

POLICIES CONCERNING STUDENTS

Philosophy

The public has placed their trust in pharmacists to care for their medication therapy needs. In return for this trust, those in the profession of pharmacy must adhere to the highest of professional and personal standards.

The following sections identify the expectations the College has for its students and the criteria students should meet if they are to reach their full potential as health professionals. The policies presented here are concerned with a wide variety of student issues including academic progression, remediation of failing grades, dress, attendance, classroom decorum and academic misconduct code. These policies have been established as a result of discussions among faculty members and administrators, with input from students. The requirements for each course or series of courses have been established by the various departments and are presented to the students at the outset of each course or series.

Criminal Background Check/Drug Screening

<https://www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf> (Appendix C: 12-39)
<https://pharmacy.ouhsc.edu/images/Criminal-Background-Checks-and-Drug-Screening-Requirements.pdf>
<https://studenthandbook.ouhsc.edu/hbSections.aspx?ID=336>

Student Professional Behavior in an Academic Program Policy

<https://www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf> (Appendix C: 12-19)

See Professionalism Concerns Report:

<https://pharmacy.ouhsc.edu/images/Professional-Concerns-Report.pdf>
<https://www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf> (p.155)

Professional Codes, Classroom Behavior, COP Dress Code and Technical Standards

<https://pharmacy.ouhsc.edu/images/All-Professional-Codes.pdf>

The Student Rights and Responsibilities Code Policy and Procedures

<https://www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf> (Appendix C: 12-33)

Use of University E-Mail and Information Systems

Much of the communication between students, staff and faculty will take place electronically via school e-mail accounts. Each student will be assigned an e-mail address upon entering school. Students will be held accountable for any information, assignments, schedules, or deadlines

sent via e-mail. **Students are strongly encouraged to check email twice a day and respond to emails within 24 hours. Failure to check email cannot be the basis for missing deadlines nor used as rationale for being unaware of information. Those students who consistently fail to check email or respond in a timely manner may be issued a Professionalism Conduct Report (PCR).**

Please refer to the following URL for university policy regarding use of e-mail

<http://it.ouhsc.edu/policies/MassCommunications.asp>
<http://it.ouhsc.edu/policies/AcceptableUse.asp>

Severe Weather Policy

Occasionally inclement weather will necessitate campus closure. If inclement weather is predicted please check your campus website to ascertain the status of your campus. Students should also receive notification from Emergency Communication Systems via text, phone, and email. Students are expected to monitor these sites to determine if classes are to be held. Failure to do so may not be accepted as an excuse for a missed exam or assignment.

Tobacco and Firearms Policy

Tobacco use and possession of firearms or munition are strictly prohibited on the Health Sciences Center campus. See Faculty Handbook for full policy - <https://www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf> (Sections 5.10 & 5.14)

Travel Guidelines

The University of Oklahoma College of Pharmacy supports and encourages student participation in pharmacy professional activities. Guidelines for travel have been established and must be followed. <https://pharmacy.ouhsc.edu/images/Guidelines-for-Student-Attendance-at-Professional-Meetings-REV-June-2022.pdf>

Policy for Reimbursement

Please see General Reimbursement Guidelines on the Pharmacy Student Council Canvas site under organization documents.

Auditing Courses

Audit enrollment is for non-credit and used by students who want to take a class for information, not to count toward a degree. Students enrolling as an auditor must meet guidelines as outlined below. Enrollment as an auditor is permitted in all courses, subject to the approval of the instructor(s) and the dean of the college in which the course(s) is offered. Enrollment as an auditor must be completed by the last day of enrollment in any term. Enrollment as an auditor is indicated with an "AU" or "W" grade on the student's permanent academic record and no credit/clock hour value designated.

Fee charges and refund policies for audit enrollments are the same as for credit enrollments. A student enrolled "exclusively" as auditor may withdraw only during the fee refund period and the enrollment will be canceled. No entry will be made on a permanent academic record.

In accepting a student as an auditor, it becomes the responsibility of the instructor to make clear to the student the instructor's requirements for the audit enrollment. For example, if the student is to attend regularly, to participate in specific class exercises, perform experiments, take tests, etc. this must be relayed to the student at the time permission is given

to enroll as an auditor. Satisfactory completion of the audit enrollment is identified as an "AU" grade. An instructor, at his/her discretion, may assign a "W" grade to an auditor who, in the instructor's opinion, did not perform according to the specific requirements as identified at the time of enrollment. Students enrolled exclusively as an auditor may change their enrollment to credit," providing the student gains admission to the university during the first two weeks of class of a semester or the first week of class of a summer session with the approval of the instructor(s) and appropriate college dean.

A change of enrollment from credit to audit may be made no later than the end of the sixth week of class of a semester or the end of the third week of class of a summer session, providing the student is passing and receives the approval of the instructor and dean. A change of enrollment to audit supersedes the original enrollment for credit, and no withdrawal from the credit enrollment is posted to the student's permanent record. For more information, contact Health Sciences Recruitment and Admissions at 405-217-2359.

Classroom Visitor Policy

Student Guidelines for Bringing Minors to the University

1. A minor should not be left unattended while the parent or guardian is attending class or conducting any other business or social function on campus.
2. The parent or guardian should provide line of sight supervision of the minor at all times.
3. Minors are not allowed in High Risk Areas as defined in Section II (G) above.
4. Minors are not allowed in classrooms with the student while classes are in session unless permission is granted by the faculty member. If a minor becomes disruptive, the faculty member may require the student and minor to leave.

Examination Policy and Guidelines

The testing schedule is made available to the PSC President and class Presidents one week prior to the start of a semester. The Presidents have two weeks to review the schedule with their respective classmates and petition the faculty for a change in the schedule.

In order for student initiated changes to be made after the two week period at the beginning of the semester, the change must have faculty support as well as 100% support from the class it will affect. Faculty, however, do have the discretion to reschedule an examination at any time if they feel it is in the best interest of the learning environment.

HSC Academic Policy

<https://studenthandbook.ouhsc.edu/hbSections.aspx?ID=430>

Academic Appeals Process

The faculty is responsible for making academic evaluations of students. If a student feels he or she has been evaluated wrongfully or unfairly by an instructor and has been unable to resolve the matter in conference with the instructor and/or the department chair, the student may request a hearing by the College of Pharmacy's Academic Appeals Board. See Appendix C in the Faculty Handbook for specifics <https://www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf> (Appendix C: 12-3)

Grade Appeal – Academic Appeals Board

<https://www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf> (Appendix C)

Academic Standing Policy

<https://pharmacy.ouhsc.edu/current-students-residents/student-handbooks> (<https://pharmacy.ouhsc.edu/current-students-residents/student-handbooks/>)

Academic Misconduct Code

<https://www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf> (Appendix C, Page 12-11)

Student Complaint Policy

The American Council on Pharmaceutical Education (ACPE) requires that colleges and schools of pharmacy provide a mechanism for registering, responding, and reporting student comments about their school's adherence to the accreditation standards.

The procedure for submitting a comment at the OU College of Pharmacy is as follows:

1. Students should review the accreditation standards at <https://www.acpe-accredit.org/pdf/Standards2016FINAL.pdf> and identify the standard that is at issue.
2. Complete the on-line comment form found at <https://www.acpe-accredit.org/complaints/>
3. This comment will be forwarded to the Office of Pharmacy Student Affairs for response.
4. All student comments registered this way will then be made available to the ACPE on-site evaluation teams or as otherwise requested.

In the event that current OUHSC policies address the complaint, those policies will be followed. Complaints not addressed by OUHSC policy will be forwarded to the individual or department responsible for the area. Students have the right to due process as it relates to decision regarding complaints. Appeals will be heard by the Dean of the College.

Cancellation/Withdrawal Policy

Registration may be canceled at any time before the scheduled first day of classes and a withdrawal may be processed during the first two weeks of a regular term or first week of a summer term without financial obligation to the University. Cancellations or withdrawals made during this timeframe require that all financial aid funds disbursed to the student for the term be returned in full to the Bursar's Office. All monies are due back so the University can return 100% of the term's financial aid to the lender.

Students that have received a financial aid disbursement for the term from which they are withdrawing may be required to return a portion of their financial aid in accordance with federal regulations. Students should contact either the Financial Aid Office or the Bursar's Office for assistance.

Elective Courses

Elective Enrollment Years 1-3

Nine hour of electives must be successfully completed prior to the P4 year. Please be aware that students wishing to enroll in more than 22 credit hours per semester must receive permission from the Associate

Dean for Academic and Student Affairs. Upon receiving the student's elective request, the Office of Student Affairs will seek permission from the Associate Dean for Academic and Student Affairs. The 22 hour credit limit applies to all courses taken during a semester, including those that students may wish to simultaneously enroll in at another institution. Unapproved course loads exceeding 22 hours cannot be the basis for appealing the consequences of poor academic performances in the pharmacy curriculum.

Elective Enrollment in the P4 Year

Please be aware that anyone wishing to enroll in any elective credit hours during the P4 experiential year must receive permission from the Associate Dean for Academic and Student Affairs. Please send the Associate Dean an email with the elective courses you wish to take and rationale for your decision. An interview with the Associate Dean will be required before a decision regarding your request will be rendered. At no point during your experiential year may these elective courses be a reason for altering your schedule for experiential courses or modifying your preceptors' expectations. Specifically, even if a faculty member of an elective course requires an activity (testing, presentation, etc.) during a scheduled rotation time, you must decline and accept the consequences within the elective course. Also, faculty members directing experiential courses should not be asked to alter expectations or your schedule because of requirements for taking these courses. The burden for meeting expectations for these courses must fall completely on you and the elective course directors. Enrollment in elective courses cannot be the basis for appealing poor academic performance in the experiential year.

Dropping Course(s)

Dropping a course at the Health Sciences Center refers to dropping one or more courses without completely withdrawing. To drop a course, students should contact their Student Affairs office. Graduate students should contact their department, and special students or auditors should contact the Health Sciences Recruitment and Admissions. See the Academic Calendar (<https://admissions.ouhsc.edu/Academic-Calendar> (<https://admissions.ouhsc.edu/Academic-Calendar/>)) for deadlines on dropping courses and refunds.

Leave of Absence

Students may request a leave of absence. If granted, the student will be allowed to remain out of school for no more than one academic year. For example, if a student completes the fall term and is granted a leave of absence beginning the next spring term, the student may remain on leave of absence for the spring semester, the summer session and the following fall semester, but enrollment will be required by the next spring semester. The major department and the college must approve a leave. Graduate students must get approval from the Graduate College dean.

If a student doesn't re-enroll for a term, a leave of absence must be granted or readmission will be required for future enrollment.

Administrative Withdrawal

An administrative withdrawal (AW) may be assigned to indicate that a student has been involuntarily withdrawn by the institution during the designated semester for disciplinary or financial reasons or inadequate attendance. Such institutional penalties must follow formal institutional procedures. Administrative withdrawals are GPA neutral.

Withdrawal Procedures

Withdrawing from the Health Sciences Center refers to withdrawing from all enrolled courses for a given term. Students withdrawing after classes begin should initiate their withdrawal by meeting with their Student Affairs official. Graduate students should initially contact their department, and special students or auditors should contact the Health Sciences Recruitment and Admissions. See the Academic Calendar <https://admissions.ouhsc.edu/Academic-Calendar> (<https://admissions.ouhsc.edu/Academic-Calendar/>) for withdrawing from courses and refunds.

Attendance

Students are responsible for mastering the content and meeting the standards for all courses in which they enroll. Regular attendance and timely completion of assignments is expected for students enrolled in professional courses.

Instructors are responsible for establishing specific course policy concerning attendance including announced and unannounced examinations, makeup of missed examinations and assignments, and grading. The specific policy will be announced at the beginning of each course. Instructors will report to the Dean's Office when absences, tardiness, neglect of assignments, or other inappropriate behavior seriously affects a student's performance.

Sanctioned Excused Absences

The College has determined that students may be excused from class and/or rotations without penalty for the following:

1. The student is officially representing the College of Pharmacy and has been approved to attend a professional event or other school-sponsored functions (see Travel Guidelines Policy). The Office of Pharmacy Student Affairs will provide course coordinators with a list of students who have received approval to attend the event prior to the scheduled event.
2. The student is required to appear for jury duty. Please see the Associate Dean for Academic and Student Affairs for a letter requesting exemption from jury duty.

Proper Procedure for Reporting Absences

Unanticipated absences such as personal illness, family emergency, transportation problems, etc. are to be reported to the Associate Dean for Academic and Student Affairs, 405-271-6598, or by e-mail **on or before the date the absence occurs** and before the class period ends on that date. The Associate Dean will notify the course directors, however; it is the student's responsibility to contact each course coordinator to determine how missed work will be made up.

Anticipated absences such as family events, personal business, doctor appointments, etc., should be presented to course coordinators prior to the time of the absence for approval. Simply notifying an instructor ahead of time of plans not to attend class/clinic does not constitute permission to be absent.

Use of University of Oklahoma Logo or Name or the College of Pharmacy Logo or Name

The use of the University of Oklahoma logo or name or the College of Pharmacy logo or name in any media, including the internet, is expressly forbidden without prior approval from the student organization advisor and submission of the Trademark Licensing Approval Form found at HSC trademark policy - see Faculty Handbook, Section 5.17 <https://www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf>

Technical Standards for Doctor of Pharmacy Program Admissions and Attendance

The University of Oklahoma College of Pharmacy is committed to full compliance with the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990. An applicant for the Doctor of Pharmacy degree must have abilities and skills in the five areas listed below, as pharmacists must be capable of independently functioning in the delivery of health care. Accommodations will be made for qualified individuals with disabilities, providing such accommodation does not pose an undue hardship, would not result in a fundamental alteration in the nature of the program, service, or activity, or pose an undue financial or administrative burden. All applicants must meet the fundamental technical standards of the program set forth below. Applicants accepted for the Doctor of Pharmacy degree program will be expected to demonstrate proficiency and continue to meet the required technical standards in these five areas over the course of the program.

Observation

An applicant must be able to observe demonstrations and experiments in the basic and pharmaceutical sciences. An applicant must be able to observe patients, other professionals, and professional equipment and supplies accurately both at a distance and in close proximity. Observation necessitates the functional use of the sense of vision and somatic sensation.

Communication

An applicant must be able to speak, hear, and observe patients in order to elicit information, describe changes in mood, activity, and posture, and perceive nonverbal communications. An applicant must be able to communicate effectively and sensitively with patients. Applicants must be able to communicate effectively and efficiently in oral and written form with members of the health care team.

Motor

Applicants must have sufficient motor functions to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers. An applicant must be able to perform basic laboratory tests. An applicant must be able to execute motor movements to provide general care and emergency treatments to patients, e.g., first aid treatments, cardiopulmonary resuscitation. An applicant must be able to execute motor movements required in the compounding of medications inclusive of using techniques for preparing sterile solutions, e.g., parenteral or ophthalmic solutions. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.

Intellectual-Conceptual, Integrative, and Quantitative Abilities

These abilities include measurement, calculation, reasoning, analysis, and synthesis. Problem solving, the critical skill demanded of pharmacists, requires all of these intellectual abilities. In addition, an applicant must be able to comprehend three dimensional relationships and to understand the spatial relationships of structures.

Behavioral and Social Attributes

An applicant must possess the emotional health required for full utilization of his/her intellectual abilities, the exercise of good judgment and the prompt completion of all responsibilities including, but not limited to, those related to the care of patients, and the development of mature, sensitive, and effective relationships with patients and other health care providers. Applicants must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties in the clinical setting. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that are assessed during the admissions and education processes.