General Statement

The Doctor of Pharmacy program was established in 1990, continuing a 125-year tradition at Ferris State University of preparing the next generation of pharmacists with excellent knowledge, skills and abilities required to practice in the ever-changing pharmacy profession. Students completing the program are prepared to work on patient care teams recommending the best medication therapy for their patients. Students are well prepared to enter practice and for the rigors of post-doctoral residencies, fellowships or advanced graduate studies, if pursued by the student. The first two professional years of classroom coursework are completed on the Big Rapids campus, while classes are held on our Grand Rapids campus in the third professional year. The introductory pharmacy practice experiences and fourth year advanced pharmacy practice experiences are held at a variety of clinical sites located throughout the state of Michigan.

The Accreditation Council for Pharmacy Education (ACPE) is the national accrediting agency for schools and colleges of pharmacy. Ferris State University College of Pharmacy is currently accredited until June 30, 2024. Graduates with a Doctor of Pharmacy will be eligible to take the exams required for licensure as a pharmacist in Michigan and in most other states.

Material contained in this document is intended to supplement the Ferris State University Student Handbook and materials contained in the College of Pharmacy Experiential Program Manual and University Catalog. Students are advised to review all documents for important information describing policies and procedures at the University.

Policy-related content approved by the Faculty of the College of Pharmacy

August 22, 2018
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1.0 About this Handbook

The COP Student Handbook has been compiled as a reference for students of the College of Pharmacy at Ferris State University. The material contained in this document is intended to supplement the Ferris State University Code of Student Community Standards and the College of Pharmacy Experiential Manual as well as the University Catalog. Students are encouraged to review all documents for important information describing policies and procedures, which apply to pharmacy students at Ferris State University.

Please be aware that you are required to sign and submit an acknowledgement statement verifying that you have read and will abide by the Student Handbook and the Code of Student Community Standards. By signing these documents, you acknowledge that you accept the responsibility to read, understand and adhere to the stated policies, procedures and requirements. If you have questions about the Handbook or any of its contents, please contact the Office of Student Services.

2.0 Vision and Mission Statement for the College of Pharmacy

Mission Statement: To prepare pharmacists as leaders in health care through an integrative approach to learning, interprofessional collaboration, and scholarship to advance practice and science

Vision Statement: To serve as a leader in education, scholarship, and transformational change in pharmacy practice and science

We value...

- **Excellence** in learning, practice, service, and scholarship
- Personal and institutional integrity, **ethics**, and accountability with a commitment to continuous improvement
- **Collaboration**, civility, mutual respect, advocacy, and a sense of community among faculty, staff, preceptors, students, and alumni
- **Diversity** in experiences, **opportunities**, cultures, and perspectives

Strategic Initiatives

- Optimize the teaching and learning environment to position the College of Pharmacy as a desired destination for students, faculty, and staff
- Recruit, develop and mentor high performing students, faculty, and staff
- Strengthen opportunities for innovative instruction, interprofessional collaboration, and experiential learning to position pharmacists as valued and trusted members of the health care team
- Develop and promote a culture of scholarship, research, service, and innovation to drive transformational change through faculty leadership and an engaged student body

*Adopted March 2019*
3.0 Oath of the Pharmacist

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

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

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

4.0 Pharmacist Code of Ethics

These principles of professional conduct are established to guide pharmacists in relationships with patients, fellow practitioners, other health professionals, and the public.

PREAMBLE

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

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

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

A PHARMACIST respects the autonomy and dignity of each patient. A pharmacist promotes the right of self-determination and recognizes individual self-worth by encouraging patients to participate in decisions about their health. A pharmacist communicates with patients in terms that are understandable. In all cases, a pharmacist respects personal and cultural differences among patients.
A PHARMACIST acts with honesty and integrity in professional relationships. A pharmacist has a duty to tell the truth and to act with conviction of conscience. A pharmacist avoids discriminatory practices, behavior or work conditions that impair professional judgment, and actions that compromise dedication to the best interests of patients.

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

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

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

A PHARMACIST seeks justice in the distribution of health resources. When health resources are allocated, a pharmacist is fair and equitable, balancing the needs of patients and society.

Adopted by the American Pharmaceutical Association, January 1995
5.0 Technical Standards for Students Admitted to the Doctor of Pharmacy Program

Students graduating from the Doctor of Pharmacy (Pharm.D.) program are eligible to take the North American Pharmacist Licensure Exam (NAPLEX) and Multistate Pharmacy Jurisprudence Examination (MPJE) and, if successful in passing both exams, may then practice as a pharmacist. Awarding the Pharm.D. degree requires that the College of Pharmacy ensure that each student has successfully completed the requirements of the program and possesses the skills necessary to practice as a pharmacist.

These essential skills are necessary to ensure the safety of patients served by the student and pharmacist. Each student must be able to demonstrate proficiency in these skills with or without reasonable accommodation. This document outlines the technical standards that a student must possess, in addition to the successful completion of all of the academic and curricular requirements for the Pharm.D. degree.

The College of Pharmacy Admission Committee reserves the right to deny admission to any applicant who cannot meet these technical standards as determined by the application process, interview and student disclosure. In addition, the College of Pharmacy reserves the right to dismiss any student from the program who either fails to disclose information relevant to their qualifications under the Technical Standards, or falls out of compliance with the technical standards after admission to the program. The student may need to demonstrate proficiency in these technical standards at different points during the professional degree program.

It is understood that the application documents and on-site interview may not adequately evaluate the student’s abilities on these technical standards. As a result, the student should evaluate him/herself on each of the technical standards. If a student believes they may be unable to meet the technical standards of the program, they should contact the Office of the Dean of the College of Pharmacy.

Technical Standards (Skill Areas) – The student must meet required aptitude, abilities and skills in the areas identified below:

5.1 Observations

A student must be able to combine the functional use of visual, auditory and somatic senses to observe and demonstrate professional knowledge and skills presented in the classroom, laboratories and practice settings. This includes being able to observe a patient accurately at a distance and close at hand, noting verbal and nonverbal signals; visualizing and discriminating findings on a computer monitor or electronic instrumentation display; visualizing and discriminating printed or handwritten words and numbers from a prescription or physician’s order; and observing and evaluating distinguishing text and characteristics of pre-manufactured and extemporaneously prepared or compounded medications.

5.2 Communication

A student must be able to communicate and perceive in verbal, nonverbal and written ways with patients and their designated caregivers with a sense of compassion and empathy. This includes the ability to communicate effectively in oral and written (grammar, spelling) English with patients and all members of the health care team. Specific requirements include but are not
limited to the following abilities: communicating with the health care team under various conditions in the patient care setting; giving and receiving information through telephone (or cell phone) conversations; eliciting information from another individual; communicating complex findings in a way that is understandable to others; documenting in handwritten or typewritten form to medical records or computer information systems; and recognizing and reacting appropriately to varying emotional states of patients including sadness, worry, anxiety, agitation and lack of comprehension of communications and instructions.

5.3 Sensory and Motor Coordination and Function

A student must possess sufficient motor function and skill to perform the essential functions in the practice of pharmacy. This includes but is not limited to: manipulation of small and large containers (jars, tubes, vials, bottles, syringes/needles) for the purpose of preparing them for dispensing to the patient; performance of basic emergency medical procedures including first aid, cardiopulmonary resuscitation (CPR) and airway obstruction management; basic physical assessment skills such as blood pressure, pulse, listening with a stethoscope; operation of health screening instruments (e.g. blood glucose, lipid level); and operation of computer equipment.

5.4 Intellectual, Conceptual, Integrative and Quantitative Abilities

A student must possess sufficient intellectual, conceptual, integrative and quantitative abilities to complete a rigorous didactic and experiential curriculum which includes measurement, reasoning, analysis, judgment, synthesis and numerical recognition and computation. It is especially important that students be able to perform rapid algebraic calculations for a variety of patient-care situations. Students must be able to read and assimilate data from different sources (patient history, laboratory data, and physical assessment); provide a reasonable explanation and analysis of problems; make medical suggestions appropriately; develop patient counseling information at a level appropriate to the situation; and retain and recall information in an efficient and timely manner.

5.5 Behavioral and Social Attributes

A student must possess the emotional and mental health required for full utilization of their abilities, exercise good judgment and prompt completion of responsibilities. Empathy, integrity, honesty, concern for others, patience, good interpersonal skills, strong work ethic and motivation are required. Students must be capable of developing the maturity to maintain a professional demeanor and organization in the face of long hours, personal fatigue, and dissatisfied patients and colleagues under varying degrees of stress. Students will, at times, be required to work for extended periods of time outside of the 8am-5pm “work day”. Students must be able to maintain a level of behavior, demeanor, personal hygiene, communication and dress that is expected of patient and caregivers in acute, sub-acute and community practice settings, as well as the classroom and laboratory setting.

5.6 Ethical Values

A student must demonstrate a professional demeanor, conduct and behavior that are appropriate to his/her standing in the professional degree program. This includes compliance with the
administrative rules applicable to the profession of pharmacy; and honor codes of the College of Pharmacy and Ferris State University. Under all circumstances, students must protect the confidentiality of any and all patient information in their professional and personal communications. Students must meet the ethical standards set forth in the profession of pharmacy. In addition, students must be able to obtain and maintain a valid Pharmacist Intern license in the State of Michigan and pass requisite criminal background check, drug tests/screens, immunization/tests, and trainings required by the Michigan Board of Pharmacy rules, Michigan law and/or Ferris State University College of Pharmacy affiliated experiential sites and their accrediting and/or regulatory agencies.

5.7 Disabilities

It is our experience that individuals with some kinds of disabilities, as defined by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (as amended by the ADA Amendments Act of 2008), are qualified to study and work as health care professionals and scientists with the use of reasonable accommodations. To be qualified for the pharmacy program (which includes both academic and experiential components) at FSU those individuals must be able to meet both our academic standards and the technical standards, with or without reasonable accommodations. These technical standards are guided by those values, skills and expectations deemed essential to the function of a pharmacist in the patient care setting. For further information regarding services and resources for students with disabilities and/or to request accommodations, please contact Educational Counseling & Disabilities Services.

6.0 Faculty Advisors

Each student is assigned a faculty advisor during the fall semester of their first year. Students work with their assigned advisors through the duration of the curriculum. The role of the advisor may include, but is not limited to:

- Guiding the student in selecting appropriate elective options that fit the individual goals of the student.
- Providing guidance for career or further education options.
- Monitoring the academic progress of the student.
- Overseeing the student’s continuous professional development plan.
Academic Policies and Procedures

7.0 Academic Progression

Academic progression defines the advancement of students in the program from professional- year to professional-year. The Doctor of Pharmacy curriculum is designed for the sequential development of knowledge, skills and attitudes essential for practice as a pharmacist. Courses follow a progression, each building upon concepts established in previous courses. The majority of students progress through the curriculum successfully, strengthening their academic skills and becoming independent learners. In the event academic difficulty is encountered, the policies outlined below will be followed. These policies represent the judicious combination of academic rigor, respect for the curriculum’s integrity, professional expectations and the students’ interest.

7.1 Pharmacy 2.00 Rule

A student must have a 2.00 GPA at the end of the 1st, 2nd and 3rd professional years in order to continue in the curriculum.

7.2 Dismissal Rules

A student shall be dismissed from the College of Pharmacy whenever one of the following conditions is met:
- Failure in 50 percent (50%) or more credit hours in ANY semester
- Failure in greater than 12 credit hours in either the P1, P2 or P3 years.
- Failure of any professional pharmacy course twice.
- Failure of any two Advanced Pharmacy Practice Experiences (APPE)
- Failure to meet the conditions set by the Chair of the Progressions Committee or Dean as a part of any disciplinary actions.

A student is additionally subject to dismissal upon notice (with failure to correct) from the College of Pharmacy whenever one of the following conditions is met:
- Failure to maintain an up-to-date (or revocation of) Michigan Pharmacist Educational Limited License (Intern License)
- Failure to properly provide documentation necessary for both introductory and advanced pharmacy practice experiences. This includes documentation requested by the College of Pharmacy; as well as documentation requested by individual sites (e.g. meet immunization requirements, immunization documents, criminal background checks, etc.).

7.3 Class Progression

Students must maintain full-time status in the program and complete coursework on pace with the check sheet that they receive when admitted to the Doctor of Pharmacy program, unless otherwise delineated by a remediation plan or contract. This includes all introductory and advanced pharmacy practice experiences. The following rules set the conditions of class progression:
- All courses assigned to an academic year (Fall/Spring) on their check sheet must be successfully completed (including any summer Introductory Pharmacy Practice Experiences
(IPPE)) for a student to progress to the next professional-year.

- All P1 and P2 coursework must be successfully completed (along with meeting the Pharmacy 2.00 Rule discussed above), before a student may begin the subsequent summer IPPE’s.

- The student must complete the first three years of the professional degree program in not more than four academic years (summers inclusive). For example: a student admitted to the fall, 2019 class must complete all courses through the 3rd professional year by the end of summer, 2023. If it appears at any point in the program that a student will no longer be able to complete the coursework, as regularly offered in the curriculum during the Fall/Spring semesters, they will be dismissed from the program. Any withdrawal (including medical withdrawals) DOES NOT change this requirement.

- The student must complete the P4 year within two calendar years from the time of completion of the P3 year. For example: a student who completes the P3 year in May 2022 must complete the entire P4 year by May 2024. If it appears at any point that a student will no longer be able to complete the P4 year in this timeframe, they will be dismissed from the program. Any withdrawal (including medical withdrawals) DOES NOT change this requirement.

- All class withdrawals must be cleared through the Office of Student Services. Any withdrawal granted for reasons other than extenuating circumstances or medical reasons may result in the student receiving a WF (Withdrawal Failing) if applicable (based on the student’s accumulated grade in the course at the time of the withdrawal). A WF is interpreted as a failing grade for the course for the purposes of this policy. University policies regarding GPA calculation for WF apply.

- If a student is unable to complete their coursework for the semester for medical reasons, they must complete a medical withdrawal from the University. The University policy can be found at: [https://ferris.edu/HTMLS/administration/academicaffairs/Forms_Policies/Documents/Policy_Letters/AA-Medical-Withdrawal.pdf](https://ferris.edu/HTMLS/administration/academicaffairs/Forms_Policies/Documents/Policy_Letters/AA-Medical-Withdrawal.pdf) Students pursuing a medical withdrawal should consult with the Office of Financial Aid, as well as the Registrar’s Office to determine the impact on all financial obligations to the University and financial aid institutions. A medical withdrawal affects all courses that have not been completed for the semester, and constitutes a complete withdrawal from the College of Pharmacy and the University. A student who is pursuing a medical withdrawal should inform the Assistant Dean of Student Services of their intention, to assist in follow-up on their degree plans. If a student wishes to return to the Doctor of Pharmacy program, it is their responsibility to communicate this intention in writing by the end of the semester following the withdrawal, or as directed by the Chair of the Progressions Committee of the College of Pharmacy. Before readmission will be considered, the student must contact the Birkam Health Center to lift any Medical Holds placed on them. Following the removal of any Medical Holds, readmission to the University and the College of Pharmacy is at the discretion of the Dean’s Office in consultation with the College Progressions Committee as needed.

- A medical withdrawal DOES NOT change the requirement for completing the first 3 professional years in 4 years or completing the P4 year in 2 years as outlined above unless otherwise clarified in writing as part of the student’s re-entry.

- A student’s progression within an academic year may be stopped for failure to maintain up-to-date documents required by the College of Pharmacy for the purposes of experiential training. This may occur irrespective of whether experiential training is underway in that
semester. Examples include: Michigan Pharmacist Educational Limited License (Intern License); immunizations, TB screenings, BLS certification, criminal background checks; other documents as specified in the Experiential Manual or the experiential learning management system.

7.4 Course Remediation

Please note the following definitions:

Remediation – remediating a potential failure in a course by having a student complete a specific assessment(s). The student has not received a final course grade yet at the time of the remediation (or an “Incomplete” grade is given if the semester has ended).

Retake – taking a course for the second time after an initial course failure. The entire course is repeated and the student pays the necessary tuition for the course.

- Each course will provide an opportunity for remediation.
- The course remediation policy will be described specifically in each course’s syllabus.
- Remediation should ideally occur within the semester, but must occur before starting a subsequent course if the course being remediated is a prerequisite. At the latest, remediation must occur within the first three weeks of the subsequent semester (including summer). If remediation delays the start of an IPPE or APPE, that IPPE or APPE will be rescheduled for whenever and wherever a site is available.
- If a student fails a required course following remediation, the student will be given an opportunity to retake that course in the subsequent summer semester.
- In order to qualify to retake a course in the summer, a student must have completed the course and any remediation with at least a final course grade of 50% the first time the course was taken. If the student has any academic misconduct violations the Progressions Committee will determine whether a student’s misconduct precludes them from retaking a course(s) in the summer.
- If a course retake in the summer delays the start of an IPPE or APPE, that IPPE or APPE will be rescheduled for whenever and wherever a site is available. Students who fail an elective in the last semester of the P3 year will also have a delay in starting their APPEs.
- Students who fail more than two (2) required courses during the year will not be allowed to retake any of those courses during the summer. They must retake all the courses during the subsequent academic year.
- Students who retake courses during a subsequent academic year may also take the following:
  - Pharmacy Practice Management 1 (must have passed PHAR 516)
  - Pharmacy Practice Management 2 (must have passed PHAR 630)
  - Pharmacy Law (must have passed PHAR 630)
  - Any pharmacy elective (must meet course-specific prerequisites). Note: A student may only take more than the required 3 pharmacy electives if electives have open seats after all other students have completed their course registration. Also, only the first 3 electives completed in the College of Pharmacy count towards a student’s professional GPA.
- All dismissal policies apply to this policy (including, but not limited to, failing the same course twice and the 3-in-4 rule). Please refer to the student handbook for dismissal policies.
• Guidelines for experiential course remediation can be found in the Experiential Manual

8.0 Experiential Performance Improvement & Failure Policy

It is expected that all students will complete the experiential curriculum in a manner consistent with the expectations of the program and the profession. Failure of an experiential course may occur at any time within or at the conclusion of the course. Failures may occur due to knowledge base deficiencies, skill deficiencies, site policy violation or unprofessional behavior. This includes instances where a student’s performance or behavior is judged to threaten the health and welfare of the patients.

In the event that a student is at risk of failing, the assigned preceptor:

• Will contact the Office of Experiential Education (OEE)
• Instruct student to complete the FSU College of Pharmacy (CoP) Student Performance Improvement Plan (if applicable)
• Discuss the completed Student Performance Improvement Plan with the student to serve as a guide for the remainder of the rotation (if applicable).

In the event that a student fails an experiential course, the assigned preceptor must:

• Complete the appropriate experiential evaluation form within the experiential learning management system and other applicable supporting documentation
• Conduct a final evaluation to review the student’s performance and the Student Performance Improvement Plan (if applicable)
• Forward documentation to the OEE
• Instruct the student to arrange a meeting with the OEE to discuss the failure and reschedule the failed experiential course.

The failed rotation will be rescheduled based on site and preceptor availability. APPE experiences will be rescheduled with FSU faculty in all applicable cases. Final placement decisions will be at the discretion of the OEE.

9.0 Extenuating Circumstances

If a student believes there are extenuating circumstances, which are affecting their ability to maintain the academic standards necessary to continue effectively in the program, they should contact the Office of the Dean, or the Assistant Dean or Director of Student Services. A number of counseling services are available through the College of Pharmacy and University. The Office of the Dean may customize progression and remediation plans to meet these circumstances. This may be done in consultation with the Executive Committee and/or Progressions Committee, except in emergent or time-limited situations.

10.0 Course Retakes

For any course that is repeated as part of the professional curriculum the most recent grade awarded will be used for the purposes of calculating the student’s GPA and for determining course credit status (including an “F” grade).
11.0 Dismissal Appeal

Students who are dismissed from the College of Pharmacy for academic reasons, but believe there are extenuating circumstances that warrant reconsideration and readmission to the program, may appeal in writing to the Chair of the Progressions Committee. This appeal must be made no later than the tenth calendar day (excluding weekends and University holidays) following receipt of the dismissal letter from the College of Pharmacy. The appeal will be reviewed by the Progressions Committee of the College of Pharmacy. The Progressions Committee will make a decision to accept or deny the appeal, including any conditions related to reinstatement into the pharmacy program. Students who believe the decision and/or conditions set forth by the Progressions Committee warrant reconsideration, may appeal in writing to the Pharmacy Executive Council (comprised of the Dean, Assistant Deans and Department Chairs of the College). Final decision rests with the Pharmacy Executive Council.

If a student is readmitted to the program following this appeal review, it may be accompanied by additional requirements, restrictions, remediations or course retakes/requirements as specified by the Progressions Committee and/or the Pharmacy Executive Council and administered by the Chair of the Progressions Committee.

Contact the Office of Student Services for additional information regarding the appeal process.

12.0 Electives

Students are required to complete three didactic electives in their first three years. Electives must be taken in compliance with the procedures set forth by the College of Pharmacy Curriculum Committee. The first three successfully completed electives taken by the student will be counted toward the Pharmacy GPA for the purpose of determining the 2.00 rule.

13.0 University Policies on Student Behavior

All College of Pharmacy students are expected to abide by all University policies not superseded by this handbook.

14.0 Absences

Class attendance is important for assimilation and understanding of course material. In some courses, grades are based on attendance, as well as in-class activities. Please refer to the course syllabus for information on how absences will be handled in each course. If absences are unavoidable, the student must notify the course instructor/coordinator as well as someone from student services as soon as possible, preferably before the absence occurs. Failure to notify appropriate individuals will result in an unexcused absence; see course syllabi for specifics on the policies of each class with regards to unexcused absences. Unexcused absences and excess tardiness may be reported to the Dean’s office.

14.1 Health/Medical Excuse

Students in the first, second or third professional year who are absent from class for health or medical conditions should submit documentation of the absence from a physician or Birkam Student Health Center to the Office of Student Services or the faculty member, if requested. Faculty members will be notified of the medical excuse. This is particularly important in
circumstances where there is a class assignment, exercise, lab, quiz or exam. Medical absences do not excuse students from completing the requirements of their courses. Each course syllabus should be consulted to determine the consequences of any missed classes, quizzes or exams. Students in the third professional year should provide all documentation to the Assistant Dean or Director of Student Services. If an experiential rotation is missed, documentation should be provided to the Experiential Coordinator and current preceptor.

14.2 Medical Leave

A medical leave is typically a short-term (one week or less) leave away from the College of Pharmacy due to a short hospital stay or outpatient surgery. In order to request a medical leave, the student may provide documentation of need from a licensed provider as well as Birkam Health Center or the Personal Counseling Center. The request for a medical leave needs to be made by the student to either the Health Center or the Personal Counseling Center and accompanied by documentation from a licensed provider. Students may also use documentation from their own personal physician to supply the documentation of need for the leave. The request for a medical leave is submitted to and approved by the Director of Health Services at Birkam. A medical leave informs the student’s college and instructors that a student is away due to a medical reason. The student is still responsible to make up any labs, quizzes or exams, which they missed while they were gone. The student should also notify a member of the student services staff ahead of the scheduled leave. If the student is unable to make up all of the coursework before the final day for grade submission for the semester, the grade will automatically change to an Incomplete.

14.3 Incomplete

A student may request an Incomplete (I) of their instructor if the student cannot complete all of the coursework for a class during the current semester. An “I” will only be considered for extenuating circumstances that have led to a student missing a portion of the course. Extenuating circumstances are defined as those situations over which the student has little or no control – e.g. illness, birth, jury duty, death of parent, injury, or military service. Instructors may wish to require suitable documentation. In order for an Incomplete to be granted by the professor, 75% of all coursework for the class must be complete by the student. The student’s grade will be recorded as an incomplete until the student completes all of the labs, quizzes and exams for that course. The student must arrange with the professor to complete all required work by the close of the following term, excluding summer. Instructors may require students to sign an incomplete agreement stipulating assignments and deadlines that must be met. The student has until the end of the next semester to complete all coursework for that class and receive a final grade. Once the student completes the course requirements, the professor must submit a grade change form to the Dean’s office for approval and processing. Incomplete grades that are not completed within the following semester (excluding summer) are changed to grades of “F”, unless the Records Office receives authorization from the instructor requesting a time extension. Make sure to keep your copy of the incomplete grade form supplied by your instructor.
14.4 Medical Withdrawal

A medical withdrawal (W) is a total withdrawal from all classes for the term/semester. It is not a partial reduction in a student’s schedule. A medical withdrawal is effective when the student is/was no longer able to attend classes due to documented medical reasons. The student must submit the required medical documentation to Birkam Health Center within 14 days of withdrawal from the university. Pharmacy students are considered graduate students, so a student would not have to reapply after a medical withdrawal. However, Birkam may elect to put a registration hold on a medical withdrawal, preventing the student from registering, until the hold is cleared by the Health Center. For financial implications of a medical withdrawal, consult the following pdf.

https://www.ferris.edu/HTMLS/administration/businessoffice/WithdrawalThingstoConsider.pdf

14.5 Funeral/Grieving Period

Students who experience the loss of a loved one while in the Pharm.D program should contact the Assistant Dean or Director of Student Services. With approval, students may take up to one week off during these difficult times. All coursework (quizzes, exams, presentations and labs) must be completed by the end of the semester or the student will receive an Incomplete for the semester. (See additional information on incompletes in section 14.3)

14.6 Professional Meetings

Students may on occasion attend local, regional, or national professional meetings. Instructors should be informed of a student’s plan to attend a meeting well in advance so that arrangements for missed assignments/exams can be made. Failure to do so may result in a grade of zero being assigned for any missed work. In the event an absence is deemed inappropriate by the faculty, the opportunity to make up missed work may be denied. Additional guidelines for attending professional meetings in the fourth year are included in the Pharmacy Experiential Manual.

Both the University and the College of Pharmacy, through its Alumni Board, may elect to provide funding for registered student organizations to support student attendance at state and national meetings. This funding is to supplement the individual student’s funding of attendance and is not intended to fully support meeting costs. All students attending a professional meeting must recognize that they are representing the University and the College of Pharmacy. Further, all students receiving support from the University or College must participate fully in all meeting activities and events. Failure to participate in the meeting, or failure to exhibit professional behavior while at a meeting, will result in a forfeiture of any funds that may have been awarded by the University, the Alumni Board, or student organizations for travel, meeting registration, accommodations, or any other meeting-related expenses.

14.7 Tardiness/Early Departure from Class

Out of respect for the course instructor and others in the class, students are expected to arrive early for class. If it is necessary to leave class early, the student should try to wait until a scheduled break occurs before leaving the classroom (if possible). If the student must leave class
immediately, the student should attempt to exit quietly and in the least disruptive manner possible. The faculty or course coordinator may assess penalties for tardiness.

15.0 Academic Support Center

FSU’s Academic Support Center provides free tutorial services (both one-on-one or small group sessions). They also hire advanced pharmacy students as tutors or SLA facilitators. [http://www.ferris.edu/HTMLS/colleges/university/ASC/tutoring.htm](http://www.ferris.edu/HTMLS/colleges/university/ASC/tutoring.htm)

16.0 Advanced Pharmacy Practice Experiences

The Advanced Pharmacy Practice Experiences (APPE’s) will begin after the completion of all coursework in the first three years of the professional program. The Office of Experiential Education will schedule students in APPE’s based on student preferences as well as site availability. Additional information relating to assignments are outlined in the Pharmacy Experiential Program (PEP) Manual.

17.0 Professional Attire

In an effort to promote professionalism, students will be asked to follow a professional attire code as well as a code of conduct similar to that followed by pharmacists in the profession. Requests for exemption from this professional attire based on a student’s religious practices or beliefs must be made in writing to the Dean of the College of Pharmacy, along with an explanation of the reasons for the request.

Students may be dismissed from any classroom, lab or experiential activity for professional attire violations. Professional attire violations may also be reported to the Dean’s office.

17.1 P1 Laboratory Courses

Students are expected to dress professionally at all times while in the P1 and P2 labs. Examples of appropriate attire include a collared buttoned pull-over shirt, dress shirt with or without a tie, sweater, business blouse or top, neatly pressed dress pants (including “khaki’s”), skirt or dress of professionally acceptable length (lower thigh or longer in length). Jeans, sweat pants, tee shirts, and tops with bare shoulders, halter-top, tank tops, midriff tops, shorts, baseball caps or other hats are not acceptable. In addition, hoodies and sweatshirts are unacceptable. Clothing that reveals skin including your lower back, cleavage, or midriff stomach, or your undergarments is not appropriate. Visible body piercings, other than the ear, are not considered to convey a professional image; therefore, these items should not be worn to class. Students who do not adhere to wearing professional attire may be asked to leave class. The student may be allowed to return to class when appropriately dressed, at the discretion of the faculty member. Students are also expected to wear a white lab coat and Ferris State name badge at all times during the lab courses in the P1 year.

17.2 P1 and P2 Years (All Other Courses)

Although there is no formal professional attire code in place for courses in the P1 and P2 years outside of the laboratory, students are still expected to dress appropriately. Sweat pants, tops with bare shoulders, halter tops, tank tops, midriff tops, shorts, baseball caps or other hats are
not acceptable. Clothing that reveals skin including your lower back, cleavage, or midriff stomach, or your undergarments is not appropriate. Visible body piercings, other than the ear, are not considered to convey a professional image; therefore, these items should not be worn to class. Students who do not adhere to the professional attire code may be asked to leave class. The student may be allowed to return to class when appropriately dressed, at the discretion of the faculty member.

17.3 P3 Year (All Courses)

P3 courses are held in a professional building where students are in contact with other professionals and patients in the parking area, lobby, food court and elevators; therefore, professional behavior attire is required when in the building and not just in the classroom. Appropriate attire for a student in a professional program is business casual.

Examples include:

- A collared buttoned pull-over shirt, dress shirt with or without a tie, sweater, or business blouse or top
- Neatly pressed dress pants (including Khaki’s)
- Skirt or dress of professionally acceptable length (lower thigh or longer length). Dress and skirt lengths should be 2 inches above the knee or longer.
- Leggings are acceptable if they are covered to 2 inches above the knee.

Clothing should be in good repair.

The following do not qualify as business casual:

- Jeans (denim of any color)
- Pajamas
- Tank tops or t-shirts
- Sweatshirts (including Ferris hoodies)
- Clothing that reveals skin including your lower back, cleavage, or midriff stomach, or your undergarments
- Exercise clothes or sportswear (including sneakers)
- Tight or form-fitting clothes

Facial jewelry or ornamentation including rings through the tongue, lip, eyebrow, nose, etc. do not project professionalism. One solution is to use clear spacers in place of rings and studs. Cosmetics should be worn in moderation, and cologne and perfume should be avoided when in close contact with others because they can cause respiratory issues. Large tattoos or those that depict potentially offensive images should be covered. If beards and/or moustaches are worn, they should be well-groomed and neatly trimmed.

17.4 Patient Care Areas (All Experiential Rotations)

Same as above for laboratory courses and the P3 year. Students are expected to dress professionally at all times while visiting an experiential site or on rotation. Open-toed shoes and flip-flops are not acceptable in many clinical setting. Students are also expected to wear a short white lab coat and Ferris State name badge at all times while on rotation. If the site issues a
student a name badge, the student must wear both badges. Students who do not adhere to the professional attire code may be asked to leave. The student may be allowed to return to the rotation when appropriately dressed, at the discretion of the preceptor.

18.0 Electronic Professionalism

Students are expected to check their Ferris Student E-mail and Blackboard daily. E-professionalism is professionalism related to electronic communication, including, but not limited to e-mail, discussion boards, social media (such as Facebook, Twitter, Instagram, and Linked in), YouTube, blogs, and other internet media.

18.1 Recommendations for Electronic Professionalism

Accessible postings on social media are subject to the same professional standards as any other personal interaction, and they may have legal ramifications. Students must be aware that the violation of legal statutes as well as COP and University Professionalism Policies (e.g., HIPAA, FERPA, Sexual Harassment Policies, etc.) in their online activities may result in disciplinary actions by the University. Comments made by students concerning patients, fellow students, faculty or other colleagues in an unprofessional manner can be used by the courts or professional licensing boards.

Students must assure that all public content is consistent with the values and professional standards of the Profession. (See the Pharmacy Code of Ethics in this handbook.)

18.2 E-Professionalism Do’s and Don’ts

Evans and Gerwitz have published a list of do’s and don’ts for e-professionalism. Please see the following link: http://www.tourolaw.edu/cso/docs/eprofessionalism.pdf

Other Do’s and Don’ts:

- Due to frequent updating of social media sites, you should regularly check your privacy settings to optimize privacy and security.
- Make sure photos in which you are identified (“tagged”) are not embarrassing or professionally compromising. Student’s should “untag” themselves from any photos that they cannot have removed. Students should refrain from “tagging” others without the explicit permission of those people.
- Students should maintain the privacy of faculty, staff, peers, practice sites, and patients unless they have been given permission to use the person’s name on their social media site.
- Interactions with patients through social media should be avoided. This provides numerous opportunities for violating privacy restrictions and may have legal consequences.
- Don’t assume deletion of material from social media means it is no longer available since, for example, search engines cache such content. This implies special care should be taken in posting material since it will persist.
- Don’t include personal information, such as phone numbers, social security numbers, PID numbers, passport numbers, driver’s license numbers, or birth dates on social media

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profiles, or any other information that could be used to obtain personal records.

18.3 **Canvas/Blackboard and Ferris E-mail:**

Canvas/Blackboard and the University e-mail system provide media for students, faculty and administrators to share information, knowledge, experiences, and other information. They are intended for exchange of information related to a course, the curriculum, student organizations, College of Pharmacy (College) requirements or other College activities. None of the policies stated here are intended to supersede any University policies related to the use of Ferris e-mail or Canvas/Blackboard for which the student is responsible. These policies are intended to augment those. For the purposes of this policy, e-mail includes e-mail sent from a Ferris e-mail address to a Ferris e-mail address, OR from a student’s non-Ferris e-mail address to a Ferris e-mail address.

Certain guidelines should be followed by all users of discussion boards within any College Canvas/Blackboard course or in electronic (e-mail) communications with faculty and staff. Use of Canvas/Blackboard for a pharmacy course constitutes your agreement to abide by the following rules and policies.

In using Canvas/Blackboard or Ferris e-mail, students will **not:**

- Use discussion boards for any purpose in violation of local, state, national, or international laws.
- Post material that infringes on the intellectual property rights of others or on the privacy or publicity rights of others, or that was not explicitly created by the posting originator.
- Post material that is disruptive, unlawful, obscene, libelous, vulgar, defamatory, threatening, harassing, abusive, slanderous, hateful, racially or ethnically offensive, intentionally inaccurate or embarrassing to any other person or group as determined by the College in its sole discretion.
- Post comments targeted toward an individual’s or a group’s sex, gender, sexual orientation, race, religion, ethnicity, age, or abilities.
- Distribute viruses, harmful computer codes, files or programs designed to interrupt, destroy or limit the functionality of any computer software or hardware or telecommunications equipment.
- Post any commerce related announcements not affiliated with the College (i.e. buying/selling products or services).
- Engage in any activities deemed as academic misconduct as defined by the policies of the College and/or Ferris State University.

The College reserves the right (but is not obligated) to do any or all of the following:

- Investigate an allegation that a communication does not conform to the terms of this policy and determine in its sole discretion to remove or request the removal of the communication.
- Remove communications which are abusive, illegal, or disruptive, or otherwise fail to conform to this policy.
- Monitor, edit or delete any communications posted on discussion boards, regardless of whether such communication violates this policy.
- If appropriate, refer violations to the Office of the Dean, Conduct Committee, Dean of the College or University Office of Student Conduct.
• If a disruptive posting occurs in a Canvas/Blackboard course, it should be referred to the course faculty or course coordinator for follow-up. If the disruptive e-mail or posting occurs on discussion boards it should be referred to the Assistant Dean or Director of Student Services. When an individual violates this policy, a notice will be sent via e-mail. If there is continued abuse of the policy, disciplinary actions may be followed as outlined in the Professional Conduct Policy.

Discussion Board and College E-mail Etiquette
• Professional approaches which are kind and considerate are expected.
• Use a description in the subject line. This will help others successfully identify the topic.
• Before you submit a message, read it out loud. Does it sound the way as you would speak to another individual in the classroom? The "tone" is a very important part of electronic communication.
• Never make derogatory comments toward another person, organization or group.
• Avoid comments against an individual’s sex, gender, sexual orientation, race, religion, ethnicity, age, or abilities.
• Avoid the use of slang terms.
• Cursing and use of offensive language is not considered professional.
• Using proper grammar and spelling is expected from all professionals.
• Be careful of messages intended to be funny. Be especially careful with sarcasm. Both can be misconstrued or offensive. It is easy for messages to be misinterpreted since there are no physical gestures or voice inflections that accompany the text.
• Using all UPPER CASE lettering conveys a hostile approach. Using mixed case lettering is advised instead.
• If you use an emoticon (i.e. “smiley”) to indicate tone of voice, use it sparingly.
• Don't assume that the inclusion of an emoticon will make the recipient happy with what you say or wipe out an otherwise insulting comment.
• When reading someone else’s message, do so with multiple tones. Don’t assume that the tone with which you read it is what was intended by the person who wrote it. Consider that their intent might have been different and read it in that light.
• Waiting overnight to send an emotional response to a message is always recommended. Often times responding quickly will result in unprofessional approaches.
• When asking for a response to a request (i.e. participation in a diabetes screening event), please use e-mail to avoid repetitive responses.

19.0 Health Status/Insurance

It is important that students maintain good self-care and health. For that reason, students are strongly encouraged to carry health insurance coverage to assist in their access to healthcare. The cost of health insurance is the sole responsibility of the student, as are any costs for healthcare services resulting from illness, accident or injury while participating in the Doctor of Pharmacy program. In addition to immunization requirements outlined in the Clinical Passport Policies, some experiential sites may require students to provide proof of health insurance or documentation of a recent physical examination as a condition of placement.
20.0 Student Health and Counseling

Counseling services are offered on-campus through Birkam Health and Counseling Centers, and at off-campus locations to accommodate students in the P3 and P4 years. The Counseling Center provides a place where students can have conversations with trained counselors who provide a supportive and understanding environment. Students seek counseling for a variety of concerns including stress, anxiety, depression, relationship struggles, sexual concerns, traumatic events, self-harm, suicidal thoughts, drugs and alcohol, family problems, adjustment to college life and anything that causes the student to struggle or doubt.

Students are encouraged to utilize the health and counseling services as needed throughout their time in the College of Pharmacy.

21.0 Clinical Passport

Ferris State University College of Pharmacy maintains an affiliation agreement with each site used to provide clinical educational opportunities to its students. This affiliation agreement dictates the terms under which a student will be allowed to attend the site. These requirements make up the “Clinical Passport” for each student. Further details of the policy are outlined in the College’s Clinical Passport Policies at the end of this Handbook. It is the student’s responsibility to maintain all requirements of the Clinical Passport. Students failing to meet the above requirements will not be allowed to enroll in required experientials in the curriculum. This will result in delays in progression or dismissal from the program. In some cases, additional requirements/restrictions may be in place at affiliated sites. Students will be required to meet all such requirements/restrictions before experientials may begin. Further questions may be directed to the Dean’s office or the Director of Experiential Education.

22.0 Michigan Pharmacist Educational Limited License (Intern License)

All entering students are required to obtain a Michigan Pharmacist Educational Limited License (Intern License) from the State of Michigan upon admission to the College of Pharmacy. This license must be renewed and maintained by the student through the duration of the Doctor of Pharmacy program as outlined in the Michigan Board of Pharmacy’s Administrative Rules (R338.473a of the Administrative Rules of the Michigan Board of Pharmacy, revised 02/21/2007). Failure to have a valid and active license may result in curricular delays or dismissal from the program.

23.0 Phone Number/Address/E-Mail Policy

Students must have a current address and phone number on file in the Dean’s Office or Registrar’s Office. Failure to do so may result in a registration hold being placed on your account. Students must use Canvas/Blackboard and routinely access their University e-mail account in order to receive communications from faculty, staff and administrators. All University and College communications will be provided only through University-maintained e-mail accounts.

24.0 Degree Requirements

The Doctor of Pharmacy degree will be awarded after a candidate completes the following:

1. Successfully completes all courses contained in the Doctor of Pharmacy curriculum.
2. Maintains a pharmacy cumulative GPA of at least 2.0.
3. Is recommended for the Doctor of Pharmacy degree by the faculty of the College of Pharmacy based upon academic performance, ethical and professional standards.

25.0 Grade Appeals

If you have a concern about the grade received in a course, it is important to discuss this first with the instructor or course coordinator for courses that are team-taught. Please note that the University Grade Appeal policy requires that a grade appeal be made “…no later than the tenth calendar day (excluding weekends and holidays) of the semester following the semester for which the grade was given.”

The College of Pharmacy follows the University Grade Change Appeal Policy. This pdf can be found at http://www.ferris.edu/htmls/administration/academicaffairs/policyletters/grade-change.pdf.

26.0 Complaint Procedure

The College of Pharmacy follows the University Student Complaint Policy as outlined in the Academic Affairs Policy Letter. The additional procedures below are intended to supplement the University policy to aid the student in resolving specific issues by contacting the designated personnel or office in the College.

26.1 Course-Related Concerns or Complaints (Other Than Grade Appeals)

If a student has a concern regarding a grade, the “Grade Appeals” section above should be consulted. If a student has a concern or complaint related to a course or course policy they should follow the University Student Complaint Policy. This will involve:

1. Direct discussion with the instructor/coordinator: The first step will be for the student to address the issue, question or concern with the instructor or course coordinator.
2. Department Chair/Head: If the concern cannot be resolved through step 1, the student should contact the Department Chair/Head. At this point, the complaint should be submitted in writing to insure a complete understanding of the issue and provide for documentation to the College Complaint Log. The student who has encountered the problem must submit a written complaint.
3. Dean’s Review: In the event that the student or the individual who the complaint is filed against is not satisfied with the resolution at the Department Chair/Head level, they may appeal to the Dean’s Office for review. See the University Policy for further information.

26.2 Non-Course Related Concerns or Complaints

1. Assistant Dean of Student Services or Director of Student Services or the Office of the Dean
2. If the College representative is unable to address the issue, or it is not addressed to the student’s satisfaction, then the student will be directed to the appropriate University office or personnel who can address the issue further (e.g., Academic Affairs, Housing, Financial Aid, Student Judicial Services, etc.).
26.3 Questions or Concerns Related to Clinical Passport

1. These questions should be directed to the Director of Admissions or the Director of Experiential Education.
2. If the individual designated in #1 above is unable to resolve the issue the student may contact the Office of the Dean for resolution.

26.4 Concerns or Grievances Regarding Standards and/or Policies and Procedures of the Accreditation Council for Pharmacy Education (ACPE)

Students who wish to file a complaint related to the accreditation standards, student’s rights to due process and appeal mechanisms, shall submit the complaint in writing to: ACPE Executive Director, ACPE, at: csinfo@acpe-accredit.org Complaints must identify the specific standard(s) that is not being adhered to and include evidence to support the complaint. For additional information regarding ACPE complaint procedures, please see: http://www.acpe-accredit.org/students/complaints.asp

27.0 Professional Liability Insurance

The University professional liability insurance policy provides coverage for all students while on officially scheduled experiential placements and College sanctioned volunteer events. Student organization and individual students must be sure that any volunteer activities conducted as part of college-related programs or RSOs are sanctioned by the University/College of Pharmacy. See section on Volunteering. The University’s professional liability insurance does not extend to students while working/volunteering outside of the College; therefore, students are strongly encouraged to purchase an individual professional liability insurance policy if working as an intern, volunteering in non-College sanctioned patient care activities, etc.

28.0 Privacy and Confidentiality

28.1 The Family Educational Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA), as Amended, protects the privacy of student educational records. FERPA gives students the right to review their educational records, the right to request amendment to records they believe to be inaccurate, and the right to limit disclosure from those records. See the Office of Student Conduct website at: (http://www.ferris.edu/htmls/administration/studentaffairs/judicial/homepage.htm) or the University Student Handbook for more details regarding confidentiality of student records.

28.2 The Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy and Security Rules

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy and Security Rules protect the privacy of individually identifiable health information and set national standards for the security of electronic protected health information. Students are required to complete annual HIPAA training and are responsible for complying with HIPAA Privacy and Security Rules at all times. See the Pharmacy Experiential Program (PEP) Manual for more details. HIPAA violations may result in removal from an experiential site, course failure and/or dismissal from the program.
28.3 Confidential and Proprietary Information

During the course of the Doctor of Pharmacy program, students may be privy to confidential proprietary information relating but not limited to affiliated experiential sites’ business, operations, equipment, products, research and development, employees and officers. Students are instructed to retain such information in confidence and not disclose it to any third party, during or after completion of the program, except as required by the program requirements and with the prior consent of the affiliated experiential site. Breaches of confidential proprietary information may result in removal from an experiential site, course failure and/or dismissal from the program.

29.0 Volunteering

The College of Pharmacy encourages students to participate in volunteer events that allow for involvement in patient care related activities. Examples include, but are not limited to: immunization clinics, disease management/monitoring events, patient education events, health screenings and elementary/secondary school programs. All volunteer events that involve students participating in patient care related capacities as representatives of the College must be formally sanctioned by the College. The Student/Faculty Volunteer Policy and Procedure, further defines the types of volunteer events that must be reported to and approved by the College and outlines the approval and reporting process.

30.0 Student Records

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), students have the right to access their own records. The records are stored on the Big Rapid campus in the Dean’s office. A reasonable amount will be charged for any requests for copies of the content of a student’s file. Only the student and authorized College/University personnel have access to contents of a student’s records. See section on Privacy and Confidentiality.

31.0 Code of Student Community Standards

All students must comply with both University and College of Pharmacy policies and guidelines. For University policies, students are referred to the University’s Student Affairs Policies, available at: www.ferris.edu/studentcode

32.0 Academic Misconduct

Academic misconduct is managed in partnership with the Office of Student Conduct and the College of Pharmacy at Ferris State University. In most cases, students are referred to the Office of Student Conduct by their faculty for allegations of academic misconduct. It is under the purview of each faculty member, in collaboration with their respective department and college, to spell out in their syllabus and enforce an academic sanction for academic misconduct violations.

Upon review of the allegation, the Office of Student Conduct may schedule the student for a conduct conference relating to the allegation of academic misconduct, which is defined as any activity that tends to undermine the academic integrity of the institution. A violation of the University policy on academic misconduct includes, but is not limited to, the following:
1. Cheating/Copying/Unauthorized Collaboration
   A student may not use, or attempt to use unauthorized assistance, materials, information, or study aids in any academic exercise, nor should a student give assistance, materials, information, or study aids to another student in any academic exercise.

2. Fabrication
   A student must not falsify or invent any information or data in an academic exercise including, but not limited to, assignments, records or reports, laboratory results, and citations of the sources of information.

3. Facilitating Academic Dishonesty
   A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct.

   Additionally, each student is responsible for taking reasonable precautions to ensure their work is not accessed by or transferred to another individual wherein it may then be used to commit a violation of the University academic integrity policy.

4. Interference
   A student must not steal, change, destroy, or impede another student’s work. Impeding another student’s work includes, but is not limited to, the theft, defacement, or mutilation of resources to deprive others of the information they contain.

   A student must not give or offer a bribe, promise favors, or make threats with the intention of affecting a grade or the evaluation of academic performance.

5. Plagiarism
   **Proper Acknowledgement.** A student must not adopt or reproduce ideas, images, words, or statements of another person, including previous work of their own submitted for previous course credit, without appropriate acknowledgment.

   **Requirement for Acknowledgement v. Common Knowledge.** A student must give credit to the originality of others and acknowledge indebtedness whenever they quote or paraphrase another person’s words, either oral or written, unless the information is common knowledge. This includes facts, statistics, or other illustrative material.

   **Sources used Verbatim.** In instances where students are using content directly quoted from a source, that content MUST be indicated through the use of quotations AND properly cited both in-text and at the end of the document.

6. Violation of Course Rules
   A student must not violate course rules as contained in a course syllabus, which are rationally related to the content of the course or to the enhancement of the learning process in the course.

7. Violation of Professional Standards and Ethics (See Appendices A & B)
   A student must not violate the professional standards or ethical code related to one’s intended profession as defined by the academic program or department.

### 33.0 College of Pharmacy Academic Misconduct Response

#### 33.1 Faculty Expectations

If a faculty member believes that a College of Pharmacy (COP) student has violated an Academic Misconduct Policy, the faculty member will complete the College of Pharmacy Academic Misconduct form within a reasonable timeframe (typically within a day) after becoming aware of the allegation. Faculty are also encouraged to contact the student within a reasonable timeframe.
to notify the student of the suspected violation. This contact may be in written form (including e-mail), by phone, or in person. In any case, the instructor should convey to the student the following information:

- A brief description of the nature of the alleged violation;
- The basis for believing that the student has violated the Academic Misconduct policy;
- The academic consequences that the faculty may impose if they conclude that there is sufficient information that academic misconduct has occurred;
- An offer to discuss the matter further and to respond to the allegations. Depending on the circumstances, this further discussion may occur at a separate time, or it may be continuous with the initial outreach. The discussion may take place in person, via email, or by phone.

33.2 Procedures for Addressing College of Pharmacy Academic Misconduct

1. A report that a student has violated an academic misconduct policy may be filed by any person. Anonymous complaints will not be accepted.
2. A report that a student has violated an academic misconduct policy must be submitted in writing to the Assistant Dean of Student Services, or appropriate designees, preferably through the online College of Pharmacy Academic Misconduct Form.
3. After reviewing a complaint, the Assistant Dean of Student Services, or designee, has the discretion to decide whether the situation should be investigated further, addressed informally, or addressed through formal disciplinary proceedings through the Office of Student Conduct. Note: A student who wishes to dispute the Academic Misconduct violation may request that the matter be referred for formal disciplinary proceedings through the Office of Student Conduct.
4. If the Assistant Dean of Student Services or designee decides there is enough information to move forward, they will send communication to the student with the option to address the violation informally or through a formal student conduct notification letter.

34.0 Addressing College of Pharmacy Academic Misconduct Informally

Addressing academic misconduct informally is an option intended to expedite the student conduct process in situations where a student acknowledges they violated policy and are accepting of the academic penalty the faculty member has proposed. The informal student conduct process will not be used for situations where a faculty member is proposing failing the student from the course, or another penalty that would, in effect, prohibit the student from passing. When students choose to participate in the informal student conduct process in which they accept responsibility for violating an academic misconduct policy and accept the academic penalty, the academic penalty and its impact on a class grade are exempt from a grade appeal.

Upon receiving an allegation of academic misconduct, the University will follow the following procedure when utilizing the informal student conduct process.

1. The Assistant Dean of Student Services, or designee, will send written communication to the student’s Ferris email account.
2. The communication will inform the student of the following:
The College of Pharmacy has received an allegation that they violated an Academic Misconduct Policy and a brief summary of the information received.

The specific Academic Misconduct policies the alleged behavior has violated.

The academic penalty the faculty member is proposing for the alleged violation.

That the College of Pharmacy is offering to address the alleged violation through an informal student conduct process and that a student may request to have the matter formally adjudicated through the Office of Student Conduct.

The opportunity to attend a resolution meeting with the Assistant Dean of Student Services or designee. A resolution meeting is a student’s opportunity to accept the informal student conduct resolution option or to request the allegation be adjudicated through the Office of Student Conduct. These meetings will be scheduled at least three days after the communication is sent.

That students who do not attend their resolution meeting will have their allegation referred for formal adjudication through the Office of Student Conduct.

Following the resolution meeting, written communication will be sent to the student regarding the outcome of the meeting.

For students who accept responsibility for violating an Academic Misconduct policy and wish to participate in the informal student conduct process, the communication will serve as their confirmation, final academic penalty imposed, and that they are forfeiting their right to an appeal the academic penalty and grade in that class.

For students who do not attend their resolution meeting or wish to have the allegation formally adjudicated through the Office of Student Conduct, the communication will serve as their confirmation that the matter is being referred.

34.1 Process for Handling Violations of Professional Standards

1. A report that a student has violated a professional standards policy may be filed by any person.

2. A report that a student has violated a professional standards policy must be submitted in writing to the Assistant Dean of Student Services or appropriate designees.

3. After reviewing a complaint, the Assistant Dean of Student Services or designee has the discretion to decide whether the situation should be addressed through a spectrum of professional coaching options to help students adhere to our standards or if the situation should be addressed through formal disciplinary proceedings through the Office of Student Conduct.

   Professional coaching is a solution-focused dialogue between the student and the College of Pharmacy on how to address the current concern and find ways to avoid repeating the behavior.

   Examples of professional coaching include, but are not limited to:

   - **Email Contact.** Students will receive an email informing them that the behavior has been reported to the College of Pharmacy Dean’s office. Email communication typically includes specific expectations to remedy the situation and, if available, resources for assistance.

   - **Phone or In-Person Conversations.** Students will be required to discuss this situation with a member of the College of Pharmacy Dean’s office or their designee. These conversations are intended to be solution-focused on addressing
the behavior along with opportunities and resources to remedy and avoid it in the future.

- **On-going Conversations.** Students will be required to participate in a specific number of phone or in-person conversations with a member of the College of Pharmacy Dean’s office or their designee over the course of a designated time. These conversations are intended to be solution-focused on addressing the behavior along with opportunities and resources to remedy and avoid it in the future.

4. Assistant Dean of Student Services or designee will send communication to the student about the nature of the violation and the proposed coaching options.
   - A student who wishes to dispute the violation of professional standards may request that the matter be referred for formal disciplinary proceedings through the Office of Student Conduct. This request must be made in writing within seven days of being sent their communication about the nature of the violation and the proposed coaching options.

5. Students who participate in professional coaching accept that their behavior violated the Code of Ethics and/or College of Pharmacy Professional Standards. If a student fails to respond to engage with the College of Pharmacy’s professional coaching, they may have a registration hold placed on their account pending completion of their professional coaching.

### 34.2 College of Pharmacy Professional Coaching

Students who have been reported to the College of Pharmacy Dean’s office for an allegation of ethical and/or professional standards violation may have the matter resolved informally through professional coaching. Students who participate in professional coaching accept that their behavior violated the Code of Ethics and/or the College of Pharmacy Professional Standards. Professional coaching is a solution focused dialogue between the student and the College of Pharmacy on how to address the current concern and find ways to avoid repeating the behavior. The College of Pharmacy utilizes a spectrum of options depending on the severity and context of the reported situation.

Both the student and the college maintain the right to have the allegation formally resolved through the conduct process. Students who wish to dispute the allegation of an ethical or professional standards violation must submit a request in writing within seven days of their initial communication from the Assistant Dean of Student Services or designee, to request the matter be referred to the Office of Student Conduct for adjudication. This request must be within a week of the initial communication from the College of Pharmacy about the nature of the violation and the proposed coaching options.

### 34.3 Review and Updates

The University will review and, if needed, update the processes and standards outlined in this document. The most current version will be published on the College of Pharmacy’s website and/or distributed in a manner most likely to reach the majority of students.

### 35.0 Co-Curricular Requirements

In addition to the curricular requirements (coursework and experiential) of the Doctor of Pharmacy
Program, each student in the Doctor of Pharmacy program must complete the following co-curricular requirements. Co-curricular requirements include those activities that students engage in alongside the required coursework and experientials that further develop competency in domains related to educator, cultural sensitivity, self-awareness, leadership, innovation/entrepreneurship and professionalism. These domains are identified in the Accreditation Standards and Key Elements for the Professional Program in Pharmacy Leading to the Doctor of Pharmacy Degree (Standards 2016) Standards 3 (Approach to Practice & Care) & 4 (Personal and Professional Development). Co-curricular activities will be monitored and approved by the Co-Curriculum Coordinator.

Required Co-Curricular Elements: At a minimum, students must complete the following co-curricular elements during the first three professional years of the program:

1. Completion of professional trainings and certifications:
   a. Basic Life Support for the Healthcare Provider Certification (every 2 years)
   b. Pharmacy-Based Immunization Delivery Certification (one-time)
   c. Blood borne Pathogen Training (annually)
   d. HIPAA Privacy and Security Trainings (annually)
   e. Combating Methamphetamine Abuse Training (one-time)
   f. Medicare Part D: Controlling Fraud, Waste and Abuse Training (annually)

2. Attendance at White Coat Ceremony
3. Development and maintenance of a continuing professional development plan
4. Annual participation in required, selective, and/or elective activities that align with the student’s continuous professional development goals/needs related to professionalism, leadership, advocacy, and community engagement.

Students will report and have verified, required co-curricular activities using the system identified by the College. An activity must be reported by the student in the official system to be recognized for completion of this requirement. Students will routinely be required to reflect on their professional development and identify relevant outcomes where growth occurred through participation in co-curricular activities.

36.0 ExamSoft and Laptop Requirements

The College of Pharmacy utilizes a computer-based system, called ExamSoft, for student assessment and examination. The ExamSoft system provides a paperless mechanism to test student understanding of material and track student competency over time of the ability-based outcomes for the Pharm.D program. Students will use this system frequently throughout the program to take quizzes and examinations, to complete assignments, and to receive feedback on presentations and other skills-based assessments. The information below will assist students in the setup and use of ExamSoft.

36.1 ExamSoft Annual Licensing Fee

There is an annual licensing fee that students (P1-P4) will need to pay prior to the beginning of each fall semester in order to utilize ExamSoft. Students will receive an email with instructions on how to pay the annual licensing fee in late summer of each year they are in the program. Instructions on how to pay the annual licensing fee can also be found at the link.

https://examsoft.force.com/etcommunity/s/article/Examplify-Paying-for-your-Examplify-License
Students are required to acquire and maintain an ExamSoft license and an Examplify compatible laptop (per 34.3 below). Students are also required to maintain laptop functionality and utilize ExamSoft for all applicable course assessments. Failure to do so, may result in grades not being made “official” for the course. This could result in students receiving no credit for applicable course assessments and potentially a failing course grade.

36.2 Examplify Application

The ExamSoft testing application, called Examplify, is used to take quizzes and examinations that were built in ExamSoft. Students must download the Examplify application to their individual devices. Students will be prompted to download Examplify following payment of the annual licensing fee. Once Examplify is downloaded, it will automatically update and does not need to be re-downloaded each year.

The Examplify program can also be downloaded using the link below.


36.3 Examplify Laptop Requirements

Students are required to have an Examplify-compatible Windows- or Mac-based laptop device. Although Examplify is available for iPad, for consistency in the student experience, we will not permit an iPad to be used. Examplify is compatible with the Surface Pro tablet; however, we caution students that we have seen more technical difficulties with the Surface Pro than with a standard Windows- or Mac-based laptop. In the P3 year, an additional assessment is administered by the National Association of Boards of Pharmacy that can only be taken on a Windows- or Mac-compatible laptop. **We therefore encourage the purchase and use of a standard Windows- or Mac-based laptop device.** Students who plan to purchase a new laptop at the start of the P1 year and may have additional questions about which device(s) are preferred should contact ExamSoft support at support@examsoft.com.

System requirements for Examplify-compatible Windows- or Mac-based laptop can be found at the link below.


36.4 ExamSoft and Examplify Support

There are several levels of support available for students who experience technical difficulties using Examplify and/or ExamSoft. Students should **not** visit Student Technology Services in University Center, as the Examplify program and the ExamSoft platform are not supported by that office. Instead, students should utilize the following resources for support with any technical issues related to the use of Examplify and/or ExamSoft:

1. The first point of contact for student ExamSoft support is Dr. Jennifer Lamberts (Office: PHR203; Phone: 231-591-2245; Email: JenniferLamberts@ferris.edu).
2. View Appendix D for solutions to commonly encountered Examplify technical issues.
37.0 Pharmacy Curricular Outcomes Assessment (PCOA)

The Pharmacy Curricular Outcomes Assessment (PCOA) is a comprehensive tool for schools and colleges of pharmacy to use as one measure of the application of knowledge in the curricula. The PCOA is administered in a computer-based format by the National Association of Boards of Pharmacy (NABP) and consists of 225 questions. The Accreditation Council for Pharmacy Education (ACPE) incorporated the PCOA into its Accreditation Standards and Key Elements for the Professional Program in Pharmacy Leading to the Doctor of Pharmacy Degree (Standards 2016), requiring annual performance measures of students nearing the completion of the didactic curriculum. All students are required to complete the PCOA during the P3 year as scheduled by the College. Students are responsible for providing a compatible laptop (Windows or Mac) to take the PCOA and must adhere to all NABP requirements for the exam, including but not limited to Internet browser locking software.

The NABP abides by all applicable federal and state regulations relating to the testing of eligible individuals under the Americans with Disabilities Act (ADA) and amendments (ADAA). To ensure the security and integrity of the assessment, NABP will evaluate accommodation requests. The College will provide students with instructions and deadlines for submitting an ADA request.
Appendix A – College of Pharmacy Ethical and Professional Standards

The pharmacy profession has a long tradition of respect and trust by the general public. As health professionals, it is important that pharmacists maintain the highest standards of honesty, integrity and ethical behavior. Pharmacy students are expected to acquire, not only the knowledge and skill required to become experts in drug therapy, but also the professional attitudes, ethics and behaviors necessary to adhere to the Code of Ethics for Pharmacists as adopted by the American Pharmacists Association¹ and the College of Pharmacy Student Professional Standards.

Code of Ethics for Pharmacists as adopted by the American Pharmacists Association

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

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

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

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

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

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

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

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

V. A pharmacist maintains professional competence.

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

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

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

¹ Adopted by the membership of the American Pharmacists Association October 27, 1994.
VII. A pharmacist serves individual, community and societal needs.

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

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

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

In addition to adhering to the Code of Ethics for Pharmacists, students in the College of Pharmacy are expected to maintain the College of Pharmacy Student Professional Standards and adhere to all aspects of the Ferris State University Code of Student Community Standards, the Code of Student Community Standards can be found at: www.ferris.edu/studentcode
Appendix B – College of Pharmacy Student Professional Standards

In addition to the Ferris State University Code of Student Community Standards and the American Pharmacists Association Code of Ethics, College of Pharmacy students are expected to adhere to the following Professional Standards.

1. **Civil and Professional Communication**
   Students are expected to maintain civil and professional communication with faculty, preceptors, staff, students, patients and other health care personnel.

2. **Adherence to Procedures**
   Students are expected to follow all procedures and instructions in class, labs, and clinical locations.

3. **Health Insurance Portability and Accountability Act (HIPPA)**
   Students are expected to follow HIPPA rules when participating in clinical activities and all other protected entities.

4. **Repeated Unexcused Absences**
   Students are expected to follow the course syllabus for information on how absences will be handled in each course. Repeated unexcused absences in the same semester may be referred to the Dean’s office.

5. **Repeated Unexcused Tardiness/Early Departure From Class**
   Students are expected to follow the course syllabus for information on how tardiness/unexcused departures will be handled in each course. Repeated unexcused tardiness/unexcused departures in the same semester may be referred to the Dean’s office.

6. **Professional Attire**
   Students are to adhere to professional attire expectations as outlined in the College of Pharmacy Student Handbook.

7. **Pharmacy Intern License**
   Students must obtain and maintain an active pharmacy intern license from the Michigan State Board of Pharmacy while enrolled in the pharmacy program.

8. **Adhering to Professional College of Pharmacy Coaching**
   Students are expected to comply with any required outcomes from a coaching session as a result of previous violations of professional standards.
Appendix C – Clinical Passport Policies

The Clinical Passport is a collection of the most common requirements necessary for enrollment in the Doctor of Pharmacy program. Students must meet all initial requirements and deadlines and maintain compliance at all times while enrolled in the College. The College will monitor the status of all requirements in the designated data management system; however, the student is responsible for maintaining original documentation for each component and may be required to provide copies at any time upon request of the College, a faculty member, preceptor, or affiliated healthcare facility (experiential site). Additional requirements and/or changes may be imposed at any time by the College and/or affiliated experiential sites and all resultant costs will be the direct responsibility of the student.

Consequences for Non-Compliance

Failure to meet any of the components listed below may result in a registration hold for subsequent didactic courses and a block may be instated for subsequent experiential scheduling until compliance is established. Registration holds during the period of non-compliance may prevent students from selecting courses and experiential preferences in accordance with the time frame given to students who met the deadlines.

Resources

Complete instructions and deadlines for all components of the Clinical Passport are provided in the conditional admission packet and permanently available in the designated experiential learning management system. In some instances, additional requirements including but not limited to the following may be imposed by affiliated experiential sites: more frequent criminal background checks (including fingerprinting), health insurance, documentation of recent physical examination and drug screening. Students must comply with all experiential site-specific requirements, which can be found in the experiential learning management system.

The cost of all requirements is the direct responsibility of the student. All questions related to Clinical Passport components and those of affiliated experiential sites should be directed to the Director of Admissions or Director of Experiential Education.

Required Components

Basic Life Support (BLS) Training

All students must maintain BLS certification while enrolled in the College. The only course accepted for this requirement is the American Heart Association’s BLS for Healthcare Providers (CPR & AED) Program. The College will attempt to schedule training sessions as needed; attendance and successful completion is mandatory.

Pharmacist Letter Trainings

All students must successfully complete the following annual trainings:

- Health Insurance Portability and Accountability Act (HIPAA) Privacy Training
- Health Insurance Portability and Accountability Act (HIPAA) Security Training
Criminal Background Checks

The purpose of requiring an annual criminal background check (CBC) on students who will have direct patient contact within affiliated healthcare facilities is to ensure patient safety and protection by requiring that students meet the same standards as healthcare facility employees.

Healthcare facilities believe that patients and their families should have confidence that any individual authorized by a healthcare facility to provide patient care does not have a criminal history of mistreatment, neglect, violence, defrauding the public or otherwise taking advantage of another person. Additionally, some healthcare facilities are required by law to verify that healthcare students have been screened through a criminal background check process before clinical privileges can be granted.

Implementation and Deadlines:

Annual criminal background checks for all currently enrolled and newly admitted students are required. Links, access information and annual deadlines can be found in the experiential learning management system.

Criminal Background Check Components:

Annual criminal background checks required by the College include, but are not limited to:

- Michigan Statewide Criminal Records
- Residence History: Multi-county criminal records search of all places of residence in the past 7 years. Records will be verified against all known names and addresses as revealed on the social security report.
- Nationwide Sexual Offender Registry
- Nationwide Healthcare Fraud and Abuse Scan:
  - Medicare & Medicaid Sanctioned, Excluded Individuals
  - Office of Research Integrity (ORI)
  - Office of Regulatory Affairs (ORA)
  - State Exclusion List
  - FDA Debarment Check
  - Office of Inspector General (OIG) – List of Excluded Individuals/Entities
  - General Services Administration (GSA) – Excluded Parties List Investigative Review

Consequences for Positive Criminal Background Check:

Once the CBC is conducted, College and/or University officials will examine the results and determine
eligibility for continued enrollment using the criteria specified in Michigan Public Acts 27, 28, and 29 of 2006 (MCL 330.1147, 333.20173a, and 400.734b respectively). The prohibited offenses, relevant time periods, and legal citations for the offenses can be located in each of the relevant Public Acts or in the Criminal Background Check Legal Guide which can be accessed at www.miltcpartnership.com. Students with CBC results that indicate any criminal conviction(s) may be required to provide legal documents pertaining to the conviction(s) for further review by College and/or University officials. A request for legal documents does not imply that a student will be granted continued enrollment. The presence of criminal convictions deemed relevant to the Public Acts cited above; or which conflict with affiliation agreements between Ferris State University and its experiential sites may be grounds for dismissal.

Continued enrollment in the College may be granted despite previous criminal convictions if, based on a thorough evaluation by the College and University, the severity of the crime or the period of time since the crime occurred supports enrollment. However, such students may have limited experiential options and/or delayed graduation. The College does not guarantee the opportunity to complete all experiential components, and therefore graduation, if a student is enrolled with a criminal conviction(s). Additionally, the College reserves the right to require students to disclose his/her CBC results to all assigned experiential sites for further review and approval at any time.

**Records and Due Process:**

All reports are considered confidential. Criminal background reports will be maintained electronically for the duration of the student’s enrollment. Completion of negative criminal background reports must be verifiable to affiliated healthcare facilities by the College, however positive records will not be released without written student consent.

If a student is found to have a criminal conviction on a CBC at any time while enrolled in the College, they will be informed of this in writing and be given the opportunity to: 1) Review the report (if they do not already have it); 2) Respond in writing with any further clarification or explanation of the event; and 3) Receive review of their explanation by the College of Pharmacy Admission Committee and Office of the Dean.

**Drug Screening**

At the time of this publication, the College does not require annual drug screens on all students; however, some affiliated healthcare facilities require drug screens. Students must comply with all drug screen requirements imposed by affiliated healthcare facilities. Instructions for completing a drug screen may be provided by the affiliated healthcare facility, or students may be instructed to follow the directions found in the experiential learning management system. Positive drug screen results will be reported to the College and may result in dismissal. The College is required to report all positive drug screen results to the Michigan Board of Pharmacy for review by the Health Professionals Recovery Program. The only legitimate reason for a positive drug screen result is the use of prescribed medications, prescribed for that individual and disclosed prior to the screen.
Immunizations

To ensure compliance with all affiliated healthcare facilities and the United States Department of Labor Occupational Safety & Health Administration (OSHA) immunization requirements, the College of Pharmacy requires a comprehensive set of student immunization records. Evaluation of these records is generally based on two levels of documentation. First, a clear and concise record of immunization; this should be provided in the form of documentation from a physician’s office or a healthcare facility (such as a clinic). Second, if the record of immunization is not documented clearly, then verification of immunity through titer assay will be required.

All students enrolled in the College of Pharmacy must submit complete immunization records as part of their conditional acceptance to the College. Exact deadlines will be provided in the conditional notification of admission packet sent by the College. While enrolled in the College, students must maintain all immunization records and submit annual updates as deemed appropriate (i.e. annual TB skin tests, Tdap, Influenza, etc.). Annual deadlines, submission instructions and costs can be found in the designated data management system.

Standard Immunization Requirements:

1. TB Skin Test
   a. Level I: A documented history of annual negative TB tests (i.e. every 12 months or less).
   b. Level II. Completion of a 2-step TB skin test. This requires administration of a skin test and if the results are negative, repeated administration 1-3 weeks later in the opposite arm.

   In the event there is a positive skin test or a history of positive skin tests, a chest x-ray will be required certifying the student is free of active disease. If this has been done previously, include a copy of the radiology report. Students with a positive skin test or a history of positive skin tests will be required to complete and submit an annual TB Symptom Survey.

2. Rubella and Rubeola
   a. Level I. Documentation of 2 MMR immunizations with the first received after 15 months of age. (If an adult, the 2 immunizations should be 1 month apart.) Vaccines given in the years 1963 to 1967 are not accepted.
   b. Level II. Documentation of positive titer for Rubella and Rubeola

3. Varicella (Chickenpox)
   a. Level I. Documentation of 2 vaccinations or a reliable history of the disease (verified by medical record).
   b. Level II. Documentation of positive titer for varicella.

4. Hepatitis B
   a. Level I. Documentation of 3 Hepatitis B vaccinations. Timing of series: 0, 1 and 6 months.
   b. Level II. Documentation of a positive titer for Hepatitis B
5. **Tetanus/Diphtheria/Pertussis (Tdap)**
   
a. Level I. Documentation of a Tdap vaccination within the last ten years. Tdap is given only once. Once your Tdap expires, then and only then is the Td (Tetanus/Diphtheria) acceptable.

6. **Influenza**
   
a. Level I. Documentation of a seasonal influenza vaccination is required annually between the months of August and April.
   *Start date may vary annually depending on release date and availability of the vaccine.

**Additional Immunization Requirements:**

While most affiliated healthcare facilities require only those immunizations listed above under “Standard Immunization Requirements”, some additional immunizations may be required at certain sites. Students must comply with all experiential site-specific immunization requirements, which can be found in the experiential scheduling system.

**Records:**

The College will monitor compliance with all immunization requirements through the designated data management system. All reports are considered confidential. The College may provide affiliated healthcare facilities an assurance that immunization records are complete and on file for every student, however all site requests for actual immunization documents will be the responsibility of individual students.

**Immunization Certification**

All students must successfully complete the Pharmacy-Based Immunization Delivery certificate training program offered by the American Pharmacists Association (APhA). The College will schedule training sessions as needed; attendance and successful completion is mandatory.
Appendix D – Solutions to Common Examplify Issues

Anti-Virus Compatibility: Examplify is sometimes flagged by common anti-virus programs. This will result in Examplify crashing, not working properly, or generating a "Service Unavailable" message (see below). To avoid these problems, it is best to exclude the Examplify program folder from all anti-virus scans. Directions for how to do this for Windows are below:

1. Access your anti-virus program settings and locate the setting for scan exclusions/ignore/don’t scan.
2. Navigate to C:\Program Files (x86)\Examsoft and select the 'Examplify' folder.
3. Perform steps 1 and 2 again for Windows Defender.

Service Unavailable Error: If you receive the "Application's Service is Unavailable" message, follow these instructions to correct it: https://examsoft.force.com/etcommunity/s/article/Examplify-The-Application-s-Service-is-Unavailable-Message.

Frozen Screen or Black Screen: Occasionally, Examplify does not close properly after completing an assessment. This may result in a frozen screen, a black screen, or another mechanism of computer lock-out. To resolve this error, follow the directions below depending on your Windows operating system:


Close Microsoft Applications Error: If you receive an error message telling you to close open Microsoft applications, do the following, depending on your operating system:


Invalid Exam Password/Exam No Longer Available Error: If you receive a message that either 1) the exam start password is invalid, even when you confirm that you are entering the correct password, or 2) the exam is no longer available, even when you have verified with your instructor that the exam is still open, use one of the following fixes: https://examsoft.force.com/etcommunity/s/article/Invalid-Password-error-when-entering-the-correct-password