This Student Handbook offers a framework of the intended learning environment provided by the Idaho State University (hereinafter as “ISU” or “University”) College of Pharmacy (hereinafter as “College”) faculty and staff. It also informs students of their rights, obligations and responsibilities. Students are responsible for knowing the information, policies, and procedures outlined in this document. The College reserves the right to amend the Student Handbook as necessitated by governing authorities or administrative needs. Therefore, the documents in this Handbook are subject to change during an academic session. Because of the likelihood of these changes, the official policy is the online version of the Student Handbook.

Questions or suggestions for improving the Student Handbook may be addressed to the College Office of Student Affairs.

Table of Contents

ABOUT THE ISU COLLEGE OF PHARMACY ................................................................. 4
MESSAGE FROM THE DEAN .................................................................................. 4
HISTORY OF THE COLLEGE OF PHARMACY ......................................................... 5
ACCREDITATION STATUS .................................................................................... 7
COLLEGE OF PHARMACY VISION, MISSION, AND VALUES ........................................... 8
FACULTY AND STAFF ............................................................................................ 8
CURRICULAR PHILOSOPHY STATEMENT ............................................................. 8
STATEMENT ON INTERPROFESSIONAL EDUCATION ............................................... 9
DOCTOR OF PHARMACY PROGRAM CURRICULUM .................................................. 9
STRUCTURE ........................................................................................................ 9
GOALS ................................................................................................................ 9
ENDPOINT ABILITIES AND EDUCATION OUTCOMES ............................................. 10
CURRICULUM OVERVIEW ............................................................................... 12
ELECTIVES ......................................................................................................... 13
PHARMACY PRACTICE EXPERIENCES ............................................................... 14
MBA/PharmD PROGRAM .................................................................................... 14
COLLEGE COMMITTEES ................................................................................... 14
STUDENT ORGANIZATIONS ............................................................................ 15
CAREER ADVANCEMENT ............................................................................... 16
LICENSE .......................................................................................................... 17
FINANCIAL INFORMATION ................................................................................ 17
UNIVERSITY REFUND POLICY ........................................................................ 17
FINANCIAL AID .................................................................................................. 17
WICHE FUNDING ............................................................................................... 17
PHARMACY SCHOLARSHIPS ............................................................................. 18

ACADEMIC AND PROFESSIONAL POLICIES AND PROCEDURES ..................... 18
UNIVERSITY STUDENT CONDUCT ..................................................................... 18
BACKGROUND CHECK REQUIREMENTS .............................................................. 18
GENERAL EDUCATION REQUIREMENTS ........................................................... 18
PETITIONS ......................................................................................................... 19
PROFESSIONAL TECHNICAL STANDARDS .......................................................... 19
PROGRESSION POLICY ...................................................................................... 20
REMEDIATION POLICY .................................................................................... 22
DISMISSAL POLICY ........................................................................................... 23
PROGRESSIONS COMMITTEE AND MEETINGS ................................................... 23
DUE PROCESS AND RIGHT TO APPEAL ............................................................... 24
About the ISU College of Pharmacy

Message from the Dean

I welcome you to the College of Pharmacy and the profession of Pharmacy. You are entering the profession at a very exciting, and challenging, time. Exciting because the role of the pharmacist is expanding and new opportunities continue to grow. The call to decrease the cost and improve the quality of healthcare is a call to which we are responding. We have the skills, knowledge, and abilities to secure our place in interprofessional, team-based care. Pharmacists have been and remain ready to assist in assuring that patients receive appropriate and effective medication.

Challenging because of the COVID-19 pandemic. You are personally aware of this challenge as it has affected how you learn. Pharmacists are aware of this challenge as they strive to meet patient needs for prevention, testing, and treatment. The College of Pharmacy is working to provide both a learning environment for student pharmacist success and a forum for supporting the pharmacist’s role in responding to the pandemic.

In 2020 we celebrate and commemorate the founding of the College of Pharmacy in Pocatello in 1920. In addition to the Pocatello campus, the opening of the L. S. Skaggs Pharmacy complex in Meridian just over 10 years ago was a very significant event for the College. And with our expansion into Alaska, we reassert our position as Idaho’s College of Pharmacy. We continue to grow our legacy. Our larger presence provides our student pharmacists many opportunities to become involved in serving the community. With the assistance of the ALSAM Foundation that made this possible, we are prepared and able to have a larger impact on healthcare in Idaho and Alaska.

You are entering a great profession. As I meet pharmacists from around Idaho and Alaska I am excited by what I witness. I see pharmacists expanding their practices by providing new and needed services. I see pharmacists in hospitals, community pharmacies, and other practice sites actively involved in the care of their patients. I see pharmacists in small towns and large cities expanding access to healthcare by prescribing medications while comprehensively managing medications prescribed by other providers. I am moved as I watch caring, kind pharmacists going the extra mile to improve the lives of those they serve, most recently demonstrated by how pharmacists are responding to the COVID-19 pandemic. I am proud to be associated with these wonderful women and men.

You are the future of the profession. Our goal at the College of Pharmacy is to prepare you to be a leader in Pharmacy. With strong leadership, the profession of Pharmacy will continue to play an ever-increasing role in the provision of comprehensive, high-quality healthcare. We at the College of Pharmacy are committed to help you be among the best. With a strong commitment to your professional education, you will be prepared for an exciting and rewarding career.

As a student pharmacist in the College of Pharmacy, you will have the opportunity to work with other student pharmacists, faculty, and practitioners who are committed to the advancement of healthcare. Additionally, our student pharmacist organizations sponsor many opportunities for you to provide patient care. Take the time to become involved. Care about those you have the privilege to serve. The experiences you gain and the friends and contacts you make will serve you well. Indeed, your education will be what you make it.
While the path you have chosen may not be easy, the goal is worth it.

Walter L. Fitzgerald, Jr., BPharm, MS, JD
Dean and Professor

History of the College of Pharmacy

In May 1918 Eugene O. Leonard was named to develop a program in pharmacy at the Idaho Technical Institute in Pocatello, Idaho. Mr. Leonard served initially as director of the Division of Pharmacy and later as dean of the College of Pharmacy, serving with distinction until 1948. Classes in the two-year pharmacy program leading to the Ph.G. (Pharmacy Graduate) were first offered in September 1920. Four students were enrolled in the first class. By 1922 the Ph.C., a three-year program, was also offered.

The pharmacy program was initially housed in Swanson Hall. In 1926 it was moved to the basement of Farris Hall and in 1928 to the newly constructed Baldwin Hall. In 1942 the program was moved to its present location in the newly completed Leonard Hall, which was built with a state appropriation of $175,000.

As is the case at other pharmacy colleges, enrollment has fluctuated considerably over the years. By 1925 the enrollment was forty students.

By 1939 the enrollment had increased to 133 students, and by 1942, it was 185. Enrollment decreased during World War II, but after the war, returning servicemen received federal support under the GI Bill, and enrollment surged to more than 360 students by 1948. By 1952 enrollment had declined to pre-war levels of about 180 students. As a result of the Federal Health Professions Scholarship Program (Capitation Program), enrollment reached a second post war peak of 337 students in 1976.

For the fall term of 1929, the school began offering the four-year BS degree in pharmacy under the banner of the Southern Branch of the University of Idaho. In 1932 the BS degree in pharmacy was mandatory in all states for licensure in pharmacy. During World War II, accelerated programs were offered and three classes per year graduated.

Emmons E. Roscoe, a faculty member for some twenty-five years, succeeded Dean Leonard in 1948. Dean Roscoe resigned the deanship in 1954, and was replaced by Dr. Ivan W. Rowland. Dr. Rowland resigned in 1956 to serve as founding dean of the College of Pharmacy at the University of the Pacific in Stockton, California. Dr. Rowland took several faculty members with him to Stockton, so five new faculty members were appointed in 1956, the year that Dr. Laurence E. Gale became dean.
Although the five-year BS in pharmacy did not become mandatory nationally until 1960, the College initiated this program in 1957; thus once again, the College was well ahead of the nation in curricular evolution. Dean Gale called for the establishment of a graduate program. A modest research program was initiated in 1957, and the Poison Information Center was established in 1958.

John V. Bergen assumed the deanship in 1963. Under his administration, the research program grew substantially and a grant from the National Science Foundation was received. The first two MS degrees were conferred in 1964. Dr. Bergen called for addition of biochemistry courses in the College of Liberal Arts and the development of a toxicology laboratory in the College of Pharmacy.

Dr. Frank P. Cosgrove became dean in 1968. Clinical pharmacy courses were introduced in the curriculum in 1970 and the first pharmacy administration faculty member was hired in 1975. The Drug Information Service was also established during Dr. Cosgrove’s tenure as dean, and library holdings and laboratory equipment were significantly enhanced. Dr. Cosgrove also advocated implementation of a PhD degree.

Dr. Ira W. Hillyard became dean in 1979. In 1985, the Idaho legislature appropriated funds for a significant expansion of faculty. A commitment to consider a building project was also made at that time. In 1986, a decision was made to remodel Leonard Hall and add a small addition in two phases. A decision was also made in 1986 to offer the Doctor of Pharmacy degree as the single entry-level professional degree in pharmacy.

In 1987 Dr. Arthur A. Nelson, Jr. was appointed dean. Dr. Nelson finalized the plans for the remodeling and shepherded the project to its completion. Under his guidance, the College was restructured into two academic departments, and the Doctor of Pharmacy degree and the PhD in Pharmaceutical Sciences were implemented. A nontraditional pathway to the Doctor of Pharmacy degree was also implemented during Dr. Nelson’s tenure. Dr. Nelson resigned in 1994 to become the founding dean at Texas Tech University College of Pharmacy in Amarillo, Texas.

Dr. Barbara G. Wells was appointed dean in 1995. In addition to strengthening the teaching, research and service programs, her deanship was committed to enhancing the physical plant and growth in scholarship endowments. Under Dr. Wells’ leadership, plans were finalized for a 10,000 square foot addition to Leonard Hall. This addition provided a much-needed new classroom, rooms for teaching in small groups, a research laboratory, faculty offices and an unfinished basement. For the first time, the clinical faculty were housed in Leonard Hall. Dr. Wells accepted a position as dean of the University Of Mississippi School Of Pharmacy in May 2001.

In August 2001, Dr. Joseph F. Steiner assumed the deanship. Dr. Steiner completed a University of Michigan Medical Center Pharmacy Residency and held a Doctor of Pharmacy Degree from the University of Michigan. Under his leadership, the College revised the curriculum to integrate basic science concepts that underlie the application of pharmacotherapy principles. He promoted the use of active learning strategies, life-long learning, developed practice experiences earlier in the curriculum, and improved critical thinking skills and communication skills. Dr. Steiner accepted the position of dean of the University Of Wyoming College Of Health Sciences in August, 2009.

Dr. Paul S. Cady served as dean of the College from 2009 to 2018. Under his leadership the College expanded its class size by adding the ISU-Meridian site in the fall of 2009. The program expansion was made possible by a $5 million gift from the ALSAM Foundation, founded by L.S. “Sam” Skaggs and his wife Aline. The year 2016 marked the inaugural class at our new site in Anchorage, Alaska. ISU College of Pharmacy – the only on-site pharmacy education program in Idaho and Alaska – now offers the professional program in Pocatello and Meridian, Idaho, and on the University of Alaska Anchorage campus.
Looking ever forward, while remaining grounded in our foundation of excellence, the ISU College of Pharmacy celebrates 100 years in 2020.

Portions were excerpted from the book written by Dean Emeritus Frank Cosgrove, PhD, *Remember when... The History of Idaho State University College of Pharmacy 1918 – 1990*

### Accreditation Status and Complaints

The Idaho State University College of Pharmacy's Doctor of Pharmacy program is accredited by the Accreditation Council for Pharmacy Education, 190 South LaSalle Street, Suite 2850, Chicago, IL 60603, 312/664-3575; FAX 866/228-2631, website [www.acpe-accredit.org](http://www.acpe-accredit.org)

The Accreditation Council for Pharmacy Education is recognized by the United States Department of Education as the national agency for accreditation of professional degree programs in pharmacy and continuing pharmacy education programs. The following link will connect you to the ACPE website that lists the standards for accreditation for all US schools and colleges of pharmacy: [www.acpe-accredit.org/pdf/Standards2016FINAL.pdf](http://www.acpe-accredit.org/pdf/Standards2016FINAL.pdf)

We encourage all pharmacy students to familiarize themselves with these standards.

The accreditation term granted to the professional Doctor of Pharmacy degree program at ISU College of Pharmacy by the ACPE extends through June 30, 2025. This represents the customary cycle between comprehensive evaluations.

ACPE may be contacted electronically using [www.acpe-accredit.org](http://www.acpe-accredit.org) or via:

Accreditation Council for Pharmacy Education  
190 S. LaSalle Street, Suite 2850  
Chicago, IL 60603-3499  
Phone (312) 664-3575  
Fax: (312) 664-4652

### ACPE Standards and Complaint Information

The Accreditation Council for Pharmacy Education (ACPE) requires each College of Pharmacy to have a formal process for other institutions, students, faculty, or the public to lodge written complaints against the college related to ACPE standards, policies, or procedures, including tuition and fee policies. The complaint must be related to the standards or the policies and procedures of ACPE and must be submitted in writing. Complainants are invited to utilize the College complaint form before submitting to ACPE. For further information and the ACPE online complaints form for issues related to ACPE standards, policies or procedures please go to: [www.acpe-accredit.org/complaints](http://www.acpe-accredit.org/complaints). Complaints submitted shall be reviewed by ACPE’s Executive Director and the issue resolved generally within six months. A record of complaints shall be kept for consideration on file at the Council office. The complainant shall be advised of the decision or action as soon as possible. When a complainant has threatened or filed legal action against the institution, ACPE will hold complaints in abeyance pending resolution of the legal issues and the complainant is so advised.

### Other Complaints

Any person may file a grievance with the College of Pharmacy regarding any other aspect of the Doctor of Pharmacy degree program. Grievances may include, but are not limited to, admissions policies, inappropriate faculty or student conduct, inequities in grading, and/or failure to adhere to College policies. It is the responsibility of the Associate Dean for Academic Affairs to manage and provide responses to grievances. A complaint log is maintained to include the complaint date, individual topic, and actions taken. The College encourages persons with grievances to promptly seek resolution using the College complaint form.
Complaints regarding specific courses should be resolved by discussion with the course instructor using the [College course complaint form](#). If the student’s complaint requires further resolution, the student should make an appointment with the Department Chair. If the student’s complaint requires further resolution, the student should make an appointment with the Dean of the College.

**College of Pharmacy Vision, Mission, and Values**

**Vision**
To lead the nation in innovative pharmacy discovery and practice and inspire learners to be catalysts for change.

**Mission**
To develop caring and collaborative pharmacists and scholars who improve health outcomes through transformative research and patient-centered care.

**Values**
In addition to upholding the values of ISU Kasiska Division of Health Sciences, the College embraces the following core values.

- **Integrity:** Doing the right thing.
- **Access:** Creating opportunities for outreach and engagement of underserved populations.
- **Inclusiveness:** Seeking diversity by valuing everyone.
- **Collaboration:** Nurturing a respectful community through mentorship, communication, and transparency.
- **Intellectual Curiosity:** Fostering an environment that encourages research, scholarship, and entrepreneurship.
- **Accountability:** Promoting a culture of patient and professional advocacy.

**Faculty and Staff**
Current faculty and staff are listed in the [College directory](#).

**Curricular Philosophy Statement**
The goal of the ISU College of Pharmacy is to provide an educational environment that develops caring pharmacotherapy experts who positively impact the healthcare needs of our patients and who are effective interprofessional team members. An essential premise is that College graduates must be capable of managing the therapy of patients with multiple co-morbidities receiving complex drug regimens. To this end, we deliver a highly integrated curriculum taught in parallel with a small group, problem-based learning format. The primary curricular goal is the development of a strong foundational knowledge in the biomedical, pharmaceutical, and clinical sciences that includes the Pharmacists’ Patient Care Process and fosters an evidenced-based approach to optimizing pharmacotherapy and patient health outcomes. Because it is a dynamic work in progress, we continue to experiment, assess, revise, and innovate within our curriculum to graduate highly competent practitioners.

The College maximizes student engagement through sound instructional design. Knowledge, skills, and abilities are reinforced and built upon throughout the curriculum using a variety of techniques. We embrace diversity in innovative teaching methods and encourage the integration of active learning components into the traditional lecture style of course delivery, along with a robust use of technology and multiple curricular and co-curricular opportunities for leadership and professional development. We believe that socialization to the profession is crucial for the development of student pharmacists with the requisite
interpersonal skills to effectively advocate for their patients with other healthcare providers. The socialization process occurs during synchronous classroom learning, collaborative learning in small group case studies and skills laboratories, the delivery of community outreach projects, shadowing of clinical pharmacists, and other experiential learning.

We view the curriculum as a tool to develop professionals who assume responsibility for their own learning and who are committed to the advancement of pharmacy practice. Our faculty has high expectations regarding attitudes, professional behavior, and performance. The desired result is a practice-ready generalist pharmacist with a highly developed sense of professional self, who upholds high standards of behavior in all settings. The state of Idaho provides a unique, patient-focused rural environment for students to develop the ability to make safe and cost-effective recommendations to optimize complex pharmacotherapy regimens in the context of a medical home model of practice. (approved by the faculty February 16, 2017)

**Statement on Interprofessional Education**

Interprofessional Education (IPE) is education that occurs when two or more professions learn with, from, and about each other to enable effective collaboration and improve health outcomes. Interprofessional education is part of the didactic component of the Introductory Pharmacy Practice Experience (IPPE) courses, as well as the experiential learning in IPPEs and Advanced Pharmacy Practice Experiences (APPEs). Interprofessional education is an essential component of the University, Kasiska Division of Health Sciences and College mission. The IPE provided in the didactic components of courses is grounded in the Interprofessional Collaboration Competency Domain, which involves [four core competencies](#) developed by the Interprofessional Education Collaborative (IPEC).

**Doctor of Pharmacy Program Curriculum**

**Structure**
The first year provides a firm foundation in the basic sciences. The second and third years provide courses that build on knowledge base and skills. Courses will primarily focus on disease state management utilizing a modular, integrated approach. The final 42 weeks are devoted to full-time advanced pharmacy practice experiences (APPEs) at various clinical sites including Pocatello (Eastern Idaho Zone), Boise (Western Idaho Zone), and Coeur d’Alene (Northern Idaho Zone), as well as Anchorage, Alaska (Alaska Zone) and Reno, Nevada (Reno Zone).

**Goals**
The major goals of the ISU Doctor of Pharmacy program are to prepare graduates with the following.

1. A basic foundation of knowledge, skills, values, and attitudes necessary for generalists to practice patient-centered pharmaceutical care and to continue their professional growth beyond graduation.
2. A sense of responsibility for optimizing pharmacotherapy for their patients.
3. The capabilities to assume leadership in the provision of patient-centered pharmaceutical care and advocate for advancement and change within the practice of pharmacy.
4. A unique set of skills and abilities that establishes graduates as the most qualified healthcare professional for managing complex pharmacotherapy regimens.

The guiding principle of the Doctor of Pharmacy program is the delivery of patient-centered pharmaceutical care, which is the responsible provision of drug therapy for the purpose of achieving definite outcomes that improve a patient’s quality of life (Hepler & Strand, 1990). Patient-centered care involves the process through which a pharmacist collaborates with a patient and other professionals in designing, implementing and monitoring a therapeutic plan that will produce specific outcomes for the patient. This in turn involves
three major functions: (1) identifying potential and actual drug-related problems; (2) resolving actual drug-related problems; and (3) preventing drug-related problems.

The philosophy of patient-centered pharmaceutical care requires practitioners to utilize their knowledge and skills in order to identify individual patient-specific problems and create effective solutions for these problems. The practice of pharmaceutical care requires the skill of pharmaceutical diagnosis, which is the problem-centered, cognitive process used to identify patient-specific drug-related problems (Culbertson et al., 1997).

**Endpoint Abilities and Education Outcomes**

College Educational Outcomes are derived from and closely emulate the Center for Advancement of Pharmacy Education’s (CAPE) 2013 revised guidance document. To that end, the College Educational Outcomes represent the knowledge, skills, attitudes, and behaviors that entry-level graduates of the Doctor of Pharmacy program should possess. Consistent with the CAPE document, the College Educational Outcomes were expanded beyond the fundamental knowledge and skills required of a graduate to include an affective domain, in recognition of the importance of professional skills and personal attributes necessary for the practice of pharmacy. This change emphasizes the mindset of self-awareness, innovation, leadership, and professionalism needed for pharmacy practice. Overall, an essential premise is that College graduates now and in the future must be capable of managing the drug therapy of complex patients receiving multiple drug therapies. Additionally, future graduates will require an expanded set of skills and abilities, which includes collaborating as part of an interprofessional team, advocating for patients, demonstrating leadership, providing care for diverse patient populations, contributing to the health and wellness of individuals and communities, educating a broad range of constituents, and effectively managing a highly technical workplace.


<table>
<thead>
<tr>
<th>2015 Educational Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.0 Foundational Knowledge (CAPE - Learner)</strong></td>
</tr>
<tr>
<td>Graduates must develop, integrate, and apply knowledge from the foundational sciences (i.e. pharmaceutical, social/behavioral/administrative, and clinical sciences) to evaluate the scientific literature, explain drug action, solve therapeutic problems, and advance population health and patient-centered care.</td>
</tr>
<tr>
<td>1.1 Integrate and apply foundational knowledge and independently acquire new knowledge as needed for the practice of pharmacy.</td>
</tr>
<tr>
<td>1.2 Appropriately evaluate and utilize scientific literature to provide an evidence-based approach to patient care and pharmacy practice.</td>
</tr>
<tr>
<td><strong>2.0 Essentials for Practice and Patient Care</strong></td>
</tr>
<tr>
<td>Graduates must first and foremost have the ability to provide optimal patient-centered care in cooperation with patients, prescribers, and other members of an interprofessional healthcare team. Included in this goal are the competencies required to provide medication therapy management for patients with complex pharmacotherapy regimens.</td>
</tr>
<tr>
<td>2.1 Patient Centered Care (CAPE - Caregiver)</td>
</tr>
<tr>
<td>2.1.1 Efficiently gather and organize relevant data from a patient interview or medical record.</td>
</tr>
<tr>
<td>2.1.2 Perform basic aspects of physical assessment.</td>
</tr>
<tr>
<td>2.1.3 Accurately assess the patient’s/caregiver’s self-management skills (i.e. medication adherence and/or ability to correctly use their drug regimen or device).</td>
</tr>
<tr>
<td>2.1.4 Assess a patient’s risk for adverse drug reactions.</td>
</tr>
<tr>
<td>2.1.5 Perform an accurate and prioritized assessment of the patient’s drug-related problems including any related healthcare needs that might affect drug therapy.</td>
</tr>
<tr>
<td>2.1.6 Appropriately utilize clinical literature to evaluate all therapeutic options.</td>
</tr>
<tr>
<td>2.1.7 Establish patient-specific therapeutic outcomes.</td>
</tr>
<tr>
<td>2.1.8</td>
</tr>
<tr>
<td>2.1.9</td>
</tr>
<tr>
<td>2.1.1</td>
</tr>
</tbody>
</table>

| 2.2 | **Medication Use Systems Management (CAPE - Manager)** |
| 2.2.1 | Dispense prescription medications safely, accurately, efficiently, and in accordance with all federal and state Requirements. |
| 2.2.2 | Accurately calculate the quantity of medication to be compounded or dispensed, including the rate of parenteral drug administration. |
| 2.2.3 | Using proper compounding and/or aseptic technique and quality assurance methods, accurately compound individual, bulk, or sterile medication products. |
| 2.2.4 | Be familiar with basic medication distribution, inventory control and medication error/safety management systems in various practice settings. |
| 2.2.5 | Apply basic principles of marketing, financial, and business management to the delivery of pharmacy services including marketing of medication therapy management and other patient care services and be able to justify fair compensation for these services. |
| 2.2.6 | Understand the development and maintenance of a formulary system. |
| 2.2.7 | Manage healthcare needs of patients during transitions of care and optimize the transition process. |
| 2.2.8 | Provide medication therapy management for patients with complex pharmacotherapy regimens. |
| 2.2.9 | Contribute to the pharmaceutical care system’s process for reporting and managing medication errors and adverse drug reactions. |
| 2.2.10 | Apply principles of pharmacoeconomic, quality assurance, and humanistic outcomes research methods to the evaluation of medication delivery systems and patient-centered care. |

| 2.2 Medication Use Systems Management (CAPE - Manager) | All graduates must possess the entry-level competencies needed to safely and accurately dispense medications and ensure that prescriptions or medication orders are appropriate for each patient. In addition, they must have the knowledge and skills to manage medication use systems to optimize the safety and efficacy of medications. |
| 2.2.1 | Dispense prescription medications safely, accurately, efficiently, and in accordance with all federal and state Requirements. |
| 2.2.2 | Accurately calculate the quantity of medication to be compounded or dispensed, including the rate of parenteral drug administration. |
| 2.2.3 | Using proper compounding and/or aseptic technique and quality assurance methods, accurately compound individual, bulk, or sterile medication products. |
| 2.2.4 | Be familiar with basic medication distribution, inventory control and medication error/safety management systems in various practice settings. |
| 2.2.5 | Apply basic principles of marketing, financial, and business management to the delivery of pharmacy services including marketing of medication therapy management and other patient care services and be able to justify fair compensation for these services. |
| 2.2.6 | Understand the development and maintenance of a formulary system. |
| 2.2.7 | Manage healthcare needs of patients during transitions of care and optimize the transition process. |
| 2.2.8 | Provide medication therapy management for patients with complex pharmacotherapy regimens. |
| 2.2.9 | Contribute to the pharmaceutical care system’s process for reporting and managing medication errors and adverse drug reactions. |
| 2.2.10 | Apply principles of pharmacoeconomic, quality assurance, and humanistic outcomes research methods to the evaluation of medication delivery systems and patient-centered care. |

| 2.3 | **Health and Wellness (CAPE - Promoter)** |
| 2.3.1 | Identify and provide effective health promotion and disease prevention services for individual patients, including educating them about behaviors that promote health, maintain wellness, and prevent disease. |
| 2.3.2 | Participate effectively in activities that promote health and wellness. |

| 2.3.1 | Identify and provide effective health promotion and disease prevention services for individual patients, including educating them about behaviors that promote health, maintain wellness, and prevent disease. |
| 2.3.2 | Participate effectively in activities that promote health and wellness. |

| 2.4 | **Population-based Care (CAPE-Provider)** |
| 2.4.1 | Appropriately apply clinical guidelines and/or interpret medication use reviews to develop disease management protocols to optimize population-based outcomes. |
| 2.4.2 | Assist pertinent local and state organizations, healthcare providers, and policy makers in the development of public health initiatives and policies. |
| 2.4.3 | Identify the role and responsibility of pharmacists in emergency preparedness and response (e.g. bioterrorism and chemical terrorism, natural disasters). |

| 2.5 | **Problem solving (CAPE - Problem-solver)** |
| 2.5.1 | Demonstrate the ability to identify and solve patient-related healthcare problems. |
| 2.5.2 | Demonstrate the ability to independently solve multiple problem types in a variety of settings. |

| 3.0 | **Approach to Practice and Care** |
| 3.0.1 | Graduates must master a variety of skills and abilities that are necessary for providing patient care, working within dynamic health care systems, and interacting with patients in a culturally sensitive manner. |

| 3.1 | **Problem solving (CAPE - Problem-solver)** |
| 3.1.1 | Demonstrate the ability to identify and solve patient-related healthcare problems. |
| 3.1.2 | Demonstrate the ability to independently solve multiple problem types in a variety of settings. |

| 3.2 | **Education (CAPE - Educator)** |
| 3.2.1 | Provide effective counseling to patients and/or caregivers including proper instructions for self-care and the safe and effective use of medications and devices. |
| 3.2.2 | Provide accurate and useful drug information by defining the needs of the requestor, thoroughly evaluating information from all appropriate resources and effectively communicating a response. |
| 3.2.3 | Provide effective education to a variety of audiences including, patients, other healthcare professionals, students and the lay public. |

| 3.3 | **Patient advocacy (CAPE - Advocate)** |
| 3.3.1 | Assist patients in taking responsibility for and control of their health. |
3.3.2 Recognize patients having difficulty navigating the healthcare system and help them to obtain optimal services.

3.4 Interprofessional collaboration (CAPE - Collaborator)
3.4.1 Actively participate and engage as a healthcare team member by demonstrating mutual respect, understanding, and values to meet patient care needs.

3.5 Cultural sensitivity (CAPE - Includer)
3.5.1 Communicate and interact in a professional and culturally sensitive manner including demonstrating respect and sensitivity for others, being open-minded and nondiscriminatory, and maintaining patient confidentiality.

3.6 Communication (CAPE - Communicator)
3.6.1 Communicate effectively and appropriately at all levels (patient, interprofessional, lay public, peers).
3.6.2 Demonstrate skill in verbal, non-verbal, and written forms of communication.
3.6.3 Display effective interpersonal skills.

4.0 Personal and Professional Development

Graduates must display the attitudes, behaviors, and values of a professional. As professionals, pharmacists are held to a high standard of conduct. Students are expected to meet these high standards both throughout the curriculum and upon graduation.

4.1 Self-awareness (CAPE - Self-aware)
4.1.1 Demonstrate a commitment to professional growth and lifelong learning, including the ability to self-assess, accept and utilize feedback and learn independently.
4.1.2 Utilize reflections to develop a personal plan for improvement.

4.2 Leadership (CAPE - Leader)
4.2.1 Demonstrate responsibility for creating and achieving shared goals, regardless of position.

4.3 Innovation and Entrepreneurship (CAPE - Innovator)
4.3.1 Engage in innovative activities by using creative thinking to envision better ways of accomplishing professional goals.
4.3.2 Demonstrate initiative when confronted with challenges.

4.4 Professionalism (CAPE - Professional)
4.4.1 Demonstrate professional behavior including but not limited to punctuality, reliability, meeting deadlines, appropriate dress, and assuming responsibility for one’s actions.
4.4.2 Accept responsibility for individual patient outcomes and give priority to patient well-being and safety, even if it means making personal sacrifices.
4.4.3 Maintain high standards with regard to moral, ethical and legal conduct.

Curriculum Overview

Doctor of Pharmacy Curriculum 2020-2021

First Professional Year (P-1) – 38 credit hours total

<table>
<thead>
<tr>
<th>Summer Semester</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHAR 9911</td>
<td>Intro Pharm Practice Experience I</td>
<td>1</td>
</tr>
<tr>
<td>PHAR 9910</td>
<td>Dean’s Recitation</td>
<td>0</td>
</tr>
<tr>
<td>PHAR 9921</td>
<td>Biological Basis of Drug Action I</td>
<td>4</td>
</tr>
<tr>
<td>PHAR 9924</td>
<td>Physicochem Basis of Drug Action</td>
<td>3</td>
</tr>
<tr>
<td>PHAR 9931</td>
<td>Health Care I</td>
<td>3</td>
</tr>
<tr>
<td>PHAR 9941</td>
<td>Intro Pharm Prac Literature I</td>
<td>4</td>
</tr>
<tr>
<td>PHAR 9941L</td>
<td>Intro Pharm Prac Literature I Lab</td>
<td>0</td>
</tr>
<tr>
<td>PHAR 9949</td>
<td>Human Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>PHAR 9949R</td>
<td>Human Physiology I Recitation</td>
<td>0</td>
</tr>
</tbody>
</table>

Credits 18

Second Professional Year (P-2) – 31 credit hours total

Credits 19

12 Most recent as of August 1, 2020
### Fall Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHAR 9906</td>
<td>Case Studies w/Pharmacoth Lab I</td>
<td>2</td>
</tr>
<tr>
<td>PHAR 9920</td>
<td>Recitation/Exam</td>
<td>0</td>
</tr>
<tr>
<td>PHAR 9927</td>
<td>Dose Form Design &amp; Compound</td>
<td>4</td>
</tr>
<tr>
<td>PHAR 9927L</td>
<td>Dose Form Design &amp; Compound Lab</td>
<td>0</td>
</tr>
<tr>
<td>PHAR 9961</td>
<td>Pharmacotherapy I (Pulm/Renal)</td>
<td>4</td>
</tr>
<tr>
<td>PHAR 9962</td>
<td>Pharmacotherapy II (CV I)</td>
<td>4</td>
</tr>
</tbody>
</table>

**Credits 14**

### Spring Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHAR 9907</td>
<td>Case Studies w/Pharmacoth Lab II</td>
<td>2</td>
</tr>
<tr>
<td>PHAR 9913</td>
<td>Intro Pharm Practice Experience III</td>
<td>1</td>
</tr>
<tr>
<td>PHAR 9920</td>
<td>Recitation/Exam</td>
<td>0</td>
</tr>
<tr>
<td>PHAR 9933</td>
<td>Professional Development II</td>
<td>0</td>
</tr>
<tr>
<td>PHAR 9944</td>
<td>Health Care II</td>
<td>3</td>
</tr>
<tr>
<td>PHAR 9944L</td>
<td>Health Care II Lab</td>
<td>1</td>
</tr>
<tr>
<td>PHAR 9963</td>
<td>Pharmacotherapy III (CV II)</td>
<td>2</td>
</tr>
<tr>
<td>PHAR 9964</td>
<td>Pharmacotherapy IV (Endocrine)</td>
<td>3</td>
</tr>
<tr>
<td>PHAR 9965</td>
<td>Pharmacotherapy V (Musculoskel/Pain)</td>
<td>2</td>
</tr>
<tr>
<td>PHAR 9966</td>
<td>Pharmacotherapy VI (GI)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Credits 17**

### Third Professional Year (P-3) – 30 credit hours total

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHAR 9908</td>
<td>Case Studies w/Pharmacoth Lab III</td>
<td>2</td>
</tr>
<tr>
<td>PHAR 9930</td>
<td>Recitation/Exam</td>
<td>0</td>
</tr>
<tr>
<td>PHAR 9945</td>
<td>Health Care III</td>
<td>4</td>
</tr>
<tr>
<td>PHAR 9945L</td>
<td>Health Care III w/Lab</td>
<td>0</td>
</tr>
<tr>
<td>PHAR 9967</td>
<td>Pharmacotherapy VII (Infect Dz)</td>
<td>5</td>
</tr>
<tr>
<td>PHAR 9968</td>
<td>Pharmacotherapy VIII (Spec Pops)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Credits 14**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHAR 9914</td>
<td>Intro Pharm Practice Experience IV</td>
<td>1</td>
</tr>
<tr>
<td>PHAR 9930</td>
<td>Recitation/Exam</td>
<td>0</td>
</tr>
<tr>
<td>PHAR 9943</td>
<td>Professional Development III</td>
<td>1</td>
</tr>
<tr>
<td>PHAR 9948</td>
<td>Pharmacy Law</td>
<td>2</td>
</tr>
<tr>
<td>PHAR 9952</td>
<td>Pharmacotherapy Lab IV</td>
<td>1</td>
</tr>
<tr>
<td>PHAR 9969</td>
<td>Pharmacotherapy IX (CNS)</td>
<td>4</td>
</tr>
<tr>
<td>PHAR 9970</td>
<td>Pharmacotherapy X (Heme/Onc)</td>
<td>2</td>
</tr>
<tr>
<td>PHAR 9971/R</td>
<td>Capstone Pharmacy w/Recitation</td>
<td>5</td>
</tr>
</tbody>
</table>

**Credits 16**

### Electives – 6 credits to be taken throughout the first three professional years

A minimum of six (6) elective credits must be completed prior to beginning APPEs. Elective courses must have relevance to the healthcare profession and serve to enhance the professional skills and knowledge of the student.

Suitable elective credits must meet the following requirements.

1. 3000 level or higher unless specifically listed in the list of approved electives. Pharmacy students in a joint program, e.g., PharmD/MBA program, may fulfill elective requirements in the professional program using graduate level coursework.
2. Taken after matriculation into the PharmD curriculum. Courses taken prior to PharmD enrollment do not qualify as an elective.
3. Approved by the student’s adviser prior to registration.
4. If the elective is not on the list of approved electives in student management, a petition must be submitted to the Office of the Associate Dean for Academic Affairs for approval in order for the course to count toward the six hours of electives.
Elective credits less than a 3000 level and/or off campus classes not on the approved elective list are subject to approval by the College Curricular Affairs Committee. Courses may be selected from the College offerings or other accredited academic institutions. Approved electives are listed in the College student management system.

**Pharmacy Practice Experiences**

**Introductory Pharmacy Practice Experience (IPPE)**
The goal of IPPEs is to provide students with an introduction to basic pharmacy practice skills beginning early in the professional curriculum in a variety of actual practice settings, working in collaboration with experienced healthcare professionals. IPPEs begin at the entry level of pharmacy practice and progressively increase in scope and intensity to ultimately prepare students for their Advanced Pharmacy Practice Experiences (APPEs). Requirements and additional information are in IPPE and APPE manuals in eValue.

**Advanced Pharmacy Practice Experience (APPE)**
The APPEs are a series of in-depth clinical practicums within the fourth professional year that build on the skills and knowledge obtained in the previous three years of the didactic pharmacy curriculum. Students build clinical skills, problem solving, critical thinking, interprofessional collaboration, outcome-oriented decision making, and professionalism. Requirements and additional information are in IPPE and APPE manuals in eValue.

**MBA/PharmD Program**
The College of Business and College of Pharmacy at ISU offer a joint PharmD/MBA program for students interested in earning both degrees. Students enrolled in the Doctor of Pharmacy program may earn an MBA degree with approximately one summer and one year of additional course work. Program requirements and curriculum substitutions are described in student resources on the College website.

**College Committees**

**Administrative Council**
The Administrative Council serves to advise the Dean, and under the Dean's direction shall coordinate and cause to be implemented all faculty, student, and staff activity required to fill the role and mission of the College.

**Assessment Committee**
The Program Assessment Committee is responsible for the ongoing evaluation of the Doctor of Pharmacy degree program.

**Curricular Affairs Committee**
The Curricular Affairs Committee is responsible for conducting a continuing appraisal and evaluation of the current professional pharmacy education curriculum, and for the development of recommendations of curricular revision, additions, and other alterations to assure optimal student learning and outcomes.

**Faculty Affairs Committee**
The Faculty Affairs Committee is the Standing Peer Faculty Activity Evaluation Committee, and conducts all individual faculty activity evaluations requested by the Dean for purposes of recommending academic promotion, for the awarding of tenure, and in special circumstances, for the continuance of tenure (tenure competency reviews when required). The committee also represents the total faculty of the College in all
matters pertaining to the purposes and powers of the faculty as defined in University and/or College By-laws and policies. This committee, as an advocate of faculty welfare, may thus consider all matters of relevant business referred to it by the faculty, as well as by the Dean or other faculty officers.

**Graduate Education and Faculty Research Affairs Committee**
The Graduate Education and Faculty Research Affairs Committee oversees the development of policy and makes recommendations as required in matters relating to graduate education and degree programs, minor fields of study, as well as all service-related courses taught through the College.

**Progressions Committee**
The Progressions Committee serves as the standing faculty committee to develop policy and to make recommendations pertaining to academic and professional standards required for curricular progressions and completion.

**Student Affairs Committee**
The Student Affairs Committee serves as the standing faculty committee to develop policy and to make recommendations pertaining to standards for professional pharmacy student recruitment and admission to the existing program. The committee also establishes and recommends standards for the awarding of professional pharmacy student scholarships, awards, and prizes, and shall supervise the giving of such.

**Technology Committee**
The Technology Committee is responsible for on-going assessment of the classroom audiovisual, computer, and telecommunications equipment, and computer hardware and software needs of the faculty, students, and staff of the College.

**Student Organizations**

**Student Alliance (PPSA)**
Professional Pharmacy Student Alliance (PPSA) is an aggregate organization of the state ISHP and ISPA and the national APhA-ASP and IPSF student organizations at the College level. This organization encompasses the benefits of all three organizations while developing a unified student body. Membership fees are included in the PharmD fee. Dr. Cleveland is the PPSA Adviser in Meridian; Dr. Cady is the PPSA Adviser in Pocatello; and Dr. Ratliff is the PPSA Adviser in Anchorage.

**American Pharmacists Association - Academy of Student Pharmacists (APhA-ASP)**
APhA-ASP is the student division of the American Pharmacists Association and is open to all prepharmacy and professional pharmacy students. The organization fosters professional development through activities including patient counseling competition, sponsorship of the Pharmacy Fair, participation in the University’s Health Fair, *Operation Immunization* and *Operation Diabetes*, and various awareness activities. A delegate always attends the regional and national conferences where issues affecting the education or profession of pharmacy are voiced and action taken.

**Idaho Society of Health-Systems Pharmacists (ISHP)**
The Student Chapter of ISHP is mainly focused with advancing the practice of pharmacy, especially in health-system settings and is involved in Diabetes Fairs and Poison Prevention. ISHP is involved with state legislation and offers continuing education during its biannual meetings. ISHP is the state level organization and is affiliated with the national organization, the American Society of Health-Systems Pharmacists (ASHP).

**International Pharmaceutical Students Federation (IPSF)**
IPSF is a branch of APhA and takes a global focus for its campaigns, tackling health problems on a larger scale. Members collaborate with chapters in other countries, offer a Student Exchange Program and has participated in World AIDS Day.

**Kappa Psi**
Kappa Psi is a co-educational professional pharmacy fraternity that focuses on fellowship, industry, sobriety, and high ideals among its members. Additionally, Kappa Psi promotes scholarship and professional development. The benefits of membership include: enhanced pharmacy professional involvement and promotion of your profession; involvement in community service projects; extracurricular social activities; scholarships and awards for achievement; and lifelong bonding and friendship.

**Phi Delta Chi**
Phi Delta Chi is a co-ed national professional pharmacy fraternity devoted to promoting Brotherhood and advancing the profession of Pharmacy. The Alpha Zeta chapter of Phi Delta Chi offers opportunities to further develop leadership skills and enhance studying. The Fraternity is an eclectic group. Brothers are not only members, but are officers in other pharmacy organizations, as well as College Senate officers.

**Phi Lambda Sigma**
Phi Lambda Sigma is the national pharmacy leadership society. The organization recognizes student leaders within the College who demonstrate dedication, service, and leadership in the advancement of pharmacy and encourages further development of leadership skills. Students who exemplify these characteristics are nominated and invited to join every spring. Members sponsor the annual food drive, various fundraisers, and participate in campus/community events.

**National Community Pharmacists Association (NCPA) Student Chapter**
NCPA is a national pharmacy organization for students interested in the business aspect of pharmacy. The mission of NCPA is "to encourage, foster, and recognize an interest in community pharmacy ownership and entrepreneurship among the future leaders of the profession." Membership in NCPA offers participation in guest speaker luncheons, community involvement activities, and many resources available through NCPA offered exclusively to members.

**Rho Chi Honor Society**
Rho Chi is a national pharmacy honor society that recognizes academic excellence. Rho Chi seeks to promote scholarly fellowship by bringing members together in a fraternal and helpful association. Members seek to increase awareness of the ethical and social responsibilities of the profession. Members must rank in the highest 20 percent of their class as determined by the College and attained a minimum professional grade point average of 3.0 on a 4.0 scale. Members provide free tutoring services, organize the back-to-school picnic and sponsor a booth during the annual University Health Fair.

**Student Senate**
The Pharmacy Student Senate is comprised of the presidents and vice presidents of each class, the presidents of each student organization within the College, and the College’s representative to ASISU. The purpose is to discuss important issues, facilitate communication between the student body of the College and the dean and faculty, and to coordinate organizations’ activities within the College. All students are welcomed and encouraged to attend meetings. Student Senate organizes the end-of-the-year picnic.

Current students maintain a [pharmacy student resources](#) page with more details and events.

**Career Advancement**
Of the 2020 graduates completing the exit survey, nearly all are employed in pharmacy, continuing their education through a pharmacy residency, fellowship, or other advanced degrees, or had no plans for employment.

**Licensure**

To become a registered pharmacist, graduates must fulfill both national and state requirements. Participating states use the North American Pharmacist Licensure Examination™ (NAPLEX®) and the Multistate Pharmacy Jurisprudence Examination™ (MPJE®). See the National Association of Boards of Pharmacy website, for a list of state boards of pharmacy and for further information.

The State of Idaho requires 1,740 registered hours of practical experience before taking the NAPLEX®. Successful completion of IPPEs and APPEs will more than adequately satisfy Idaho’s requirement. Idaho does not require a law exam for licensure. Carefully check the specific licensing requirements and eligibility regarding NAPLEX/MPJE procedures of the state where you plan to practice.

**Financial Information**

**Fees per semester***

<table>
<thead>
<tr>
<th></th>
<th>2020/2021</th>
<th>Idaho Resident</th>
<th>Nonresident</th>
<th>Alaska</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td></td>
<td>$3,936</td>
<td>$12,247</td>
<td>$0</td>
</tr>
<tr>
<td>PharmD Fee</td>
<td></td>
<td>$5,683</td>
<td>$7,896</td>
<td>$14,600</td>
</tr>
<tr>
<td>Malpractice Insurance</td>
<td>$5</td>
<td>$5</td>
<td>$5</td>
<td>$5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$9,624</strong></td>
<td><strong>$20,148</strong></td>
<td><strong>$14,605</strong></td>
</tr>
</tbody>
</table>

*Costs required for background checks, drug testing, and any electives taken outside the College are not included above and are the responsibility of the student.

**University Refund Policy**

The University’s refund policy addresses refund periods and percentages.

**Financial Aid**

Federal and state financial aid programs include the Federal Direct Loan. For need-based financial assistance, students must complete a Free Application for Federal Student Aid (FAFSA). The FAFSA is returned to the federal processor with accurate tax information, as soon as possible after January 1. Priority is given to completed applications received by March 1.

Per federal financial aid guidelines and the FAFSA, a professional pharmacy student is considered for the same funding opportunities as a graduate student for financial aid purposes. For the Advanced Pharmacy Practice Experience year, students are advised to apply before March 1 of the student’s P2 year for an additional semester of financial aid.

**WICHE Funding**

The Western Interstate Commission for Higher Education (WICHE) was established by western states to promote and facilitate resource sharing. The professional student exchange program enables students to attend out-of-state professional programs of study with in-state privileges when a professional program is
not offered in their home state. Participation varies from state to state and from program to program. Some states require the student to return to the sponsoring state and practice their profession. For more information contact www.wiche.edu

**Pharmacy Scholarships**

In addition to University financial aid and external scholarships, the College administers scholarships to professional pharmacy students. Some awards are annual and others are renewable to the same student. Awards may focus on criteria such as Idaho residency, academic performance, or extracurricular and leadership involvement.

Every spring semester all pharmacy students are encouraged to apply in the BOSS system (Bengal Online Scholarship System) to complete the online scholarship application to facilitate awards for the following academic year. Students who do not complete the online scholarship application by the deadline are not eligible to receive awards.

**Academic and Professional Policies and Procedures**

**University Student Conduct**

Doctor of Pharmacy program students are expected to uphold the University [Student Conduct Code](#).

**Background Check Requirements**

Students are required to have a criminal background check completed upon admission and again prior to beginning APPEs. Students may not begin an IPPE or an APPE without a background check. An applicant will not be fully matriculated into the Doctor of Pharmacy program or may be dismissed from the program if the applicant has a record of conviction, plea agreement, withheld judgment, or pending charges including, but not limited to, the following (felony or misdemeanor): crimes of a sexual, violent, and/or exploitive nature; crimes involving theft, embezzlement and/or fraud; and/or any crimes that would impact the applicant’s ability to complete the requirements of the Doctor of Pharmacy program. Additional background checks and/or drug testing may be required by particular IPPE or APPE sites. Students are responsible for the cost.

The Associate Dean for Student Affairs is responsible for monitoring adverse information or “hits” on background checks and notifying students that prior criminal activity may negatively affect their eligibility for licensure. Background “hits” deemed serious by the Associate Dean for Student Affairs will be brought before the Progressions Committee to determine progression in the Doctor of Pharmacy program. Adverse information contained in the criminal background report may result in: (1) being denied full admission to the program and consequently, dismissal from the program; or (2) being denied or dismissed from the field-based experience and, consequently, denied admission to or dismissal from the program; or (3) being denied a clinical assignment and, consequently, dismissal from the program. Students will be afforded the opportunity to be heard before any such dismissal from the program.

**General Education Requirements**

Pharmacy students without a US baccalaureate degree from an accredited college or university, or an associate’s degree or core certification/common course transfer from a school covered by the state articulation agreement, are required to complete the same general education requirements as students completing a
Bachelor degree at ISU. The 9 requirements/objectives are identified in the ISU undergraduate catalog at www.isu.edu. The College requires all Doctor of Pharmacy students to have a broad educational background with communication, humanities, and social sciences. Students must complete a minimum of 72 college/university credits before beginning the Doctor of Pharmacy program. Students must complete any General Education Requirement deficiencies before progressing to P4 status.

**Petitions**

The University Student Handbook includes a petition policy. A petition is utilized to make a written request to deviate from institutional policy and/or other needed purposes. Petitions are commonly used for general education requirements, university requirements, departmental and/or college requirements, re-admission, challenge by examination, and late registration. If a petition is approved, it is the student’s responsibility to add or drop courses. Forms are available at the main office of each campus.

**Professional Technical Standards**

A candidate for admission to the Doctor of Pharmacy program must possess, or be able to achieve through a reasonable accommodation, certain intellectual, emotional, and physical abilities, that would enable the individual to acquire the knowledge and technical and clinical skills needed to complete, successfully, the curriculum in order to pursue a career in pharmacy practice. Upon matriculation to the program, the student must continue to possess, or be able to achieve through a reasonable accommodation, the personal competencies outlined below throughout their progression in the program. The practice of pharmacy requires the performance of specific functions that fall into five broad skills categories, including, but not limited to, the areas outlined below. Under all circumstances, a candidate or student should be able to perform the following in a reasonably independent manner, with or without a reasonable accommodation.

**Intellectual skills**
Students must utilize effective learning techniques in order to assimilate and apply a detailed and complex curriculum to resolve individual drug-related problems. Students must be able to acquire knowledge through many modalities of teaching and instruction including independent learning, collaborative groups, projects, experiential training, and computer assisted learning. Students must demonstrate a fundamental and continuing ability to use analytical reasoning both independently and in collaboration with others to analyze and solve problems and explain healthcare situations. Students must be able to use information to develop appropriate drug therapy and monitoring plans in a reasonable amount of time.

**Communication skills**
Students must be able to communicate effectively in a broad range of academic and healthcare settings that includes patients, colleagues, and other healthcare team members. Students must understand, communicate, read, and write fluent English. Students must be able to communicate effectively with patients from a broad range of backgrounds, including the ability to recognize nonverbal communication cues.

**Motor skills**
Students must possess the motor, tactile, auditory, and visual abilities required to perform the duties of a generalist pharmacist, including accurately fulfilling all types of medication orders and utilizing diagnostic equipment or other means for patient assessment. Students must have sufficient physical stamina to complete the rigorous didactic, laboratory, and clinical experiences, which consist of long periods of sitting, standing, or moving.

**Behavioral, social, and emotional skills**
Students must possess the emotional health required for full utilization of their intellectual abilities, the exercise of good judgment and the prompt completion of all academic and patient care responsibilities. Students must demonstrate professional and ethical demeanor, cultural sensitivity, and the ability to work in an interprofessional environment. Students must also be able to adapt to changes, function in the face of uncertainty, display flexibility and be able to ensure prompt and safe completion of all responsibilities. Compassion, integrity, interpersonal skills, motivation and concern for others are humanistic qualities expected of students.

The College requires all students to meet or exceed its professional technical standards with or without reasonable accommodation. For candidates or students who require a reasonable accommodation in order to meet the competencies outlined above, please contact Disability Services.

**Progression Policy**

**Overview**
The College adheres to rigorous academic and professional standards in view of its responsibility to the people of Idaho and Alaska and to the profession of pharmacy.

**Progression Requirements**
In order for a student to make uninterrupted progress in the Doctor of Pharmacy program, the student must meet the following.

1. Maintain a C or better in all courses AND a pharmacy GPA of > 2.0 in the Doctor of Pharmacy curriculum (calculated based upon required and elective courses taken after matriculation into the program).
2. Pass all courses after matriculation into the Doctor of Pharmacy program within four years (exceptions made subject to Progressions Committee approval).
3. RemEDIATE course grades lower than a C to a C or better (see Remediation Policy).
4. Meet the student conduct and professionalism requirements of the College and the University.
5. Complete all student assessment activities. (see Assessment).
6. Not have been dismissed from an experiential site.
7. Not rank less than the 10th percentile of class rank (no pass, or make a critical error) in two or more of the following Student Competency Measures within a single academic year.

<table>
<thead>
<tr>
<th>Description</th>
<th>Measure</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>P1 Competency Assessment Activities</strong></td>
<td></td>
</tr>
<tr>
<td>P1 Core Course Grade</td>
<td>Class grade for Physiology I, II and BBDA II</td>
</tr>
<tr>
<td>P1 Knowledge-based Exam</td>
<td>NAPLEX-simulated Test Questions</td>
</tr>
<tr>
<td>P1 Case Studies Exam Scores</td>
<td>Final Case Study Exams (1st attempt Spring semester)</td>
</tr>
<tr>
<td>P1 Communication Assessment</td>
<td>Score on Patient Communication Assessment</td>
</tr>
<tr>
<td><strong>P2 Competency Assessment Activities</strong></td>
<td></td>
</tr>
<tr>
<td>P2 Core Course Grade</td>
<td>Class grade for Renal/Pulm, CV I, Endocrine</td>
</tr>
<tr>
<td>P2 Knowledge-based Exam</td>
<td>NAPLEX simulated Test Questions</td>
</tr>
<tr>
<td>P2 Case Studies Exam Scores</td>
<td>Midterm and Final Case Study Exams (1st attempt Fall &amp; Spring semesters)</td>
</tr>
<tr>
<td>P2 Communication Assessment</td>
<td>Score on Patient Communication Assessment</td>
</tr>
</tbody>
</table>
### P3 Competency Assessment Activities

<table>
<thead>
<tr>
<th>Activity</th>
<th>Details</th>
<th>P3 Percentile Class Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>P3 Core Course Grade</td>
<td>Class grade for ID, CNS, Capstone modules</td>
<td></td>
</tr>
<tr>
<td>P3 Knowledge-based Exam</td>
<td>Pharmacy Curriculum Outcomes Assessment (PCOA)</td>
<td></td>
</tr>
<tr>
<td>P3 Case Studies Exam Scores</td>
<td>Midterm and Final Case Study Exams (1st attempt Fall)</td>
<td></td>
</tr>
<tr>
<td>P3 Capstone Competency</td>
<td>Oral Capstone Final (1st attempt)</td>
<td>No Pass</td>
</tr>
</tbody>
</table>

### P4 Competency Assessment Activities*

<table>
<thead>
<tr>
<th>Activity</th>
<th>Details</th>
<th>No Pass</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPE Course grade</td>
<td>All APPEs completed with &quot;C&quot; or better</td>
<td></td>
</tr>
<tr>
<td>Senior Seminar</td>
<td>Seminar Faculty Evaluation Score</td>
<td></td>
</tr>
<tr>
<td>Endpoint Competencies Survey</td>
<td>Complete Endpoint Competencies Survey</td>
<td>Not Completed</td>
</tr>
</tbody>
</table>

Students who fail to meet any of the 7 progression requirements outlined above will be required to meet with the Progressions Committee.

**Academic Status**
Failure to meet the College progression requirements may result in one or more of the following.

- The student receives a performance alert.
- The student is placed on College probation.
- The student is disenrolled and placed on suspension.
- The student is permanently dismissed from the College.

Student status will be evaluated on a case-by-case basis. Students are also held accountable for upholding University academic policies and procedures, and will receive additional notifications from the University when performance falls below acceptable standards. If a student’s Doctor of Pharmacy program GPA falls below 2.0, the University will restrict the maximum number of credit hours a student may enroll in the following semester. This will likely result in a significant delay of on-time graduation each time a student is unable to stay with the student’s class cohort.

**Performance Alert**
The College faculty and staff issue performance alerts as a mechanism for early identification of struggling students. A performance alert is used to inform the student of the consequences if unsatisfactory performance continues and alerts the student to meet with the student’s advisor or an academic performance coach. Alerts may be issued any number of times to students with identifiable issues, and are not considered part of the student’s permanent record. Students may also receive a performance alert when:

- any midpoint evaluation in a required or elective course is below a C; or
- faculty identifies significant deficits of knowledge, skills or behavior.

Students are responsible for their academic performance, and failure of the College to issue a performance alert for any reason shall not excuse unsatisfactory performance.

**Probation**
Students who fail to meet any of the progression requirements outlined above may be placed on College probation. Probation status provides students an opportunity to correct deficiencies and potentially avoid permanent dismissal from the College. Students are given the terms of their probation on a case-by-case basis.
basis. Students on College probation should not participate in leadership and service roles or as officers or chairs in any College organization.

Removal of Probation Status
College probation status will be removed when the noted deficiency has been successfully remedied.

Permanent Probation
Once a student has successfully remediated three courses in the required Doctor of Pharmacy curriculum, the student is placed on permanent College probation. One additional grade of less than a C in a required course will result in permanent dismissal from the College. Students on permanent College probation should not participate in leadership and service roles or as officers or chairs in any College organization.

**Suspension**

Students who are disenrolled from the College of Pharmacy for not meeting the College Progression Requirements are considered under Suspension. Disenrollment may occur when poor performance is secondary to extreme extenuating circumstances. These situations are rare and will be determined by the Progressions Committee after discussion with the affected student. These students will be reclassified as pre-pharmacy students, are not considered in “good standing” with the College, and are not eligible to hold an intern/extern registration with the Idaho/Alaska Board of Pharmacy.

Readmission after Suspension
Students who have been disenrolled from the College for not meeting the College Progression Requirements will be given the terms of their Suspension on a case-by-case basis by the Progressions Committee. Readmission is not guaranteed, and requirements to petition for readmission will be outlined in the letter of suspension. The student may have to complete full time, upper division, preapproved coursework; submit a letter of commitment to self-improvement; and prove the student has met the conditions for readmission specified in the letter of suspension before petitioning for readmission.

Students who have completed the requirements outlined in their letter of suspension must submit evidence to the Associate Dean for Academic Affairs via petition at least 60 days prior to the start of the next semester. Students are not guaranteed readmission, and after review, will be notified in writing of their status. Students who are readmitted to the College may be placed on College probation as determined by the Progressions Committee. If readmission via petition is granted, students may be required to repeat an entire year in the PharmD curriculum.

**Remediation Policy**

**Overview**
The College is committed to the academic success of each student in the program. To ensure a student’s progress and success, the College has implemented a remediation policy that aims to identify and prevent unacceptable academic performance.

Remediation is defined as the act of remediying academic deficiencies by allowing students an opportunity to correct or improve upon prior performance. The ability to remediate coursework is a privilege, not a right. Remediation must be determined and approved by the Associate Dean for Academic Affairs (or designee).

Students are allowed to remediate a maximum of two courses per academic year, and a maximum of three courses during the length of the program. Students who are remediating coursework will be placed on College probation. However, after a student has remediated the maximum three courses allowable, the student
is placed on Permanent Probation and any subsequent grade lower than a C in any course may result in permanent Dismissal.

**Conditions of Remediation**

Students in need of remediation will be subject to the following conditions.

- Students will be placed on College probation.
- Students must provide a written remediation plan that is approved by the Associate Dean for Academic Affairs or designee.
- Students receiving fall semester grades (P1-P3 year) that require remediation outside of the normal course, will be allowed to continue with the spring semester as long as no more than two courses require remediation during the subsequent summer.
- Course remediation must be successfully completed by the end of the summer term, except for IPPE and APPE courses which are subject to preceptor and site availability.
- Students must earn a grade of C or better in all remediated coursework.
- Remediation may result in a delay of on-time graduation.
- Students requiring remediation of any coursework must register for and pay required tuition and fees.

**Dismissal Policy**

Any student who fails to meet the Progression Requirements of the College may be dismissed without prior probationary action. Dismissal of a student may occur if a student:

- Earns a grade of F in any professional course.
- Earns a grade of less than C in any professional experiential course.
- Earns a grade of less than a C in a course being remediated.
- Fails to attend a Progressions Committee meeting or comply with stipulations mandated by the Committee.

Students who are dismissed for any reason are ineligible to hold an intern/extern registration with the Idaho/Alaska State Board of Pharmacy.

**Readmission after Dismissal**

Students who have been dismissed from the College for not meeting the College Progression Requirements will not be considered for readmission.

**Progressions Committee and Meetings**

**Committee**

The Progressions Committee is established within the College to ensure acceptable academic and professional standards are maintained. The Progressions Committee is composed of the Associate Dean for Academic Affairs (non-voting), the Associate Dean for Student Affairs (non-voting), the Assistant Dean for Alaska Programs (non-voting), and a representative from Experiential Education (voting) as permanent members of the Committee. The remaining voting members are appointed annually by the Dean of the College. The Progressions Committee is charged with monitoring student progress and its authority includes, but is not limited to, the following.

- Reviewing student performance on competency assessments to determine advancement to the next academic year.
- Imposing disciplinary measures for students referred by faculty, staff, or the Student Conduct Committee for violations of the Professionalism or Professional Conduct Policies.
- Referring students to formal counseling, mentoring or academic advising services.
- Dismissal of any student not allowed to progress in the PharmD curriculum.

**Meeting Notice and Purpose**
Students are expected to check their email on a frequent and consistent basis in order to stay current with University and College-related communications. Students have the responsibility to recognize that certain communications may be time-critical. Communication throughout the Progressions Meetings and appeal process for dismissals will be through official University email at each step of the process.

Students will be notified by official University email to meet with the Progressions Committee at least seven (7) business days prior to the meeting. Meetings are held to discuss student academic and professionalism concerns based on referral from individual faculty, staff, or College committees. Progressions Committee meetings are an opportunity for the student to be heard by the committee members; both student’s and faculty’s rights to due process will be upheld. Student attendance at Progressions Committee meetings is mandatory and failure to attend may result in dismissal from the program. Progressions Committee meetings are private. Discussions with students may be recorded. The recording is the property of the College and maintained according to applicable laws and policies. Students may be accompanied by one support person of their choosing; students should provide the name and role of their support person to the Associate Dean for Academic Affairs no fewer than three (3) business days prior to the meeting. The support person does not speak directly to the Progressions Committee members or otherwise participate in the meeting. However, the support person may confer with the student. No delays shall be granted on the basis of support person’s scheduling conflicts. Students who wish to provide a statement and supporting documentation for consideration by the Committee should submit materials to the Progressions Committee at least three (3) business days prior to the scheduled meeting.

**Procedural Guidelines for Meetings**
The meeting agenda will be as follows.
1. The Chair of the Progressions Committee will open the meeting and state the purpose of the meeting.
2. The student will be invited to share the student’s perspective of the situation with the committee and may read prepared statements if desired. Time limit of five (5) minutes.
3. Following the student presentation, there will be an opportunity for questions from committee members.
4. The Progressions Committee shall go into closed session following the discussion with the student. Deliberations during closed sessions are not recorded.
5. Students are notified of the Committee’s decision within five (5) business days.
6. If the Progressions Committee decision results in program dismissal, the Progressions Committee decision will include a Notice of Dismissal that will state the specific standards the student failed to meet. The Notice of Dismissal will be provided to the student in an electronic copy sent to the student’s official University email account.

**Due Process and Right to Appeal**
The College extends the right of due process to all students. Progression in the program may be delayed during any appeal process if the Progressions Committee identifies potential for patient harm.

All appeals must be completed in an electronic format through official University emails, with each appeal and response copied to the Associate Dean for Academic Affairs. This is used to ensure that all time frames are met and appropriate parties are notified.
All appeals must explicitly reference the reason for the appeal and it must comply with a permitted basis of appeal pursuant to this section.

**Course Grade Appeals**

Students appealing a course grade should follow the [scholastic appeals policy](#) found in the University Student Handbook. Students appealing a required or elective PharmD course grade must use the [College course grade appeal form](#) and file the appeal in writing via official University email, starting with the course instructor, within fifteen (15) business days of communication from the instructor of the final grade.

**Progressions Committee Decision Appeals**

Students appealing a Progressions Committee decision NOT resulting in program dismissal must use the [College Progression Committee decision appeal form](#) and file the appeal in writing via official University email with the Dean of the College within fifteen (15) business days of receipt of the written notice of the Progressions Committee decision.

The Dean will request documentary and testimonial evidence used by the Progressions Committee to make the decision and schedule a formal hearing with the student. The Dean will provide a written response and decision on the appeal to the student and appropriate College and University administrative offices within thirty (30) business days of receipt of the student appeal. The Dean will retain any documentation used to render a decision regarding the appeal. The Dean or his designee is the final level of appeal for decisions made by the Progressions Committee that do not result in program dismissal.

The Dean may overturn a Progressions Committee decision if the decision was: (1) based on clear error, (2) based on unlawful consideration, or (3) the Progressions Committee failed to follow the procedure set forth within this policy. Further, the Dean may modify or overturn a decision for any meritorious cause unrelated to the substantive or procedural grounds underlying the Committee’s decision.

**Program Dismissal Appeals**

Students appealing program dismissal should follow the [scholastic appeals policy](#) found in the University Student Handbook. Students appealing dismissal must use the [College dismissal appeal form](#) and file the appeal in writing via official University email with the Dean of the College within fifteen (15) business days of receipt of the written notice of dismissal. If the appeal is not received within fifteen (15) business days of the student receiving the Notice of Dismissal, the student will no longer have a right to an institutional appeal and the program dismissal will be deemed final. The appeal must include: (1) the name of the student; and (2) must address directly the specific reason the student was dismissed and why that dismissal should be overturned.

The Dean will request documentary and testimonial evidence used by the Progressions Committee to make the decision and schedule a formal hearing with the student. The Dean will provide a written response and decision on the appeal to the student and appropriate College and University administrative offices within thirty (30) business days of receipt of the student appeal. The Dean will retain any documentation used to render a decision regarding the appeal.

The Dean may overturn a dismissal if it is determined that the Progressions Committee’s decision was: (1) based on clear error, (2) based on unlawful consideration, or (3) the Progressions Committee failed to follow the procedure set forth within this policy. Further, the Dean may modify or overturn a decision for any meritorious cause unrelated to the substantive or procedural grounds underlying the Committee’s decision.

If the Dean sustains the dismissal, then the Dean will provide a Notice of Denial of Appeal to the student and appropriate College and University administrative offices. The Notice of Denial of Appeal will contain a written explanation of the Dean’s decision to sustain the dismissal, a statement indicating the student’s
right to appeal to the University Scholastic Appeals Board, a copy of the University Student Handbook, and the specific parties to address in future appeal steps. If the Notice of Denial of Appeal is not issued within thirty (30) business days of receipt of the student appeal, the student’s appeal will be overturned.

**If a Dismissal is Overturned**
When a dismissal is overturned at the institutional level, the party that overturned the dismissal will be responsible for providing written notice of the decision to the College of Pharmacy Dean, the student, and the Registrar. The Progressions Committee will determine if any remediation is required before the student reenters the program.

**Appeals Outside the Institution**
All students or former students of the Institution may apply to the Idaho State Board of Education Executive Director for review of any final institutional decision in accordance with the Idaho State Board of Education Governing Policies and Procedures Section III.P.19.ii. The student must have exhausted all complaint and grievance processes that have been established at the institution’s level before making an appeal to the State Board of Education. To initiate this process the student should contact the Idaho State Board of Education directly.

**Voluntary Withdrawal/Leave of Absence**
Students enrolled in the College who voluntarily withdraw from the program must follow University withdrawal procedures found in the University Student Handbook, withdraw prior to the established withdrawal deadline, and notify the College of Pharmacy Associate Dean for Student Affairs. Students who voluntarily withdraw may seek to return to the program by contacting the College of Pharmacy Associate Dean for Student Affairs.

Students who need to take a leave of absence due to medical or personal hardship situations must have prior approval from the Associate Dean for Student Affairs before leaving, in addition to following the University medical withdrawal process and withdrawal procedures, if applicable, found in the University Student Handbook.

The Associate Dean for Student Affairs may consult with the Student Affairs and/or Progressions Committees to determine the terms for the student’s reentry into the program, which are determined on a case-by-case basis, depending on the student’s length of absence, length of time in the program, and program academic performance. Students may be required to repeat completed coursework, pass competency assessment(s), or reapply to the program, prior to returning. Students planning to return from a leave of absence should contact the Associate Dean for Student Affairs in writing at least sixty (60) calendar days prior to the intended start date.

**Transfer to Another Campus**
Transfer from one campus location to another is considered for extraordinary circumstances and may result in a change in residency status and tuition and fees for the transferring student. Students seeking transfer to another campus while enrolled in the program are considered on a case-by-case basis and must contact the Associate Dean for Student Affairs in writing at least thirty (30) calendar days prior to the intended transfer date and include the reason(s) for the request. The Associate Dean for Student Affairs may consult with staff within the Office of Student Affairs to make the decision.

**Academic Performance Coaching**
Academic Performance Coaches are available as a resource for students any time a student has concerns. As part of the early-identification and remediation policies, students at risk for poor academic performance are notified to meet with an Academic Performance Coach. Academic Performance Coaches work together with faculty advisors and the Progressions Committee to meet the goals of the student and improve academic performance. Academic Performance Coaches can refer students to meet with the Progressions Committee or Student Conduct Committee. Academic Performance Coaches are available to students on all College of Pharmacy campuses to assist in developing individualized academic improvement plans designed to identify and overcome potential barriers to student success and provide additional student accountability. Academic improvement plans are uploaded to the student’s advising profile and may be reviewed by the student’s advisor and the Progressions Committee as necessary.

**Excused Absence Policy**

This policy applies to didactic course activities required by course coordinators or the College. In the event of any anticipated or unanticipated excused absence, students must appropriately notify their course coordinator. Course coordinators shall provide make-up opportunities for excused absences only. Students must arrange make-up at least one week in advance of an anticipated absence and as soon as possible and no later than the return date of an unanticipated absence. Students must provide appropriate documentation, if requested by the course coordinator, before make-up is arranged.

Any absence longer than three (3) days from the program requires approval from the Associate Dean for Student Affairs, who will provide guidance and assistance with managing program requirements.

<table>
<thead>
<tr>
<th>Reason for absence</th>
<th>Description</th>
<th>Affected person</th>
<th>Advance notice</th>
<th>Considerations</th>
<th>Suggested documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Anticipated</strong></td>
<td>Professional development</td>
<td>Local, regional or national professional organization meetings</td>
<td>Student</td>
<td>30 days</td>
<td>Must miss least number of days possible</td>
</tr>
<tr>
<td>University athletics</td>
<td>Athletic competitions</td>
<td>Student</td>
<td>First day of course</td>
<td>See ISU athletic policy</td>
<td>Competition schedule</td>
</tr>
<tr>
<td><strong>Court</strong></td>
<td>Jury duty or required court proceedings</td>
<td>Student</td>
<td>As soon as possible, in advance</td>
<td>Should be scheduled to avoid conflict if possible</td>
<td>Service commitment or court appearance</td>
</tr>
<tr>
<td><strong>Military duty</strong></td>
<td>Active-duty service</td>
<td>Student</td>
<td>As soon as possible, in advance</td>
<td></td>
<td>Service commitment</td>
</tr>
<tr>
<td><strong>Unanticipated</strong></td>
<td>Acute illness or injury</td>
<td>Medical emergencies or unanticipated medical care</td>
<td>Student Spouse Child Parent Sibling</td>
<td>As soon as possible, before absence if possible</td>
<td>Use sound judgment for safety of yourself and others when considering attendance</td>
</tr>
<tr>
<td>Childbirth</td>
<td>Unscheduled childbirth</td>
<td>Student Spouse</td>
<td>As soon as possible, before absence if possible</td>
<td>Scheduled childbirth should avoid conflict if possible</td>
<td>Healthcare provider note with date, time, and confirmation of needed absence</td>
</tr>
<tr>
<td>Category</td>
<td>Reason</td>
<td>As soon as possible, before absence if possible</td>
<td>Police report, insurance claim, or date/time stamped photo of damage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------------</td>
<td>-----------------------------</td>
<td>-------------------------------------------------</td>
<td>---------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accidents or victim of crime</td>
<td>Motor vehicle accident, fire, flood, theft</td>
<td>Student</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Death</td>
<td>Passing of loved one</td>
<td>Spouse Child Parent Sibling Grandparent Close friend/pet</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel delay</td>
<td>Beyond student’s control (e.g., cancelled flight, closed or impassable roads)</td>
<td>Student</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disability related</td>
<td>Disability Services approved flexibility agreement</td>
<td>Student</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other absences are rarely excused and require written permission by the course coordinator at least two weeks in advance (e.g., IPPE service or shadowing, scheduled medical care, US naturalization process, medical mission, wedding, special family event, College or student organization event planning, etc).

**Professionalism Policy**

Students in the College represent the College as well as the profession of pharmacy and are expected to act in a professional manner at all times when participating in College or pharmacy-related activities. Unprofessional behavior may result in students being referred to the Progressions Committee. Professional behavior includes dress, speech, and actions. Disruptive or inappropriate behavior will not be tolerated. Consistent with the University policy on disruptive behavior, preceptors and instructors may impose sanctions in cases of disruptive behavior.

**Dress Code in Classroom**

Students are expected to dress professionally as befitting a future Doctor of Pharmacy. Business casual style clothing and shoes are preferred in the classroom setting. Hats, caps, bandanas, and wavecaps are specifically not permitted in the classroom setting (except headgear considered a part of religious/cultural dress or in cases of medical need [e.g., chemotherapy]). Other attire considered inappropriate in the classroom setting includes: soiled or torn clothing, provocative clothing or clothing exposing undergarments, workout clothing, pajamas, scrubs, flip-flops, and attire showing inappropriate advertising or representations (e.g., alcoholic beverages, sexual behavior or innuendo, tobacco products, profane language or gestures).

**Dress Code in Clinical Settings**

Students in clinical settings where seen by patients or any other healthcare professional are representing the College and professional dress is appropriate. Specific information is in the IPPE and APPE manuals in eValue.
Class Attendance
Professionals are involved in their own education. Students are expected to be present during scheduled classes and to actively participate in those classes. Attendance is considered particularly important when "guest" instructors are teaching class. Instructors have the right to enforce attendance requirements.

While many classes will follow "lecture" format, faculty encourage students to ask questions and actively participate. If students feel a need to use personal computers as learning aids during class, students are welcome to do so. Personal computers are not to be used to play games, "web surf," send emails, send text messages, or for other non-course-related activities. Use of computers for other than course-related activities during class time is considered unprofessional conduct and may be referred for action to the Student Conduct Committee.

Online Notes and Video Recordings
Electronic handouts and video recordings are available at the discretion of the lecturer or module coordinator. The length of time that notes and video recordings are available is also at the discretion of the lecturer or module coordinator. Once removed at the end of each semester, the materials are not reposted. It is the individual student's responsibility to identify materials the student wants to download or print to keep on file for later reference.

Audio/videotaping
Audio or visual recording of any lecture or laboratory is not allowed without the prior direct permission of the presenter. On-line posting or other forms of dissemination of any recordings or posted notes is strictly forbidden without prior specific written permission from the lecturer.

Cell Phones
Cellular phones can interfere with classroom discussion and lecture. Cell phones shall be turned off while in class and placed in a secured location (such as inside a backpack placed at the front or rear of the class) during exams.

E-Professionalism Policy
Adapted from ASHP's Statement on Use of Social Media by Pharmacy Professionals.

The phrase "electronic and social media" may be defined as online or electronic tools that allow interaction among individuals, such as Facebook, LinkedIn, Twitter, Instagram, email, and texting. Pharmacy students who use electronic and social media should do so in a professional, responsible, and respectful manner. This policy is designed to guide professional student behavior in electronic and social media and to minimize unprofessional behavior and resulting adverse consequences in these modes of communication. Failure to conform to the guidelines presented here may result in disciplinary action up to and including disenrollment from the College.

Students represent the College at all times; student actions and interactions reflect on the College as well as the profession of pharmacy. The College supports the following recommendations from the American Society of Health-System Pharmacists (ASHP) regarding the use of social media.

Advancing the Well-Being and Dignity of Patients
- Provide medical advice through social media in accordance with the professional standards of pharmacy practice. Be aware that providing medical advice may create a pharmacist-patient relationship, with all attendant obligations and liabilities.
- Recognize when a patient's healthcare needs would be better met through a phone consult or office visit.
• Never complain about or disparage patients. This is a violation of HIPAA as well as the e-professionalism policy. Remember that simply avoiding the patient’s name may not be enough to comply with HIPAA.

**Acting with Integrity and Conscience**

• Be conscious that content posted may have consequences on reputations or careers for years to come, reflect poorly on the profession, and/or undermine patient confidence. The professional standards and ethical considerations are the same in social media as in other personal or public interactions.
• Carefully distinguish between personal and professional information in social media and make conscientious decisions regarding who will have access to this information.

**Collaborating Respectfully with Healthcare Colleagues**

• Debate about healthcare and pharmacy practice issues should be conducted in a respectful manner, whether your colleagues are fellow students, pharmacists, or other healthcare professionals.
• Refrain from derogatory comments that needlessly denigrate specific care providers, institutions, or professions.

**Maintain Patient Privacy**

• Adhere to all laws, regulations, standards, and other mandates intended to protect patient privacy and confidentiality in all environments, including social media.
• Exercise professional judgment and employ best practices to ensure compliance with privacy requirements when communicating with patients or about specific cases on social media.
• Select privacy settings in social media accounts that provide the greatest degree of protection for personal information.

Students should keep in mind that any information posted online is likely permanent. The best guideline is that if you would not want the community at large to see what you have published on the front page of the local newspaper, do not post it.

Students must be diligent to ensure that their electronic communication or postings on social media sites do not violate laws pertaining to patient or student privacy, including the Health Insurance Portability and Affordability Act (HIPAA) and the Family Education Rights and Privacy Act (FERPA). HIPAA and FERPA regulations apply to all comments made on social media sites and violators are subject to the same prosecution as with other HIPAA or FERPA violations. HIPAA or FERPA violations are also subject to disciplinary action within the College as well. To avoid legal ramifications, students should adhere to the following guidelines.

• Take all precautions you would normally use in public forums to maintain patient privacy when using social media.
• Avoid online discussions of specific patients, even if all identifying information is excluded. It may be possible for someone to identify the patient from the context of the discussion.
• Under no circumstances is it appropriate or legal to post photos of patients or patient body parts on social media without the specific written permission of the patient.
• Medical advice and professional interactions with patients through social media should be avoided.
• Do not report protected academic information of another student. Such information includes, but is not limited to, course grades, evaluations, examination scores, Student Conduct Board findings, judicial outcomes, or adverse academic actions.
Accessible postings on social media, websites, or other electronic means are subject to the same professional standards as any other personal interaction. Violation of any of the following will constitute unprofessional behavior; if it is brought to the attention of the College, appropriate disciplinary action may be taken.

- The College faculty and staff often use e-mail to communicate with students. This information may be important and/or time-sensitive. Thus, it is expected that all students are connected to e-mail and check it frequently.
- When writing an email to a faculty or staff member of the College, remember to use their title in the salutation and avoid texting shortcuts. In other words, do not start an email with “Hey” or include statements such as “I’m late 4 class lol.” Be sure to sign your email with your name, class rank and site, such as “John Smith, P4 Meridian.” Use complete sentences and spell/grammar check your email before you hit “send.”
- Students must not utilize websites and/or applications in a manner that interferes with work or academic commitments. Use of email, text, social media sites, or other websites should not be used in class unless it is directly related to the subject material presented and use is expressly permitted by the instructor.
- Students should use discretion when considering “friend” requests or other social media connection with faculty and staff. It is up to the discretion of faculty and staff to accept or not accept requests.
- Students should not use social media to communicate with faculty and staff about school-related matters.
- Students must not represent themselves as another person.
- No external websites may be created by student organizations. Social media may be used (e.g., Facebook, Twitter, blogs) but it should have a disclaimer that it is not an official site of the College.
- Students may not present themselves as an official representative or spokesperson for the College. When speaking to news sources, always indicate that your views are your own. Do not speak for the College, University, or any national organization.
- When pharmacy students see content posted by colleagues that appears unprofessional, the student has a responsibility to bring that content to the attention of the individual, so that he/she can remove it and/or take other appropriate actions. If the behavior significantly violates professional norms and the individual does not take appropriate action to resolve the situation, it should be reported to the Student Conduct Board.
- Do not use any person’s likeness or name on a public site without that person’s express permission.
- Avoid vulgar language and display of language or photographs that imply disrespect for any individual or group because of age, race, weight, gender, ethnicity, or sexual orientation. Avoid presentations or photographs that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity.

**Student Senate Professional Conduct Policy**

Finalized by the Student Senate and passed by faculty on April 7, 2006. Revised by Student Senate October 6, 2015 and June 30, 2020.

The College Student Senate adopted the Professional Conduct Policy. This policy does not deny students or faculty their rights as described in the University Student Handbook or prevent the Progressions Committee from taking action independently of this student group.

A. Code of Conduct

The College strives to promote professionalism among its students as it fosters an environment committed to excellence in education and the practice of pharmacy. Pharmacy practice is a profession that requires adherence to impeccable ethical standards. Students represent the College as well as the profession and are expected to act with honor and integrity at all times, including times in the classroom, in pharmacy practice settings, and in the community. Students are expected to demonstrate respect towards faculty members...
and their fellow students, thereby creating an environment conducive to learning. Any form of academic or professional misconduct violates the standards expected of students. Disruptive or inappropriate behavior of any type is not acceptable.

Students will be held accountable for standards regarding professional and ethical behavior specified in the College Student Handbook, University Student Handbook, and APhA Code of Ethics. Violations may result in the offending student appearing before the Student Conduct Board for possible resolution. When deemed necessary, the student may then be referred to the Progressions Committee for further resolution.

The College encourages students to be service-oriented, actively involved in student organizations, such as senate or class leadership, and to participate in service opportunities within the community, such as health fairs. Professional meeting attendance is also promoted on a local, state, regional, and national level.

B. Qualities that constitute professional and ethical behavior, students should:
- Be consistent
- Be prepared
- Be punctual
- Be respectful to students, instructors, staff, patients and other professionals
- Embrace teamwork
- Have good interpersonal skills
- Respect the contribution of professionalism to patient care
- Be receptive to feedback
- Promote trust
- Be good role models
- Maintain a professional appearance
- Be accountable
- Be open minded and flexible
- Be empathetic towards others
- Be culturally sensitive

C. Student Conduct Board
The Student Conduct Board will consist of 12 members, including the three student senate presidents and the class presidents from each P1-P3 class on each campus. If, for any reason, a member of the Student Conduct Board is unable to attend, the member may send a representative (e.g., class vice president). If any member of the Board is involved or associated with the situation being reviewed by the Board, the person will be required to step down temporarily and their representative will take their place.

D. Referral Process
Students and/or faculty may submit a written statement to any member of the Student Conduct Board detailing the concern about a particular student or situation. The Student Conduct Board will review all written statements submitted to determine the particular action that should be taken regarding the student. The Student Conduct Board may require students to come before the committee to discuss possible resolutions. Students will be notified by one of the Student Senate presidents of their right to request the presence of a faculty adviser at the meeting. If students do not comply with the recommendations put forth by the Student Conduct Board, the student will then be sent to the Progressions Committee for further evaluation. All reviews, decisions, and actions made by the Student Conduct Board will be documented in writing and kept by the Student Senate.
Academic Integrity

Academic dishonesty is unacceptable and will not be tolerated. Academic dishonesty includes, but is not limited to, cheating and plagiarism. Cheating is defined as using or attempting to use materials, information, or study aids that are not permitted by the instructor in exams or other academic work. Specific examples of both cheating and plagiarism may be found in the University Student Handbook. Dishonest acts undermine the College’s educational mission and the students’ personal and intellectual growth. Pharmacy students are expected to bear individual responsibility for their work, to learn the rules and definitions that underlie the practice of academic integrity, and to uphold its ideals. Ignorance of the rules is not an acceptable excuse for disobeying them. Any student who attempts to compromise the academic process will be sanctioned. Students who are aware of cheating should report this activity immediately to the instructor or exam proctor. Academic sanctions are at the discretion of the instructor(s) and may range from an F on the assignment to an F in the course. Reports of suspected academic dishonesty or unprofessional behavior should be sent to the Office of the Associate Dean for Academic Affairs or to any member of the College Student Conduct Board.

Students should review the policies and procedures on misconduct, academic dishonesty, and appeals as defined in the University Student Handbook.

Cheating

Cheating is defined as using or attempting to use materials, information, or study aids that are not permitted by the instructor in examinations or other academic work. Examples of cheating include, but are not limited to the following.

1. Obtaining, providing, or using unauthorized materials for an examination or assignment, whether verbally, visually, electronically, or by notes, books, or other means.
2. Acquiring examinations or other course materials, possessing them, or providing them to others without permission of the instructor. This includes providing any information about an examination in advance of the examination.
3. Taking an examination for another person or arranging for someone else to take an examination in one’s place.
4. Submitting the same work or substantial portions of the same work in two different classes without prior approval of the instructor.
5. Fabricating information for any report or other academic exercise without permission of the instructor.

Plagiarism

Plagiarism is defined as representing another person’s words, ideas, data, or work as one's own. Plagiarism includes, but is not limited to, the exact duplication of another’s work and the incorporation of a substantial or essential portion thereof without appropriate citation. Other examples of plagiarism are the acts of appropriating creative works or substantial portions thereof in such fields as art, music, and technology and presenting them as one's own. Self-plagiarism is defined as reusing work already submitted for another course and is a form of academic dishonesty.

The guiding principle is that all work submitted must properly credit sources of information. In written work, direct quotations, statements that are paraphrased, summaries of the work of another, and other information that is not considered common knowledge must be cited or acknowledged. Quotation marks or a proper form of identification shall be used to indicate direct quotations.

As long as a student adequately acknowledges sources of information, plagiarism is not present. However, students should be aware that most instructors require certain forms of acknowledgment or references and may evaluate a project on the basis of form, penalizing the student in the grade assigned if citation of sources is improper.
It is not appropriate to take an entire sentence from a resource and present it as your own writing, even if it is cited correctly. For example, if reference A states that “Hypertension is the primary risk factor for the development of diabetic nephropathy.” You can effectively reword this as: “The major cause of diabetic nephropathy has been identified as high blood pressure.” Simply changing one or two words is not sufficient; the concept must be expressed in your own terms. If you reworded the original statement as “High blood pressure is the primary risk factor for the development of diabetic nephropathy.” this would be considered plagiarism.

**Yellow Card**

Faculty and staff interact with students in many different situations. In order to facilitate the identification of and intervention regarding behaviors that are not aligned with our Professional Technical Standards, faculty and staff are encouraged to report interactions with students via the online student tracking form (Yellow Card). Reportable incidents include perceived deficiencies in critical thinking, verbal communication, interpersonal skills, as well as physical or emotional problems that may interfere with a student’s ability to function as a pharmacist. Incidents of suspected academic dishonesty (such as wandering eyes during exams or repeated requests to take exams late) or unprofessional behavior in class or at any College-sponsored event may also be reported on a Yellow Card. The submitted Yellow Card goes directly to the Office of the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs exercises discretion regarding the nature and extent of follow-up. In most cases, an isolated incident will not provoke a reaction; a series of similar events with the same student will likely result in calling the student to a meeting with the Associate Dean for Academic Affairs or designate to clarify the situation and determine if further action is required, such as a meeting with the Student Conduct Committee or the Progressions Committee, or if a referral needs to be made.

**Substance Abuse and Drug Testing Policies**

The University [substance abuse policy](#) can be found in the University Student Handbook. Student use of illegal drugs, misuse of controlled substances, and/or alcohol abuse is a matter of concern to the College, which endeavors to protect and assist students by providing reliable information about the hazards of drugs and alcohol and, where possible, assist students in receiving substance abuse treatment. The College also recognizes its obligation to patient safety and the integrity of precepted student activities. The College has a specific policy related to substance abuse by students.

The objectives of these policies are to:

1. promote an environment free of illegal drug use;
2. stress moderation, safety and individual accountability by those who choose to drink alcohol;
3. provide an atmosphere free of coercion for those who choose not to drink alcohol;
4. provide information and education on the health risks associated with drug and alcohol use and/or abuse;
5. provide information and referral for confidential guidance and counseling for those with special needs related to substance abuse; and
6. protect patient safety and the integrity of educational practice settings.

**Substance Abuse**

The unlawful manufacture, distribution, dispensing, possession, or use of drugs is prohibited at the College. All students must report to work, class, or any other official College activity unimpaired and remain in a
condition fit to perform. Reporting to work, class, or other official College activity or working while impaired by drugs or alcohol is a violation of this policy and shall subject the student to the appropriate disciplinary and/or rehabilitative action.

As a condition of enrollment, every student must abide by the terms of this policy and notify the Associate Dean for Student Affairs of any drug- or alcohol-related incident, including but not limited to hospitalization, arrest, or conviction. If during enrollment a drug- or alcohol-related hospitalization, arrest, or conviction should occur, notice is to be given no later than five (5) calendar days after such event; this includes, but is not limited to DUI arrests and convictions.

The College shall provide students with an opportunity to address substance abuse or dependence problems confidentially during any phase of their academic experience. The guiding philosophies of the following policy are first to protect patients from potential harm caused by impaired students in clinical practice experiences, and second to encourage the discovery and recovery of substance impaired or addicted students.

When reasonable information is available of a potential substance abuse problem by a student, the student will be required to obtain a clinical assessment. This may be done with the assistance of the Pharmacist Recovery Network (PRN). Students refusing assessment may be dismissed from the College.

Students determined to have substance abuse problems may be required to enter into an agreement with the PRN, which the College considers the primary group empowered to assist the College in serving pharmacy students’ needs for substance abuse treatment monitoring. Students entering into and maintaining an agreement with the PRN may continue their pharmacy education, with permission of the Associate Dean for Student Affairs. Students with substance abuse problems and not under PRN contract may be dismissed from the College.

**Drug and Alcohol Testing**

This policy was established to comply with emerging accreditation standards and to promote the highest level of integrity in the health professions. The rationale for conducting drug testing is as follows to:

1. protect the safety of patients at settings where students perform educational experiences;
2. ascertain the ability of students to eventually become licensed as pharmacists;
3. meet the requirements of ACPE accreditation standards; and
4. meet the requirements of the affiliation agreements between and minimize the liability of the College and its experiential education practice sites by diminishing the risk that may be presented by persons under the influence of illegal drugs.

The College may require random mandatory drug testing of students as delineated in our agreement with Certiphi Screening. Additionally, pharmacy students may be required to undergo screening for drug and/or alcohol if the student exhibits behaviors while in class, completing experiential requirements or participating in pharmacy-related trips or activities that raise suspicion of substance abuse. These behaviors include, but are not limited to:

- aberrant or unusual behavior;
- a pattern of abnormal or erratic behavior;
- reliable information from independent sources;
- hospitalization, arrest or conviction for a drug- or alcohol-related incident;
- being identified as the subject of a criminal investigation regarding substances of abuse; and/or
- the appearance of impairment at school, while engaged in College activities on- or off-campus, or in a clinical setting.

Students may undergo multiple drug and/or alcohol screenings during the program of study. Standards of confidentiality will apply to all phases of the process.

Students may be required to provide the results of drug tests to any Doctor of Pharmacy experiential education site (IPPE or APPE) participating in the academic training of that Doctor of Pharmacy student. Such requests will be made per the terms of the affiliation agreement and policies of the facility. The experiential education site has the authority to make a final determination whether the student may participate or continue to participate in that setting. Such a determination will be independent from any determination by the College or program regarding a student's admission or progression in the clinical sequence. Positive drug screens may delay a student's graduation.

**Testing Protocol**
Samples are transferred with chain of custody forms and analyzed at Substance Abuse and Mental Health Services Administration (SAMHSA) certified laboratories by qualified technicians in nationally certified laboratories. A Medical Review Officer (MRO) contracted by Certiphi Screening consults confidentially with any student whose screening test is positive to verify if there is a valid medical explanation.

**Response to Positive Findings**
A student with a positive screening for either drugs or alcohol will cease all experiential activities until the positive test can be investigated. Only students with positive drug screens due to verified, legally prescribed medication(s) will be cleared to continue.

In the event of a positive drug or alcohol screening, the implicated student has five (5) business days from the time of notice of a positive result to challenge the test results by requesting that a confirmatory analysis be run on the sample. The cost of this analysis, if positive, will be borne by the student.

In the event of an unchallenged positive urine drug screening or confirmed positive urine drug screen, or an alcohol breath or blood test result above 0.02%, the implicated student has two options.

1. Withdraw from the program
2. Agree to voluntarily report the findings to the board of pharmacy and participate in a College-identified professional addiction intervention program and any College-mandated counseling programs. All related costs are the student’s responsibility.

The latter pathway is consistent with the pharmacy profession’s understanding that addiction is a treatable disease and may not pose, by itself, insurmountable barriers to participation in the profession.

Grounds for dismissal from the program with no option for readmission include, but are not limited to, the following.

1. Failure to consent to participate in testing.
2. Failure to consent to participate and fully comply with the terms of the student treatment plan/contract.
3. A second positive drug test.
4. A positive drug test connected to the individual’s verified participation in illicit distribution or diversion of drugs/controlled substances, violence against persons, possession of an unregistered weapon, or any other crime or pattern of criminal behavior or sexual harassment, which, in the opinion of the Progressions Committee, warrants exclusion or dismissal from the program.
Testing Policy

All College required courses utilize the ExamSoft’s testing software Examplify for testing. Examplify will be used on students’ personal laptops. Students are responsible for installing regular updates and maintaining optimal conditions for the software to function properly (i.e., students’ computers must meet the Examplify minimum system requirements). Students must bring their laptops with them to all scheduled exams. For courses that deliver pop quizzes it should be available at each class.

Each student will receive a unique exam taker ID and password that is linked to the student’s ISU email account. Students are required to use their ISU email accounts and must not change it under any circumstances. Students are responsible to ensure the student has installed and tested all ExamSoft software prior to the end of the first week of classes. Technical support is available at support.examsoft.com.

Students in the professional PharmD curriculum shall follow these guidelines when taking closed-book examinations with their own computers.

Before the exam

- Exams must be downloaded prior to arriving for the scheduled exam. Students who do not download the exam prior to entering the testing room will not be given extra time. Exams will be available for download 24 hours prior to the scheduled exam start time.
- Students are asked to arrive at least 10 minutes prior to the scheduled exam time with their laptop containing the ExamSoft testing software (Examplify) and the downloaded exam.
- Use the restroom before the test begins; no breaks are allowed unless you have spoken with your instructor beforehand and obtained approval.
- Cell phones and other devices that make noise or vibrate must be turned OFF and placed in backpacks. No cell phones or other electronic devices are allowed in exams or exam review sessions.
- Sit every other person in the room, if possible. If not, spread out in the room as much as possible.
- No food or drink is allowed. Clear, colorless water bottles without labels are permissible.
- Hats of any kind, hoodies, backpacks, vests, and coats are not to be worn during exam time. Items should be placed in the front, back, or the side of the room.
- All reasonable ADA accommodations will be met. Students must notify their instructor and provide ADA documentation within the first week of a course if requesting a testing accommodation of any kind. Giving the instructor less notice than this may result in an inability to meet testing accommodations even if the student has ADA documentation.
- University and College policies regarding academic dishonesty will be enforced. Students who are aware of cheating and fail to report it are also considered guilty of academic dishonesty.

Taking the exam

- ExamSoft’s Examplify does not permit an internet connection or anti-virus software use during the test. Students must disable all touch bars and anti-virus protection, as well as close all programs prior to opening the exam. Unsaved documents left open will not be saved once Examplify is launched.
- Students will be given the exam password at the direction of the proctor to start the exam session. No talking or other communication is allowed once the password is delivered.
- Use only COP-approved calculators or the calculator available in the testing software. A limited number of extra calculators are available if you have forgotten yours.
- One page of scratch paper may be provided to students before an exam but must be turned in to the proctor at the end of the exam with your name on it. Additional pages will be provided upon request.
• No Google Glass, cameras, smart watches, wearable fitness trackers, or similar devices are allowed in exams or review sessions. Copying/sharing of exam questions is expressly forbidden. Hard copy exam materials cannot leave the testing area.

Completing the exam
• Upon finishing the exam, students are not allowed to leave the testing room until their exam has completed uploading to the server and the green success screen has been displayed. Your proctor will require you to show the green success screen to them prior to leaving the room.
• If you are challenging a question, make a notation in the testing software or note on scratch paper the question # and why you wish to challenge the question. Notify the proctor that you are challenging a question and turn this paper in at the end of the testing/review session.

Grading Policy
Final course grades in the College are assigned by faculty based upon the grading system outlined in individual course syllabi. Grades entered by faculty at the end of each semester are recorded and transcribed by the University Registrar’s Office. Standard letter grade point assignments (A = 4.0, B = 3.0, C = 2.0, etc) are utilized for GPA calculations. For those courses graded S/U (satisfactory or unsatisfactory) the grade point assignment will be zero. Final grades of “U” will not be applied toward meeting the graduation requirements for the PharmD degree, and will likely prevent progression. An “I” (incomplete) grade will be assigned for work not completed at the time grades are due to be submitted to the Registrar. Students generally have one year to complete the course work to rectify a grade of “I”; instructors must initiate a change of grade form for these students or the grade automatically changes to an “F” or “U” grade. The W (withdraw) grade is assigned when a student has officially withdrawn from courses prior to the end of the term. Students may not selectively withdraw from a single course or group of courses without approval from the Associate Dean for Student Affairs.

Assessment Requirements
The assessment program at the College employs a variety of measures from students, faculty, alumni, and preceptors. Throughout the curriculum, students participate in assessments that are embedded as required components of specific courses and practice experiences. Participation in these assessment activities is required. Failure to actively participate and complete assessments is considered unprofessional conduct. Currently used assessment tools are outlined in the table. Additional tools may be added as necessary, and students will be notified of the need to complete specific assessment activities.

<table>
<thead>
<tr>
<th>Assessment Tools</th>
<th>Class</th>
<th>Description</th>
<th>Usual Timing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Assessment Exam</td>
<td>P1, P2</td>
<td>Compiled questions covering pharmacy curriculum completed</td>
<td>End of spring semester</td>
</tr>
<tr>
<td>Pharmacy Curriculum Outcomes Ass-</td>
<td>P3</td>
<td>Multiple choice test developed by the National Association of Boards of Pharmacy to assess curricular outcomes across time. Provides formative and summative assessments for curricular assessment and feedback to individual students on strengths and weaknesses in student progress.</td>
<td>End of fall semester</td>
</tr>
<tr>
<td>sessment (PCOA)*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Evaluations</td>
<td>P1, P2, P3</td>
<td>Standardized course evaluation instrument</td>
<td>End of each course</td>
</tr>
<tr>
<td>Faculty Evaluations</td>
<td>P1, P2, P3</td>
<td>Standardized faculty evaluation</td>
<td>End of each course</td>
</tr>
</tbody>
</table>
Case Studies Self-Assessment
- P1, P2, P3
- 26 point instrument which is based upon the Endpoint Abilities and Competencies for Graduates of the Professional Program
- Once annually

IPPE Evaluations
- P1, P2, P3
- Standardized assessment of preceptor and site
- Upon completion of experience

Student Professional Development
- P1, P2, P3, P4
- Evidence of student accomplishments (e.g., presentations, patient work-ups, reflection, professionalism self-assessment, awards)
- Each semester

APPE Evaluations
- P4
- Standardized assessment of preceptor and site
- Upon completion of rotation

P4 Exit Survey
- P4
- Survey of career plans, demographics and open ended curriculum questions.
- End of P4 spring semester

P4 Self-Assessment
- P4
- 43 question instrument which is based upon the Endpoint Abilities and Competencies for Graduates of the Professional Program
- End of P4 spring semester

AACP Graduating Student Survey
- P4
- Extensive survey on curriculum, educational experience and future plans
- End of P4 spring semester

* Students who do not meet the minimum requirements on the PCOA exam will need to complete the following to be considered ready to progress to APPEs.

1. Write a 2-3 page reflective essay that contains a summary of the NAPLEX Competency Statements, identification of perceived weak areas after seeing PCOA score report, and what personal factors may have contributed to poor performance.
2. Create and submit a NAPLEX study guide to be used for future study.
3. Take and pass an additional in-house assessment exam with 70% or better.
4. Meet with a faculty advisor or academic coach
5. Submit an email to the Associate Dean for Academic Affairs outlining the above once completed.

Advising Requirements

Faculty advisors are assigned beginning with the entering P1 class. Advising is required every semester during advising week. During the scheduled one-week pre-registration period, faculty advisors and students will meet regarding their class schedule for the following semester. Students may not take more than 21 credits without their advisor’s approval. Students should notify their advisor via email or in person if the student intends to take more than 21 credit hours in a single term. If the advisor has approved the credit override but registration is still blocked, the student should contact the Office of the Associate Dean for Academic Affairs for assistance. Students’ financial aid may be delayed if the student is not pre-registered.

HIPAA

The Health Insurance Portability and Accountability Act (HIPAA) is a federal law passed by Congress in 1996. On April 14, 2003, a major component of HIPAA that deals with pharmacists and other healthcare providers became effective. These privacy regulations define appropriate and inappropriate disclosures of health information and define the process used to ensure patients’ rights.

HIPAA was intended to ensure patient confidentiality while maintaining the ability of the healthcare system to share patient information, to improve communication between healthcare providers and improve patient care.
Students enrolled in the program are involved in patient care activities throughout the curriculum. Pharmacy students receive training to ensure practice sites that students understand the HIPAA requirements.

Students may not, under any circumstances, place identifiable electronic protected health information on their laptops/jump drives or send this information via any email program. Violation of HIPAA during IPPE or APPE may result in repercussions ranging from grade reduction to potential dismissal from the program.

**Immunizations**

It is the student’s responsibility to meet the immunization requirements outlined in the IPPE and APPE manuals in [eValue](#). Students who do not comply with all immunization policies are in violation of the professional standards of the College and may not continue clinical experiences. Students are responsible for all arrangements and costs associated with health and immunization policies.

**GPA Calculation**

Grade Point Averages (GPAs) are calculated for every Doctor of Pharmacy student every semester. The pharmacy GPA includes only the required professional courses plus the first six (6) credits of pharmacy electives. If a student is in a joint degree program, the pharmacy GPA includes graduate level coursework that fulfills pharmacy electives. Once the six (6) elective credits are fulfilled, additional elective coursework is not considered in order to calculate the pharmacy GPA.

If a course is repeated, both the original and second grade will remain on the official University transcript, but only the most recent grade will be utilized for Doctor of Pharmacy program GPA calculations.

**Dean’s List**

The College Dean’s List is comprised of students achieving a 3.66 semester GPA and is calculated each fall and spring semester.

**Equal Opportunity**

The College subscribes to the principles and laws of the State of Idaho and the federal government, including applicable executive orders pertaining to civil rights. Program admission decisions are made without regard to race, religion, gender, lifestyle, sexual orientation, age, disability, national origin, or veteran status.

**Disabilities Services**

The College is committed to providing an accessible learning environment for students with documented disabilities. If there are aspects of the instruction or design of program courses that result in disability-related barriers to your participation, please contact Disability Services to engage in a confidential conversation about the process for requesting accommodations.

Students are encouraged to register with Disability Services as soon as the student begins a course or in the timeliest manner possible as accommodations are not provided retroactively. Students with disabilities must obtain an accommodation letter(s) from the Disability Services office, which outlines the specific accommodations required before accommodations in program courses can be provided. It is the student’s responsibility to ensure accommodation letters are given to the Office of the Associate Dean for Student Affairs and to each instructor/module coordinator/preceptor.
Accommodations are provided on a case-by-case basis and are dependent on an analysis of the task to be performed and the nature of the requested accommodation. In the instance of examinations designed to measure real-life skill sets, extra time may or may not be granted. If requested accommodations are considered non-standard for the program (e.g., notecards for exams) an interactive process will be initiated to determine if the requested accommodations are reasonable or fundamentally alter the program. The disability services office will work with students and the program to facilitate this process.

More information can be found online at isu.edu/disabilityservices, or by contacting Disabilities Services at the following campus locations.

Anchorage Campus: Phone (208) 282-2294, Fax (208) 282-4617, Video Relay (208) 417-0620, email disabilityservices@isu.edu.

Pocatello Campus: Phone (208) 282-3599, Fax (208) 282-4617, Video Relay (208) 417-0620, Rendezvous Building, Room 125, Campus Stop 8121, Pocatello, Id 83209-8121, email disabilityservices@isu.edu.

Meridian Campus: Phone (208) 373-1723, Fax (208) 373-1907, Video Relay (208) 417-0620, Sam & Aline Skaggs Health Science Center, 2nd Floor, Room 841C, 1311 E Central Dr., Meridian, Id 83642, email dsmeridian@isu.edu.

**Pregnant and Parenting Students**

The University Student Handbook provides guidance for pregnant and parenting students. Additional guidance and arrangements are provided by the Associate Dean for Student Affairs and, in the case of experiential learning, the Assistant Dean and Director of Experiential Education.

**Workers' Compensation Insurance**

The University provides an approved Workers' Compensation program without cost to enrolled students who, as part of their instruction, are enrolled in a class or program for academic credit and for which the student, without receiving pay, works for or provides services to a third party or private or governmental entity. This program applies to any student completing the requirements of PHAR 9911/9912 off campus, and the clinical shadowing component of PHAR 9913/9914, as well as those P4 students enrolled in APPE rotations off campus. Any student injured during the experiential education portion of the curriculum should contact the Office of the Associate Dean for Student Affairs for further guidance.

**Health Insurance**

Students in the program are responsible for securing their own health insurance throughout the program. In addition to personal health and wellness needs and routine or emergency care, the practice of pharmacy has inherent risks in working with patients with communicable diseases, including the potential for accidental exposure to blood-borne pathogens. Many clinical training sites require proof of health insurance prior to a student beginning an IPPE or APPE rotation. A student that does not have health insurance may not be scheduled for IPPEs or APPEs.

Under the Affordable Care Act, most Americans are required to have minimum essential health insurance coverage, or pay a penalty. For more information about the Affordable Care Act, and for a link to the Insurance Marketplace, visit the U.S. Department of Health & Human Services Health Care page.

**Liability Insurance**
The College will maintain malpractice insurance for all currently enrolled students. A minimum of a professional limit of one million dollars per incident, and a personal limit of one million dollars is required.

**Name Badges**

The College provides name badges that students must wear at all times while participating in College and student activities involving patient care, i.e., IPPE, health fairs, outreach operations, APPE. Replacement nametags (approx. $15) may be ordered by contacting the Office of the Associate Dean for Student Affairs.

**Building Access**

Leonard Hall – Pocatello

Access to the Leonard Hall other than during regular office hours is available only to pharmacy students. After hours, students may use their student photo ID (Bengal Card) to gain access to open College rooms in the building.

ISU Meridian Sam & Aline Skaggs Health Science Center – Meridian

Access to the L.S. Skaggs Pharmacy Complex other than during regular office hours is available only to pharmacy students. After hours, students may use their student photo ID (Bengal Card) to gain access to open College rooms in the building.

Professional Studies Building – Anchorage

Access to the Professional Studies Building other than during regular office hours is available only to pharmacy students. After hours, students may use their assigned building key to access the building and their Wolf Card to gain access to open College rooms in the building.

**UAAlerts**

Anchorage students are required to manually sign up for UAA campus emergency notifications through [UAAlerts](#).

**Transfer from Other Schools of Pharmacy**

Students wishing to be considered for transfer from another college of pharmacy should meet the criteria to be competitive amongst students accepted into the ISU College of Pharmacy and must present the following materials to the Associate Dean for Student Affairs of the College:

1. A letter from the dean of the college of pharmacy previously attended certifying the program the student was matriculated in and status as to good academic standing.
2. An official transcript(s) showing that the pre-pharmacy requirements of the ISU College of Pharmacy have been completed as well as any pharmacy courses completed thus far.
3. A letter to the Associate Dean for Student Affairs requesting evaluation of class standing.

**Code of Ethics for Pharmacists**

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

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

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

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

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

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

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

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

Adopted by the American Pharmacists Association membership, October 27, 1994.
HANDBOOK UNDERSTANDING

I understand that I am responsible for the information presented in the Idaho State University College of Pharmacy Doctor of Pharmacy Program Student Handbook. I will review these materials carefully; and if I have questions concerning these materials, I will ask for clarification from the Office of Student Affairs. Signing this document indicates that I agree to abide by the policies and procedures described within the Handbook. Signing this document also indicates that I understand the following.

- The Student Handbook offers a framework of the intended learning environment provided by the College faculty and staff.
- The Student Handbook is provided to inform students of their rights as well as their obligations and responsibilities.
- Students are responsible for knowing the information, policies and procedures outlined in the Student Handbook.
- The College reserves the right to update and change the Student Handbook as necessitated by governing authorities or administrative needs, and once posted online, updates and changes are effective immediately.
- Students must check the online version of the Student Handbook for the updated versions of all policies and procedures.

I have received a copy of the Doctor of Pharmacy Program Student Handbook and understand that I am responsible for the information contained therein.

________________________________________________________________________

Student’s Signature                                            Date

________________________________________________________________________

Student’s Name (Print)

(Original signed form will be saved in student record.)
CONFIDENTIALITY UNDERSTANDING

By signing and dating this Confidentiality Understanding, the undersigned STUDENT indicates an understanding of, and agrees to be bound by, applicable terms and conditions of any agreement between any FACILITY and IDAHO STATE UNIVERSITY (“PROGRAM”). The STUDENT acknowledges that, as a material part of the consideration provided to FACILITY in exchange for FACILITY allowing the STUDENT’S clinical education at FACILITY, STUDENT agrees that any patient information acquired during the clinical education is confidential, and that the STUDENT shall maintain the confidentiality of and not disclose this information at all times, both during the clinical education and after it has ended. STUDENT further agrees to abide by the applicable rules and policies of FACILITY and PROGRAM while at FACILITY. STUDENT understands that, in addition to other available remedies, FACILITY may immediately remove the STUDENT and terminate the STUDENT’S clinical education at the FACILITY if, in the opinion of FACILITY, the STUDENT endangers a patient, breaches patient confidentiality, disrupts the operation of FACILITY, or refuses to comply with the requests of FACILITY or its supervisory staff.

I have read and understand this Confidentiality Understanding and agree to abide by its terms. This Confidentiality Understanding shall be effective for the duration of the STUDENT’S enrollment in the Doctor of Pharmacy program.

______________________________ 
Student’s Signature

______________________________ 
Date

______________________________ 
Student’s Name (Print)

(Original signed form will be saved in student record.)
FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) AUTHORIZATION

I hereby give my permission to faculty, preceptors, and staff of Idaho State University and the College of Pharmacy to use my pharmacy e-mail account as a medium for discussing academic and personal issues related to the Doctor of Pharmacy program and my professional growth and goals. This includes, but is not limited to, grades, assessment of assignments, Bengal ID numbers, and discussions of performance, evaluations, recommendations, absences, illnesses, and advising.

I recognize that my pharmacy e-mail account is not secure and confidentiality cannot be guaranteed. I will not hold the College, Idaho State University or the faculty, preceptors, and staff accountable if the e-mails are intercepted and information protected by FERPA is viewed by someone other than the intended recipient.

I also grant permission to faculty, preceptors, and staff of Idaho State University, and the College to use non-secure e-mail services to relay the same information discussed above for administrative and operational purposes. This includes, but is not limited to, reporting my grades, granting permission for credit and prerequisite overrides, and issues related to advising and progression. It may also include providing information to pharmacy databases to grant access, as well as Boards of Pharmacy or other regulatory agencies for administrative purposes. This authorization further covers release of my name and/or photo for promotion of outreach projects and graduation/honor roll publicity as well as any video images utilized for educational purposes.

The purpose of this authorization is to allow for appropriate and timely flow of information regarding completion of the Idaho State University Doctor of Pharmacy program between the student and those involved in the educational process. It also allows for the information exchange about progress, performance, and enrollment between the faculty, preceptors, and staff of the College, and Idaho State University.

This authorization will remain in effect for twelve (12) months following my graduation or leaving the program. I understand that I may terminate this agreement at any time by submitting a written request to the Office of the Student Affairs.

__________________________  __________________________
Student’s Signature          Date

__________________________
Student’s Name (Print)

(Original signed form will be saved in student record.)
CLINICAL EDUCATION INFORMED CONSENT/RELEASE FOR CRIMINAL BACKGROUND INVESTIGATION, IMMUNIZATIONS AND DRUG SCREENING

I hereby authorize Idaho State University, any qualified agent, or clinical affiliate to receive the following in connection with my clinical education for the College: criminal background, immunization record and drug screening information including copies of my past and present law enforcement records and drug screenings. This criminal background check and drug screening is being conducted for the purpose of assisting the College and the clinical affiliate in evaluating my suitability for clinical education. The release of information pertaining to this criminal background check, drug screening, and health information is expressly authorized.

I understand that information contained in the criminal background report, drug screenings, immunization record, health exams, etc. may result in my being denied a clinical assignment, and consequently, dismissal from the program. I also understand that I will be afforded the opportunity to be heard before any such withdrawal.

I understand that I have my own access and account through the designated third party vendor to review the background report and that I have a right to review the other information that the College of Pharmacy and clinical affiliate receives in this criminal background investigation, immunization record and drug screening by putting a request in writing to the College of Pharmacy and/or ISU Public Safety if it is for law enforcement records. I understand that all reasonable efforts will be made by the University to protect the confidentiality of this information. I further understand that the results of the criminal background check, immunization record, and drug screening may be reviewed by the program, College, Department, clinical affiliates, Public Safety, and General Counsel.

If negative information is contained in my reports, I understand that I will be notified by the College and may be asked to provide additional information in writing to the program. I understand that placement decisions made by the College or clinical facility are not subject to appeal.

I hereby give the College permission to release my criminal background, health history, and drug screening reports and information to agencies to which I am assigned for clinical experience prior to beginning the assignment. I understand the agencies may refuse me access to clients/patients based on information contained in the criminal background check, drug screening, etc. and that the agencies’ criteria may differ from that of the program. Should the agencies require additional background check and drug screening information, I understand that the process and payment for these additional criteria are my responsibility.

I hereby release those individuals or agencies from any liability or damage in providing such information. I agree that a photocopy of this authorization may be accepted with the same authority as the original.
I hereby further release the State of Idaho, the University, its agents, officers, board, and employees from any and all claims, including but not limited to, claims of defamation, invasion of privacy, wrongful dismissal, negligence, or any other damages of or resulting from or pertaining to the collection of this information.

I understand that I am responsible for all costs associated with this process.

<table>
<thead>
<tr>
<th>Student’s Signature</th>
<th>Date of Birth</th>
<th>Date</th>
</tr>
</thead>
</table>

| Student’s Name (Print) | Print other names used in the past |

(Original signed form will be saved in student record.)
ISU PHOTO, VIDEO, AND COMMENT RELEASE

I hereby grant Idaho State University the absolute and irrevocable right and permission, with respect to photographs and videos taken of me and/or comments made by me, or in which I may be included with others, to copyright for same; to use, reuse, and publish the same in whole, or in part, in any and all media including use on the internet, now or hereafter; and for any purpose whatsoever for illustration, promotion, art, advertising, news, and trade; and, if appropriate, to use my name and pertinent education and/or biographical facts as ISU chooses.

I hereby release and discharge ISU from any and all claims and demands arising out of, or in connection with, the use of photographs, videos and/or comments, including, without limitation, any and all claims for libel or invasion of privacy.

I am of full age and have the right to contract in my own name. I have read the foregoing, and fully understand its contents. This release shall be binding on me and my heirs, legal representatives, and assigns.

__________________________________________  Date

Student’s Signature

__________________________________________

Student’s Name (Print)

(Original signed form will be saved in student record.)
KASISKA DIVISION OF HEALTH SCIENCES CLINICAL EDUCATION ASSUMPTION OF RISK

Participation in clinical education, including clinical simulations in didactic settings, is required by professional accreditation standards for health sciences programs. Any placement in a healthcare facility (including hospitals, clinics, pharmacies, or other such entities) for the purpose of clinical education entails certain risks, including the risk of exposure to infectious diseases and other personal injuries. Similarly, there exists some level of risk in didactic settings. While every effort will be made to minimize risks to students, staff, and faculty, the elimination of all such risks is beyond the control of the program or university.

I freely and voluntarily accept those risks to complete my clinical educational requirements. Before engaging in clinical education, please read, initial, and sign the following.

**Initials**

_____ 1. I will not participate in clinical education if I exhibit any signs/symptoms of infection, including but not limited to: fever, cough, shortness of breath, body aches, sore throat, loss of smell, or nausea/vomiting/diarrhea.

_____ 2. If I exhibit any of the preceding signs/symptoms or if I am exposed to COVID-19, I will immediately notify the appropriate person(s) at my clinical site and my designated program contact person.

_____ 3. I will limit elective travel, report any travel to high incidence areas, and self-isolate before engaging in clinical education of any kind, as directed by clinical site policy.

_____ 4. I will comply with social distancing of at least 6 feet separation from other people when possible, including lunch, breaks, or when occupying shared workspaces. I will wear a facial covering in all enclosed public spaces and when distancing is more difficult or impossible.

_____ 5. I will comply with clinical site policies related to facial covering/glove wearing and handwashing and disinfecting procedures before and after all patient encounters and at other times as specified.

_____ 6. I will complete any required infection control or PPE training by my program or the clinical facility.

_____ 7. I will follow all infection control guidelines, policies, and procedures of the clinical facility, program, and/or university. Such guidelines are subject to change as more information becomes available.

_____ 8. I recognize the dangers to myself and others of acquiring infectious diseases during clinical education, including the possibility of health-related consequences of such diseases.

_____ 9. I have the right to feel safe during clinical education; I have the ability to talk to my clinical instructor regarding any concerns I may have related to breaches in infection control measures or public health recommendations at any clinical education site.

_____ 10. I recognize I have the right to not participate in clinical education because of the potential risk to myself and/or members of my household. I recognize that any missed clinical time will need to be made up to complete program requirements and may delay my graduation.

_____ 11. If I test positive for COVID-19, I will notify my program’s clinical coordinator and acknowledge I will be asked to sign a FERPA release form authorizing him/her to share test results with relevant clinical practice site coordinators/preceptors.

________________________________________  ______________________
Student Signature                                          Date

________________________________________
Student Printed Name
**Training Guidelines:**

Different programs may develop their own COVID-related training requirements. Possible options include those from either the World Health Organization (WHO) or the Centers for Disease Control (CDC):

- [https://openwho.org/courses?lang=en](https://openwho.org/courses?lang=en)

**Opt-out Guidelines:**

In general, satisfactory progression through professional curricula requires that students complete clinical and didactic course requirements in the semester in which they are enrolled. Programmatic requirements are based on professional accreditation standards and licensing board requirements, and include clinical education activities. Should a student be unable to complete requirements due to illness or mandatory isolation, make-up work may be allowed if congruent with programmatic or university policies for other medically-related absences. Should a student choose not to complete any course or program requirement related to clinical education, the student is responsible for contacting the course instructor and providing a rationale for “opting out.” Opt-out policies may vary between programs; students should contact their individual programs for specifics on process. Delays in progression and/or graduation may occur if a student chooses to opt-out of any aspect of required coursework.

**Sharing Information with Clinical Site:**

If a student tests positive for COVID-19, this information may need to be shared with clinical site preceptors. A separate FERPA waiver form will need to be signed by the student and completed for each preceptor site with whom test results are to be shared. This form is available online and from the KDHS main office.

*Updated 8/12/20*
Reviewed by ISU General Counsel