



College of Pharmacy
2026 - 2027
Student Handbook

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

2026-2027 Student Handbook

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Non-Discrimination/Equal Opportunity Statement

RFU seeks to comply with all federal, state, and local laws, regulations, and ordinances prohibiting discrimination in post-secondary education institution. This Policy covers discrimination and harassment in both employment and access to educational opportunities. Therefore, any member of the RFU community whose acts deny, deprive, unreasonably interfere with or limit the education or employment, residential and/or social access, benefits, and/or opportunities of any member of RFU community, guest, or visitor on the basis of that person's actual or perceived protected characteristic(s), is in violation of this Policy.

RFU will address any such discrimination or harassment of which it has Knowledge/Notice/Formal Complaint using the Resolution Process of this Policy.

Further, RFU does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of other classes or characteristics that may not be specifically protected under federal or state law.

Discrimination based on such other classes or characteristics will be addressed and resolved through RFU's code of conduct, employee handbook, and/or student handbook policies and procedures.

For the full Policy and Procedures, go to:

<https://www.rosalindfranklin.edu/about/community-and-campus-outreach/title-ix/>

Questions or concerns regarding Title IX, or other aspects of the University's commitment to non-discrimination may be directed to the Title IX Coordinator Equity Officer or Shelly Brzycki, Dean of Students.

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 Clinical Education Handbook for further details about the Office of Clinical Education. Anyone with suggestions for changes to the Clinical Education Handbook should make them in writing to the Office of Clinical 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. 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.
- Culture, Acceptance, Respect, and Engagement (CARE): 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.

E. COLLEGE ADVISORY BOARD

The College Advisory Board consists of representation from local pharmacy and academic leaders. The Board advises the Dean on College development and strategic planning. Members of the College Advisory Board can be found on the College Website.

F. 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 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.

G. 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.

H. STUDENT COMPLAINTS, QUESTIONS AND CONCERNS

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

- be treated with appropriate confidentiality and in a timely manner.
- have the right to withdraw the complaint in writing at any point in the process.
- 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.
- participate in a procedure that is applied consistently

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

- 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 Integrity Concerns

A student reporting an academic integrity concern or violation of academic integrity should report the issue

- to the Course Director and/or proctor during the examination
- to the University Dean of Students via the Incident Report Form: [incident report](#)
- Suspected violations of academic integrity may also be reported to the College of Pharmacy Offices of Academic or Student Affairs, for evaluation in accordance with the RFUMS Student Conduct Policy, Standards of Student Conduct and the College's academic integrity policies.

See Chapter II, Section D and E of this handbook and the University Student Handbook Standards of Student Conduct for details.

Academic Complaints, Inquiries or Questions

A student who wishes to make a complaint or inquiry 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 College's Offices of Student Affairs and Academic Affairs are resources.

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: [incident report](#) 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 the unmet academic requirements 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 clinical education 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. If a course has specific attendance requirements, the student will be held to those criteria in addition to the limits required by the College.

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, 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.

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

Students are not permitted to engage in remote class sessions or meetings while operating a vehicle. If in a vehicle, it must be in park.

Clinical Education Attendance and Transportation Policy

Transportation to and from all Clinical 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 Clinical Education. See the Clinical Education Manual for details.

Participation in professional meetings or conferences and interviews for jobs or post graduate training opportunities may be considered excused absences. See details below in “Absences Due to Professional Activities” for clinical education.

Absences Due to Professional Activities

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

The College’s Office of Student Affairs can work with student organization leaders to coordinate excused absence requests for attendance at a professional activity. Otherwise, it is the student’s responsibility to contact the course director for approval of absence due to attendance at a professional activity.

Didactic Courses: The College’s Office of Student Affairs can assist students with timely, coordinated requests to course directors for excused absences due to attendance at a professional activity.

- Students should seek guidance and/or approval as early as possible and prior to making travel arrangements for the meeting. The timeliness of a request can impact whether or not the absence will be excused.
- 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.

Clinical Education Courses: Participation in professional meetings or conferences and interviews for jobs or post graduate training opportunities may be considered excused absences. Preceptors or the course director may request documentation of conference/meeting or interview participation or may ask for a debriefing, reflection, or other activity completion.

- Students completing the APPE portion of the curriculum may request to be excused for the reasons listed above with prior notification and/or approval of the preceptor and course director.
- Students completing the IPPE portion of the curriculum may request to be excused to attend a professional meeting or conference once per academic year with an email to their preceptor, and Clinical Education noting this is the one request for the academic year.

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 V, Section D of this handbook for additional details.

C. EXAMINATION AND ASSESSMENT SCHEDULING

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. Requests for any change should be made no later than 2 weeks before the assessment to the Course Director, Department Chair and the Office for Academic Affairs for approval. Requests for examination date changes must be unanimous, receiving no classmate opposition within 48 hours of the request being made.

Excused Absences/Rescheduling of Missed Assessments

A student may request to reschedule an assessment if:

- The student is too ill to participate in the scheduled assessment
- 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
- A P1 – P3 student is attending a professional activity the day of the scheduled assessment. See Chapter II, Section B, “Absences Due to Professional Activities.” Communicate such requests through the College’s Office of Student Affairs.

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. This should occur prior to the scheduled assessment time.
- 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. In the case of an acute medical illness, a note from a health care provider will be required and must specify the date(s) for which the student is excused. The note must be submitted prior to the student returning to course activities.
- If the student’s absence is deemed to be excused by the Office of Academic Affairs or designee, the “Approval to Reschedule a Missed Assessment” form will be completed by the COP Office of Academic Affairs or designee and shared with the Course Director and student.

In order for a student to be granted permission to reschedule an assessment to attend a professional activity, follow the process found in Chapter II, Section B, “Absences Due to Professional Activities.”

The student has the responsibility for contacting the Course Director to arrange a specific time for completing the rescheduled assessment. The timing of the rescheduled 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 AND EXPECTATIONS DURING EXAMINATIONS AND ASSESSMENTS

Students are expected to follow:

- The standards of student conduct, which can be found in the University's Student Handbook
- The College of Pharmacy's "Examination and Administration Guidelines" including the COP academic integrity policy, which are listed below and posted as College of Pharmacy Course Policies and Resources in the course D2L shell(s).

College of Pharmacy Examination Administration Guidelines:

The following items apply to both in-person and remote assessments.

- COP Academic Integrity Policy
 - Any student found guilty of an academic integrity violation during an assessment will receive a failing grade for the course in which the violation occurred.
 - Students who witness a violation of the COP Academic Integrity Policy should report it to the Course Director(s) or Proctor(s) and follow further procedures noted in the "Exam Administration Guideline" section.
 - For computerized exams, the Honor Code 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
 - Scratch paper must be turned in after the exam
- No electronic devices other than calculators approved by the Course Director(s)
 - This includes cell phones, pagers, headphones or earbuds, smart watches, 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).
- Restroom breaks
 - Are NOT allowed for exams ≤ 2 hours (medical exceptions are allowed and should be 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 allowed during an exam; however the course director/proctor has the right to inspect the container.
- Hat visors turned to the back or removed
- Backpacks, coats, and other personal items must be placed in the periphery of the room and must not be accessible

In-person Exams

- Seating charts and arrangements for each exam
 - Seating charts should be posted prior to 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.
 - 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.
- Computer-based (ExamSoft) exams should be downloaded prior to the start of class.
 - The exam start time begins at the time of password release and the end time is the same for all students (unless approved otherwise), regardless of what time an individual begins the exam.
 - A delay in starting the exam due to tardiness, technical problems, or not being prepared for class will not result in extra exam time.
- Students are expected to arrive and be ready to take the exam at the start time. Students who arrive between 5 and 15 minutes late may result in a professionalism report being submitted to the Dean of Student Affairs. Students will not be admitted more than 15 minutes after the start of the exam, and no student may leave the room during the first 15 minutes 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.
- 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 laptop computers and/or paper exams may 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.

Remote Exams

- Exam Integrity
 - ExamID/ExamMonitor will be used for all remote assessments at the course director's discretion. 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.
- 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).
- "Double Device" Proctoring for Remote Examinations
 - For students who are permitted to complete an exam remotely, a "double device" proctoring set up will be required. If allowed by the course director, students taking an exam remotely will be proctored live using a secondary device, such as a phone or tablet. The live proctor will ask the student to scan the exam-taking room and record the student during the exam via Google Meet or Zoom. For students who qualify for remote examinations, additional information will be provided by the course director and/or live proctor. Student behaviors during a remote exam should be consistent with in-person expectations and practices.

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
- 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

Student observation of above policies:

- 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 Success and Wellness via the Incident Report Form found at the following link: [incident report](#)
- Suspected violations of academic integrity may also be reported to the College of Pharmacy Offices of Academic or Student Affairs, for evaluation in accordance with the RFUMS Student Conduct Policy, Standards of Student Conduct and the College's academic integrity policies

All violations of above policies will be reported to the Office for Academic Affairs by the Course Director.

F. USE OF ARTIFICIAL INTELLIGENCE (AI)

As listed in the University Student Handbook, Standards of Student Conduct, the use of unauthorized technological resources (for example artificial intelligence - AI) is considered cheating.

Please refer to College course syllabi for if, or how, artificial intelligence (AI) may be authorized for appropriate use.

Failure to disclose the use of AI in situations in which it is not explicitly allowed will result in a failing grade for the assignment and will be treated as a violation of academic integrity.

G. 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.

H. COURSE DEFICIENCIES, FAILURES AND THE OPPORTUNITY TO REMEDIATE

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.

I. 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.

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 their 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.

EDUCATIONAL 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 TRAINING, ASSESSMENT or EVALUATION

A requirement that a student participate in training sessions, an assessment, or evaluation to determine the student is safe to participate in the RFU educational environment. These sessions may be required to be conducted by a non-university affiliated provider of the student's choosing, and requirements will be outlined by the requirement description in the sanction. The student can facilitate communication between the provider and the Dean of Students when appropriate. Any communications of this sort will not occur without the student's prior written consent.

REFERRAL for PERSONAL COUNSELING

A referral for students to seek personal counseling services based on behaviors exhibited within the incident(s). participation is optional but strongly recommended and with a provider of the student's choosing, including the Student Counseling Services on campus.

LOSS OF UNIVERSITY PRIVILEGES

Loss of University privileges may include but is not limited to: attendance at University events, holding leadership positions within Student Organizations, unrestricted University facility use, parking privileges, University computer usage, ability to participate in intramurals, ability to reserve space for meetings/events.

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).

Please refer to the Guidelines and Procedures for Student progression, evaluation, assessment, and Recognition (SPEAC Guidelines) for details.

INVOLUNTARY 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.

EXPULSION

See the disciplinary section of the RFUMS Student Handbook.

K. DISMISSAL

Dismissal refers to permanent involuntary separation from the College/University. 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.

L. 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.

M. 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.

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

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

O. 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.

P. POLICY ON DIGITAL TECHNOLOGY

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.

Q. 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

Please contact the College's Office of Academic Affairs with questions.

R. CURRICULUM-AT-A-GLANCE



Curriculum-at-a-Glance

	P1 Year		P2 Year		P3 Year	
	Course	Hrs	Course	Hrs	Course	Hrs
Fall	YPHS 501 Pharmaceutics I	3	<i>YPHP 620 Pharmacotherapy I</i>	4	YPHP 715A IPPE III – BEGINS IN SUMMER	–
	YPHS 500 Biochemistry & Molecular Biology	3	YPHS 625 Pharmacology I	2.5	YPHS 700 Emerging Trends in Pharmacy	2
	<i>YPHS 515 Physiology & Pathophysiology I</i>	4	YPHS 509A Pharmaceutical Compounding	0.3	<i>YPHP 716A Interprofessional Case Collaborations</i>	1
	<i>HIPS 515A Foundations for Interprofessional Practice</i>	1	YPHS 613 Medicinal Chemistry II	2	YPHP 720 Pharmacoeconomics & Health Policy	2
	YPHP 514 Pharmacy-Based Immunization Delivery	1.5	YPHP 631 Literature Evaluation & Applied Drug Information	3	YPHP 701 Applied Literature Evaluation	2
	YPHP 506 Pharmacy Skills Lab I	3	YPHP 606 Pharmacy Skills IV	3	YPHP 704 Integrated Infectious Diseases II	2.5
			YPHP 615A IPPE II (or taken in the summer for 5 credits)	2	YPHP 706 Pharmacy Skills Lab VII	2
					YPHP 715B IPPE III	–
					Electives (minimum of 6 hours total)	
	Quarter Hours	15.5	Quarter Hours	16.8	Quarter Hours (Required Courses)	11.5
Winter	YPHP 500 Introduction to Pharmacy Practice	1	<i>YPHP 621 Pharmacotherapy II</i>	4	YPHP 702 Integrated Oncology	3
	YPHS 502 Pharmaceutics II	2	YPHS 626 Pharmacology II	2	<i>YPHP 716B Interprofessional Case Collaborations</i>	2
	YPHS 516 Physiology & Pathophysiology II	4	YPHS 509B Pharmaceutical Compounding	0.3	YPHP 721 Pharmacogenomics	1.5
	YPHS 503A Pharmaceutical Calculations	1.5	YPHS 603 Pharmacokinetics & Pharmacodynamics	3	YPHP 705 Integrated Infectious Diseases III	2
	<i>HIPS 515B Foundations for Interprofessional Practice</i>	1	YPHP 605 Public Health	2	YPHP 703 Pharmacy Management and Leadership	2
	YPHP 507 Pharmacy Skills Lab II	3	YPHP 607 Pharmacy Skills Lab V	3	YPHP 707 Pharmacy Skills Lab VIII	2
	YPHP 515A Introductory Pharmacy Practice Experience (IPPE) I	3	YPHP 615B IPPE II	2	YPHP 715C IPPE III	–
					Electives (minimum of 6 hours total)	
	Quarter Hours	15.5	Quarter Hours	16.3	Quarter Hours (Required Courses)	12.5
Spring	YPHS 514 Fundamentals of Pharmacology	2	<i>YPHP 622 Pharmacotherapy III</i>	4	YPHP 712 Advanced Topics in Pharmacotherapy	3
	YPHS 503B Pharmaceutical Calculations	1.5	YPHS 628 Pharmacology III	2	YPHP 722 Gateway to Professional Practice	2.5
	YPHS 506 Medicinal Chemistry I	2	YPHS 509C Pharmaceutical Compounding	0.3	YPHP 709 Health Care and Pharmacy Law	3
	YPHP 510 Self-Care and Nonprescription Medications	3	YPHP 600 Integrated Infectious Diseases I	1.5	YPHP 708 Pharmacy Skills Lab IX	1
	YPHP 501 Biostatistics & Data Analysis	2	YPHP 612 Pathway to Professional Practice	1.5	YPHP 715D IPPE III (total credit hours for 4 quarters)	3.5
	YPHP 508 Pharmacy Skills Lab III	2	<i>MMTD 510 Bioethics</i>	2	Electives (minimum of 6 hours total)	
	YPHP515B IPPE I	3	YPHP 608 Pharmacy Skills Lab VI	3	Elective courses are listed on the next page	
			YPHP 615C IPPE II	1		
	Quarter Hours	15.5	Quarter Hours	15.3	Quarter Hours (Required Courses)	13
Total Credit Hours		46.5		48.5		43

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

P4 Year	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

EXAMPLES OF ELECTIVE OFFERINGS (YEAR 3)*

Advanced Diabetes Management
Advanced Medical Communication
Advanced Mental Health
Advanced Pharmaceutical Compounding
Advanced Pharmacoeconomics
Advanced Topics in Infectious Diseases & Microbiology
Basic and Advanced Medical Spanish (online)
Cannabis: Pharmacology, Politics, Medical Uses
Community Pharmacy Practice & Management
Critical Care and Medical Emergencies
Deconstructing Landmark Clinical Trials
Forensic Toxicology and Pharmacology
LGBTQI Healthcare
Lifestyle Medicine for Healthcare Professionals
Pharmacy Practice in an Under-Resourced Population
Methods of Drug Design
Spirituality and End of Life Care
Teaching or Research Independent Study
Toxicology

Additional electives may be available through other institutions or RFU programs.

*Course offerings are subject to change
Italics = Interprofessional

S. HIGHLIGHTS - RFUMS 2026– 2027 ACADEMIC CALENDAR

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

Summer Quarter	May 26, 2026 - July 31, 2026*
May 25, 2026	Memorial Day Holiday
May 26, 2026	Summer Quarter Starts
June 19, 2026	Juneteenth Holiday
July 3, 2026	Independence Day Holiday
July 31, 2026	Summer Quarters End
Aug 3 - 7, 2026	Summer/Fall Intersession Break
Fall Quarter	August 10, 2026 – October 30, 2026*
Aug 4 – 7, 2026	New Student Orientation
Aug 10, 2026	Fall Quarter Starts
Sept 7, 2026	Labor Day Holiday
Oct 12, 2026	Indigenous Peoples' Day Holiday
Oct 30, 2026	Fall Quarter Ends
Nov 2 - 6, 2026	Fall/Winter Intersession Break
Winter Quarter	November 9, 2026 - February 12, 2027*
Nov 9, 2026	Winter Quarter Starts
Nov 26 - 27, 2026	Thanksgiving Holiday
Dec 21 - Jan 1, 2027	Winter Break
Jan 1, 2027	New Year's Day Holiday
Jan 18, 2027	Martin Luther King, Jr. Day Holiday
Feb 12, 2027	Winter Quarter Ends
Feb 15, 2027	Presidents Day Holiday
Feb 15 - 19, 2027	Winter/Spring Intersession Break
Spring Quarter	February 22, 2027 - May 14, 2027*
Feb 22, 2027	Spring Quarter Starts
March 17, 2027	All School Research Consortium
May 14, 2027	Spring Quarter Ends
May 17 - 21, 2027	Spring/Summer Intersession Break
May 28, 2027	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.

CHAPTER III: PROFESSIONALISM AND BEHAVIOR EXPECTATIONS

A. STUDENT TREATMENT

The university will not tolerate student mistreatment. A primary goal of RFU is the education of students who will meet the healthcare needs of society in a caring, competent and professional manner. A profession based on the ideals of service to others should be sensitive to the humanity of its practitioners, especially during training. Insensitivity during training runs counter to the fundamental tenets of health care and impairs the ability of many students to maintain their idealism, caring and compassion past training into their careers. This affects the quality of patient care as well as collegial relationships.

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 or associate dean of their school or the Dean of Students.

Appropriate counseling can be arranged by contacting the Student Counseling Service at 847- 578-8723.

B. STATEMENT OF PROFESSIONAL CONDUCT

Professional, responsible, and ethical behavior and attitudes are expected of all students enrolled in the Doctor of Pharmacy program in accordance with university and college policies and procedures, as well as professional expectations. Please see the University’s Academic Catalog for the statement of policy on professionalism and ethics, the University’s Student Handbook for specific expectations related to the student conduct policy, standards of student conduct, and honor code. In addition, standards of professional behavior are included in the College’s Guidelines and Procedures for Student Progress, Evaluation, Assessment and Recognition.

There will be consequences, including disciplinary action, for students who fail to comply with University or College standards.

Professionalism is a shared commitment among all members of the College of Pharmacy community, faculty, staff, and learners. We demonstrate professionalism by showing respect, accountability, and integrity in all interactions. We uphold mutual respect and value diverse perspectives. Together, we foster an environment of trust, collaboration, and continual growth, where professionalism reflects who we are and what we value as a College.

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.

C. MISCONDUCT PROCEDURE

Students are subject to disciplinary action for violations of academic policies, procedures or regulations, including breaches of academic integrity (see Chapter II, Sections D and E of this handbook) and proper student conduct.

Suspected violations of ethical or professional standards may be reported to the College of Pharmacy Office of Student Affairs, or to the University's Dean of Students. At their

discretion, the violation may be forwarded to the SPEAC for evaluation or to the RFUMS Division of Student Success and Wellness 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 these standards, the COP policies, University policy, or with the law will be considered for dismissal or other actions.

See Student Conduct Policy, Standards of Student Conduct, and Honor Code in the RFUMS Student Handbook for additional information.

D. 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 Clinical Education Handbook for details about IPPE and APPE dress code expectations.

E. 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.

F. 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 Chapter III, Section H of this handbook for additional details.

As representatives of the University and the pharmacy profession, students are expected to use discretion when posting comments and/or pictures of themselves or others. It is expected that inappropriate behaviors of students, faculty, or staff on social media sites be reported to the College's Office for Student Affairs or the University's Student Dean. (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.)

G. DISCUSSION BOARD ETIQUETTE

Online discussion boards may be used by a course director. Refer to the course syllabi 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.

H. 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.

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.

CHAPTER IV: STUDENT HEALTH AND WELLNESS

A. 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 clinical education rotation practice sites. (See Clinical 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 RFUMS Student Handbook.

B. 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 clinical education rotation practice sites. (See Clinical Education Manual for details).

- Students will be notified by their program at least 10 days prior to the required test.
- Clinical sites may request a random drug screen during a student's rotation. (See Clinical 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.

C. 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.

In accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, the following serves as a notification to RFUMS students that the university Drug and Alcohol policies comply with Federal Law. Though the State of Illinois legalized recreational marijuana in January 2020, Federal Law still prohibits the use and possession of marijuana which is applicable to RFUMS.

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.

D. IMMUNIZATIONS

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

A clinical rotation site may ask a student to submit proof of having a variety of immunizations. Students should check with the Office of Clinical 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.

CHAPTER V: 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 and accessibility support services, campus life, student health and wellness, and student counseling services.

B. ACCOMODATIONS 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).

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

Students encountering difficulties in the process of managing accommodation with in the College should seek further advocacy from the Office of Academic and Accessibility Services. Continued follow-up of arrangements for accommodations will be monitored by the Office of Academic and Accessibility Services as needed.

The university contact person is:

ADA Coordinator

Rosalind Franklin University of Medicine and Science

3333 Green Bay Road

North Chicago, IL 60064

847.578.8354

ADA.Coordinator@rosalindfranklin.edu

C. RFUMS STUDENT COUNCIL

Executive Student Council (ESC) serves as the governing body representing all students on the RFUMS campus. ESC exists to advocate for the needs of students, promote unity if applicable between the six colleges of RFUMS, and serve as a means to organize and run student events.

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 receiving College funds to offset or subsidize over-night travel cost are required to register their travel with the university via: [Student Travel Registry Form](#)

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 Chapter II, Section B of this handbook, for additional information on requesting excused 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 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 approval from SPEAC. See the SPEAC Guidelines or contact COP Student Affairs.

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:
 - Anna Allen – anna.allen@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. ICHIP 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:
 - Abigail Noble – abigail.noble@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:
 - Riya Kini – riya.kini@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:
 - Audrey Hetzer – audrey.hetzer@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:
 - Marita Yunan – marita.yunan@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:
 - Andy Truong – andy.truong@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:
 - Austin Swanson – austin.swanson@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:
 - Elizabeth Garcia – elizabeth.garcia@my.rfums.org

F. COLLEGE OF PHARMACY CLASS PRESIDENTS AND STUDENT DEAN

As of 6/9/2026

- Class Presidents
- Class of 2027 – Zaid Khan
- Class of 2028 – Ruthie Kearney
- Class of 2029 – AdrianAlba
- Class of 2030 - TBD
- Student Dean – Amanda Thomas

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 VI: FACULTY & STAFF DIRECTORY

College of Pharmacy			
revised July 29, 2026			
Name	Title	Office	Phone
Office of the Dean			
Wiisanen, Kristin PharmD, FAPhA, FCCP	Professor; Dean	2.638	3236
Dilling, Jamie, PharmD	Assistant Professor; Director of Admissions and Alumni Relations	2.803	8384
Rosenkranz, Jolee, MPH	Instructor; Associate Dean for External Relations	2.810	8459
Pharmaceutical Sciences			
Buolamwini, John, PhD	Professor; Chair	2.612	8341
Ahlschwede, Kristen, PhD	Associate Professor	2.807	8783
Deshmukh, Rahul, PhD, PharmB	Assistant Professor	2.805	7117
Garber, Sarah, PhD	Professor; Director of Interprofessional Studies	2.610	8577
Harrison, David, PhD	Professor; Director for Student Success	2.614	8710
Shahid, Mohd, PhD	Associate Professor	2.606	8636
Pharmacy Practice			
Cottreau, Jessica, PharmD, BCPS, BCIDP	Associate Professor; Chair	2.806	8498
Angelo, Lauren, PharmD, MBA	Associate Professor; Director of Continuing Education	2.634	8764
Candelario, Danielle, PharmD, BCPS, AE-C, FNP	Associate Professor; Associate Director of Pharmacy Skills Lab	2.826	8718
Hanes, Scott, PharmD	Associate Professor; Associate Dean for Clinical Affairs	2.622	8763
Hughes, Frank, PharmD, BCPS	Associate Professor; Director of Pharmacy Skills Education	2.824	8311
Kane, Sean, PharmD, BCPS	Professor; Senior Associate Dean; Associate Dean for Assessment	2.618	7630*
Lyden, Abbie, PharmD, BCPS	Associate Professor, Associate Dean of Academic Affairs	2.616	7631*
Neu, Rachel, PharmD, MPharm, BCPS	Assistant Professor (Advocate Lutheran General Hospital)	2.608	7632*
Patel, Khyati, PharmD, BCACP	Associate Professor (Aurora/Kenosha-direct: 262.948.6963; med.ctr. 262.948.6938)	2.820	7633*
Rahman, Ateequr, PhD, MBA, RPh	Professor; Director of Research	2.626	3278
Srivastava, Sneha, PharmD, BCACP	Associate Professor; Associate Director of Skills Education	2.818	8383
Winnike, Janeen, RPh	Assistant Professor; Associate Dean for Student Affairs	2.630	8381
*These are now external lines. To dial directly outside of campus, use 224-570-7xxx.			
Office of Clinical Education			
Fina, Paul, PharmD, BCACP, BCPS, CSSGB	Associate Professor; Assistant Dean for Clinical Education	2.808	3433
Cunningham, Kathleen, PharmD, BCPS	Assistant Professor; Director of Clinical Education	2.814	7628
Michener, Lisa, PharmD, MS	Assistant Professor; Director of Clinical Development	2.816	8762
Residents			
Nadia Jahromi		2.625	7427
Staff			
Gavlin, Ted	Administrative Director	2.636	8729
Hughes, Marion	Pharmacy Practice and Pharmaceutical Science Coordinator	2.812	8708
Milanowski, Agnes	Scheduling and Assessment Coordinator	2.632	8346
Schoen, Dawn	Student Affairs Coordinator	2.628	8717
Eden Diez	Systems and Scheduling Coordinator	2.811	7713
Conference Room Numbers & Phone			
COP General Line	PHONE: 847-578-8831		
Academic/Student Affairs Conference Room	PHONE: 224-570-7896		HSB 2.604
Grace P. Rose Conference Room	PHONE: 224-570-7872		IPEC 2.809
Clinical Affairs Conference Room	PHONE: 224-570-7894 - please speak with Dawn to reserve		HSB 2.620
Pharmaceutical Sciences Seminar Room			HSB 2.615
College of Pharmacy Seminar Room	PHONE: 224-570-7897		HSB 2.621
Dean's Conference Room	PHONE: 224-570-7893		HSB 2.640
HSB (Kitchen) Fax	FAX: 847-775-6586		HSB 2.629
IPEC (Kitchen) Fax	FAX: 847-775-6593		IPEC 2.804
Discovery	PHONE: x3515		BSB 1.354
Skills Lab	PHONE: 224-570-7635		HSB 2.700
Office 2.700A	PHONE: 224-570-7871		HSB 2.700A
Helpful University Numbers			
IT Helpdesk - 8800	Facilities - 3249	Admissions - 3204	
Security - 3288	Food for Thought - 3237		



Lauren Angelo, PharmD, MBA



Kristen Ahlschwede, PhD



John Buolamwini, PhD



Danielle Candelario, PharmD



Jessica Cottreau, PharmD



Katie Cunningham, PharmD



Rahul Deshmukh, PhD



Ms. Eden Diez



Jamie Dillig, PharmD



Paul Fina, PharmD



Sarah Garber, PhD



Mr. Ted Gavlin



Scott Hanes, PharmD



David Harrison, PharmD



Frank Hughes, PharmD



Marion Hughes



Sean Kane, PharmD



Abbie Lyden, PharmD



Lisa Michener, PharmD



Ms. Agnes Milanowski



Rachel Neu, PharmD



Khyati Patel, PharmD



Ateequr Rahman, PhD



Jolee Rosenkranz, MPH



Ms. Dawn Schoen



Mohd Shahid, PhD



Sneha Srivastava, PharmD



Kristin Wiisanen, PharmD



Janeen Winnike, RPh