YPHP515B IPPE I	3	YPHS 509C Pharmaceutical Compounding	0.3		
			YPHP 615C IPPE II	1		
	Quarter Hours	17.8	Quarter Hours	17.8	Quarter Hours (Required Courses)	11.5
Total Credit Hours		51		52		39.5

COP2024 (P4)	YPHP 801-806 Advanced Pharmacy Practice Experiences	54 quarter hours (6 APPE's—9 hours each)
	YPHP 800A–D Practical Approaches to Professional Development	4 quarter hours

Note: courses in **bold italics** represent interprofessional courses

Revised 06.29.2023

Elective Courses (2023–2024)

Quarter	Course		Quarter Hours
Fall	YELP 704	Advanced Mental Health	1
	YELS 706	Advanced Pharmaceutical Compounding	1
	YELP 709	Spirituality and End of Life Care	2
	YELP 702	Toxicology	2
Winter	YELP 706	Community Pharmacy Practice & Management	2
	YELP 700	Deconstructing Landmark Clinical Trials	2
	YELS 707	Forensic Toxicology and Pharmacology	2
	MFPM 600	<i>Lesbian, Gay, Bisexual, Transgender, Queer and Intersex Healthcare (IP course)</i>	1
	YELS 701	Methods of Drug Design	1
Spring	YELS 702	Advanced Topics in Infectious Diseases & Microbiology	2
	YELS 700	Cannabis: History, Pharmacology, Politics, and Medical Uses	1
	YELP 701	Critical Care and Medical Emergencies	2
	YELP 708	<i>Lifestyle Medicine for Healthcare Professionals</i>	1

Note: courses in **bold italics** represent interprofessional courses

Online Courses	YELS 704	Basic Medical Spanish (Winter)	1*
	YELS 705	Advanced Medical Spanish (Spring)	2

*Does not count towards required elective credit

Other elective options for students:

- Effective Leadership for Pharmacists (online course through Lake Forest Graduate School of Management) – 3 credit hours (2 credits will apply towards required elective credit) –Fall quarter
- PHA 6935 Veterinary Pharmacy (online course through the University of Florida: <http://electives.distance.ufhealth.org/courses/graduate-courses/veterinary-pharmacy/>) – 3 quarter hours (2 credits will apply towards required elective credit)
- Teaching/Research Independent Study – 1 or 2 quarter hours, depending on the activity (approval form required)

V. HIGHLIGHTS - RFUMS 2023– 2024 ACADEMIC CALENDAR

Please see the Academic Catalog for a comprehensive calendar that includes financial aid and tuition deadline information.

Summer May 30, 2023 – August 4, 2023*

May 29, 2023: Memorial Day Holiday
June 19, 2023: Juneteenth Holiday
July 4, 2023: Independence Day Holiday
July 14, 2023: Fall Registration Deadline/Late Registration Fee Imposed
Aug 4, 2023: Summer Quarter Ends
Aug 7 - 11, 2023: Summer/Fall Intersession Break

Fall August 14, 2023 - November 3, 2023*

Sept 4, 2023: Labor Day Holiday
Oct 9, 2023: Indigenous Peoples' Day Holiday
Oct 13, 2023: Winter Registration Deadline/Late Registration Fee Imposed
Nov 3, 2023: Fall Quarter Ends
Nov 6 - 10, 2023: Fall/Winter Intersession Break

Winter November 13, 2023 - February 16, 2024

Nov 23 - 24, 2023: Thanksgiving Holiday
Dec 22- Jan 5, 2024: Winter Break
Jan 15, 2024: Martin Luther King, Jr. Day Holiday
Jan 26, 2024: Spring Registration Deadline/Late Registration Fee Imposed
Feb 16, 2024: Winter Quarter Ends
Feb 19, 2024: Presidents' Day Holiday
Feb 20 - 23, 2024: Winter/Spring Intersession Break

Spring February 26, 2024 - May 17, 2024

Mar 20, 2024: All School Research Consortium
April 26, 2024: Summer Registration Deadline/Late Registration Fee Imposed
May 17, 2024: Spring Quarter Ends
May 20 - 24, 2024: Spring/Summer Intersession Break
May 30 - 31, 2024: Commencement Events and Ceremony (tentative)

*Students should consult with the course syllabus for start and end dates for a specific course.

*Students in the clinical phase of their academic program should consult with their department to verify schedules.

*Please note that online courses are typically 10 weeks.

CHAPTER III: STUDENT REGULATIONS

A. STUDENT TREATMENT

The University and College will not tolerate student mistreatment. Examples of mistreatment include sexual harassment; discrimination or harassment based on race, religion, ethnicity, gender, sexual orientation, physical disability or age; humiliation; psychological or physical punishment; and the use of grading and other forms of assessment in a punitive manner. The occurrence, either intentional or unintentional, of such incidents results in a disruption of integrity, trust and the spirit of learning.

Students who experience “mistreatment” should report the specific incident(s) to the offender’s supervisor and to the Dean, the College’s Office of Student Affairs, or the University Dean of Students. All incidents will be handled in an equitable manner with the guarantee of each student’s rights with appropriate protection for both the complainant and accused. Appropriate counseling can be arranged by contacting the Student Counseling Service at 847-578-8723. The University’s Academic Catalog has further detail.

B. STUDENT EDUCATIONAL RECORDS

Student educational records will be released to individuals outside the College subject to the provisions of the Family Educational Rights and Privacy Act (FERPA) in accordance with Rosalind Franklin University policy. Please see the University’s Academic Catalog for additional information.

C. BACKGROUND CHECKS

Acceptance to the College of Pharmacy is conditional pending results of a criminal background check.

In addition, COP students are required to complete a background check prior to the start of their P2, P3 and P4 year. These checks must be completed as per College policy and agreements with experiential education rotation practice sites. (See Experiential Education Manual for details). Students should keep a copy of their background checks on file as they may be required to provide this documentation to a rotation site.

Additional information regarding background checks, including the process and confidentiality of results, can be found in the University’s Academic Catalog.

D. ROUTINE DRUG TESTING

In addition to the pre matriculation drug test (facilitated by PharmCAS), students are required to complete a drug test prior to the start of their P2, P3 and P4 year per College policy and agreements with experiential education rotation practice sites. (See Experiential Education Manual for details).

- Students will be notified by their program at least 10 days prior to the required test.

- Experiential sites may request a random drug screen during a student's rotation. (See Experiential Education Manual for details).
- Students should keep a copy of their most recent drug screen on file as they may be required to provide this documentation to a rotation site.
- Students will be sent directions to complete the drug test through the University's third party vendor, which at this time is Castlebranch unless otherwise instructed and required by a clinical site.

E. STUDENT ALCOHOL AND DRUG POLICIES

Please refer to the RFUMS Student Handbook for the policies in their entirety.

In keeping with the core values of the University, the College expects all students to make responsible decisions concerning the use of alcohol. The university supports the efforts of students who need assistance with alcohol misuse or addiction.

The general goals of the policies are to:

1. Reduce and prevent the occurrence of alcohol use and other drug problems among students by providing structure and assistance to students with alcohol or other drug problems.
2. Provide assistance in a way that protects the rights of the impaired students to receive treatment in strictest confidence.
3. Afford students, who successfully manage their alcohol or drug problems the opportunity to continue their education without stigma or penalty.
4. Protect society from harm that impaired students may cause.

Reports of suspicion of being under the influence of an unauthorized alcoholic beverage or drug should be submitted to the University Dean of Students immediately.

Statement on Controlled Substances

Rosalind Franklin University of Medicine and Science strictly prohibits the possession, use, manufacture, or distribution of illicit drugs on university premises or as part of any university activity. This includes off-site students, including off campus or at clinical environments. Likewise, the university restricts the legal consumption of alcohol to authorized events and approved student housing only. The university may in its discretion take appropriate disciplinary action up to and including expulsion against students found in violation of the above rules.

Federal Law prohibits the use and possession of marijuana and the statement and policy applies to marijuana as well as other controlled substances.

Statement on Mandatory Drug Testing

Any student suspected of being under the influence of any unauthorized drugs may be required to complete a 10 panel drug test at a predetermined interval determined by the university.

Any student who refuses to be medically evaluated or to release the results of such evaluation to the university will be relieved from duty, placed on involuntary Leave of

Absence, and will be subject to disciplinary action up to and including expulsion.

Any student tested for drugs or alcohol and the results indicate a violation of the above stated policy may be subject to appropriate disciplinary action up to and including expulsion in accordance with the Student Code of Conduct and the policies of the appropriate School. One possible outcome from disciplinary review is referral for chemical dependency evaluation, requiring the student to be placed on leave until they have successfully completed the evaluation and any treatment or rehabilitation recommendations in the evaluation.

All costs associated with drug testing are the responsibility of the enrolled student. The notification, type of test, company, locations, and required date and time to complete the drug test will be provided to the student.

Statement on Student Impairment and Rehabilitation

Students seeking treatment for substance abuse or addiction may do so confidentially through the Student Counseling center by calling 847-578-8723 or may seek support from the Division of Student Success and Wellness at 847-578-8354. Treatment at the Student Counseling Center is free of charge. Students will be referred to directly to community providers for evaluation and long term treatment for substance abuse or impairment. The cost for external evaluation and care will be the responsibility of the student.

Any student seeking treatment for substance abuse may be afforded a Medical Leave of Absence as appropriate from their school and may seek support for that process from the University Dean of Students.

Student academic standing at the end of the most recently completed quarter before entering treatment will be preserved while the student is on a leave-of-absence for approved drug/alcohol rehabilitation therapy. If the student is academically ineligible to continue in the curriculum, participation in treatment/LOA will not preclude administrative action for dismissal.

Students opting to remain active and not take LOA will be accountable for any and all of the above behavior and academic standards.

F. IMMUNIZATIONS

Please refer to the University's Academic Catalog or the University Student Handbook for complete information about University immunization requirements. Tracking and recording completion of these requirements is the student's responsibility. Each student will create a personal profile through CastleBranch for this purpose.

An experiential rotation site may ask a student to submit proof of having a variety of immunizations. Students should check with the Office of Experiential Education to determine which sites require such proof and/or additional immunizations.

If an immunization exemption is granted, it may limit exempted students' ability to rotate at certain clinical sites which do not allow for individual exemptions. Every effort will be made to place exempted students at sites that allow for exemptions but this placement is not guaranteed. This issue may affect exempted students' ability to progress if sites are not able to be identified.

Students are responsible for:

- Ensuring that immunization requirements are fulfilled prior to matriculation.
- Submit proof of immunizations to CastleBranch to matriculation.
- Maintain up-to-date immunizations during their time as students at RFU and ensure that this information is properly submitted and maintained in CastleBranch.
- Maintain awareness of upcoming immunization needs.

Students that do not complete their immunization requirements as required, will be placed on a registration hold. A registration hold prevents a student from being registered for courses, participating in any IPPE or APPE activities, and it will prevent any financial aid payment. In addition, students will not have access to D2L or ExamSoft and any assessments or activities missed due to this hold will be considered unexcused.

G. STATEMENT OF PROFESSIONAL CONDUCT

Professional, responsible, and ethical behavior and attitudes are expected of all students enrolled in the Doctor of Pharmacy program in their academic, professional and personal lives. Students are expected to participate in all course activities with purpose and a positive attitude. When representing the College of Pharmacy, students will demonstrate respect for everyone with whom they come into contact, specifically the course directors, other faculty and staff, preceptors, their peers, patients, and themselves irrespective of race, color, creed, ethnic origin, religion, disability, gender, sexual orientation or socioeconomic class.

Please see the University's Academic Catalog for the statement of policy on professionalism and ethics and the University's Student Handbook for additional expectations related to the student conduct policy, standards of student conduct and honor code.

In order to uphold professional standards of practice, there will be consequences for students who fail to comply with professionalism expectations. Students are expected to be honest and trustworthy, to respect the property of others, and to follow the code of professional ethics appropriate to the practice of pharmacy and university student conduct policy, standards of student conduct and honor code.

This statement is made in accordance with the Standards of Professional Behavior in the College's Guidelines and Procedures for Student Progress, Evaluation, Assessment and Recognition as well as the Student Conduct Policy in the RFUMS Student Handbook and Statement of Policy on Professionalism and Ethics in the Academic Catalog. Any departures from these standards may result in disciplinary action.

The Pledge of Professionalism

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

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

DEVELOP a sense of loyalty and duty to the profession of pharmacy by being a builder of community, one able and willing to contribute to the well-being of others and one who enthusiastically accepts the responsibility and accountability for membership in the profession.

FOSTER professional competency through life-long learning. I must strive for high ideals, teamwork and unity within the profession in order to provide optimal patient care.

SUPPORT my colleagues by actively encouraging personal commitment to the Oath of 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.

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.

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 on June 26, 1994.

H. DRESS CODE

Appropriate attire, cleanliness and neatness are expected at all times. Public expectation of a pharmacist as a representative of the profession of pharmacy is significant. Although students are not yet pharmacists, they will nonetheless be expected to present themselves in a manner expected of a pharmacist.

This extends to personal grooming and the clothing students wear. It is important to dress in a manner that is respectful to professors and preceptors, classmates, faculty, staff and the patients with whom students come in contact. The dress code is intended to contribute to a student's overall professional development, and to make students aware that there is a standard of professional dress that should be adhered to in order to have a more effective transition into the professional workplace.

Students are expected to dress professionally and to wear their white coats and University name tags when interacting with real and standardized patients, or during clinical simulations in the pharmacy skills lab. If the course has specific dress code guidelines, they will be included in the course syllabus. Students are given their own white coat at the annual White Coat ceremony. Students are responsible for maintaining the appearance of the white coat.

It is expected that students display an appropriate level of judgment with regard to personal hygiene, grooming and dress.

The following will be considered inappropriate attire or appearance:

- Wrinkled, dirty, stained, clothing; clothing with holes or cuts; any unsafe attire. Clothes must fit properly, be clean and pressed.
- Cropped or bare midriff tops, spaghetti strap blouses, and halter tops; skirts more than 4" above the knee. Revealing clothes of any style are inappropriate.
- Articles of clothing with inappropriate pictures or slogans.
- Thong style shoes, flip-flops, or any shoe without an enclosed toe may be prohibited in certain courses; this is a safety issue.

Name Badges:

Rosalind Franklin University ID badges should be accessible at all times. College of Pharmacy name badges will be provided to P1 students at no charge. Replacement name badges can be purchased. A lab coat with a name on it will not replace the College's name badge.

Hair:

Hair, beards, and mustaches must be clean and neatly kept. Students and staff involved in direct patient care that wear long hair, including loose multiple braids should be styled off the shoulders, pulled back and secured. Extreme hair colors, styles and ornaments should not be worn in a professional health care setting.

Cosmetics:

Cosmetics should be used in moderation.

Fragrances/Perfumes:

Perfumes, aftershave, heavy fragrances should not be worn as many people are sensitive to these and may become nauseated, or experience respiratory distress when exposed to chemical scents or odors.

Jewelry:

Jewelry should be conservative in style and kept to a minimum to prevent loss or injury. Dangling earrings, dangling bracelets/bangles should not be worn by students or staff involved in direct patient care. Wristwatches may be worn.

Fingernails:

Fingernails must be clean, short and neatly trimmed.

Lab Coats/Short White Coats:

Lab and student short white coats are to be clean and neatly pressed, with no holes, stains or missing buttons.

Please refer to the Experiential Education Handbook for details about IPPE and APPE dress code expectations.

CHAPTER IV: STUDENT SERVICES AND ORGANIZATIONS**A. UNIVERSITY SERVICES**

The Rosalind Franklin University of Medicine and Science Student Handbook provides an in-depth overview of the Student Services offered by the University, including but not limited to, academic support services, study skills assistance and student counseling services.

B. ACCOMMODATIONS AND STUDENT ACCESSIBILITY

Rosalind Franklin University of Medicine and Science supports students who may qualify for reasonable accommodations under the Americans with Disabilities Act (ADA). Each college/school has developed a set of behavioral (technical) standards that are required of all graduates.

Disability discrimination includes when the university or other entity covered by the Americans with Disabilities Act, as amended, or the Rehabilitation Act, as amended, treats a qualified individual with a disability who is a student or applicant unfavorably because they have a disability. Disability discrimination also occurs when the university treats an applicant or student less favorably because they have a history of a disability (such as cancer that is controlled or in remission) or because they are believed to have a physical or mental impairment that is not transitory (lasting or expected to last 6 months or less) and minor (even if they do not have such an impairment). The university provides reasonable accommodation to a student or applicant with a disability.

Please see the Accommodations and Student Accessibility procedures in the Student Handbook for more information on requesting and implementing accommodations.

Students encountering difficulties in the process of managing accommodation with in the academic department should seek further advocacy from the ADA Coordinator. Continued follow-up of arrangements for accommodations will be monitored by the ADA Coordinator as needed. The university contact person is:

ADA Coordinator
Rosalind Franklin University of Medicine and Science
3333 Green Bay Road
North Chicago, IL 60064 ADA.Coordinator@rosalindfranklin.edu

C. RFUMS STUDENT COUNCIL

Student Council serves as the student governing body by representing all students on the RFUMS campus. Student Council exists to advocate for the needs of students, promote unity between the five colleges of RFUMS, and serve as a means to organize and run student events. Each year, an Executive Student Council is elected to govern Student Council for the academic year, comprising a president, vice president, parliamentarian, secretary, treasurer, and technology officer. Student Council works cooperatively with the Office of Student Life to allocate student activities fees to student organizations, classes, and special interests each year.

D. FINANCIAL SUPPORT FOR PROFESSIONAL ACTIVITIES PARTICIPATION

The College of Pharmacy Office of Student Affairs is the point of contact for inquiries or requests to subsidize or offset a portion of student travel cost for participation in professional activities, such as attending regional or national meetings, or presenting research. A student's academic performance may be considered for attendance or financial support of such activities.

For students participating in research, coordination of such a request should include the primary investigator (PI).

Students requesting funds to help with travel costs to attend professional activities should also submit requests to Executive Student Council (ESC) through Insite for a travel award application: [ESC Travel Award Application](#)

Please see Section B, College Attendance Policy for additional information on absences due to professional activities.

E. STUDENT ORGANIZATIONS

The College encourages participation in student activities as an excellent way to experience personal growth, meet new friends, share common interests with other students, faculty and staff, as well as have some fun outside the classroom. There are over 80 student organizations at RFUMS and a complete listing can be obtained from the Office of Student Life. Below is a list of College specific organizations and a brief description of each.

A student running for office in a College organization should have a GPA above 2.5 and maintain a GPA above 2.5 while in office. In addition, students on academic probation may not be able to hold a College organization office without going through the appeals process as outlined in the SPEAC Guidelines.

A student may run for office with an “NR” (needs remediation) on the transcript; however if the remediation is failed or the GPA falls below 2.5 the student can not stay in an officer position without a successful appeal to the Dean. See the SPEAC Guidelines for details on the appeals process."

Students wishing to form a new pharmacy student organization must file a petition with the College of Pharmacy Student Affairs Office before initiating the University's process. The petition can be found on the College's InSite page. To file a petition, the student must have

- Signatures from 15 students or 10% of the P1 – P3 student body (whichever is higher) who agree to be founding members of the new organization
- Information about the unmet need that this new student organization will fulfill

- **American College of Clinical Pharmacy (ACCP)**

Mission: to advance human health by extending the frontiers of clinical pharmacy through strategic initiatives, partnerships, collaborations, and alliances.

<http://www.accp.com/>

- **American Pharmacist Association/Academy of Student Pharmacists (APhA/ASP)**

APhA-ASP is the nation's largest Student Pharmacist organization. It provides opportunities for professional growth and networking; improving patient care via various community based patient care projects; and advancing the future of pharmacy by constructing innovative practices and supporting pharmacy advocacy.

<http://www.pharmacist.com/>

- Illinois Pharmacists Association, IPHA, is the voice for pharmacy in Illinois, dedicated to enhancing the professional competency of pharmacists, advancing the standards of pharmacy practice, improving pharmacists' effectiveness in assuring rational drug use in society, and leading in the resolution of public policy issues affecting pharmacists. <http://www.ipha.org>
- College of Pharmacy Student Contact:
 - Joanna Joseph – joanna.joseph@my.rfums.org

- **American Society of Health-Systems Pharmacists (ASHP)**

The mission of ASHP is to advance and support the professional practice of pharmacists in hospitals and health systems and serve as their collective voice on issues related to medication use and public health. <http://www.ashp.org/>

- Illinois Council of Health-System Pharmacists, ICHP, is a state affiliation of ASHP. This association is comprised of progressive pharmacy practitioners, support personnel, faculty, students and industry representatives. ICHP strives every day for the advance of pharmacy practice and improvement of patient care in the state of Illinois and across the nation.
- College of Pharmacy Student Contact:
 - Joyjeet Khosa – Joyjeet.khosa@my.rfums.org

- **Industry Pharmacist Organization (IPhO)**

IPhO is exclusively dedicated to advancing the careers of industry pharmacists.

- Providing timely and relevant information that is vital to our members
- Raising awareness among employers and industry executives about the role that industry pharmacists can play in drug development and appropriate medication use.
- Providing targeted resources and coaching to enhance members' continuing education and professional development.
- College of Pharmacy Student Contact:
 - Anwar Oshana – anwar.oshana@my.rfums.org

- **Kappa Psi (KΨ)**

Kappa Psi is the largest professional pharmaceutical fraternity in the world. It is the second largest pharmaceutical organization in the profession of pharmacy only second to APhA. There are over 155 chapters, more than 6000 collegiate members and over 87,000 graduate members across the United States, Canada and the Bahamas.

<http://www.kappapsi.org>

- College of Pharmacy Student Contact:
 - Joshua Prince – joshua.prince@my.rfums.org

- **Phi Delta Chi (ΦΔΧ)**

Phi Delta Chi is a professional pharmacy fraternity that develops collegiate and alumni leaders to advance the profession of pharmacy. Phi Delta Chi was founded in 1883 and has a history rich in tradition, providing a lifelong experience of scholastic, professional, and social growth in its Brothers nationwide. <http://phideltachi.org>

- College of Pharmacy Student Contact:
 - Megan Olson – megan.olson@my.rfums.org

- **Phi Lambda Sigma (ΦΛΣ)**

Phi Lambda Sigma promotes the development of leadership qualities, especially among pharmacy students to ensure continuing availability of student and practitioner leaders for the profession of pharmacy. <http://www.philambdasigma.org>

- College of Pharmacy Student Contact:
 - Lien Lintean – lien.lintean@my.rfums.org

- **Rho Chi (PX)**

The Rho Chi Society encourages and recognizes excellence in intellectual achievement and advocates critical inquiry in all aspects of pharmacy. The Society further encourages high standards of conduct and character and fosters fellowship among its members. As a community of scholars, Rho Chi bestows universal recognition on its members as lifelong intellectual leaders in pharmacy; members are expected to pursue intellectual excellence and critical inquiry in order to advance the profession. <http://rhochi.org/>

- College of Pharmacy Student Contact:
 - Jackelin Lopez – jackelin.lopez@my.rfums.org

Student National Pharmaceutical Association (SNPhA)

This pharmacy organization is not only concerned about pharmacy and healthcare related issues, but also improving the diversity and minority representation in pharmacy

and other health professions. This organizations plans, organizes, coordinates and executes programs that are geared towards the improvement of health and education in the community <http://www.snpha.org/>

- College of Pharmacy Student Contact:
 - Keiffher Rosendo – keiffher.rosendo@my.rfums.org

F. COLLEGE OF PHARMACY CLASS PRESIDENTS AND STUDENT DEAN

As of 7/12/2023

- Class Presidents
 - Class of 2024 – Clifton Eboweme
 - Class of 2025 – Zaria Price
 - Class of 2026 – Diamond Owens
 - Class of 2027 - TBD
- Student Dean – Ahmed Farhat

G. STUDENT ADVISING PROGRAM

The College's Student Advising Program is designed to connect students with a Faculty Advisor who will provide guidance and support to throughout their tenure at the College. It is the goal of the program to initiate relationships between faculty and students as well as within the student body that will support students' academic success and provide a mechanism to identify the need for referrals to support services should it arise. Part of students' growth is recognizing their challenges and opportunities and learning to seek and accept help when it is needed.

The Advising Program is structured as follows:

Students will be introduced to their Faculty Advisor at Orientation, during which a group meeting with all incoming student advisees will take place. The roles and expectations of the program will be discussed with students at Orientation. Students are encouraged to establish a strong rapport with their Advisor.

The Faculty Advisor will host 2 meetings per academic year with his or her group of advisees. The time, location, and structure of these meetings will be scheduled at the discretion of the Advisor and allows for interactions between students in the same academic year as well as with upper and lower classmen. The student to Faculty Advisor ratio will be approximately 10:1.

Students will meet with their Faculty Advisor individually at least once each academic year.

The SPEAC may require additional meetings between advisor and advisee. It is the student's responsibility to initiate the request for such meeting(s)

Students are encouraged to meet with their Faculty Advisor as often as they feel necessary to discuss academic stress or other personal issues. Likewise, faculty may suggest that students schedule regular meetings to address a specific area of concern.

While the advising program is student driven, it is a partnership between the advisor and student. This process assists the students in successful navigation of the PharmD program, and supports the identification and clarification of career goals consistent with the students' abilities, interests, skills, and values.

CHAPTER V: FACULTY & STAFF DIRECTORY

College of Pharmacy			
revised July 12, 2023			
Name	Title	Office	Phone
Office of the Dean			
Hanes, Scott, PharmD	Interim Dean; Associate Professor	2.622	8763
Dillig, Jamie, PharmD	Director of Outreach and Alumni Relations; Assistant Professor	2.803	8384
Rosenkranz, Jolee, MPH	Associate Dean for External Relations; Instructor	2.810	8459
Pharmaceutical Sciences			
Buolamwini, John, PhD	Chair; Professor	2.612	8341
Ahlschwede, Kristen, PhD	Assistant Professor	2.807	8783
Deshmukh, Rahul, PhD, PharmB	Assistant Professor	2.805	7117
Garber, Sarah, PhD	Director of Interprofessional Studies; Professor	2.610	8577
Harrison, David, PhD	Vice Chair; Director for Student Success; Professor	2.614	8710
O'Donnell, James, PhD, MS	Associate Professor (CMS Office BSB 3.274)	2.625	8673
Patil, Shivaputra, PhD	Research Assistant Professor	2.627	7426*
Shahid, Mohd, PhD	Associate Professor	2.606	8636
Walters, Eric, PhD	Professor	2.608	8613
Pharmacy Practice			
Cottreau, Jessica, PharmD	Chair; Associate Professor	2.806	8498
Angelo, Lauren, PharmD, MBA	Associate Dean for Academic Affairs; Associate Professor	2.634	8764
Candelario, Danielle, PharmD	Associate Director of Pharmacy Skills Lab; Associate Professor	2.826	8718
Cunningham, Katie, PharmD	Assistant Professor (Northwestern - 312.926.5154)	2.820	7628*
Dume, Roberta, PharmD	Assistant Professor (FHCC - 224.610.5981)	2.803	7634*
Hughes, Frank, PharmD	Vice Chair; Director of Pharmacy Skills Education; Associate Professor	2.824	8311
Kane, Sean, PharmD	Assistant Dean for Assessment; Associate Professor (Condell - 847.990.2871)	2.618	7630*
Koon, Alexis	Assistant Professor (Rush)	2.811	7713*
Lyden, Abbie, PharmD	Director of Curriculum Advancement; Associate Professor	2.803	7631*
Neu, Rachel, PharmD	Assistant Professor (Advocate Lutheran General Hospital)	2.811	7632*
Patel, Khyati, PharmD	Associate Professor (Aurora/Kenosha-direct: 262.948.6963; med.ctr. 262.948.6938)	2.820	7633*
Rahman, Ateequr, PhD, MBA, RPh	Director of Research; Professor	2.626	3278
Srivastava, Sneha, PharmD	Associate Director of Skills Education; Associate Professor	2.818	8383
Winnike, Janeen, RPh	Associate Dean for Student Affairs; Assistant Professor	2.630	8381
*These are now external lines. To dial directly outside of campus, use 224-570-7xxx.			
Office of Experiential Education			
Cannon, Bradley, PharmD	Director of Experiential Education; Assistant Professor	2.808	3433
Michener, Lisa, PharmD, MS	Associate Director of Experiential Education; Assistant Professor	2.816	8762
Residents			
Khan, Nimrah, PharmD	Albertsons (Nimrah.Khan@albertsons.com)	2.625	7427
Cukovic, Lejla PharmD	Horizon (lcukovic@horizontherapeutics.com)	2.625	7427
Staff			
Gasparotto, Kaylyn	Pharmacy Laboratory/Curricular Support Tech	2.815A	7620
Gavlin, Ted	Coordinator of Academic Scheduling and Assessment	2.632	8729
Hughes, Marion	Sr. Administrative Assistant, Pharmacy Practice	2.812	8708
Knox-Harris, Vanessa	Sr. Administrative Assistant, Experiential Education	2.814	8782
Larkins, Konitra	Sr. Administrative Assistant, Pharmaceutical Sciences	2.616	8346
Schoen, Dawn	Sr. Administrative Assistant, Student Affairs	2.628	8717
Conference Room Numbers & Phone			
COP General Line	PHONE: 847-578-8831		
Academic/Student Affairs Fax	FAX: 847-775-6536 (CONFIDENTIAL) - please speak with Dawn		
Grace P. Rose Conference Room	PHONE: 224-570-7872 - please speak with Marion/Vanessa to reserve		IPEC 2.809
Clinical Affairs Conference Room	PHONE: 224-570-7894 - please speak with an admin to reserve		HSB 2.620
Pharmaceutical Sciences Seminar Room	Please speak with Ted to reserve		HSB 2.615
College of Pharmacy Seminar Room	PHONE: 224-570-7897 - please speak with an admin to reserve		HSB 2.621
Dean's Conference Room	PHONE: 224-570-7893 - please speak with an admin to reserve		HSB 2.640



Lauren Angelo, PharmD, MBA



Kristen Ahlschwede, PhD



John Buolamwini, PhD



Danielle Candelario, PharmD



Bradley Cannon, PharmD



Jessica Cottreau, PharmD



Katie Cunningham, PharmD



Rahul Deshmukh, PhD



Jamie Dillig, PharmD



Roberta Dume, PharmD



Sarah Garber, PhD

Ms. Kaylyn Gasparotto



Mr. Ted Gavlin



Scott Hanes, PharmD



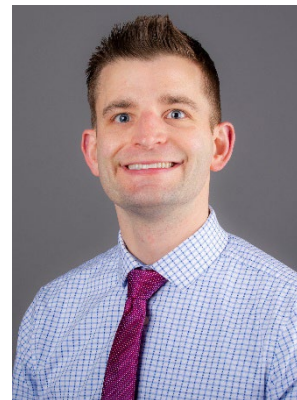
David Harrison, PhD



Frank Hughes, PharmD



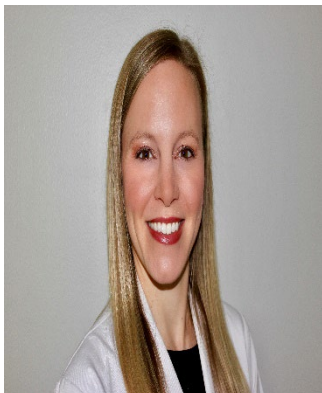
Ms. Marion Hughes



Sean Kane, PharmD



Ms. Vanessa Knox-Harris



Alexis Koon, PharmD



Ms. Konitra Larkins



Abbie Lyden, PharmD



Lisa Michener, PharmD



Rachel Neu, PharmD



James O'Donnell ,PhD, MS



Khyati Patel, PharmD



Shivaputra Patil, PhD



Ateequr Rahman, PhD



Jolee Rosenkranz, MPH



Ms. Dawn Schoen



Mohd Shahid, PhD



Sneha Srivastava, PharmD



Eric Walters, PhD



Janeen Winnike, RPh