



**UNIVERSITY OF MARYLAND
EASTERN SHORE**

SCHOOL OF PHARMACY

**STUDENT HANDBOOK
2023-2024**

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GENERAL UNIVERSITY INFORMATION

The University of Maryland Eastern Shore (UMES), the State's Historically Black 1890 Land-Grant institution, emphasizes baccalaureate and graduate programs in the liberal arts, health professions, sciences, and teacher education. In keeping with its land-grant mandate, the University's purpose and uniqueness are grounded in distinctive learning, discovery, and engagement opportunities in agriculture, marine and environmental sciences, technology, engineering and aviation sciences, health professions, and hospitality management. Degrees are offered at the bachelors, masters, and doctoral levels.

UMES is committed to providing access to high quality values-based educational experience, especially to individuals who are first-generation college students of all races, while emphasizing multicultural diversity and international perspectives. The University serves the education and research needs of businesses, industries, government and non-government organizations. The University is committed to meeting the economic development needs on the Eastern Shore; workforce development needs of the State; international development priorities of the nation; and commercialization and entrepreneurial ventures of the University, through engagement activities, and partnerships.

UMES is located in the small town of Princess Anne on the Eastern Shore of Maryland. The town dates back to 1733 and has many buildings and landmarks of historic interest. The quiet community environment is excellent for learning, yet it is only 3 hours by car from the abundant cultural and recreational facilities of Washington, D.C., Baltimore, Philadelphia, and Virginia Beach. The state's famous seaside resort, Ocean City, is only 30 minutes from the campus. The campus is located 13 miles south of the town of Salisbury, which provides shopping and recreational facilities.

The School of Pharmacy and Health Professions at UMES consists of six academic departments: Kinesiology, Pharmacy Practice and Administration, Pharmaceutical Sciences, Physician Assistant, Physical Therapy, and Rehabilitation Services. There are undergraduate programs in Exercise Science, Sports Management, and Rehabilitation Services. Existing graduate programs include: Master of Science in Rehabilitation Counseling, Master of Science in Pharmaceutical Sciences, Master of Medical Sciences in Physician Assistant studies, Doctor of Physical Therapy (DPT), Doctor of Pharmacy (PharmD), and Doctor of Philosophy (PhD) in Pharmaceutical Sciences. Students are actively involved with faculty initiatives to improve the health and well-being of the community through health education/promotion.

SCHOOL OF PHARMACY VISION, MISSION, AND VALUES

Vision Statement

We are leaders in the health care community devoted to delivering patient-centered care, fostering pharmacy research, and enhancing the quality of life for all people through the development of accomplished, collegial, and caring pharmacy professionals.

Mission Statement

The University of Maryland Eastern Shore (UMES) School of Pharmacy is dedicated to developing exemplary pharmacy professionals and scholars who are committed to patient-centered care, lifelong learning, discovery, and service for diverse communities of the Delmarva Peninsula, the State of Maryland, and around the world.

Values

We will meet our mission and vision by cultivating collaboration, compassion, cultural proficiency, ethical behavior, and innovation with integrity and respect.

ACCREDITATION DISCLOSURE STATEMENT

The Accreditation Council for Pharmacy Education (ACPE) accredits Doctor of Pharmacy programs offered by Colleges and Schools of Pharmacy in the United States and selected non-US sites. For a Doctor of Pharmacy program offered by a new College or School of Pharmacy, ACPE accreditation involves three steps: Pre-candidate status, Candidate status, and Full accreditation. Pre-candidate accreditation status denotes a developmental program, which is expected to mature in accord with stated plans and within a defined time period. Pre-candidate status is awarded to a new program of a College or School of Pharmacy that has not yet enrolled students in the professional program, and authorizes the College or School to admit its first class. Candidate accreditation status is awarded to a Doctor of Pharmacy program that has students enrolled, but has not yet had a graduating class. Full accreditation is awarded to a program that has met all ACPE standards for accreditation and has graduated its first class. Graduates of a class designated as having Candidate status have the same rights and privileges of those graduates from a fully accredited program, generally including eligibility for licensure. ACPE conveys its decisions to the various boards of pharmacy and makes recommendations in accord with its decisions. It should be noted, however, that decisions concerning eligibility for licensure, by examination or reciprocity, reside with the respective state boards of pharmacy in accordance with their state statutes and administrative rules.

UMES School of Pharmacy Status

The Doctor of Pharmacy program of the University of Maryland Eastern Shore School of Pharmacy was awarded full accreditation on June 26, 2013 by the ACPE Board of Directors.

For more information on the ACPE accreditation process, consult the Office of the Dean at 410-651- 8327 or the Accreditation Council for Pharmacy Education 135 S. LaSalle Street, Suite 4100, Chicago, IL 60603-4810, 312/644-3575; FAX 312/664-4652, web site www.acpe-accredit.org.

SCHOOL OF PHARMACY DIRECTORY
General University Information (410) 651-2200

Office of the Dean

Dr. Sean Vasaitis, Interim Dean for the School of Pharmacy and Health Professions

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Dr. Lynn Lang, Director of Assessment

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Mrs. Pamela Douglas-Oliver, Administrative Assistant, Dean of School of Pharmacy and Health Professions

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Office of Academic Affairs

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Dr. Decola L. Johnson, Director for Experiential Education & Assistant Professor

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Mrs. Diana Calcagno, Experiential Education Coordinator, Experiential Education

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Office of Professional Affairs

Dr. Lana Sherr, Assistant Dean for Professional Affairs and Associate Professor

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Office of Student Affairs & Admissions

Dr. Fred Tejada, Interim Assistant Dean for Student Affairs and Associate Professor

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Mrs. Sharon R. Neal-Horsey, Admissions and Pathway Program Specialist

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Department of Pharmaceutical Sciences

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Mrs. Verne Shaw-Johnson, Administrative Assistant, Pharmaceutical Sciences

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Pharmaceutical Sciences Faculty Directory - [Link](#)

Dr. Jiabing Fan

Dr. Muhammad Delwar Hussain

Dr. Patrice L. Jackson-Ayotunde

Dr. Madan K. Kharel

Dr. Miguel Martin-Caraballo

Dr. Anjan Nan

Dr. Jocelyn Reader

Dr. Mark A. Simmons

Dr. Frederick R. Tejada

Dr. T. Sean Vasaitis

Dr. Bi-Dar Wang

Department of Pharmacy Practice and Administration

Dr. Miriam Purnell, Chair for Pharmacy Practice and Administration and Associate Professor

Program Director, PBC Rural Health Disparities and Social Inequities

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Dr. Rondall Allen
Dr. Lauren Antal
Dr. Omar Attarabeen
Dr. Matthew D. Balish
Dr. Yen H. Dang
Dr. Richard A. DeBenedetto
Dr. Dana R. Fasanella
Dr. Timothy D. Gladwell
Dr. Decola Johnson
Dr. John Jordan
Dr. Michael Miller
Dr. Marie-Therese Oyalowo
Mr. Gregory Shaeffer
Dr. Lana Sherr
Dr. Hoai-An Truong
Dr. Kawanda Williams

Professional Staff Directory - [Link](#)

Mrs. Helen Branch, Information Technology Specialist
Mrs. Diana Calcagno, Experiential Education Coordinator, Experiential Education
Mrs. Pamela Douglas-Oliver, Administrative Assistant, Dean of School of Pharmacy and Health
Dr. Ishraga S. Elsayed, Laboratory Coordinator
Dr. Lynn Lang, Director of Assessment
Mrs. Sharon R. Neal-Horsey, Admissions Coordinator
Ms. Pamela Polk, Administrative Assistant, Pharmacy Practice and Administration
Mrs. Verne Shaw-Johnson, Administrative Assistant, Pharmaceutical Sciences

ADMISSIONS REQUIREMENTS

Applications to the UMES School of Pharmacy are reviewed continuously throughout the admissions cycle until the class is filled. Applicants must submit an application through PharmCAS (Pharmacy College Application System). Once verified, applications are evaluated by the Admissions Committee. Applicants selected to participate in the mandatory interviews and on-campus sessions are notified by email. For tuition purposes, applicants complete a supplemental application to determine their residency status.

The Admissions Committee uses a **holistic process** to evaluate all aspects of an application. In addition to GPAs, the applicant's academic performance, work and community service experience, recommendation letters, leadership and research experience, personal statement, interview performance, and personal and professional attributes are carefully reviewed. The Admissions Committee looks for evidence that the applicant can handle a rigorous 3-year concentrated Doctor of Pharmacy program and has the potential to be an exemplary pharmacy professional and scholar. Applicants are notified of an official admissions decision by email. Applicants accepted to the Doctor of Pharmacy program are required to pay a non-refundable deposit and complete the pre-matriculation requirements. New student orientation begins in early July with classes commencing in mid-July.

PharmCAS Application

All students are required to submit a completed [Pharmacy College Application Service](#) (PharmCAS) application to our program. The PharmCAS application includes:

- a personal statement (outlining interest in pharmacy)
- work and volunteer experiences
- three (3) letters of recommendation (One must be from a science professor. The additional two may be from one of the recommended categories.)
- official transcripts from all accredited universities, colleges, and community colleges previously attended (foreign transcript evaluation, if applicable)

NOTE: The PCAT is not required for admissions. *If you have any questions about whether the PCAT will help your application, contact the Admissions Coordinator at 410-621-2292 or rxstudentaffairs@umes.edu. The Admissions Committee reserves the right to request a PCAT score from any applicant to facilitate the holistic review process. For applicants who take the PCAT, the score report will be considered by the Admissions Committee during their holistic review. The Admissions Committee will consider MCAT or GRE scores for applicants that have attended other graduate or professional programs on a case-by-case basis.*

Pre-requisite Courses

Prerequisite courses can be in progress while applying. However, all prerequisite courses should be completed by the deadline. **For a complete list of pre-requisite courses visit - <https://wwwwcp.umes.edu/pharmd/admissions-requirements/>**

Supplemental Application

All students are required to complete the supplemental application using this [supplemental application](#) link.

The supplemental application includes demographic information and the Maryland Residency form. The residency questions are used to determine your in-state or out-of-state residency status for tuition purposes.

Interview and Campus Sessions

All students are required to complete the admissions interview. Our interview approach is twofold: a virtual interview through the KIRA Talent platform system and an on-campus session. Eligible applicants will be notified by email to take part in the required admissions interview.

Technical Standards: Essential Personal Attributes and Capabilities for Admission, Promotion, and Graduation

The primary goal of the University of Maryland Eastern Shore (UMES) School of Pharmacy is to prepare students for the practice of pharmacy. Doctor of Pharmacy candidates at the UMES School of Pharmacy must be able to perform essential functions that fall into several broad categories. The Admissions Committee uses the following technical standards: Observation, Sensory, Motor Skills; Communication; Intellect; and, Professional, Behavioral, Social Attributes (definitions available at <https://www.wcp.umes.edu/pharmd/technical-standards/>) along with established academic standards to select students with the intelligence, integrity, physical, personal, and emotional attributes necessary to become an effective pharmacist. All students accepted into the UMES School of Pharmacy must meet the academic and technical standards set forth by the college to insure that they will be able to complete all aspects of the curriculum. However, it is recognized that degrees of ability vary among individuals. Students who are unable to meet these technical standards are encouraged prior to application, to discuss his or her disability with the UMES School of Pharmacy Assistant Dean for Student Affairs. UMES is committed to making reasonable accommodations to enable students to complete the course of study leading to the Doctor of Pharmacy degree.

Enrollment Deposit

Applicants accepted to the Doctor of Pharmacy program are required to pay a non-refundable **deposit of \$750 that will hold the applicants' seat.** For applicants who matriculate into the program, the funds will be credited to their student account.

PRE-MATRICULATION REQUIREMENTS

Criminal Background Check (CBC)

All students are required to have a criminal background check (CBC) report on file with the School of Pharmacy (SOP). The criminal background check is performed by Castle Branch, Inc. at the expense of the student. Information on obtaining the initial CBC will be emailed to each student who has accepted an offer of admission with the School of Pharmacy for the incoming class. Please note the following:

- The Criminal Background Check is MANDATORY.
- Information from the CBC must be on file with the School of Pharmacy before the student secures a seat in the class.
- Additional background checks may be required of external institutional partnerships prior to participation in experiential activities. Financial and other responsibilities for these CBCs are the sole responsibility of the student.
- **Admissions offers may be rescinded due to negative information on the CBC.**

Drug Screening Requirement

*Students please carefully read the **SUBSTANCE MISUSE POLICY Form (Appendix 1)** and return the signed form to the Office of Student Affairs (OSA) prior to the first day of orientation.*

Pre-matriculation requirement

All students are required to have a drug screening test on file with the UMES-SOP **prior to the first day of orientation**. The drug screening is performed by Castle Branch, Inc. at the expense of the student. **Applicants with a positive drug screen result may have their offer of admission rescinded.**

Post-matriculation requirement

A current UMES- SOP student with a positive screening for either drugs or alcohol will cease all didactic courses, experiential activities, and any other activities in the program until the positive test can be investigated. In the event of a confirmed positive drug screening (annual or periodic).

- If the student agrees to participate and complete the Maryland Board of Pharmacy Rehabilitation Services Program, OSA will monitor the completion of the program. If the student does not consent to participate, or does not fully comply with the terms of the treatment plan, the student will be **dismissed** from the school.
https://health.maryland.gov/pharmacy/Pages/rehabilitation_information0829-3195.aspx
- Allow individuals to obtain a leave-of-absence for a period of time while they are in the Maryland Board of Pharmacy Rehabilitation Services Program, with guaranteed reentry into the school after their recovery.
- A **second confirmed positive drug** test will result in dismissal from the program with no option for return. In the event of a confirmed positive drug screen, the implicated student may provide documentation from a physician that they are legally taking the drug(s) in question. Students with positive drug screens due to an **active legally prescribed medication(s)** will be cleared to go to or return to the program.

Physical Examination & Immunization Health Requirements

The results of the physical examination and proof of up to date immunization status should be documented on the [UMES Health & Immunization History Form](#), signed by a licensed physician, and uploaded to the Medical Document Manager in Castle Branch, Inc. Instructions for accessing Castle Branch, Inc. will be emailed to each student who has been made an offer for admission. Failure to submit your health and immunization records will affect your ability to matriculate into the program.

Immunizations	Additional Information
Tetanus (TDaP)	within last 10 years
Hepatitis B Series	
Varicella (chickenpox)	2 vaccinations or positive antibody titer (history of disease is not acceptable)
MMR (Measles, Mumps and Rubella)	2 vaccinations or positive antibody titer
PPD (Tuberculosis skin test)	2 step TB skin test (administered 1- 3 weeks apart) within the previous 6 months or QuantiFERON Gold blood test within the last 12 months. Positive results must provide a clear chest x-ray (lab report required) within the last 12 months. PPD is an annual requirement.
Influenza	vaccination administered during the most recent flu season. Influenza vaccine is an annual requirement
Meningitis Vaccine or waiver	if on campus student

Health Insurance

All students are required to have health insurance. Please upload a copy of the back & front of your insurance card to Medical Document Manager in Castle Branch, Inc. Instructions for accessing Castle Branch, Inc. will be emailed to each student who has been made an offer for admission.

Cardiopulmonary Resuscitation (CPR) and Basic Life Support (BLS) Certification

All students are required to have certification in the [American Heart Association Basic Life Support \(BLS\) for Health Care Providers and CPR](#). Certification should be through the American Heart Association. The Maryland Board of Pharmacy requires that this certification be in-person training. The CPR Re-certification is required prior to the start of Advanced Pharmacy Practice Experiences (APPEs) in the third professional year.

COVID-19 Immunization

If you have received prior COVID-19 vaccines, please upload a copy of your vaccination records to Castle Branch prior to orientation. UMES SOP follows the CDC guidelines in recommending that everyone age 6 years and older receive an updated (bivalent) mRNA COVID-19 vaccine, regardless of whether they previously completed their (monovalent) primary series. At this time, UMES SOP does not require an updated mRNA booster COVID-19 vaccine. However, UMES SOP Experiential Education follows site requirements which may require an updated mRNA booster COVID-19 vaccine. These recommendations are subject to change based on guidance from CDC and/or if new COVID-19 related requirements are imposed. The COVID-19 task force will update those requirements as necessary.

Financial Responsibilities

Students must fulfill their financial responsibilities to the University prior to the start of the term. Please see the Financial Information section of this handbook for more information.

Laptop Program

All newly matriculating SP-1 Doctor of Pharmacy students will be required to purchase a laptop computer through the University of Maryland Eastern Shore's Laptop program. During the week of orientation, laptops will be disseminated and a subsequent laptop workshop will follow to train the students on the use of the equipment, including the software relevant to their courses and assessments. Students are required to bring their laptops to class.

Laboratory Safety Training (Conducted during orientation)

The University of Maryland Eastern Shore is required to ensure that the necessary work practices, procedures, and policies are implemented to protect employees and students working in University owned and/or operated laboratories from hazardous chemicals. Hazardous chemical substances, for purposes of this plan, shall be defined as chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic systems and agents which damage the lungs, skin, eyes, or mucous membranes. Chemicals with physical hazards such as flammability and reactivity are also considered hazardous.

The Chemical Hygiene Plan (CHP) developed by the Office of Environmental Health and Safety shall be implemented for all laboratory facilities at the University of Maryland Eastern Shore where hazardous chemicals are handled or used under all of the following conditions:

- (i) chemical manipulations are performed in containers designed to be easily and safely manipulated by one person;
- (ii) multiple chemical procedures or chemicals are used; and demonstrably effective laboratory practices and equipment are available and in common use to minimize the potential for employee and student exposure to hazardous chemicals.

All Student Pharmacists are required to attend and complete the UMES CHP Laboratory Safety Training offered during the week of Orientation. Laboratory Safety Training will be conducted according to OSHA standards of Occupational Exposure to Hazardous Chemicals in Laboratories.

Pharmacy Intern Certificate

Students must be in compliance with the applicable state licensing requirements for a Student Pharmacist Intern in the states where they will participate in the UMES Experiential Education program.

Delaware and Maryland

The states of Delaware and Maryland do not require intern registration for gaining practical experience hours in a school or college pharmacy program.

Virginia

Registration with the Board as a Virginia Pharmacy Intern is required prior to gaining practical experience in Virginia for licensure as a pharmacist. The Certificate of Registration application is available using the link provided below:

☐ <https://www.license.dhp.virginia.gov/apply/>

Students should complete and submit the \$15.00 fee with a credit or debit card, then print the college affidavit form. The college affidavit form must be brought to the orientation program and submitted to the Office of Experiential Education. The college affidavit form will be completed by the school and mailed to the Board of Pharmacy. Once the Board of Pharmacy receives the affidavit form back from University of Maryland Eastern Shore School of Pharmacy, an intern licensure will be issued with an expiration date of December 31st in the year you graduate from Pharmacy school.

Liability/Malpractice Insurance

The School of Pharmacy purchases and maintains professional liability/malpractice insurance for its students for claims and judgments arising out of their activities during the site assignments. Coverage shall be under the group insurance policy purchased by the Maryland State Treasurer for health occupations students of Maryland public higher education institutions.

What is Covered?

Annual coverage is offered from July 1 through June 31 of the following year, for malpractice liability throughout a student's enrollment in the Doctor of Pharmacy program. This includes under the definition of malpractice 'error, omission, or negligence' in the performance of duties as a student in all IPPE and APPE experiential and service learning activities. Students in the Doctor of Pharmacy program are required to carry malpractice insurance throughout their time in the professional program.

What are the Limits of Coverage?

Limits under the group insurance policy purchased by the Maryland State Treasurer for health occupations students of Maryland public higher education institutions are \$1,000,000.00 per incident and \$3,000,000.00 in the aggregate (\$2,000,000.00 per incident and \$6,000,000.00 in the aggregate for sites in Virginia). The pharmacy education program includes all practical experience and service learning programs conducted as a part of the School or University requirements for the Doctor of Pharmacy degree.

HIPAA Certification Training

It is required that all students in the Health Science disciplines complete the Health Insurance Portability and Accountability Act (HIPAA) Privacy and Security trainings. To meet this government mandated requirement, all UMES Student Pharmacists are required to complete the trainings through the online *Pharmacist's Letter* courses "HIPAA & Privacy: A survival Guide to the Law" and "HIPAA & Security: A Survival Guide to the Law", provided courtesy of Walmart Pharmacy. HIPAA Privacy and Security Certification are required for enrollment in any IPPE or APPE.

Universal Precautions Training

All Doctor of Pharmacy students are required to receive Blood Borne Pathogens Training. To meet this requirement, all UMES Student Pharmacists are required to complete the training through the online *Pharmacist's Letter* course "Protecting yourself against blood borne pathogens", provided courtesy of Walmart Pharmacy. Training will include information on the epidemiology, symptoms, and transmission of blood borne pathogen diseases. Universal Precautions Training is required for enrollment in any IPPE or APPE.

UMES SCHOOL OF PHARMACY 2023-2024 ACADEMIC CALENDAR

(All dates are subject to change)

FALL TERM 2023

May 15, 2023 - APPE 1 Begins

June 19, 2023 - APPE 2 Begins

July 5-7, 2023 - New Student Orientation

July 10, 2023 - SP-1 & SP-2 Fall Term Classes Begin

July 21, 2023 - Last day to ADD/DROP required SP-1/SP-2 classes

July 24, 2023 - APPE 3 Begins

August 28, 2023 - APPE 4 Begins

September 4, 2023 - Labor Day (No SP-1/SP-2 Classes)

October 2, 2023 - APPE 5 Begins

October 2-12, 2023 - IPPE III rotations (SP-2)

October 6, 2023 - Last day to ADD/DROP fall term APPEs and SP-2 elective classes

October 26, 2023 - Last Day of Regular Classroom Activities (SP-1)

October 30, 2023 - Reassessment Ends (SP-1)

October 30 - November 17, 2023 - IPPE I/II Block 1 Rotations (SP-1)

October 30 - December 15, 2023 - Extended Learning (SP-1)

November 6, 2023 - APPE 6 Begins

November 16, 2023 - Last Day of Regular Classroom Activities (SP-2)

November 22, 2023 - Reassessment Ends (SP-2)

November 23-24, 2023 - Thanksgiving Break (No SP-1/SP-2 Classes)

November 27 - December 15, 2023 - Extended Learning/Spring electives (SP-2)

December 15, 2023 - Fall Term Ends/Degree Conferral Date

December 15, 2023 Fall Commencement

December 25, 2023-January 1, 2024 - Winter Break (University closed)

SPRING TERM 2024

January 8, 2024 - Spring Term Classes Begin (SP-1 and SP-2)

January 8, 2024 - APPE 7 Begins

January 15, 2024 - Martin Luther King, Jr. Day (No SP-1/SP-2 Classes)

January 19, 2024 - Last day to ADD/DROP required SP-1/SP-2 classes

February 12, 2024 - APPE 8 Begins

March 18, 2024 - APPE 9 Begins

March 18-20, 2024 - Spring Break (No SP-1/SP-2 Classes)

March 29, 2024 - Last day to ADD/DROP spring term APPEs and SP-2 elective classes

April 22 – May 3, 2024 - PHAR799 Professional Seminar (SP-3)

May 9, 2024 - Last Day of Regular Classroom Activities (SP-1/SP-2 Classes)

May 13, 2024 - Reassessment Ends (SP-1 & SP-2)

May 20, 2024 - APPE 1 Begins (Class 2025)

May 13-31, 2024 - IPPE Rotations Block 1 (SP-1)

May 13 - June 14, 2024 - Extended Learning (SP-1/SP-2)

May 16-17, 2024 - Hooding & Awards Ceremony/Spring Commencement (SP-3)

May 27, 2024 - Memorial Day (No SP-1/SP-2 Classes)

June 3 - June 21, 2024 – IPPE Rotations Block 2 (SP-1)

June 21, 2024 - Spring Term Ends/Degree Conferral Date

DOCTOR OF PHARMACY CURRICULUM

The goal of the curriculum in the UMES School of Pharmacy is to offer a professional program which prepares students to acquire the knowledge, and develop the skills and attitudes required to earn the Doctor of Pharmacy degree. These graduates will be capable of delivering contemporary patient-centered care and of providing medication management. Public health, cultural competency, patient safety, evidence-based medicine, and appropriate medication therapy management are emphasized. The graduates will be prepared to meet the requirements for licensure in Maryland, Delaware and Virginia, and to serve the needs of the Delmarva Peninsula. Course Descriptions for the program can be found here: <https://wwwcp.umes.edu/pharmd/course-descriptions/>.

UMES School of Pharmacy Doctor of Pharmacy Curriculum

First Academic Year (SP-1)	Fall Credits	Spring/Sum. Credits
PHAR 530 Pharmaceutics and Biopharmaceutics	4.5	
PHAR 501 Basics of Drug Information and Intro to Pharmacy Profession	1.5	
PHAR 510 Fundamentals of Drug Action and Metabolism	3	
PHAR 511 Genetic Controls of Cell Func., Cell Reprod. and Protein Synthesis	2.5	
PHAR 512 Metabol. of Carbohydrates, Lipids, and Amino Acids	4	
PHAR 523 Endocrine System: Pharm. and Med. Chem.	1.5	
PHAR 540 Pharmacy Administration I – Health Care Delivery	2	
PHAR 550 Pharmaceutical Calculations	2	
PHAR 542 Concepts in Diversity and Communication For The Pharmacist	3	
PHAR 561 Professional Development I	1	
PHAR 571 IPPE I	5	
PHAR 520 Principles of Neurobiology and Neuropharmacology		1
PHAR 525 Neuropharmacology and Medicinal Chemistry		3.5
PHAR 521 CV & Renal: Pharm. and Med. Chem.		2
PHAR 522 GI & GU: Pharm. and Med. Chem.		1
PHAR 513 Hematology and Immunology		4
PHAR 531 Pharmacokinetics		3.5
PHAR 524 Toxicology		1
PHAR 541 Pharmacy Law		1.5
PHAR 514 Biostatistics and Clinical Trial Design		1.5
PHAR 543 Public Health for Pharmacists		2
PHAR 544 Direct Patient Care in Pharmacy Practice		3
PHAR 562 Professional Development II		1
PHAR 572 IPPE II		5
Total SP-1 SCH 60	30	30
Second Academic Year (SP-2)	Fall Credits	Spring Credits
PHAR 630 Sterile Products	1.5	
PHAR 610 PTMM: Principles of Pharmacotherapy	2	
PHAR 614 PTMM: Pulmonology and Ophthalmology	2	
PHAR 611 PTMM: Fluids, Electrolytes and Nephrology	2	
PHAR 612 PTMM: Cardiology	5.5	
PHAR 622 PTMM: Endocrinology and Urology	3	
PHAR 640 Pharmacy Admin II: Management	3	
PHAR 641 Practice of Drug Information and Literature Evaluation	2	
PHAR 661 Professional Development III	1	

PHAR 671 IPPE III	2	
PHAR 624 Integration of Pharmacy Practice I	2.5	
PHAR 650 Top 200 Drugs	1	
PHAR 609 Therapeutics of Self-Care and OTC Products	2	
PHAR 619 PTMM: Neurology		3
PHAR 618 PTMM: Psychiatry		2.5
PHAR 615 PTMM: Gastroenterology		3
PHAR 613 PTMM: Immunology and Rheumatology		3
PHAR 616 PTMM: Infectious Disease I		3
PHAR 617 PTMM: Infectious Disease II		3
PHAR 620 PTMM: Hematology/Oncology		3
PHAR 660 Scientific Writing		1
PHAR 625 Integration of Pharmacy Practice II		2.5
PHAR 662 Professional Development IV		1
PHAR 672 IPPE IV		2
Elective courses*		6
Total SP-2 SCH 62.5	29.5	33

Third Academic Year (SP-3)	Summer/Fall/Spring Credits
Required Advance Practice Pharmacy Experiences-APPEs	
PHAR 700 APPE-Advanced Community Practice	5.0
PHAR 701 APPE-Advanced Institutional Practice	5.0
PHAR 702 APPE- Acute Care	5.0
PHAR 703 APPE- Ambulatory Care	5.0
Elective APPEs (Select 4)*	20.0
APPE Patient Care Elective	
PHAR 711 APPE – Home Infusion	
PHAR 713 APPE – Emergency medicine	
PHAR 714 APPE – Hematology/Oncology	
PHAR 715 APPE – Patient Care	
APPE Systems Elective	
PHAR 704 APPE - Public Health	
PHAR 710 APPE - Drug Information	
PHAR 712 APPE – Management and Leadership	
PHAR 720 APPE – General Elective	
PHAR 795 Transition to the Profession I	0.0
PHAR 796 Transition to the Profession II	0.0
PHAR 799 Professional Seminar	2.0
Total SP-3 SCH 42.0	42.0
Program Total Credit Required Hours	164.5

Abbreviations: IPPE – Introductory Pharmacy Practice Experience, PTMM-Pharmacotherapy and Medication Management, APPE – Advanced Pharmacy Practice Experience, SCH – Semester Credit Hours, CV-Cardiovascular, GI-Gastrointestinal, GU-Genitourinary

*At least one elective must come from each category, patient care and systems.

SP-1 CURRICULUM SCHEDULE

SP-1 Term 1				
PHAR 501 Basics of Drug Information and Introduction to Pharmacy Profession	PHAR 571 IPPE I	PHAR 542 Concepts in Diversity and Communications for Pharmacists	PHAR 561 Professional Development I	PHAR 550 Pharmaceutical Calculations
PHAR 530 Pharmaceutics and Biopharmaceutics				
PHAR 510 Fundamentals of Drug Action and Metabolism				
PHAR 511 Genetic Controls of Cell Function, Cell Reproduction and Protein Synthesis				
PHAR 512 Metabolism of Carbohydrates, Lipids, and Amino Acids				
PHAR 523 Endocrine System: Pharmacology and Medicinal Chemistry				
PHAR 540 Pharmacy Admin I - Heath Care Delivery				
Extended Learning or IPPE rotations				
IPPE Rotations				
Winter Break				
PHAR 520 Principles of Neurobiology and Neuropharmacology	PHAR 572 IPPE II	PHAR 544 Direct Patient Care in Pharmacy Practice	PHAR 562 Professional Development II	PHAR 543 Public Health For Pharmacists
PHAR 525: Neuropharmacology and Medicinal Chemistry				
PHAR 521 Cardiovascular & Renal Systems; Pharmacology and Medicinal Chemistry				
PHAR 522: Gastrointestinal & Genitourinary Pharmacology and Medicinal Chemistry				
PHAR 513 Hematology and Immunology				
PHAR 531 Pharmacokinetics				
PHAR 541 Pharmacy Law				
PHAR 514 Biostatistics and Clinical Trial Design				
PHAR 524 Toxicology				
Extended Learning or IPPE rotations				
IPPE rotations				
Summer Break				

Abbreviations: IPPE – Introductory Pharmacy Practice Experience, PTMM-Pharmacotherapy and Medication Management, APPE – Advanced Pharmacy Practice Experience

SP-2 CURRICULUM SCHEDULE

SP-2 Term 1					
PHAR 640 Pharmacy Admin II - Management	PHAR 650 Top 200 Drugs	PHAR 661 Professional Development III	PHAR 624 Integration of Pharmacy Practice I	PHAR 609 Therapeutics of Self-Care and OTC Products	Didactic Electives
PHAR 610 PTMM: Principles of Pharmacotherapy					
PHAR 614 PTMM: Pulmonology & Ophthalmology					
PHAR 611 PTMM: Fluids, Electrolytes and Nephrology					
PHAR 612 PTMM: Cardiology					
PHAR 671 IPPE III					
PHAR 622 PTMM: Endocrinology & Urology					
PHAR 630 Sterile Products					
PHAR 641 Practice of Drug Information and Literature Evaluation					
Extended Learning and/or Didactic Electives					
Winter Break					
SP-2 Term 2					
PHAR 619 PTMM: Neurology	PHAR 672 IPPE IV	PHAR 660 Scientific Writing	PHAR 662 Professional Development IV	PHAR 625 Integration of Pharmacy Practice II	Didactic Electives
PHAR 618 PTMM: Psychiatry					
PHAR 615 PTMM: Gastroenterology					
PHAR 613 PTMM: Immunology & Rheumatology					
PHAR 616 PTMM: Infectious Disease I					
PHAR 617 PTMM: Infectious Disease II					
PHAR 620 PTMM: Hematology/Oncology					
Extended Learning					
Summer Break and/or APPEs					

Abbreviations: IPPE – Introductory Pharmacy Practice Experience, PTMM-Pharmacotherapy and Medication Management, APPE – Advanced Pharmacy Practice Experience

Example of Two Week Block Schedule

Block Day	SP1 curriculum	SP2 Curriculum
Tuesday	Block Teaching (3 hrs) IPPE Seminar I or II (1 hr) Pharmacy Communications (3 hrs)	Block Teaching (7 hrs)
Wednesday	Block Teaching/Lab (7 hrs)	Integration of Pharmacy Practice (3 hrs) OTC (3 hrs)
Thursday	Block Teaching (4 hrs) Calculations (3 hrs)	Block Teaching (7 hrs) Elective
Friday	Block Teaching (7 hrs)	Block Teaching (7 hrs)
Monday	Block Teaching (4 hrs) Communications (3 hrs)	Block Teaching (2 hrs) Professional Development (2 hrs) Top 200 Drugs (3 hrs)
Tuesday	Block Teaching (2 hrs) Professional Development (2 hrs) IPPE I or II (3 hrs)	Block Teaching (7 hrs)
Wednesday	Block Teaching (3 hrs) Professional Development Seminar (1 hr) Block Teaching (3 hrs)	Integration of Pharmacy Practice (3 hrs) Professional Development Seminar (1 hr) OTC (3 hrs)
Thursday	Block Teaching Day (4 hrs) Optional assessment review	Block Teaching (3 hrs) Optional assessment review
Friday	Summative Assessment, Team Assessment, Faculty review with NP students	Summative Assessment, Team Assessment, Faculty review with NP students
Monday	Reassessment Block Teaching (4 hrs)	Reassessment Block Teaching (3 hrs)

VERIFICATION OF ENROLLMENT AND EXPERIENTIAL EDUCATION HOURS

Written verification of your current or former attendance at the university, degrees earned, experiential education hours, etc., may be supplied to a third party, such as state boards of pharmacy or employers. Providing this information is a joint effort of the Deans' Office, the Associate Dean's Office and the Office of the UMES Registrar. The procedure is:

If you have been given a form that needs to be completed, first complete your part of the form and, if so indicated, sign it. Then submit the form to the Associate Dean or to the Dean's administrative assistant. Scanned forms submitted by email should be sent to the Associate Dean. Specify whether the form should be mailed to a third party or returned to you. Please include any other necessary information such as the name and address of the person or organization to which the information is to be sent. After School of Pharmacy content has been added, if a University seal is required, on-campus students are expected to take their own forms from the Dean's office to the Registrar's office. For alumni and off-campus students, the Dean's office will obtain the University seal. Forms sent directly to the third party are usually mailed from the Dean's office within five (5) working days.

For requests not covered by the above procedure, please contact the Associate Dean of Academic Affairs & Assessment.

COURSE REGISTRATION

Upon receipt of proof of the admissions requirements, the School of Pharmacy Office of Academic Affairs & Assessment will block register all incoming students for the Doctor of Pharmacy program. Returning students will also be block registered for courses. Students are not allowed to register themselves for any School of Pharmacy classes. All requests to make any changes in class registrations must be submitted to the Associate Dean for Academic Affairs & Assessment for approval and processing. Only UMES School of Pharmacy professional or graduate students can be registered for courses within the school.

GENERAL ACADEMIC RULES AND GUIDELINES

(Includes [Curricular Design](#), [Multimedia Recording of Lectures](#), and [Mentoring and Advising](#) Policies)

1. Student attendance in classes is mandatory.
2. Students are required to stay updated on school/class activities by checking email, Canvas, and postal mail on a daily basis.
3. Students are required to follow the Dress Code of the School as an integral part of their training and professionalism.
4. Experiential programs, including introductory and advanced pharmacy practice experiences, will be provided off-campus. The site will most likely be in an area distant from UMES and Princess Anne. Students are responsible for their transportation and possibly for relocation to their assigned site and for their own housing during this period.
5. Each student is assigned to a faculty member for mentoring on academic matters and professional activities. The faculty advisor will serve as the student's first line of communication in addressing academic or professional issues. Additional counseling services are available through the Office of Student Affairs and the resources of the University.
6. A student must complete all graduation requirements to graduate.
7. Students admitted to the professional entry level Doctor of Pharmacy degree program have a maximum of five years from the initial date of entry to complete the program and receive the degree. Requests for exceptions due to unforeseen circumstances (e.g. serious family illness) will be evaluated on a case by case basis.
8. The faculty of the UMES School of Pharmacy reserves the right to revise the curriculum at any time to ensure that students acquire the most current and relevant training possible. If curricular changes become necessary, every effort will be made to apprise students of the changes made and how these changes impact their course of study. In all cases, however, the production of well-prepared graduates will prevail as the dominant concern.
9. The School of Pharmacy will graduate only those students it deems ready to accept morally, ethically, and professionally the practice of pharmacy, and consequently reserves the right to withhold the recommendation for graduation of any student who does not conform to those standards of readiness.
10. Students are required to enroll in and complete courses in sequence, adhering at each level to all prerequisites. No student will be permitted to take courses out of sequence, or enroll in a course without having satisfied the prerequisites.
11. A student may be dismissed from the program, after due process, by reason of conduct unbecoming of a professional student.
12. A student may be dismissed from the program, after due process, due to violations of the UMES School of Pharmacy Academic Progression Policy.

Curricular Design

The University of Maryland Eastern Shore School of Pharmacy does not organize its curriculum in the traditional semesters or quarters. We utilize the “block system” of curricular design, which provides students with the opportunity to study one content intensely and master it without distractions from other subjects. These blocks are assessed on a regularly scheduled basis, usually biweekly, to determine whether or not a student has passed a particular set of competencies. Some courses extend across the term and are assessed accordingly.

Multimedia Recording of Curricular Material

Class sessions may be recorded by the University of Maryland Eastern Shore and the School of Pharmacy (UMES). Any recording in a course is being made by UMES for educational purposes only and will be made available to students registered for this class whenever practical subject to technical limitations. By actively participating in any UMES course, students are consenting to having their images and/or voices recorded. Students who are unwilling to consent to being recorded should take appropriate actions including (but not limited to) avoiding the use of webcams and profile images, keeping all microphones muted, and responding in written rather than oral formats. Class recordings may also be made available for educational purposes for use by students in future class sessions. In these situations, faculty will remove all personally identifiable information from the recordings to the extent feasible. Students are expected to follow appropriate UMES policies and maintain the security of passwords used to access recorded lectures. Recordings may not be reproduced, shared with those not in the class, or uploaded to other online environments. Students are expressly prohibited from recording any class session in whole or in part unless they have been granted an approved disability accommodation by the Office of Equity and Inclusion.

Academic Mentoring and Advising Policy

An important factor in a pharmacy student’s success in a program is the help he or she has available from advising, counseling, mentoring, and the degree to which such services are used. Mentoring, including academic advisement, is provided by all faculty members in the School of Pharmacy. Each student is assigned a faculty advisor during the SP-1 academic year. All students should meet with their faculty advisor at least twice per term to discuss program, academic, and professional/career issues. Faculty advisors are notified regarding a mentee who does not pass a module, at which time faculty advisors should meet with the student to identify reasons for the academic difficulty and recommend an intervention, as deemed necessary. Student adherence to the faculty advisor meeting policy is enforced by the Assistant Dean for Student Affairs. Faculty Advisors also track students’ professionalization requirements and program progression.

STUDENT ASSESSMENT POLICY

UMES School of Pharmacy faculty have identified concrete methods to evaluate student learning through his or her mastery of stated outcomes, execution of clinical rotations, and the ability to pass the State and National boards (See Assessment Program). These assessments are inclusive of formative, summative and comprehensive assessments.

- **Formative Assessment** - Formative assessments are used on a daily or regular basis to allow faculty and students to follow their progress and make necessary adjustments.
- **Summative Assessment** - Summative block (usually bi-weekly) assessments or term-long course assessments, and end of rotation evaluations provide feedback on individual and overall student performance.
- **Comprehensive Exams** - Comprehensive exams, including the Pharmacy Curriculum Outcomes Assessment (PCOA) exam and Objective Structured Clinical Examinations (OSCEs), may be administered during the SP-1, SP-2, and SP-3 years. These exams assess a student's knowledge and skills, and are mapped to the professional outcomes.

Summative Assessment Policy for Term-Long courses or rotations

Due to the unique nature of term-long courses (i.e. longitudinal courses), electives, or experiential rotations, assessment policies may vary from course to course. See individual syllabi or the Experiential Education Manual for summative assessment policies and procedures of term-long courses, electives, or experiential rotations.

Summative Block Assessment Policy

Note: All policies set forth for the assessment apply to the reassessment as well. Any deviation from the Student Assessment Policy and/or the extended learning and Reassessment process must be approved, in writing, by the Associate Dean for Academic Affairs and clearly articulated to students prior to the assessment.

The sequential modules of subject matter are delivered throughout the term. The information studied is usually assessed or tested every two weeks on Friday. The Friday assessment is made up of several components, including the individual assessment and the team assessment. Students who pass the assessment move on to the next module. Those students who do not pass have an opportunity to review and take a reassessment of their subject mastery, which usually occurs on the following Monday. A student who does not pass the reassessment may be allowed to take extended learning after the term. The procedures are listed below.

Percent of Total Point Score

Generally, assessment items derived from each seven hour classroom day should amount to 1-3 one point questions per hour. Regardless of point structure, faculty must ensure that points derived from any one day of classroom time are proportional to the total number of classroom hours included on the assessment (e.g., if an assessment covers 10 days of class time, the number of points derived from each day of class should be approximately 10% of the total number of points on the assessment). Special assignment points may also be included in the total point score. Examples of special assignments may include grades for quizzes, case presentations, essays, graded active learning, etc.

Credit for Team Assessment

Students who participate in the team assessment receive an additional 5% added to their final individual assessment score, provided that the team assessment score is at least 94.5%. If the team score is less than 94.5%, no additional points are credited to the students on that team. Participation in the team assessment is mandatory. Students who do not participate in the team assessment do not receive team points. Any dispute regarding a student's entitlement to additional points as a result of the team exam should be discussed with the course coordinator and faculty assessment team. If the situation is not satisfactorily resolved then the matter is referred to the Associate Dean for Academic Affairs, whose decision shall be final.

Faculty Assessment Leader

For assessments written by more than one faculty member, an Assessment Team Leader will be appointed by the Associate Dean for Academic Affairs to oversee the assessment process.

Standard of Performance

A score of 84.5% constitutes a pass. However, the assessment team leader may reasonably modify the standard, subject with the concurrence of the Associate Dean for Academic Affairs. A score of 94.5% or better is considered honors. A grade of Honors can only be earned on the first assessment attempt.

Time Allotted

The length and complexity of the assessment should be such that students can successfully complete the assessment within a two-hour time frame. Faculty must clearly communicate the time allotted for the assessment to the students prior to the start of the assessment.

A standard schedule for summative assessment of SP-1 and SP-2 students would be as follows:

- 9 am assessment begins.
 - Students with approved disability accommodations who receive extra time for assessments will begin at 8 am.
 - Questions requiring a written response are distributed first, collected, and then multiple choice exams will be administered.
- 11 am assessment ends.
- 10 minute break.
- 11:10 – 12:40 team assessment.
- Exam results are evaluated by the faculty from 12:40-1:30.
- 2 pm scores are posted on Canvas.
- 2:30-4:30 pm Faculty review of exam with students who did not pass the assessment. Use of laptops and/or any multimedia recording device are not permitted during the review. Students cannot remove written copies of questions.

EXAMS ARE NOT RETURNED TO STUDENTS. Any issues students have with questions should be documented in the notes section in Examsoft. Following the posting of grades, students may review the exam with the course coordinator or their designee. **STUDENTS CANNOT RETAIN COPIES OF QUESTIONS.** Students have five (5) business days after grades have been posted to petition a grade related grievance. (See section on GRADE-RELATED GRIEVANCES.)

A standard schedule for reassessment would be as follows for SP-1 and SP-2 students:

- 9 am assessment begins.
 - Students with approved disability accommodations who receive extra time for assessments will begin at 8 am.
 - Questions requiring a written response are distributed first, collected, and then multiple choice exams will be administered.
- 11 am assessment ends.
- 10 minute break.
- 11:10 a.m. –12:00 p.m. faculty review the assessment results
- 12:30 p.m. exam graded and student receives results via Canvas.

Faculty must also clearly communicate to students any changes in the standard schedule for the following times:

- The start time for the team assessment;
- The amount of time allotted for the team assessment;
- The start time for the assessment review;
- The time at which extended learning will begin on the designated extended learning day.

Punctuality

Students are not permitted to enter the assessment room any later than 10 minutes after an assessment, reassessment, or extended learning assessment has begun. Unexcused lateness is considered an excused absence and will result in the student forfeiting participation in that assessment. For the team assessment, failure to be present when the assessment is distributed will result in the student forfeiting his/her additional points.

Seating Arrangements

Faculty reserve the right to designate a pre-arranged seating order. Faculty reserve the right to move students during the assessment. Students may ask to be moved at any time prior to, or during the assessment. Granting of this request is at the discretion of the proctor. Failure to adhere to the assigned seating arrangements may be considered a violation of the assessment policy, resulting in possible referral to the Student Conduct Committee and potential disciplinary action.

Student-Initiated Clarifications during Assessments

Faculty will not answer questions during the assessment. Any clarification or confusion should be noted in the appropriate textbox in Exemplify®. The faculty will take these comments into consideration during the grading process.

Personal Property Permitted On or About Students during Assessments

Only the items clearly designated by the instructor (e.g., personal computer for computer-based exams, charger, mouse, pencil, calculator, charts, and provided scrap paper) are permitted at the desk. Books, notebooks, papers, handouts, and class-related materials, as well as personal items such as laptop

bags/sleeves book bags, cellphones, and purses should not be brought to the assessment room but left at home, or in the student's locker or car.

Computer-based Assessments

All students must receive verification from the proctor that their assessment has successfully uploaded before leaving the testing area. Failure to do so may result in a score of zero on the assessment if it fails to upload. Students who finish a computer-based assessment may be required to close their laptops and sit quietly in the testing room until the end of the assessment period. During team assessments only one computer may be running and in use. All other computers must be turned off and placed away from the team, near the entrance of the room.

Cell-phones and Other Electronic Devices

Cell-phones and any other electronic devices must not be brought to the assessment.

A cell-phone found in the student's possession during the time between the start of the assessment and the end of team assessment will be confiscated. The student will receive an "NP" for the assessment, will be required to reassess, and will not be eligible for team points. Students should inform outside parties (e.g., spouses, children, etc.) before an assessment that, if there is an emergency during the assessment and they need to contact the student, they should call the School of Pharmacy 410-621-2292 and request that a staff employee or faculty member contact the student.

Communications and Breaks

Students may not communicate with anyone (with the exception of the proctors) within the assessment room or anyone outside the assessment room during the assessment. Students may not communicate with anyone from another team during the team assessment.

Restroom breaks are permitted at the discretion of the instructor. If permission is granted, students will sign out on departure from and sign in on return to the lecture hall. Only one student will be allowed to use the restroom at a time. Faculty reserve the right to accompany any student who leaves the assessment room for a restroom break.

Disposition of Completed Assessments

For all assessments, students may request an appointment to review a printout of their exam in the presence of the course coordinator or their designee.

Reassessment

Following each summative block assessment, a day and time is set aside for review and reassessment to determine mastery of the assessment block competencies. In the event that the student is not able to achieve the 84.5% required for passing the reassessment, they will then be required to remediate through "extended learning" at the end of the term. Reassessment and/or extended learning for term-long courses are at the discretion of the course coordinator. Team points, if earned during the block assessment, are applied to the reassessment. Honors cannot be achieved on a reassessment.

POLICY FOR THE DELIVERY OF FALL OR SPRING EXTENDED LEARNING

Note: Any deviation from this policy must be approved in writing by the Associate Dean for Academic Affairs and articulated to the students at least one week prior to the scheduled extended learning. All academic policies regarding attendance, dress code, assessment, etc. apply to the extended learning period unless otherwise noted here.

Extended learning is an abbreviated teaching-learning activity to meet the needs of the students who require additional assistance to achieve competency in a particular subject. The content and format of the extended learning is at the discretion of the faculty. It is offered during the fall or spring term at the discretion of the School of Pharmacy.

Faculty and Student Participation in Extended Learning

Students who do not pass reassessments during the academic term are required to attend scheduled extended learning. Students may be ineligible for extended learning if they have failed more than three (3) reassessments during the preceding term. Students must receive extended learning from every faculty member or a designee who submitted material for the associated assessment.

Scheduling of Extended Learning

Fall extended learning is held during a predetermined period at the end of the Fall term and Spring extended learning is held during a predetermined period in May or June. For each assessment requiring extended learning, the material of that assessment is typically reviewed and assessed over the course of a week. Students are only allowed to participate in one extended learning session in a particular week unless given prior permission from the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs is responsible for scheduling which extended learning session will occur during a particular week.

Scheduling of extended learning within a specific week is coordinated by the Assessment Team Leader for that assessment in conjunction with the faculty who contributed items to the assessment.

Nature of Extended Learning

The extended learning program is not a complete re-teaching of the course, but rather a focused program that may include readings, review of lecture recordings, assignments, practice problems and discussions with the faculty. The extended learning is designed by the faculty for self-study by the student. At the end of the extended learning, the student must demonstrate to the faculty that the academic deficiency has been removed and that the student is now at the same level of understanding and competency as the rest of the class.

The assessment team leader submits an extended learning plan to the appropriate Department Chair for approval and must notify all participating students at least one week prior to the scheduled extended learning period. All faculty must submit questions to the assessment leader in advance of the scheduled assessment. The extended learning assessment is typically scheduled for the Friday of the extended

learning week and assesses all material covered during the block/course. Take-home exams, oral assessments, or homework may not be assigned in lieu of the extended learning assessment.

Point Allocation for Extended Learning Assessment

Total points and point distribution among individual faculty for the extended learning assessment are the same as that used during the regular block assessment. Project, quiz, or CEA points awarded during the assessment and reassessment may be carried over and applied to the extended learning exam at the faculty's discretion. Prior to the start of the extended learning session, the Assessment Team Leader will provide each student with the requirements for passing.

ACADEMIC PROGRESSION

For a student to successfully progress through the program the student must maintain good academic standing and complete required coursework in the appropriate sequence. Failure to successfully progress through the program results in action by the Student Academic Progression Committee regarding a student's standing in the program. The following policies are used to evaluate a student's standing.

Method of Evaluation of Student Progression

Academic progression is determined through regular formative assessments which allow students to gauge their progress and identify weaknesses early. However, it is the regularly scheduled summative assessments (exams) with individual and group components that demonstrate whether a student has passed a particular set of competencies. In addition to the regularly scheduled block assessments and the term-long course assessments, students also may be assessed using a Progression Assessment in their first, second, and third years.

Pharmacy practice experiences are assessed using an online evaluation form. Students have a formative assessment at the midterm and a summative assessment at the end of each rotation.

Students receive credit for each assessment block or term-long course, and pharmacy practice experience. Credit is assigned based on hours spent in class, in lab, or in the practice experience. One credit hour is approximately equivalent to 15 hours spent in a didactic classroom setting or 40 hours spent in an experiential setting. Three laboratory hours are approximately equivalent to one didactic classroom hour.

The UMES School of Pharmacy uses an "Honors"/"Pass"/"No Pass" grading system to determine a student's level of mastery. Among other things, quality points are used to calculate a grade point average (GPA) for purposes of awarding scholarships, assigning class ranking, and determining honors at graduation. Electives, Introductory Pharmacy Practice Experiences (IPPEs), PHAR 795, PHAR 796, and the capstone course (PHAR 799) are not counted in the GPA and are graded using "Satisfactory and Unsatisfactory". The faculty of the UMES School of Pharmacy has established the levels of mastery as indicated below.

H	=	Honors	=	≥94.5%	4.0 quality points
P	=	Pass	=	84.5 - <94.5%	3.0 quality points
NP	=	No Pass	=	<84.5%	0.0 quality points
S	=	Satisfactory	= as	defined by the syllabus	No quality points
U	=	Unsatisfactory	= as	defined by the syllabus	No quality points

Please note that there is no rounding. Course coordinators for longitudinal courses may adjust these grade cutoffs to meet the needs of their individual classes with approval from the Associate Dean for Academic Affairs.

"Honors" (H)

In order to achieve the "Honors" level (designated as "H" on the University Transcript) for a block course, a student must achieve a score of 94.5% or better on the first attempt on the summative assessment. For longitudinal courses, the requirements for an end of term grade of "H" will be designated in the individual course syllabus. The honors level for the APPEs is defined in the course syllabi. The Honors designation is not used in the introductory experiential courses or elective courses.

“Pass” (P)

In order to achieve the “Pass” level (designated as “P” on the University Transcript) in a block course, a student must achieve a score $\geq 84.5\%$ and $<94.5\%$ on the summative assessment. If a student does not achieve at least an 84.5% on any given assessment, then he or she must remediate that portion of the block curriculum at the pre-determined time(s) designated on the School’s curriculum calendar and later be reassessed to achieve a level of 84.5% or better. Those students who are required to attend extended learning must achieve a score of 79.5% or better on the extended learning assessment in order to pass the assessment block. For longitudinal and APPE courses, the requirements for an end of term grade of “H” will be designated in the individual course syllabus.

“Satisfactory” (S)

In order to achieve the “Satisfactory” level (designated as “S” on the University Transcript) in their elective, a student must achieve the passing score set by the course instructor. There is no remediation for electives. A student who receives an **“Unsatisfactory” (U)** in an elective must take an additional elective to fulfill their elective requirements.

In order to receive the “S” level for the experiential rotation component of the curriculum, a student must satisfactorily complete all of the assignments of each pharmacy practice experience and score an average of 3.00 for all outcomes as designated on the pharmacy practice experience. If a student does not successfully achieve an average score of 3.00 for all final outcomes on any rotation, the student must remediate that rotation, be reassessed, and must achieve an average score of 3.00 for all final outcomes. **There is no rounding of experiential education grades.**

“No Pass” (NP) or “Unsatisfactory” (U)

A student who does not achieve a “P” “S” or “H” on an assessment, term-long course or experiential rotation will receive a “NP” or “U” on his or her transcript until the assessment, term-long course or experiential rotation is successfully remediated.

“Incomplete” (I)

Students are expected to complete all requirements of a particular course during the semester in which they are registered. The grade of “I” (incomplete) is to be given only to students whose work in a course has been qualitatively satisfactory, and when because of illness, or other circumstances beyond their control, they have been unable to complete the requirements for the course. The student must request the Incomplete and the instructor is under no obligation to grant the student’s request. Additional information about the university’s incomplete grade policy can be found here: [University Incomplete Grade Policy](#).

“Withdrawal” (W)

Withdrawing from the professional program is discouraged. A student who withdraws from a course or module must **retake** the course during a regularly scheduled offering of the course.

The Withdrawal Period starts the first day of class. A student will be liable for all university charges for that term if they have attended the first official day of class. If a student should withdraw from a module, a “W” (withdrawal) will be reflected on their transcript. To withdraw from a module(s), the student will need the signature of the Associate Dean for Academic Affairs. The form will be forwarded to the University Registrar's office.

Failure to attend classes does not constitute an official withdrawal and will result in a NP grade(s) in the module(s). The effective date for withdrawing from a module(s) is the date the form is filed at the Office of Student Affairs. *YOU MUST WITHDRAW BEFORE THE END OF THE TERM OR YOUR GRADE WILL BECOME AN “NP”.*

Transcripts are updated at the end of each term. Students are encouraged to review their unofficial transcript for accuracy through HawkWeb at the end of every term. Students can request an official copy of their transcript through the regular University procedure: <https://www.umes.edu/Transcripts/Default.aspx>

Academic Honors

Graduation with Honors

Graduates of the UMES School of Pharmacy who excel academically may be eligible for Latin honors (Summa Cum Laude, Magna Cum Laude and Cum Laude). Latin honors criteria for the School of Pharmacy are calculated using the official cumulative grade point averages for all students graduating at the end of the spring term. Graduates who rank in the top 5 percent, 10 percent and 20 percent of graduates and who do not receive the higher level of honor, are eligible to be awarded their degree with Summa Cum Laude, Magna Cum Laude and Cum Laude honors, respectively.

Dean's List

Students whose academic performance is within the top ten percent of the class are placed on the Dean's List after each term.

UMES SOP Elective Policy

A student is required to take a minimum of six (6) credits of electives. Electives must be successfully completed by the end of the SP-2 year. Previous courses taken as a prerequisite or for fulfillment of another degree **cannot** be used to fulfill this elective requirement. No student is allowed to begin SP-3 year rotations until electives have been completed.

A minimum of three (3) credit hours must be UMES SOP electives. Any non-UMES SOP elective is subject to approval by the Associate Dean for Academic Affairs.

Registration for UMES SOP electives follows the procedures of the University and the UMES SOP. Students must satisfy all course prerequisites or receive prior approval from the Associate Dean for Academic Affairs before being registered for any didactic elective course.

Elective courses are graded using a Satisfactory/Unsatisfactory grading system. Reassessment or Extended Learning is not available for electives.

A student may drop an elective before the course starts or during the first 20% of the course. After 20% of the course has been completed the student may receive a “withdrawal” (W) from the course if they are unable to complete the course due to personal circumstances, otherwise they will receive a “U”. The student must fill out the appropriate paper work to receive a withdrawal. The “W” or “U” will remain on their transcript and another elective must be taken to fulfill progression requirements.

Progression to SP-2 Year and SP-3 Year

SP-2 Year Requirement

Prior to starting the SP-2 year, all of the following must be completed:

- 60 credit hours of the SP-1 professional curriculum
 - 50 hours of the didactic curriculum
 - 10 hours of IPPEs
- Successful passage of all progression exam requirements
- Successful completion of all Continuing Professional Development (CPD) program requirements

SP-3 Year Requirement

Prior to starting the SP-3 Rotations, all of the following must be completed:

- 122.5 credit hours of the professional curriculum
 - 102.5 hours professional curriculum
 - Completion of all IPPE hours
 - 6 hours of approved pharmacy electives
- Successful passage of all progression exam requirements
- Required annual PPD (Tuberculosis skin test) on file with Division of Experiential Education
- Required annual physical examination, on file with Division of Experiential Education
- Requisite CPR Training, on file with Division of Experiential Education
- Application for Graduation, on file with the Registrar's Office
- Successful completion of all CPD program requirements
- Rotation requirements (Castle Branch)

Standards for Graduation

To qualify for graduation, a student must have achieved:

- 164.5 credit hours completed
 - 122.5 hours professional curriculum
 - 40 Hours of Advanced Pharmacy Practice Experiences (at least 1500 supervised clock hours)
 - 2 Hours of Professional Seminar completed
- UMES SOP exit survey completed
- Successful completion of all PHAR795 and PHAR796 course requirements
- Successful completion of all CPD program requirements

Other University financial requirements and obligations must also be met.

Academic Standards of Progress for Students with Good Academic Standing

Students are considered to be in good academic standing and performing satisfactorily at UMES School of Pharmacy if they have achieved all of the following:

1. A grade of “Honors” or “Pass” in all attempted assessment blocks.
2. A grade of “Honors”, “Pass”, or “Satisfactory” in all attempted longitudinal courses.
3. Successful completion of all Introductory Pharmacy Practice Experience (IPPE) requirements.
4. A grade of “Honors” or “Pass” in all attempted Advanced Pharmacy Practice Experiences (APPEs).
5. A passing score on all attempted end-of-year assessments or progression exams.

A student who fails to achieve any of these criteria will be considered to have unsatisfactory progress as specified in the following sections.

First Professional Year (SP-1) Students

For SP-1 students, unsatisfactory progress is defined as any of the following:

1. Receiving a “No Pass” (NP) grade on four (4) reassessments during a term
2. Receiving one or more terminal grades of “No Pass” (NP) in any required didactic course
3. Receiving any grade of “Unsatisfactory” (U) in an Introductory Pharmacy Practice Experience (IPPE) course

SP-1 students who receive grades of NP on four or more reassessments or during three extended learning (EL) sessions will be placed on academic probation and will be required to immediately withdraw from the program. They will receive a grade of “Withdrawal” (W) for all registered courses for the term, and their academic status will be withdrawal “not in good academic standing” (See “Consequences of Unsatisfactory Achievement of Academic Standards: Withdrawal “Not in Good Academic Standing”).

All other SP-1 students with unsatisfactory progress will be allowed to complete current the term, and they will receive the final grades for all attempted courses on their transcripts. They will be placed on academic probation, and they will not be able to continue into the second-professional (SP-2) year until they have successfully completed a revised academic plan to remediate the course deficiencies. Fall SP-1 students will be required to withdraw from the program “not in good academic standing” for the subsequent term (See “Consequences of Unsatisfactory Achievement of Academic Standards: Withdrawal “Not in Good Academic Standing”). Spring SP-1 students with unsatisfactory progress who complete the term will not be required to withdraw from the program, but they will be required to remediate any course deficiencies in the subsequent academic year in accordance with their revised academic plan.

SP-1 students who have been withdrawn “not in good academic standing” may be eligible to apply for reinstatement through the Student Academic Progression Committee (See “Conditions for Reinstatement for Students Who Have Withdrawn “Not in Good Academic Standing”).

Second Professional Year (SP-2) Students

For SP-2 students, unsatisfactory progress is defined as described in the sections below:

1. Unsatisfactory Progress During Assessment Blocks

SP-2 students who receive a “No Pass” on one (1) or two (2) extended learning assessments who wish to continue in the program are required to attend the block or portion of the block covered by the assessment the next time it is offered. Such students remain on academic probation as a result of receiving a “No Pass” in extended learning. Progression through the curriculum is determined as part of the terms of probation. Fall SP-2 students who receive a “No Pass” in Extended Learning will have the option to continue with spring term courses, but will not be able to begin APPE rotations until all SP-2 requirements are fulfilled. All other students will be withdrawn from the program until they can successfully complete the block or portion of the block covered by the assessment. (See ‘Consequences of Unsatisfactory Achievement of Academic Standards: Withdrawal “Not in Good Academic Standing”’). In the event that an assessment block that a student needs to retake has been modified and/or is covered by more than one block in a revised curriculum, the Associate Dean for Academic Affairs may require a student to complete and pass more than one assessment block.

SP-2 students are only allowed to repeat a block once after being withdrawn “not in good academic standing” or after receiving a “No Pass” during extended learning. Students who fail to earn a grade of “Honors” or “Pass” in a repeated block will be dismissed from the program (See “Consequences of Unsatisfactory Achievement of Academic Standards: Dismissal”).

2. Unsatisfactory Progress during Longitudinal Courses

SP-2 students who receive a “No Pass” or “Unsatisfactory” on one (1) or more longitudinal courses who wish to continue in the program are required to attend the course the next time it is offered. Such students remain on academic probation as a result of receiving a “No Pass” or “Unsatisfactory” grade. Progression through the curriculum is determined as part of the terms of probation. Fall SP-2 students who receive a “No Pass” in a longitudinal course will have the option to continue with spring term courses, but will not be able to begin APPE rotations until all SP-2 requirements are fulfilled. All other students will be withdrawn from the program until they can successfully complete the course. (See “Consequences of Unsatisfactory Achievement of

Academic Standards: Withdrawal “Not in Good Academic Standing”).

SP-2 students are only allowed to repeat a longitudinal course once after receiving a grade of “No Pass” or “Unsatisfactory”. Students who fail to earn a grade of “Honors”, “Pass”, or “Satisfactory” in a repeated longitudinal course will be dismissed from the program (See “Consequences of Unsatisfactory Achievement of Academic Standards: Dismissal”).

3. Unsatisfactory Progress during Introductory Pharmacy Practice Experiences (IPPEs)

SP-2 students must successfully complete all IPPE requirements during the second academic year of the curriculum in order to advance to SP-3 status. Consequently, an SP-2 student who receives a grade of “Unsatisfactory” (U) on an IPPE must repeat the course the next time it is offered and may not be assigned to SP-3 pharmacy practice experiences until all SP-2 IPPE objectives are met. SP-2 students are only allowed to repeat an IPPE once after receiving a grade of U. Failure to receive a grade of “Satisfactory” (S) on a repeated IPPE will result in dismissal from the program with no eligibility for reinstatement (See “Consequences of Unsatisfactory Achievement of Academic Standards: Dismissal”).

SP-2 students who have been withdrawn “not in good academic standing” may be eligible to apply for reinstatement through the Student Academic Progression Committee (See “Conditions for Reinstatement for Students Who Have Withdrawn “Not in Good Academic Standing”).

Third Professional Year (SP-3) Students

For SP-3 students, unsatisfactory progress is defined as described in the sections below:

1. Unsatisfactory Progress during Advanced Pharmacy Practice Experiences (APPEs)

In order to graduate, each SP-3 student must successfully complete all eight (8) APPEs with a grade of “Pass” or “Honors”. If a student earns a “No Pass”, he/she is referred to the Assistant Dean/ Director of Experiential Education and Student Academic Progression Committee. The Committees, in consultation with the advisor, consider student and preceptor factors in order to develop a student-specific remediation plan. A written remediation plan is created to help the student achieve the competencies (address deficiencies) and may involve targeted experiences, repeat of the APPE with a faculty member, and/ or other appropriate action. Required APPEs will be repeated with the same course number, but at a different site. Elective APPEs may be remediated by substituting a different Elective APPE. Students who receive a second “No Pass” in their APPEs will be dismissed from the program (See “Consequences of Unsatisfactory Achievement of Academic Standards: Dismissal”). Existing school policies and procedures are followed for appeals for a “No Pass” of an APPE.

2. Unsatisfactory Progress during Longitudinal Courses

SP-3 students who receive a “No Pass” or “Unsatisfactory” on one (1) or more longitudinal courses who wish to continue in the program are required to attend the course the next time it is offered. Such students remain on academic probation as a result of receiving a “No Pass” or “Unsatisfactory” grade. Progression through the curriculum is determined as part of the terms of probation. **SP-3 students are only allowed to repeat a longitudinal course once after receiving a grade of “No Pass” or “Unsatisfactory”. Students who fail to earn**

a grade of “Honors”, “Pass”, or “Satisfactory” in a repeated longitudinal course will be dismissed from the program (See “Consequences of Unsatisfactory Achievement of Academic Standards: Dismissal”).

3. Unsatisfactory Progress on End-of-Year Assessments or Progression Exams

An SP-3 student who exhibits unsatisfactory progress by failing to demonstrate at least the minimum level of proficiency as defined by the faculty on an end-of-year or progression exam will be placed on probation (See “Consequences of Unsatisfactory Achievement of Academic Standards: Probation”) and will be required to meet with the Student Academic Progression Committee (SAPC). The SAPC will evaluate the reasons for the identified academic deficiencies, and will make recommendations to the Associate Dean for Academic Affairs (ADAA) regarding possible remediation requirements. The ADAA will review the recommendations from the SAPC, and will make a final decision on the terms and conditions required for the student to return to good academic standing. The student will be notified of this decision by university email. Failure of the student to satisfy the terms and conditions of the decision letter may result in additional consequences up to and including dismissal from the program (See “Consequences of Unsatisfactory Achievement of Academic Standards: Dismissal”).

CONSEQUENCES OF UNSATISFACTORY ACHIEVEMENT OF ACADEMIC STANDARDS

Probation

The Associate Dean for Academic Affairs will place a student who exhibits unsatisfactory or deficient academic performance on probation. This is an early warning system to encourage the student to take remedial action to improve their academic performance. The student is encouraged to limit extracurricular activities such as work. The student will remain on academic probation until the academic deficiency has been successfully corrected.

Students on probation are required to satisfy and comply with the terms and/or conditions of their probation. The terms of probation will be specified in a written document, including:

1. A statement outlining the area of deficiency,
2. A statement reiterating the School's Withdrawal Policy, and
3. The terms and conditions for returning to good academic standards.

This document will be delivered by e-mail. A copy of the letter will be submitted to the Dean, Assistant Dean for Student Affairs, Assistant Dean of Experiential Education, the Chair of the Student Academic Progression Committee, and the faculty advisor.

Students who are placed on academic probation will receive a revised academic plan from the School of Pharmacy Office of Academic Affairs. The revised academic plan will provide the terms of the students' updated catalog requirements based on the curriculum in effect at the time, along with the requirements for the student to return to good academic standing. As a condition of the academic probation, students must acknowledge and agree that they may be subject to substantial modifications in their program requirements as specified in the revised academic plan. In situations involving substantial modifications to the existing curriculum, the Associate Dean for Academic Affairs in consultation with the School of Pharmacy Curriculum Committee and the faculty may allow the student to apply course substitutions in order to receive credit towards the revised graduation requirements.

A student will be removed from academic probation once he/she has successfully corrected all academic deficiencies and complied with the terms of the probation letter and the revised academic plan. During academic probation a student is required to meet regularly with either the Associate Dean for Academic Affairs, Assistant Dean for Student Affairs, Assistant Dean of Experiential Education, and/or faculty advisor. **Students who fail to satisfy the terms and conditions of their probation may be subject to additional consequences up to and including dismissal from the program.**

Withdrawal “Not in Good Academic Standing”

Attendance at the School is a privilege granted in consideration of specified levels of performance and of maintaining the established standards of scholarship and professional conduct. The Dean of the UMES School of Pharmacy reserves the right to require withdrawal of a student at any time he/ she deems necessary to safeguard the school's standards of scholarship, conduct, and orderly operation. The student concedes this right by act of matriculation. As stated in the Student Academic Progression Policies and Procedures above, students who have made unsatisfactory progress may be required to withdraw from the program “not in good academic standing”. This includes students who receive “No Pass” on four (4) reassessments or who receive “No Pass” or “Unsatisfactory” on one (1) or more courses or extended learning assessments during the term. Students who leave the School without completing the established withdrawal procedure within 30 days will automatically be dismissed from the University and will not be considered for reinstatement.

Dismissal

As stated in the Student Academic Progression Policies and Procedures above, students who receive a “No Pass” or “Unsatisfactory” in a repeated course/block or a second “No Pass” in their APPEs will be dismissed from the program. Students may also be dismissed for failure to satisfy the terms and conditions of probation or other decision letter from the Associate Dean for Academic Affairs. Students who are dismissed from the program will not be eligible for reinstatement.

Conditions for Reinstatement for Students Who Have Withdrawn “Not in Good Academic Standing”

Students who have been withdrawn “not in good academic standing” may be eligible to apply for reinstatement. Requests for reinstatement should be submitted to the School of Pharmacy Office of Academic Affairs & Assessment by February for the fall term and September for the spring term. All petitioners are required to fill out the UMES SOP Application for Reinstatement and provide requested documentation. The Office of Academic Affairs will forward these documents to the SOP Student Academic Progression Committee for review. The committee will then send its recommendation to the Associate Dean for Academic Affairs, who will make a final decision on reinstatement. That decision will be communicated to the petitioner, the Assistant Dean for Student Affairs, and Dean. If reinstatement is granted, the Office of Academic Affairs will forward the Application for Reinstatement and supporting documentation to the UMES Registrar. Students who have been dismissed from the program will not be eligible for reinstatement.

Students who are approved for reinstatement will receive a revised academic plan from the School of Pharmacy Office of Academic Affairs. The revised academic plan will provide the terms of the students’ updated catalog requirements based on the curriculum in effect at the time, along with the requirements for the student to return to good academic standing. As a condition of reinstatement, students must acknowledge and agree that they may be subject to substantial modifications in their program requirements as specified in the revised academic plan. In situations involving substantial modifications to the existing curriculum, the

Associate Dean for Academic Affairs in consultation with the School of Pharmacy Curriculum Committee and the faculty may allow the student to apply course substitutions in order to receive credit towards the revised graduation requirements.

APPEALS OF ACADEMIC PROBATION, WITHDRAWAL "Not In Good Academic Standing", and DISMISSAL DECISIONS

If a student feels that an assessment has been evaluated unfairly or in error, he/she should follow the academic [grade-related grievance policy](#).

Appeals of Academic Probation, Withdrawal "Not In Good Academic Standing", and Dismissal Decisions

If a student feels he/she has been treated unfairly in a matter involving Academic Probation, Withdrawal "Not in Good Academic Standing", Dismissal Decisions, he/she may appeal that decision to the Dean. The basis for appeal to the Dean must be one of the following:

1. A substantial mistake of fact occurred
2. A fundamental misinterpretation of official policies is evident
3. A significant procedural error took place.

An appeal shall be requested by the student in writing, within five (5) business days following the date the student has received the decision letter. All appeals to the Dean or his/her designee should be delivered in person or by email. The Dean or his/her designee shall consider the appeal and render his/her decision within five (5) business days. If the decision cannot be made within five (5) business days due to extenuating circumstances (including but not limited to illness, seeking legal counsel, or request for additional information), such delay will be documented in a letter that will be sent to the student and the time extended accordingly. In such cases, all reasonable efforts will be made to expedite the process to reach a final decision. The Dean or his/her designee shall communicate this decision in writing to the student, the advisor, the Associate Dean for Academic Affairs, the Assistant Dean for Student Affairs, the Assistant Dean of Experiential Education and the Chairs of the Student Conduct Committee and the Student Academic Progression Committee. **The decision of the Dean or his/her designee shall be final.**

LEAVE OF ABSENCE AND VOLUNTARY WITHDRAWAL

Leave of Absence

A student may request a leave of absence due to occurrence of medical problem(s), serious personal problems, or pregnancy. Students requesting a leave of absence must apply in writing to the Assistant Dean for Student Affairs. In the event of a medical problem, the request must be accompanied by a letter from a physician describing the nature of the disability for which the leave is requested and the estimated length of time needed for recovery. The Assistant Dean for Student Affairs shall determine whether or not the leave is to be granted and the terms and conditions under which the student may return to school. It is the student's responsibility to keep the Assistant Dean for Student Affairs informed of any change of address or circumstances while on a leave of absence. If the student will not return within the semester, it may be necessary for the student to complete a withdrawal form. Leaves of absence may be extended to a maximum of 2 years.

Voluntary Withdrawal

Application for voluntary withdrawal from the School must be made in writing to the Assistant Dean for Student Affairs. Except in rare and special circumstances, the application will be accompanied by a personal interview with a member of the School of Pharmacy's administrative team. Every effort should be made by the student to assure that no misunderstandings or errors occur in the withdrawal process. Following notification by the student and the personal interview, the Assistant Dean for Student Affairs will provide the student with the forms necessary to process the official withdrawal. A student, who leaves the School without notifying the Office of Student Affairs and completing the established withdrawal procedures within 30 days, will automatically be terminated from the University and will not be considered for re-admission at a later date. Withdrawal is not complete until the required forms are signed by the student, the Assistant Dean for Student Affairs, Dean, the University Office of Academic Affairs, and the University Registrar. This form is available in the Office for Student Affairs.

PROFESSIONALISM POLICY

Purpose of Policy & Role of the Student Conduct Committee

According to the Merriam-Webster dictionary, professionalism is defined as the conduct, aims, or qualities that characterize or mark a profession or a person exhibiting courteous, conscientious or business-like mannerism. Since 1989, the USA Today/Gallup Poll has ranked pharmacists among the top 10 most trusted professionals. Therefore, this professionalism policy seeks to enforce behavior that will produce pharmacists who can be counted among the nation's most trusted professionals.

UMES School of Pharmacy supports the [University Student Conduct Code](#). As members of the UMES community and future health care practitioners, students are expected to uphold these fundamental values including honor, personal and academic integrity, justice, freedom, leadership, civility, and loyalty to the University. Students are also to respect diversity, spirituality, and personal and property rights of others. We have established this professionalism policy, which forms the model of conduct for student members of our academic community. Consistent with the University, the School of Pharmacy is an academic community. Its fundamental purpose is the pursuit of knowledge. Like all other communities, the school will function properly only if its members (faculty, students and staff) adhere to clearly established goals and values. Essential to the fundamental purpose of the school is the commitment to the principles of truth and academic honesty, and the University Code of Conduct. Accordingly, the professionalism policy is designed to ensure that the principles of academic honesty lie with the student. It also addresses e-professionalism, professional attire and attendance.

All UMES pharmacy students share the following responsibilities: to read, become acquainted with, and adhere to the School of Pharmacy professionalism policy and the University Student Conduct Code; to respect personal and property rights of others, and to act in a responsible manner at all times, on or off campus; to protect and foster the intellectual, academic, research, cultural, and social missions of the university; and, to observe the laws of local, state and federal government agencies.

Student Pharmacist Code of Conduct

The University of Maryland Eastern Shore claims certain foundational principles of values upon which its entire existence stands. All students at the University of Maryland Eastern Shore have the duty to observe and uphold and accept these values as the [code of conduct](#). These include:

- honor, personal and professional academic integrity
- commitment to attendance and punctuality
- respect for diversity, spirituality, and personal and property rights of others
- justice, freedom, leadership, civility
- loyalty to the University

These values serve as the model of conduct for Student Pharmacists both within our academic community and at experiential practice sites. Furthermore, Student Pharmacists are subject to the same level of conduct as all University of Maryland Eastern Shore students; students residing in university housing are subject to the rules for all students who reside in university housing. Any infractions of these rules will be handled by the UMES Judicial Board. All students are encouraged to study the sections concerning these violations in the [University Student Handbook](#).

In addition, Pharmacy program students shall **NOT**:

1. Fail to conform his/her conduct to the ethical and moral standards of the pharmacy profession as articulated in the Student Pharmacist Pledge of Professionalism and Clinical Code of Conduct.
2. Intentionally make misrepresentation on a resume or curriculum vitae concerning class rank, grades, academic honors, student organization involvement, work experience, or any other matter relevant to job placement.
3. Purposely furnish false information.
4. Engage in disruptive behavior in class.
5. Violate the School of Pharmacy attendance policy.
6. Violate the Dress code policy.
7. Demonstrate inappropriate or disrespectful behavior toward fellow students, faculty, staff, preceptors, staff/employees at pharmacy practice sites or other community organizations.
8. Engage in inappropriate or disrespectful interaction with patients.
9. Unauthorized use or removal of prescription or nonprescription drugs, devices, or confidential information from the experiential practice sites.
10. Perpetrate any form of theft, forgery, falsification, or fraudulent use of university or experiential practice site property.
11. Willfully conceal or misrepresent information material to an investigation of an alleged violation of this Professionalism Policy when the information is sought by the Student Conduct Committee, faculty, Dean, or the Dean's designee.
12. Engage in the use and distribution of illegal drugs*.

**Please become familiar with the UMES [Alcohol and Drug Abuse Policy](#).*

Student Pharmacist Pledge of Professionalism

A Pledge of Professionalism Oath is conducted at the White Coat Ceremony during the week of Orientation. This Pledge embodies the Professional Code of Conduct for Student Pharmacists. The pledge reads:

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

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

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

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

Support my colleagues by actively encouraging personal commitment to the Oath of Maimonides and a Code of Ethics as set forth by the profession

Incorporate into my life and practice, dedication to excellence. This will require an ongoing reassessment of personal and professional values.

Maintain the highest ideals and professional attributes to ensure and facilitate the covenantal relationship required of the pharmaceutical care giver.

The profession of pharmacy is one that demands adherence to a set of rigid ethical standards. These high ideals are necessary to ensure the quality of care extended to the patients I serve. As a student of pharmacy, I believe this does not start with graduation; rather, it begins with my membership in this professional college community. Therefore, I solemnly swear to uphold these standards as I advance toward full membership in the profession of pharmacy.”

Clinical Code of Conduct Policy

The Assistant Dean of Experiential Education or designee will be charged with the responsibility of promptly investigating alleged infractions of this code. All cases will require documentation of the findings on an encounter form and/or the submission of an intervention form to the Student Conduct Committee Chair in a timely manner.

The following code of conduct will guide the ethical behavior in hospitals, community pharmacies, research and production facilities, and various rotation sites included as advanced pharmacy practice experiences. We feel that the magnitude of our responsibility as healthcare professionals necessitates the establishment of the highest standards of professional conduct.

Respect and Concern for the Welfare of Patients

The Student Pharmacist will:

- Treat patients and their families with respect and dignity both in their presence and in discussions with others
- Recognize when one's ability to function effectively is compromised and ask for relief or help.
- Recognize the limits of student involvement in the medical care of a patient and seek supervision or advice before acting when necessary.
- Not use alcohol or illicit drugs in a manner that could compromise themselves or patient care.

Respect for the Rights of Others

The Student Pharmacist will:

- Deal with professional, staff and peer members of the health care team in a considerate manner and with a spirit of cooperation.
- Act with an egalitarian spirit toward all persons encountered in a professional capacity regardless of race, religion, gender, sexual preference, age, national origin, physical disability, marital status, political affiliation, or socioeconomic status.
- Respect the patient's modesty and privacy.

Trustworthiness

The Student Pharmacist will:

- Be truthful in communication to others.
- Maintain confidentiality of patient information.
- Admit errors and not knowingly mislead others to promote one's self at the expense of the patient.
- Identify one's self as a student pharmacist and not represent himself/herself as a pharmacist, physician, physician's assistant, or other health professional.
- Accurately acknowledge the sources for all information reported. Failure to do so will be considered plagiarism.

Responsibility and Sense of Duty

The Student Pharmacist will:

- Participate responsibly in patient care or research to the best of his or her ability and with the appropriate supervision.
- Undertake clinical duties and persevere until they are complete.
- Notify the responsible person if something interferes with his or her ability to perform clinical or academic tasks effectively.

Professional Demeanor

The Student Pharmacist will:

- Maintain a neat and clean appearance, and dress in attire according to the Preceptor Experiential Education Manual.
- Be thoughtful and professional when interacting with patients and families.
- Strive to maintain composure during times of fatigue, professional stress, or personal problems.
- Avoid offensive language, gestures, or inappropriate remarks.

NOTE: The above standards of clinical conduct are based on the Code of Conduct for Duke University Medical Students and have been adapted to meet the individual needs of the School of Pharmacy at the University of Maryland Eastern Shore.

E-Professionalism Policy

Even though sources of ethical principles may differ, the Professional Student Conduct Code includes an e-professionalism policy which stipulates that faculty and staff will not permit students access to the employee's **personal** e-mail, social networking sites (e.g. Facebook, twitter), webpage, blogs, or any other internet or world wide web based communicative networks. Because LinkedIn® is a professional networking site, faculty and staff may permit student access to their LinkedIn® profile.

Your email, blogs, Webpages, social networking sites (e.g. Twitter, Facebook) and all other internet or world wide web based communicative networks are as much a part of your professional image as the clothes you wear. Therefore all students in the Doctor of Pharmacy program are expected to demonstrate high standards of professional behavior in all educational settings, including classrooms and laboratories, professional and clinical sites, and in non-educational settings, including the internet, e-mail and other forms of electronic media.

ATTENDANCE POLICY

Attendance is required at all scheduled instructional periods and all scheduled assessments, reassessment, and extended learning periods.

Absence from Instructional Periods

Attendance and promptness is expected for all scheduled classes. A student is responsible for all covered material and should notify a faculty member if they are unable to attend. Classroom activities and participation are considered an important part of the teaching-learning process. **The faculty is not obligated to make-up missed activities.**

Leaving an open laptop at your seat for an extended period, giving the appearance of being in attendance while not actually in attendance, is a violation of the attendance policy. Such violations may be reported to the Student Conduct Committee.

The UMES SOP has adopted a 'no fault' absentee policy. 'No fault' means that normally all absences are equal regardless of the reason, no questions asked. Attendance can be taken at any time during the day, and may also be taken multiple times during a day. If a student is not present when the photo is taken, he/she will be marked absent. Tardiness is considered an absence. If a student has more than five (5) absences in a two week assessment period, the student will not be able to assess or reassess without providing approved documentation for the absences. An assessment period starts the first class after an assessment and ends the day before the next assessment. If an extended illness requires a student to be absent for more than five (5) days, documentation from a health care provider must be provided for the absence for all days out, including the initial five (5) days. Any other absences that might cause a student to miss more than five (5) days must be approved by the Assistant Dean for Student Affairs, in writing one week in advance for a scheduled event or prior to the fourth absence for an emergency event. Professional meetings attended on behalf of UMES SOP are not counted as an absence, providing the Assistant Dean for Student Affairs has received the absence documentation form and documentation a minimum of a week in advance, and they are approved. The student should also contact the teaching faculty. Absence documentation forms can be obtained from the School of Pharmacy Portal or from the Student Affairs Office.

Students with prolonged illnesses or other personal issues that result in multiple absences should consult with the Assistant Dean for Student Affairs regarding taking a leave of absence.

Absences will be documented using the university's learning management system or comparable application. Absences will be noted within 24 hours of the absence. Students and their advisors may check the number of accumulated absences at any time.

In addition, a student may not have more than eight days absent in a given term. At nine absences, the student will be referred to Assistant Dean for Student Affairs. If the student cannot produce official documentation to the Assistant Dean for Student Affairs to substantiate the absences, the student will be referred to the Student Conduct Committee. If the student has additional undocumented absences after meeting with the Assistant Dean for Student Affairs, it will result in a referral to the Student Conduct Committee.

*Falsification of documentations is considered a violation of the School's Code of Conduct and will result in disciplinary action up to and including expulsion.

Attendance penalties for absence are expected to be included in the term-long or elective courses. A clear policy will be outlined in the individual syllabus.

Absence from Assessment, Reassessment, and Remediation Periods

A student who must miss an exam due to illness must contact the course coordinator by email and/or voicemail (preferably before the exam or as soon as possible), seek treatment from a health-care provider, and provide documentation of the illness from the health care provider. By starting an exam, a student affirms that he/she is well enough to take the exam, and the exam will count in the student's grading. Requests for make-up exams for reasons other than illness must be approved by the course coordinator in writing, prior to the original exam date.

If an absence from a scheduled assessment or reassessment is documented with a doctor's note, the student will be assessed using a different assessment instrument at a time set by the Director of Assessment. Because the student could not participate in the team assessment, the student will not be entitled to receive team points on any makeup assessment.

Working with the student, the Director of Assessment should arrange for the student to take the assessment as soon as possible following the student's return to school. Every effort should be made to schedule the makeup assessment so that it does not jeopardize the student's performance on other scheduled assessments. The date and time of the makeup assessment will be communicated to the Associate Dean for Academic Affairs and may or may not be scheduled for regular school hours.

The student should make up the assessment and/or reassessment before the next regularly scheduled summative block assessment. Failure to do so will result in an assignment of "No Pass" and the student will be required to attend a scheduled extended learning period.

Attendance at Experiential Activities

Attendance is required at all scheduled experiential rotations. Students are required to abide by the attendance policies outlined in the Experiential Education Manual.

Class Start Time, Assessment Start Time, and Class Hours

The stated class hours for the didactic portion of the curriculum are from 8:00 a.m. to 5:00 p.m. In observance of these posted times, students and all faculty who are scheduled to teach will be expected to be present at 8:00 a.m., except when otherwise approved by the curriculum committee and the faculty. This does not necessarily mean that faculty have no flexibility and must always begin lecturing at 8:00 a.m. Faculty have the latitude to allow students to study in their groups or work on special projects; however, that time must be defined and structured, and faculty should be available to assist and facilitate students in their learning. Students will not be allowed "time off", "comp time" or time to complete assignments intended as "homework," or be off-campus during these class days unless approved by the curriculum committee and faculty as part of the block plan/syllabus, and the block plan/syllabus has been distributed to students in

writing no later than the first day of the block. Special or makeup sessions may be scheduled outside the 8-5 time slot subsequent to approval by the Associate Dean for Academic Affairs. Students will be notified in advance if this scheduling is required.

Similarly, assessments are scheduled to begin at 8:00 or 9:00 a.m. Start times for the team assessment and assessment review will be clearly communicated to the students prior to the start of the assessment. Times for reassessments must be set and communicated to students prior to students' receiving their results on the original assessment day in accordance with the Assessment Policy. The scheduled dates for assessments and reassessments are set prior to the beginning of the academic year. These dates are communicated to students in writing. Any deviations from this policy must be approved in advance by the Associate Dean for Academic Affairs or his/her designee.

DRESS CODE POLICY

Students entering through the doors of the UMES School of Pharmacy (SOP) are on their way to reaping the benefits afforded to all health care professionals by society. In return for these benefits and prestige, society has developed elevated expectations of professional behavior for health care professionals. These expectations include competence, integrity, a caring attitude, and an engaging affect. The public also expects their health care professionals to maintain high standards of language, communication skills, hygiene, and professional attire.

In today's health care system, the concept of pharmaceutical care has introduced pharmacists as health care professionals. Pharmacists are assuming a greater responsibility and a more active role in maintaining the health of the population they serve. Image alone will not assure the desired excellence in pharmaceutical care. As a representative of the School of Pharmacy, a student's personal appearance is an extension of the School and will, to some degree, determine how customers, patients, and colleagues view the student, the program, and the profession of pharmacy.

The following standards for attire apply to all students enrolled in the UMES SOP. These standards shall be followed during all hours in which the School is open to the public (generally 8:00 A.M. to 5:00 P.M., Monday through Friday) and covers any School of Pharmacy facility.

Conservatism and discretion are key determinants of professional attire which goes hand in hand with portraying a professional image, therefore *business casual* is the *minimum standard* appropriate attire expected of students during the two didactic years of the Doctor of Pharmacy Program (*see UMES School of Pharmacy Experiential Education Manual for the experiential activities in the two didactic years and the third year dress code for the Doctor of Pharmacy Program*). The School of Pharmacy has established a business casual dress code to allow our students to work and study comfortably in the classroom, laboratory and experiential settings, as well as project a professional image for their customers/patients, potential employers, and school visitors.

Casual clothing is not suitable for the Doctor of Pharmacy program except during assessment days; therefore, these guidelines will help you determine what is appropriate to wear to class, laboratory or experiential sites. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests are *not appropriate* for a professional appearance in the School of Pharmacy. Clothing that reveals cleavage, your back, your chest, your feet, your stomach or your underwear is *not appropriate* for the school. Torn, dirty, or frayed clothing is *unacceptable*. Any clothing that has words, terms, or pictures that may be offensive to other students, faculty or staff is *unacceptable*.

Students are encouraged to dress in appropriate attire as a future health care professional. Even in a business casual school environment, *clothing shall be pressed and never wrinkled*. All seams must be finished.

Guide to Business Casual Dressing for the School of Pharmacy

In addition to the above guidelines, a more specific overview of appropriate business casual attire is being provided below. Items that are not appropriate for the office are listed, too. Both lists are all-inclusive and both are open to change. The lists tell you what is generally acceptable as business casual attire and what is generally not acceptable as business casual attire.

No dress code can cover all contingencies so students must exert a certain amount of judgment in their choice of clothing to wear to the program. If you experience uncertainty about acceptable, professional business casual attire for the program, please ask the Assistant Deans for Student Affairs or Experiential Education.

Slacks, Pants, and Suit Pants

Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants, dressy Capri, and nice looking dress synthetic pants are acceptable. Inappropriate slacks or pants include jeans (pants which contain rivets), sweatpants, athletic pants, Bermuda shorts, short shorts, shorts, bib overalls, leggings, and any spandex or other form-fitting pants people wear for biking or exercise. Pants must be worn properly at the hips. No student shall dress in a way that his/her underwear is partially or totally exposed and proper undergarments shall be worn.

Skirts, Dresses, and Skirted Suits

Casual dresses and skirts, and skirts that are split at or below the knee are acceptable. Dress and skirt length shall be no shorter than one inch above the knee (when standing). Short, tight skirts that ride halfway up the thigh are inappropriate for the program. Mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the program.

Shirts, Tops, Blouses, and Jackets

Casual/dress shirts (for males, shirts must have a collar), sweaters, tops, tailored blouses, golf-type shirts, and turtlenecks are acceptable attire for the program. Most suit jackets or sport jackets are also acceptable attire for the program. Inappropriate attire for the program includes tank tops, midriff tops, spaghetti straps, tube tops, swim tops, shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans, halter-tops, tops with bare shoulders, hoodies, sweatshirts and articles of fleece, and t-shirts unless worn under another blouse, shirt, jacket, or dress. Additionally, students should wear professional lab coats with name tags during school related health fairs and campus activities.

Shoes and Footwear

Conservative athletic or walking shoes, oxfords, loafers, clogs, boots, flats, dress heels, and leather deck-type shoes are acceptable for the program and shall be clean and in good condition. Flashy athletic shoes, thongs, flip-flops, slippers, platforms, work boots, hiking boots, and any non-dress shoe with an open toe are not acceptable in the program. Shoes made of canvas are also not acceptable. Closed toe and closed heel shoes are required in laboratories. Socks/hosiery shall be worn at experiential sites.

Hats and Head Covering

Hats, caps, and other head gear may not be worn in the building halls aforementioned during the hours that the dress code is in effect. Only headgear worn for bona fide religious purposes or to honor cultural tradition is permissible.

General Personal Care Standards

Adequate precautions shall be taken to maintain good personal hygiene. These precautions include regular bathing, use of deodorants and regular dental hygiene.

Hair Maintenance

Hair shall be neatly groomed and clean, styled off the face and out of the eyes. Hair longer than shoulder length shall be secured during close contact with patients (e.g., physical assessment procedures). Hair may not be dyed any unnatural hair colors (e.g., green, blue, purple). Spiked hair, including but not limited to faux hawks and Mohawks, is not allowed. Plats, braids, cornrows, and twists shall be neatly groomed and maintained. Hair ornaments shall be moderate and in good taste. Beards and mustaches shall be clean and well groomed.

Cologne, Perfume or Aftershave

The use of cologne, perfumes, body sprays, scented body lotions or aftershave shall be used with restraint. It is not recommended in the patient care setting due to patient allergies and sensitivities.

Cosmetics

Cosmetics shall be applied in good taste and moderation.

Skin

No tattoos or body piercings are allowed to be visible (other than earrings).

Nail Maintenance

Nails shall be well groomed, manicured and of short to medium length that will not interfere with the duties of a pharmacist (e.g., dispensing prescriptions, compounding in the laboratory, making IVs, to facilitate patient care activities).

Jewelry

Jewelry and accessories shall be non-distracting and in good taste, with limited visible body piercing. Gauges or stretchers are not appropriate. Males are not permitted to wear earrings.

Dress-down Casual Days

At certain times the Dean or designated member of the Executive Council may declare a dress- down day. Clothing should be in good condition, not torn or worn out. On such days, the guidelines for Business Casual found above remain in effect except that jeans, t-shirts and sweatshirts may be worn. All other restrictions pertaining to casual clothes still apply. The prohibition of potentially offensive words and logos continues, as does the prohibition of tank-tops, shorts and flip-flops.

After Hours and Weekend Attire

Students shall dress neatly and maintain good personal hygiene at all times while on the University campus, or representing the School in off campus activities. Care shall be taken not to wear clothing that might be deemed inappropriate for a professional.

There will be activities in specific laboratories and patient areas in which the instructors or institutional policy supersedes this policy.

Any medical conditions that inhibit adherence shall be discussed with the Assistant Dean for Student Affairs and the Assistant Dean of Experiential Education.

Please note that, special clothing/dress may be required for special activities, including but not limited to: (1) laboratory activities (2) hospital clinical activities (3) volunteerism programs and (4) other professional experiences. The instructors, deans, directors, and/or coordinators will inform students of these special clothing requirements.

PROFESSIONALISM POLICY VIOLATIONS & STUDENT CONDUCT PROCEDURES

The Professionalism Policy includes standards for academic, non-academic, and clinical behavior. The Professionalism policy represents general standards of behavior and illustrates ideals for which to strive; however, specific infractions reported by students, preceptors or faculty will be investigated with respect to both the magnitude and chronicity of incidents considered. It should also be understood that these general standards may not afford guidance in every conceivable situation or anticipate every possible infraction.

Academic Dishonesty

Alleged violations of the Pharmacy School Professionalism Policy involving academic dishonesty such as falsification, collusion, plagiarism or cheating will be resolved through the proceedings of the School of Pharmacy Student Conduct Committee (SCC). Complaints can be made confidentially. Every effort should be made to maintain the confidentiality of all the members involved in the alleged incident. However, if a full hearing is warranted, the accused will have the opportunity to review the evidence against them including information about witnesses involved in the case. Faculty, preceptors and staff who become aware of academic dishonesty may choose to first counsel that student. However, in all cases the incident should be documented and submitted to the Office of Student Affairs for inclusion in the student's file. If the issue is not resolved, the student should be told that he/she is being referred to the student to the SCC.

The Student Conduct committee serves as a hearing board for violations of the School of Pharmacy Professionalism Policy. The SCC will make recommendations to the Associate Dean of the School of Pharmacy. The Associate Dean will then notify the student in writing of actions concerning alleged violations. A record of disciplinary action normally is maintained by the Office of Student Affairs until the student graduates or leaves the School of Pharmacy. Students may examine the contents of their file by appointment with the Assistant Dean for Student Affairs.

One of the objectives of the School of Pharmacy is to promote the highest standards of professionalism among its students. The integrity of work performed is the cornerstone of professionalism. Acts of falsification, cheating, and plagiarism are acts of academic dishonesty, which show a failure of integrity and a violation of our educational objectives; these acts will not be accepted or tolerated. The following definitions and guidelines describe violations related to academic dishonesty.

1. **Plagiarism** as a form of cheating is unacceptable. Plagiarism is the act of presenting as one's own creation works actually created by others. Plagiarism consists of:
 - a. taking ideas from a source without clearly giving proper reference that identifies the original source of the ideas and distinguishes them from one's own;
 - b. quoting indirectly or paraphrasing material taken from a source without clearly giving proper reference that identifies the original source and distinguishes the paraphrased material from one's own compositions;
 - c. quoting directly or exactly copying material from a source without giving proper reference or otherwise presenting the copied material as one's own creation.

2. **Falsification** is unacceptable. Falsification includes but is not limited to:

- a. creating false records of academic achievement;
- b. altering or forging records;
- c. misusing, altering, forging, falsifying or transferring to another person, without proper authorization, any academic record;
- d. conspiring or inducing others to forge or alter academic records.

3. **Cheating** is also unacceptable. Cheating includes but is not limited to:

- a. giving answers to others in a test situation without permission of the tester;
- b. taking or receiving answers from others in a test situation without permission of the tester;
- c. having possession of test materials without permission;
- d. taking, giving, or receiving test materials prior to tests without permission;
- e. having someone else take a test or complete one's assignment;
- f. submitting as one's own work, work done by someone else;
- g. permitting someone else to submit one's work under that person's name;
- h. falsifying research data or other research material;
- i. copying, with or without permission, any works, (e.g., essays, short stories, poems, etc.), from a computer hard drive or discs and presenting them as one's own.

4. **Collusion** is also unacceptable. Collusion includes but is not limited to:

- a. completing any portion of an assignment, report, project, experiment or exam for another student;
- b. claiming as their own work any portion of an assignment, report, project, experiment or exam that was completed by another student, even with that other student's knowledge and consent;
- c. providing information about an exam (or portions of an exam) to another student without the authorization of the instructor;
- d. seeking or accepting information provided about an exam (or portions of an exam) from another student without the authorization of the instructor.

Non-academic Violations of the Professionalism Policy (e.g. Dress Code, Attendance Policy)

Non-academic issues such as dress code or attendance policy violations may be resolved through the Office of Student Affairs. The Assistant Dean for Student Affairs can refer students to the SCC for repeated or severe non-academic violations of the professionalism policy. Inappropriate professional or personal behavior includes, but is not limited to the following: excessive absence or disruptive behavior in class; inappropriate or disrespectful behavior toward fellow students, faculty, staff, preceptors, or staff/employees at pharmacy practice sites; inappropriate or disrespectful interaction with patients; and, unprofessional dress, language, or conduct as defined by the School or the respective pharmacy practice sites.

Attendance Policy Violations

The Office of Academic Affairs monitors the attendance of students during instructional periods for modular block courses. Students with more than 8 absences, as outlined in the Attendance policy, will be referred to the Assistant Dean for Student Affairs. If the student has more than 8 absences after all documentation is considered, the student will be placed on probation by the Associate Dean for Academic Affairs and required to complete 8 hours of community service for each absence beyond 8 absences. Students with continued willful infractions while on probation may be referred to the SCC for additional sanctions including, but not limited to, suspension or expulsion.

Dress Code Violations and other Non-academic Violations

Students are to adhere to the dress code policy during school hours (8:00 AM-5:00 PM). Exceptions (e.g. dress down days) are permitted and students should follow the guidelines outlined in the dress code policy. Students may report dress code and other non-academic violations of other students to faculty, preceptors, or staff.

Once aware of the violation, faculty, preceptors and staff may choose to first counsel the accused student. The student may be asked to leave the class if the behavior is disruptive, sent home to change into appropriate attire, or referred to the Assistant Dean for Student Affairs. However, in all cases the incident should be documented and submitted to the Student Conduct Chair and the Office of Student Affairs for inclusion in the student's file. Minor non-academic violations will generally be resolved through the Office of Student Affairs. However, both the Student Conduct Chair and the Assistant Dean for Student Affairs can refer students to the SCC for repeated or severe non-academic violations of the professionalism policy. The Assistant Dean will refer students with three or more incidents of non-academic violations to the SCC.

Reporting and Investigating Misconduct

Any individual may report alleged academic or personal/professional non-academic misconduct of School of Pharmacy student(s). This report should be made to either a School of Pharmacy faculty, staff or administrator. The faculty, staff, or administrator notified of the allegation(s) will then forward the Student Intervention form and any dated notes to describe the situation to the SCC Chair, or designee, as soon as possible but not exceeding five (5) business days. Whenever possible, the person to whom the report is made will inform the student of the alleged misconduct and that the matter will be forwarded to the SCC Chair to be considered for a preliminary hearing. The SCC Chair will forward a copy of the Student Intervention form to the Student Affairs office. Every effort should be made to maintain confidentiality in these discussions.

An investigation or appropriate action will be completed by the SCC Chair, or designee, and if necessary, a preliminary hearing will be scheduled within fifteen (15) business days of receiving the intervention form from the reporting faculty, staff, or administrator. Whenever possible, the documentation of the alleged misconduct should include a personal interview with the accused student(s), witness(es) and professor(s) involved. If investigation is not possible within fifteen (15) business days because the accused student, witnesses, and/or principle faculty involved are not available (out of town, ill, etc.) such delay will be documented in a letter that is sent to the student, and the investigation time extended accordingly. After an investigation of the allegation(s), the following options are available for resolution of the initial complaint:

1. If it is determined that there is insufficient evidence to support the allegation(s), no disciplinary action will be taken. However, a letter stating this finding will be forwarded via e-mail to the Office of Student Affairs and placed in the student's file. A copy of this letter will be sent, via email, to the student.
2. If there is enough evidence to further pursue the allegations, the case will be referred to the SCC and a preliminary hearing will be held. At the preliminary hearing the SCC may take the following steps:
 - I. Dismiss the case, or
 - II. Request additional investigation, and/or
 - III. Refer the case for a full hearing after finding sufficient evidence to support the allegation(s). The Committee shall vote on whether the preliminary findings warrant a full hearing by a simple majority vote.

Full Hearing

The full hearing should be held within fifteen (15) business days after the preliminary hearing. Once a case has been referred for a full hearing, the Chair of the SCC will send an e-mail notifying the student and witnesses of the hearing date, time, and location at least five (5) business days prior to the hearing. The SCC Chair will also send the student, via e-mail, a letter specifying the allegations that will be considered by the committee. This letter should also inform the student of his/her rights to solicit advice and to offer witnesses to support his/her position. The student is requested to sign a copy acknowledging receipt and understanding of the letter and return it to the SCC Administrative Assistant. The Office of Student Affairs as well as the student's faculty advisor will receive a copy of the letter.

During the full hearing the accused student(s) shall meet with the Committee and be informed of the allegations and afforded an opportunity to defend him/herself. The accused student does have the right to solicit advice and to offer witnesses to support his/her position. If the accused student fails to appear before the committee, the student waives the rights for an appeal. All sessions of the Committee will be closed to all individuals except those immediately concerned in the case. No attorney shall be present, as this is not a court of law. All persons present at the proceedings shall be bound to disclose no more than the Committee does in its official report on the case. Revelation of such details will be considered a violation of the right to privacy of the students involved. Only one witness at a time shall be allowed in the room for testimonies. **All testimony given in the full hearing is recorded via written notes and/or voice recording devices.**

Rights of the Accused

1. The accused (charged) with a violation shall have the right to meet with the Committee and be informed of the allegations and afforded an opportunity to defend him/herself. If the accused student fails to appear before the committee, the student waives the rights for an appeal.
2. The accused shall be provided, prior to the hearing, with the names of witnesses whom the Chair of the SCC has asked to appear at the hearing. In preparation for the hearing, the student may notify and consult his academic advisor/mentor and the office of student affairs. The accused will be made aware that any intent of witness intimidation, retaliation or harassment will be treated as a violation of student conduct and will be subjected to further investigation.
3. The accused shall be afforded an opportunity to question witnesses in accordance with the rules.
4. The accused shall have the right to review all materials prior to the hearing.
5. The accused shall be afforded an opportunity to present evidence in accordance with the rules. The accused student does have the right to solicit advice and to offer witnesses to support his/her position.
6. The accused student will be informed that influencing or trying to influence the hearing by providing false evidence, falsifying evidence, counseling or inducing witnesses to testify falsely, or offering improper inducements to testify is absolutely prohibited and failure of the accused to comply will be treated as a separate conduct violation subjected to further investigation.
7. The accused may remain silent or testify during the formal hearing (silence will not be used against the accused in any way).
8. The accused shall have the right to appeal any recommended sanctions under the provisions for filing appeals. However, students who admit to being guilty of the accusation(s) or waive their right to a hearing, forfeit their right to appeal the decision/sanction or outcome of their hearing.

The Committee may allow introduction of evidence other than testimony of witnesses provided that the evidence is relevant to the question before the Committee on any matter. The Committee may consider any evidence, including hearsay evidence that it determines is probative, relevant, or material to the case. The Committee shall set rules for the conduct of all cases and all arrangements connected with the taking of evidence.

Decision by the Committee will be based solely on a preponderance of the evidence presented during the hearing. Time frames for instigation of hearings and proceedings may be altered if circumstances warrant.

Deliberation

Deliberation of the Committee shall take place in private and remain confidential. Voting on decisions of guilt shall be by a simple majority vote. If the Committee determines that the student was in violation of the Professionalism Policies, it will consider and recommend an appropriate action (a partial list of sanctions is described under the Academic Standards, Policies and Procedures heading, Consequences of Unsatisfactory Achievement of Academic and/or Professional Standards subheading, and also under the heading Possible Sanctions below). The Committee will reach a decision and make a recommendation to the Associate Dean for Academic Affairs. The recommendation letter sent to the Associate Dean for Academic Affairs will not contain the student's name or personal identifiers.

Potential Sanctions

Disciplinary actions against a student found guilty of violating the professionalism policy will range from disciplinary warnings to expulsion. Potential sanctions are listed below under the section **DISCIPLINARY ACTIONS FOR UNSATISFACTORY ACHIEVEMENT OF PROFESSIONAL STANDARDS**.

Factors that influence sanctions may include disciplinary history, type of offense, intention and motivation for behavior, aggravating and extenuating circumstances, sanctioning precedent, impact on the university, profession, individual student and general community. Examples of possible sanctions include warnings or written reprimands, educational programs, presentations to the SCC on a topic relevant to the offense, repeat assignment, reduced grade, failing grade for course, probation, community service, suspension and/or expulsion from the program. The nature and seriousness of the sanctions will increase for students showing a constant pattern of violation of the Professionalism Policy. Students placed on probation should expect that any further violations of the Professionalism Policy within the probationary period shall result in more severe disciplinary action, which may include suspension or expulsion from the University.

Notification of Decision

The Associate Dean for Academic Affairs, or designee, may uphold, reject or modify any penalty recommended by the Committee. A letter from the Office of Academic Affairs will serve as the official notice of judgment and sentence. The student should be notified of the Associate Dean's decision within ten (10) business days after the full hearing. If the decision cannot be made within 10 business days due to extenuating

circumstances (including but not limited to illness, seeking legal counsel, or request for additional information), such delay will be documented in a letter that will be sent to the student and the time extended accordingly. In such cases, all reasonable efforts will be made to expedite the process to reach a final decision. The Dean of the School of Pharmacy and Health Professions, through the appeals process, may uphold, reject or modify any prior decision.

Timeline for Student Conduct Process

Event	Max days to complete	Max days from Incident
Incident Occurs		0
Incident Reported to SCC Chair	5	5
Preliminary Hearing	15	20
Full Hearing	15	35
Notification of Decision	10	45

DISCIPLINARY ACTIONS FOR UNSATISFACTORY ACHIEVEMENT OF PROFESSIONAL STANDARDS

Academic Sanction

Any student who is found guilty of cheating will receive a grade of “NP” for the course. Depending on the circumstances, additional academic or disciplinary sanctions may be applied.

Educational/Developmental Sanctions

A student found to be in violation of the professionalism policy may receive an educational sanction. An educational sanction is intended to engage the student in a positive learning experience related to the student’s inappropriate behavior. An educational sanction may include, but are not limited to: (1) warning or reprimand; (2) performing community service on and/or off campus; (3) attending programs or workshops at the student’s own expense; (4) writing a paper or making a presentation, and if applicable, (5) obtaining counseling.

Probation

A student who exhibits inappropriate professional conduct can be placed on probation. Probation will be imposed for a specific time period, during which a student is expected to show a positive change in behavior, including no repeat offence. Students on probation are required to satisfy and comply with the terms and/or conditions of their probation. A student who is placed on probation as the result of a conduct decision will be prohibited from holding a leadership role in any School of Pharmacy organization or committee and may be precluded from serving as a tutor until the end of the probation period.

The Assistant Dean for Student Affairs shall be responsible for monitoring the student’s progress toward meeting the terms of probation. Once the student has satisfied the terms of probation, the Assistant Dean for Student Affairs shall communicate to the Associate Dean for Academic Affairs that the student be reinstated to non-probationary status. **If a student does not fulfill the terms and conditions of his/ her probation, further disciplinary action such as suspension or expulsion from the program may be taken.**

Suspension

Suspension of a student is a serious action and is only considered in situations such as persistent professional or personal misconduct or that may constitute an imminent danger to the program and the institution. During the imposed suspension, the student is prohibited from attending or participating in any instructional sessions (either in the classroom or on experiential rotations) or any School or University events that are not open to the general public.

Following the suspension period, the student may petition the Associate Dean for Academic Affairs in writing, to allow him/her to return. The Associate Dean shall consider the request and notify the student and the administrative officers, in writing, of the exact date and conditions under which his/her status is reinstated. It is expected that if the student is reinstated, he/she will make every effort to rectify any prior misconduct and exhibit an irreproachable behavior in the future. If the

petition for reinstatement is rejected, the Associate Dean for Academic Affairs (or his/her designee) should inform the official expulsion date of the student.

Expulsion

Expulsion of a student will be considered in situations such as persistent professional or personal misconduct or that may constitute an imminent danger to the program and the institution. The UMES School of Pharmacy reserves the right to expel a student at any time in order to safeguard the School's standards of scholarship, professional and personal conduct, and orderly operation. At any time, the Dean of the UMES School of Pharmacy reserves the right to expel a student engaged in actions which threaten or endanger, in any way, the personal safety and/or well-being of self or other, or which disrupt or significantly interfere with the orderly operation of the School. A student who is expelled may not be reinstated under any circumstances.

APPEALS OF DISCIPLINARY ACTIONS

Appeals of disciplinary actions for violations of professionalism policy

The student found guilty of violating the professionalism policy may appeal the decision of the Associate Dean for Academic Affairs (or his/her designee) to the Dean of the School of Pharmacy and Health Professions (or his/her designee). However, students who enter a plea of “guilty,” or waive their right to a hearing will forfeit their right to appeal the decision/sanction or outcome of their hearing except in the case of an appeal based solely on procedural issues.

An appeal shall be requested by the student in writing, within five (5) business days following the date the student has received the decision letter from the Associate Dean for Academic Affairs (or his/her designee). All appeals to the Dean should be delivered in person or by email. The Dean (or his/her designee) shall consider the appeal and render his/her decision within five (5) business days. If the decision cannot be made within five (5) business days due to extenuating circumstances (including but not limited to illness, seeking legal counsel, or request for additional information), such delay will be documented in a letter that will be sent to the student and the time extended accordingly. In such cases, all reasonable efforts will be made to expedite the process to reach a final decision. The Dean (or his/her designee) shall communicate this decision in writing to the student, the advisor, the Associate Dean for Academic Affairs, the Assistant Dean for Student Affairs, the Assistant Dean of Experiential Education and the Chair of the Student Conduct Committee. **The decision of the Dean (or his/her designee) shall be final.**

The basis for appeal to the Dean must be one of the following criteria:

1. A substantial mistake of fact occurred.
2. A fundamental misinterpretation of official policies is evident.
3. A significant procedural error took place.

The Dean of the School of Pharmacy and Health Professions (or his/her designee) may uphold, modify OR reject the appeal based on the above criteria.

STUDENT RIGHTS

Once enrolled for classes, a relationship based upon mutual respect is established between the student and other members of the University community. Faculty and staff see students within many contexts, and students have rights and responsibilities within those contexts.

In the Classroom

A student who enrolls in a class has the following rights to:

- Know the instructor's goals and the content of the course
- Know from the beginning of the class the instructor's expectations and grading methods,
- Be evaluated on the materials of the course and not on extraneous matter; and
- Consult with the instructor outside of the classroom on matters relating to the course.

A student enrolled in a course has the corresponding responsibility to observe the standards of academic performance defined by the instructor which are designed to ensure the freedom to teach and the freedom to learn.

Outside the Classroom

Students have the right to services provided by teaching and nonteaching faculty and classified staff, including such services as academic advising, counseling, the sharing of information and clarification of University policies and procedures. Faculty and staff are expected to be sensitive to student needs and to offer assistance. However, due to the size and complexity of the University, students have a responsibility to initiate requests for service.

STUDENT GRADE RELATED & NON-GRADE RELATED GRIEVANCE POLICY AND PROCEDURES

The University of Maryland Eastern Shore's School of Pharmacy espouses the philosophy that student grievances are best resolved informally through meaningful dialogue between the individuals involved. The School believes that most student grievances can be satisfactorily resolved in this manner.

The student grievance procedures are designed to give aggrieved students a process by which they may express substantive complaints with immunity from disciplinary action or retaliation about actions, inactions or alleged unfair treatment, which they believe discriminate on the basis of race, sex, color, religion, national origin, age, sexual orientation, marital status, or handicap.

The grievance procedure shall not be used to question a rule, policy, or procedure established by an authorized faculty or administrative body. Rather, a person or persons shall use this procedure for a hearing and due process if they believe that a rule, policy, or procedure has been applied in an unfair or inequitable manner, or that there has been unfair or improper treatment.

For procedural purposes grievances are classified as either **Grade-Related or Non-Grade-Related**. Student grievances may be associated with academic life (e.g. teaching, testing, advising, etc.) or they may be associated with some aspect of campus life (e.g. work experience, co-curricular programs and activities). For a student to have a grievance addressed, he or she **must follow** the procedures and timelines outlined below. While students are permitted to appeal at various stages of the process, the basis for appeal to the Dean must be one of the following:

1. A substantial mistake of fact occurred.
2. A fundamental misinterpretation of official policies is evident.
3. A significant procedural error took place.

The decision of the Dean is final, and there shall be no further appeal.

GRADE-RELATED GRIEVANCES

Matters related to grading disputes shall include issues regarding grades awarded or processes by which grades are determined. Professionalism is expected at all stages of the process. The appeal process **must** always begin with a written, dated, signed appeal (if e-mail it must be from the student's UMES e-mail account) to the course coordinator. The student is also encouraged to meet with his or her faculty advisor and may do so at any point in the process. The course coordinator (or his/her designee) will review the appeal and send a decision to the student within 5 business days. If the appeal is denied, the student may continue the grievance process by providing a written, dated, signed appeal statement to the Associate Dean for Academic Affairs describing the specifics of the grievance within **thirteen (13) business days** following the posting of the grade being disputed. Non-written complaints or written complaints received after this deadline will not be accepted. A student seeking to appeal a grade should seek a solution through the following procedure by entering an initial appeal to the Course Coordinator and proceeding in the stated order of the following table:

Appeal Step	Maximum number of business days in each step of the appeals process
1. Student submits appeal to course coordinator [^]	5
2. Course Coordinator rules on the appeal (first appeal level) [*]	5
3. Student submits appeal to Associate Dean for Academic Affairs ^{^#}	3
4. Associate Dean for Academic Affairs rules on the appeal (second appeal level)	5
5. Student submits appeal to the Dean ^{^+}	3
6. Dean rules on the appeal (final appeal level)	5
[^] If the person responsible for receiving the appeal is not available, another faculty member or administrator may be designated by that person or by the Dean to function in his/her stead. [*] The course coordinator collaborates with the faculty who taught the material in determining the ruling. [#] Appeal in writing to the Associate Dean may be as soon as the Course Coordinator has ruled but must be within 13 business days of grade posting. ⁺ Appeal in writing to the Dean may be as soon as the Associate Dean has ruled but must be within 19 business days of grade posting.	

NON-GRADE-RELATED GRIEVANCES

Consulting with the Faculty Member(s) or Staff Involved

The student shall first attempt to resolve the grievance with the faculty member(s) or staff involved **within five (5) working days** following the occurrence of the incident. The student is also encouraged to meet with his or her faculty advisor at any point in the grievance process. If the student and the faculty member(s)/staff involved in the matter cannot resolve the grievance, the student shall consult with the chair or immediate supervisor of the appropriate department within **ten (10) working days** following the occurrence of the incident.

Consulting with the Appropriate Department Chair or Immediate Supervisor

If the student and department chair/immediate supervisor cannot resolve the grievance, the student must submit a written, signed statement to the Assistant Dean for Student Affairs describing the specifics of the grievance within **fifteen (15) working days** following the occurrence of the incident. Non-written complaints or written complaints received after this deadline may not be accepted.

Consulting with the Assistant Dean for Student Affairs

After receipt of the written complaint, the Assistant Dean for Student Affairs will provide a copy of the complaint with the personnel involved and they will be given an opportunity to respond in writing no later than five (5) working days. In the event that the issue is still not resolved, the written complaint and personnel response will be taken to the personnel's immediate supervisor. The immediate supervisor will then respond in writing with a resolution. If the student does not accept that resolution, the Assistant Dean

for Student Affairs will meet with the student in a timely manner, hear the grievance, and respond in writing with a resolution. In the event a resolution still cannot be achieved, the Assistant Dean for Student Affairs will convene a grievance panel in a timely manner.

Convening of a Grievance Panel

The Assistant Dean will convene a grievance panel consisting of three members of the faculty and two students who are not directly involved with the grievance. The grievance panel will elect a chair and schedule a hearing to take place no sooner than three (3) working days and not later than ten (10) working days after its formation. Prior to the hearing, the Assistant Dean for Student Affairs will meet with the grievance panel to review the student's written statement and all relevant background data.

Grievance Hearing

The student will be notified by the Assistant Dean for Student Affairs or the Chair of the grievance panel in advance of the date, time and place of the hearing by his or her UMES Hawk Web email account. The hearing shall be conducted in private. Witnesses will be admitted for testimony only and then asked to leave. Testimony will be audio recorded, but the final deliberation of the panel will not be recorded.

The student bringing the grievance must appear in person, make an oral statement, and answer questions from the panel. The student may, at his or her option, have one person present during the hearing (not legal counsel). This person may not address the panel, speak on behalf of the student, question witnesses, or otherwise actively participate in the hearing. The student may question all witnesses brought before the panel but shall not be present during panel deliberations.

The panel will make its determination of whether or not the grievance is justified based upon the evidence presented and make its recommendation in writing to the Assistant Dean by the end of the next working day. The student will be notified in a timely manner in writing, by the Assistant Dean, of the panel's determination.

Appeal of Panel's Determination

Within seven (7) working days of the receipt of the Assistant Dean's notification by the student, he/she may appeal the panel's determination, in writing, to the Dean. The **only** bases for appeal are that a substantial mistake of fact occurred, a fundamental misrepresentation of official policies is evident, or a significant procedural defect took place. If the student appeals the panel's determination, the panel will reconvene and review the student's contentions in a timely manner. The panel will make its determination regarding the appeal and make its recommendation in writing to the Dean by the end of the next working day.

Final Decision by the Dean

No later than seven (7) business days after receipt of the recommendation of the panel, the Dean will make a final decision regarding the matter. The student shall be notified in a timely manner in writing of the Dean's decision. The decision of the Dean is final, and there shall be no further appeal.

Quick Reference Non-Grade-Related Grievances

(At any point in the process the student may meet with his/her faculty advisor)

1. Meet with Faculty Member(s)/staff involved; if not resolved →
2. Meet with Department Chair/Immediate Supervisor; if not resolved →
3. Student makes written statement to Assistant Dean for Student Affairs
4. Assistant Dean meets with the personnel involved, and personnel will respond in writing with a resolution; if not resolved →
5. Assistant Dean meets with the Department Chair/Immediate Supervisor, and he or she will respond in writing with a resolution; if not resolved →
6. Assistant Dean meets with student regarding the grievance and responds in writing with a resolution; if not resolved →
7. Assistant Dean forms Grievance Panel
8. Student notified of hearing
9. Grievance Panel conducts hearing
10. Grievance Panel makes recommendation to Assistant Dean
11. Student notified of results by Assistant Dean; if not resolved →
12. Student may appeal Panel decision
13. Dean makes final decision

PLEASE NOTE: The final authority rests with the Dean of the School of Pharmacy for both Non-Grade-Related and Grade-Related grievances. At each level, the individual receiving student grievance will respond in writing to the student within the timeframe outlined in the procedures above. The individual receiving the grievance may respond by referring the matter to appropriate committees or councils for study and recommendation. In such cases the student will be informed of the referral and a probable date on which a decision will be rendered.

ACPE COMPLAINT POLICY AND PROCEDURE*

Complaint Regarding an Accredited Program

ACPE has an obligation to assure itself that any institution which seeks or holds a preaccreditation or accreditation status for its professional program(s) conducts its affairs with honesty and frankness. Complaints from other institutions, students, faculty, or the public against a college or school of pharmacy, including tuition and fee policies, and as related to ACPE standards, policies or procedures, shall be placed in writing in detail by the complainant and submitted to the ACPE office.

The complaint shall be submitted to the institution for response. Requests for confidentiality shall be respected to the extent any such information is not necessary for the resolution of the complaint.

The Executive Director shall, based upon the complaint, the response, and information from such further investigation deemed necessary, promptly determine the facts surrounding the issue, determine the validity of the complaint, and resolve the issue; provided, however, where the Executive Director deems it necessary or appropriate, the matter shall be considered at the next regular meeting of the Council. The time frame for resolution is generally within six months. A record of complaints regarding a specific college or school of pharmacy, including student complaints received or made available, is kept for consideration on file at the Council office. Such record of complaints are considered during scheduled evaluations, or a special evaluation, as the case may require.

The procedure shall provide for treatment of complaints in a timely manner that is fair and equitable to all parties. When ACPE has cause to believe that any institution with which it is concerned is acting in an unethical manner or is deliberately misrepresenting itself to students or the public, it will investigate the matter and provide the institution an opportunity to respond to the allegations. If, on the basis of such investigation, after notice to the institution and opportunity for institutional response, ACPE finds an institution has engaged in unethical conduct or that its integrity has been seriously undermined, ACPE will either:

- a. request that the institution show cause, within a stated time period, why adverse action should not be taken, or*
- b. in extreme cases, immediately discontinue its relationship with the institution by denying or withdrawing preaccreditation or accreditation status.*

A complaint against a college or a school of pharmacy must be related to the standards or the policies and procedures of ACPE and must be submitted in writing to the Executive Director. Under existing practices, when a complaint is received, it is submitted to the college or school affected for response. If, thereafter, based upon the complaint and the response, the Executive Director determines that a complaint is not related

to the standards or policies, the complainant is so advised in writing with a copy to the school or college, and the matter is treated as resolved.

Anonymous complaints pertaining to accreditation matters are retained and, depending on circumstances, may or may not be forwarded to the school or college involved, depending somewhat on the severity of the complaint. This decision is made by the Executive Director. Where a complainant has threatened or filed legal action against the institution involved, ACPE will hold complaints in abeyance pending resolution of the legal issues and the complainant is so advised.

If the Executive Director finds a complaint to be extremely serious in nature charging egregious conduct that may warrant adverse action by the Council, or involves an interpretation which the Executive Director believes should be made by the Council, the complaint will be submitted to the Council for determination at the next regular meeting. Extraordinary remedies available for complaints covering extreme cases are set forth in paragraphs (a) and (b) above.

ACPE has an obligation to respond to any complaints which may be lodged against it by any institution, student, faculty or third party in respect to the application of ACPE's standards, policies and procedures where the complaining party is directly affected thereby. Any such complaint shall be submitted in writing. The Executive Director shall promptly determine the facts surrounding the issues and shall attempt to resolve the matter in consultation with the Public Interest Panel established pursuant to Article V of the ACPE By-Laws. Complaints which cannot be resolved by the Executive Director shall be considered and resolved at the next regular meeting of the Council. The time frame for resolution is generally within six months.

If you wish to file a complaint, please complete the ACPE Complaint Form [found here](#).

**This section has been taken directly from the Accreditation Council on Pharmacy Education Website at <https://www.acpe-accredit.org/complaints/>*

SUPPORT SERVICES & PHYSICAL FACILITIES

Student Support Services

University Counseling Center

The University Counseling Center provides individual counseling to all students. The Counseling Center is committed to helping college students in many different ways, from solving social and personal adjustment problems, to counseling students unsure about choices of majors and careers, but mental health counseling is its primary purpose. The counseling staff is made up of experienced professionals.

All discussions between a student and a counselor are kept confidential. Testing is provided when appropriate. Services are provided at no cost to all currently enrolled students at UMES (student fees paid at the same time as tuition cover counseling center services).

University Bookstore Information

The University Bookstore is independently owned and operated, and located in the Student Services Center (410) 651-6437 www.umes.bkstr.com. Their hours of operation are Monday-Thursday 8:30 A.M.-5:00 P.M., Friday 8:30 A.M.-4:00 P.M., they are closed Saturday and Sunday. The University Bookstore sells the following items; textbook and course materials, general books, University and Greek apparel, computer products, gift cards, gifts and accessories, school and art supplies, and some dormitory and personal products.

The Hawk Center

The Hawk Center is the pulse of Auxiliary Enterprises located in the Student Services Center (410) 651-7747. Their hours of operation are Monday-Friday 8:30 A.M.-3:30 P.M. It serves as the service center for faculty, staff, students, and special programs. The Hawk Center offers the following services; Hawk Express Card, Hawk Express Account, Hawk Express Phone Service, Vend Stripe Account, Greyhound Ticketing Sales, Check Cashing services (\$50.00 limit per week), Fax and Copy service (Fax-\$1.00, Copies- \$.05 per page), Credit Card Payment Service (Visa, MasterCard and Discover), Board Plans, and Room Deposit Payments.

University Post Office

The University Post Office is a full service Post Office located in the Student Services Center. Their window hours of operation are Monday-Friday 8:00 A.M.-5:00 P.M., their Mailbox Lobby hours of operation are Monday-Friday 8:00 A.M.-7:00 P.M. For additional information contact us by phone at (410) 651-6439. The following services are provided at the window:

- Certified
- Delivery Confirmation
- Express Mail®
- First Class Mail®
- Insured
- International
- Postage Stamp Sale
- Priority Mail®
- Return Receipt
- Signature Confirmations

Emergency Preparedness Policies and Procedures

The safety of the University of Maryland Eastern Shore community during an emergency is predicated on advance planning, as well as building awareness about how the plans will be implemented. Students, faculty, staff and visitors will be better prepared in an emergency if they know how the University will respond, where they can find information, and what they should do.

The key to emergency preparedness awareness is good communication. The UMES Emergency Preparedness information link <http://www.umes.edu/Emergency/Default.aspx?ID=11290> will be an essential tool for sharing plans and providing relevant information in case an emergency arises at the University of Maryland Eastern Shore or in the surrounding area. Please bookmark this site, as you will find messages to the University community with relevant information and direction in the event of an emergency.

Traffic and Parking Regulations

University Police Officers, University Security Officers and University Student Security Officers enforce campus parking. University Police Officers are also authorized to issue State summons for moving violations, safety equipment, repair orders, and parking violations.

Traffic laws as provided in Maryland statutes shall apply on University property. Drivers are responsible for all moving violations. The maximum speed limit for exterior campus roads is 35 m.p.h. The maximum speed limit for interior campus roads is 15 mph Law prohibits exceeding the speed limit or otherwise operating a vehicle in a reckless manner.

Motor vehicle accidents occurring on University property must be reported to the University Police Department. University Police will investigate and file reports on all major accidents.

Any motor vehicle parked in violation or abandoned on UMES campus is subject to removal and impoundment at the expense of the owner. Please refer to the UMES Public Safety Website at www.umes.edu/police/trafficreg.html for further information on the Policy & Procedures for traffic and parking. Servicemen and delivery personnel are allowed 15 minutes for loading and unloading; however, University Police must be notified.

Student Parking Procedures

All motor vehicles including motorcycles and scooters operated on campus by anyone associated with UMES must be registered, regardless of ownership. Vehicle must be registered on a yearly basis at the start of the academic year, which runs from September 1 through September 1 of the next year. Registration fees can be found here: <https://www.umes.edu/Police/Content.aspx?id=16380>. **Vehicles are not considered registered unless these procedures are followed.**

Temporary parking decals are valid for one week and may be obtained from the Office of Public Safety. Special parking decals for groups or individuals to visit campus should be requested in writing at least (3) three working days in advance. It is impossible to mark all areas of UMES property where parking is prohibited. The responsibilities of finding a legal parking space rest with the vehicle operator. Vehicle registration does not guarantee a convenient parking space.

Please Note: UMES honors all valid parking decals from University System of Maryland Institutions (e.g. Salisbury University).

University Dining Facilities

University of Maryland Eastern Shore University Dining provides an exciting and modern dining services program for the entire UMES community. You'll find delicious food at an affordable cost and a comfortable atmosphere in which to enjoy it all. You have a variety of locations to choose from, all conveniently located on campus. Dining at UMES provides the social experience vital to campus living. It gives you the opportunity to come together with friends, take study breaks, hang out, relax and unwind after a hard day of classes and activities. The Hawk Card is accepted at all dining facilities. Dining options can be found here: <http://umes.dinetray.com/dininglocations>.

University Student Health Center

The Charles R. Drew Health Center is located in Lida Brown Building (410) 651-6597. Their hours of operation are Monday-Friday 8:00 A.M.-11:00 A.M. for walk-ins, and 1:00 P.M.-4:00 P.M. for appointments ONLY. The Charles R. Drew Student Health Center offers treatment for:

- Injuries
- Illnesses
- Allergy Injections
- Immunizations
- Contraception
- Pregnancy Testing
- Counseling/ Referrals
- HIV Testing
- Preventative Medicine and Education

WEPA/University Printing & Document Services

Pharmacy students are provided a printing allowance each semester. The allowance expires at the end of each semester. WEPA printers are available in School of Pharmacy and Health Professions building (1st & 2rd floors) and at various locations throughout campus.

The University Printing and Document Services (UPDS) are located in the Student Services Center. Services are available to all University personnel and students. Their hours of operation are Monday-Friday 8:00 A.M.-5:00 P.M., they are closed on the weekends and for holidays. There are costs related to all services. UPDS can be contacted at (410) 651-6485.

Their services offered are below:

- Black and White copying/printing
- Color copying /printing
- Booklet making
- Business cards
- Posters
- Flyers
- Banners

- Transparencies
- Collating/stapling
- Padding
- Tape, sparrow and plastic comb binding
- Cutting/three hole drilling
- Laminating
- Folding
- Carbonless paper printing
- Faxing
- MULTIMEDIA
- VHS to DVD
- PHOTO DVD
- PUBLISH DISC (CD)

Physical Facilities

Procedures for Posting and Distribution

The building and grounds at University of Maryland Eastern Shore are private property and materials may not be posted or distributed without the permission of the University. University and Non- University affiliates or organizations violating the guidelines are subject to a fine of \$50.00.

Classrooms/Lecture Halls

The School of Pharmacy and Health Professions (SPHP) building includes five classrooms/lecture halls with wireless internet connections and state of the art audio visual equipment to facilitate student learning:

- SPHP 1126 is equipped with 156 seats with individual audience microphones, a podium with desktop computer, two overhead projectors, whiteboards, and a camera for recording and videoconferencing capabilities.
- SPHP 1114/1116 is a multipurpose room with a partition wall that can be used as a single, 140-seat classroom or as two separate, 70-seat classrooms. It is equipped with two podiums with desktop computers, two overhead projectors, whiteboards, and cameras for recording capabilities.
- SPHP 1118 is equipped with 40 seats, a podium with desktop computer, whiteboards, and an overhead projector.
- SPHP 1244 is equipped with 48 seats, a podium with desktop computer, whiteboards, an overhead projector, and six wall-mounted monitors.
- SPHP 1246 is equipped with 64 seats, a podium with desktop computer, whiteboards, an overhead projector, and eight wall-mounted monitors.

Students are only allowed in these SPHP classrooms/lecture halls during class sessions when a faculty member is present. Students may request to reserve these rooms for other activities with approval of their faculty advisor and the Dean's office. Only beverages in closed containers are allowed in these rooms. No food is permitted without prior approval by the Dean.

Breakout Rooms

Multiple breakout rooms are located throughout the 1st and 2nd floor of the SPHP building. Students may use any of these rooms whenever they are not being used for instructional activities. Availability is on a first-come, first-served basis. **NO FOOD OR DRINK IS ALLOWED IN THESE ROOMS DURING INSTRUCTION.** However, food & drink are allowed when no instruction is occurring. Please avoid throwing trash on the floor; use the trash receptacles for this purpose. Please be mindful of students who are studying in these rooms and make an effort to maintain a low volume of noise. Students are responsible for erasing the whiteboards on a daily basis, and the university housekeeping staff are authorized to erase the boards at any time without advanced notification. Any materials left unattended in the room are subject to disposal.

OSCE Suite, Simulation Rooms, and Mock Pharmacy (SPHP 2nd floor):

Students are only allowed in the OSCE Suite, Simulation Rooms, and Mock Pharmacy when a faculty member is present. **No food or drink is allowed.**

Research Laboratories and Vivarium/Animal Facility (SPHP 3rd floor)

Absolutely no food or beverages may be brought into or consumed in these rooms. Students are not allowed in the research laboratories and vivarium/animal facility unless authorized by the Pharmaceutical Sciences Department Chair or faculty member.

Student Lounge (SPHP Building 1st Floor)

The Student Lounge is available to all School of Pharmacy and Health Professions student. This room is equipped with a refrigerator and microwave oven. Eating and drinking are allowed in the Student Lounge Area. Please note that students are responsible for maintaining the cleanliness of the microwave & refrigerator in these areas.

Locker Information

Students entering their SP-1 year are assigned lockers in the School of Pharmacy and Health Professions building (SPHP 2nd Floor) through the Office of Student Affairs. Locker assignments will be maintained throughout a student's tenure of the program. Changes in locker assignments will not be made except in cases of physical need. Students will be responsible to bring their own locks. Absolutely no food or drink may be stored in the lockers. Students who lose their locker keys or have a jammed locker, should contact the Office of Student Affairs.

Dean's Conference Room

The Dean's Conference Room located is located in the SPHP building room 1113. Scheduling for this room is handled through the Office of the Dean: (410) 651-8327.

Frederick Douglass Library

The Frederick Douglass Library (FDL) is located at 1 Backbone Road, Princess Anne, MD 21853. The library supports the research; teaching and patient care programs of the UMES School of Pharmacy and Health

Professions. The Frederick Douglass Library, led by the Dean of Library Services, provides a multiplicity of reference and technical resources onsite and via the Internet to support the University's programs. The FDL works closely with the School of Pharmacy to insure that access is available to electronic textbook, journals, and other databases.

All students of UMES may borrow books from the FDL by presenting a valid UMES Hawk photo I.D. Books circulate for three weeks and may be renewed unless requested by another patron. Journals do not circulate. For further information, please call (410) 651-6621. Their hours of operation can be found on the FDL website: <https://www.umes.edu/FDL>. The Library is available to all students with a current University I.D. card during these hours. The telephone number for the reference desk is (410) 651-7937.

Study rooms are available during library hours for two or more persons. The study rooms are available on a first come-first served basis and are highly competitive due to the limited number of these rooms. Additional services are also offered:

- Access to Databases from Off-Campus via [Research Port](#)
- Library Instruction
- Inter-Library Loan
- Course Reserves
- Ask-a-Librarian E-Mail Service
- Spiral Binding and Lamination
- IVN Classroom
- Group Study Rooms
- Laptops for Use in Library
- Research Lab
- E-mail lab
- Wireless Access for Laptops
- Maryland AskUsNow! 24/7 Chat Reference

Waters Hall

Information Technology is located in Waters Hall. Waters Hall offers public computer laboratories and a quiet place to study and work. Their hours of operation are Monday-Thursday 8:00 A.M.-12:45 A.M., Friday and Saturday 8:00 A.M.-4:15 P.M., and Sunday 12:00 P.M.-12:00 A.M. If additional information is needed, please call (410) 651-8324.

Tawes Gymnasium

The Tawes Gymnasium hosts the Health and Wellness Center which provides education and physical opportunities that promote positive lifestyle behaviors enhancing the six dimensions of wellness (social, intellectual, emotional, physical, occupational, and spiritual). The facility is a 7500 sq. ft. fitness area which includes an indoor track, aerobic studio, strength and training equipment, lounge and lockers. Their hours of operation are Monday, Wednesday, Friday 7:00A.M.-8:00 P.M., Tuesday and Thursday 8:00 A.M.-8:00 P.M., and Saturday 9:00 A.M.-3:00 P.M. Sundays they are closed.

PHARMACY STUDENT ORGANIZATIONS

(Includes [Organizations Descriptions](#), [Policies & Procedures](#), [Student & Advisor Responsibilities](#), [Volunteer Hours](#), [Health-Related Outreach](#), [Fundraising](#), [Organization Office](#), and [Disciplinary Action](#))

Pharmacy education is dynamic to help future pharmacists meet new expectations in pharmacy practice and health care, and a major way to acquire or develop career skills and abilities is through student organizational involvement. Schools/colleges across the country are embracing the four major domains as described in the Center for the Advancement of Pharmacy Education (CAPE) Outcomes (<http://www.aacp.org/Documents/CAPEoutcomes071213.pdf>). In addition to foundational knowledge and skills related to practice and patient care, future pharmacists will need to advance their own personal and professional development in self-awareness, leadership, innovation and entrepreneurship, and professionalism. Student organizations offer distinctive opportunities outside the classroom for student pharmacists to learn and grow while advancing the mission of the School to serve diverse communities of the Delmarva Peninsula, the State of Maryland, and around the world.

Student Government and Class Organizations

Pharmacy Student Government Association (PSGA)

The Pharmacy Student Government Association serves Student Pharmacists in the School of Pharmacy. Officers of the PSGA represent the School of Pharmacy in the Graduate Student Assembly of the University and serve as an intermediary between the administration and the student body in non-academic matters. The PSGA also receives the School's allocation of funds for its graduate and professional students and re-allocates the funds to recognized/approved graduate and professional students' organizations to assist with School related activities as provided by the Association's constitution.

Elections for the PSGA are held each year in accordance with the Association's constitution.

Class Organizations

Officers, who are elected each year in accordance with the constitution of the class organization, must represent each class within the School of Pharmacy. The officers will represent the class in non-academic matters, will coordinate class activities and will ensure that class responsibilities are carried out. Class Advisors are appointed from the faculty for each entering class and will remain in that capacity until the class graduates.

Professional Student Organizations and Fraternities

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

This is the student branch of the American Pharmaceutical Association (APhA). This is a professional, political, and social organization. The American Pharmacists Association, founded in 1852 as the American Pharmaceutical Association, represents more than 60,000 practicing pharmacists, pharmaceutical scientists, Student Pharmacists, pharmacy technicians, and others interested in advancing the profession. APhA, dedicated to helping all pharmacists improve medication use and advance patient care, is the first-established and largest association of pharmacists in the US.

Membership includes student memberships in the American Pharmaceutical Association and the Maryland Pharmacists Association established in 1882. The student chapter will work closely with the parent organizations in developing policies that affect the practice of pharmacy.

American Society of Consultant Pharmacists (ASCP)

The American Society of Consultant Pharmacists empowers pharmacists to enhance quality of care for all older persons through the appropriate use of medication and the promotion of healthy aging. ASCP's 7,000+ members manage and improve drug therapy and improve the quality of life of geriatric patients and other individuals residing in a variety of environments, including nursing facilities, sub-acute care and assisted living facilities, psychiatric hospitals, hospice programs, and home and community-based care.

American Society of Health Systems Pharmacists (ASHP)

The mission of the University of Maryland Eastern Shore Student Society of Health-System Pharmacy is to make students aware of pharmacy practice in health systems; provide information to students about career directions in and credentials needed for pharmacy practice in health systems; and encourage membership and participation in the state society (Maryland Society of Health-Systems Pharmacy - MSHP) and the American Society of Health-Systems Pharmacy (ASHP) as a student and upon graduation. The society will provide students with the experience and tools to continue professional development and commitment to a career in clinical pharmacy. ASHP is the 30,000- member national professional association that represents pharmacists who practice in hospitals, health maintenance organizations, long-term care facilities, home care, and other components of health care systems. ASHP, which has a long history of medication-error prevention efforts, believes that the mission of pharmacists is to help people make the best use of medicines.

Christian Pharmacists Fellowship International (CPFI)

Christian Pharmacists Fellowship International (CPFI) is a worldwide ministry of individuals working in all areas of pharmaceutical service and practice. Since 1984, the Fellowship has succeeded in establishing the first viable network of Christian pharmacists of most denominational persuasions. Its mission is to serve Christ and the world through pharmacy. The organization also seeks to: provide fellowship among like-minded professionals, challenge and promote spiritual growth, encourage the advancement of knowledge and ethics in the practice of pharmacy, and provide support and opportunity for service in both home and foreign missions.

Industry Pharmacists Organization (IPhO)

The Industry Pharmacist Organization (IPhO) is an organization that is focused on the advancement of the careers of pharmacists in the pharmaceutical industry. The vision of the organization is to have pharmacists members who are recognized as "being the most professionally equipped to contribute to the development, commercialization, promotion, and optimal use of medicines". This is accomplished by providing information to its members, raising awareness among industry employers about the potential role of pharmacists' drug development and appropriate medication use, creating networking opportunities for industry pharmacists, providing industry employment opportunities.

Kappa Psi Fraternity (KΨ)

Kappa Psi Pharmaceutical Fraternity is the oldest and largest professional pharmacy fraternity in the world. Currently, there are 75 active collegiate and 55 active graduate chapters across the United States and Canada, and that number continues to grow with each passing year.

The objectives of Kappa Psi are to conduct a professional fraternal organization for the mutual benefit of its members; to develop industry, sobriety, and fellowship; to foster high ideals, scholarship, and pharmaceutical research; to support all projects which will advance the profession of pharmacy and to actively participate in them; to inspire in its members a deep and lasting pride in their Fraternity and in the profession of pharmacy; and, to render such other services to its members and its profession as may seem feasible and as may be in accordance with the constitution and bylaws of the Fraternity.

National Community Pharmacist Association (NCPA)

The National Community Pharmacists Association, founded in 1898 as the National Association of Retail Druggists (NARD), represents the pharmacist owners, managers, and employees of more than 23,000 independent community pharmacies across the United States. The nation's independent pharmacies, independent pharmacy franchises, and independent chains dispense nearly half of the nation's retail prescription medicines. The nation's independent pharmacists are small business entrepreneurs and multifaceted health care providers who represent a vital part of the United States' health care delivery system. They have roots in America's communities. They are community leaders actively involved in community-oriented public health, civic, and volunteer projects. Many hold local elected offices; others serve as state legislators.

Phi Delta Chi Fraternity (ΦΔΧ)

Phi Delta Chi Pharmacy Fraternity develops leaders to advance the profession of pharmacy. Phi Delta Chi, a lifelong experience, promotes scholastic, professional, and social growth in its Brothers. They strive to provide quality services to their patients, thereby advancing public health and strengthening pharmacists as health professionals.

Phi Delta Chi is America's first professional fraternity in pharmacy. Since 1883, they have worked to advance the profession of pharmacy and its allied interests, and to foster and promote a fraternal spirit among their Brothers. These primary programs will improve our Brothers and their communities: Programs to recognize excellence among collegiate and alumni Brothers and Chapters; the Prescott Leadership Award for excellence in a young pharmacist; training and education programs to improve therapeutic, leadership, and management skills of Student Pharmacists and pharmacists; professional and service programs to help the community; communication programs and publications to link all Brothers; and, fraternal programs to foster our Brotherhood.

Phi Lambda Sigma (ΦΛΣ)

Phi Lambda Sigma (PLS) is a national pharmacy leadership society that is committed to supporting pharmacy leadership by recognizing leaders and fostering leadership development. One of the main goals is to ensure that the profession of pharmacy has a continuing availability of student and practitioner leaders that will allow our profession to further grow and strengthen. As a student chapter we do this by supporting and

encouraging programs and services to assist those who desire to serve in a leadership role. Admission to the fraternity is by invitation only and there are limited positions offered to each class. (www.philambdasigma.org).

Rho Chi (Px)

The Rho Chi Society, Pharmacy's academic honor society, encourages and recognizes excellence in intellectual achievement and fosters fellowship among its members. Further, the Society encourages high standards of conduct and character, and advocates critical inquiry in all aspects of pharmacy. Admission to the society is by invitation only. The top 20% of the class will be invited during the 2nd semester of the SP2 year.

Student National Pharmaceutical Association (SNPhA)

The Student National Pharmaceutical Association (SNPhA) is an educational service association of student pharmacists who are concerned about pharmacy-related healthcare issues, and the poor minority representation in pharmacy. The purpose of SNPhA is to plan, organize, coordinate, and execute programs geared toward the improvement of the health, educational, and social environment of the community. SNPhA is the student branch of National Pharmaceutical Association (NPhA). At the state level, SNPhA is the student branch of the Maryland Pharmaceutical Society (MPhS), an organization that was originally founded in 1956 by African American pharmacists to meet the needs of minority pharmacists, promote activities to address health disparities in minority communities, and engage traditionally disenfranchised populations in the community. SNPhA works closely with NPhA and MPhS to carry out community outreach through services such as health promotion and health fairs.

Pharmacy Student Organizations Policies and Procedures

Governance of Student Organizations

Student organizations within the UMES School of Pharmacy (UMES-SOP) have different guidelines than student organizations elsewhere within the University due to the intensity of the curriculum and specificity of organizational interests. Because of this difference, this policy will outline the general guidelines for Student Organizations within the School of Pharmacy.

Students have the freedom to organize and join associations to promote their common interests. The UMES-SOP provides resources and professional advice to student organizations regarding programs, activities, policies, procedures, and relationships with external stakeholders (e.g. state and national organizations). The UMES-SOP student organizations are governed by the School of Pharmacy. Registration, withdrawal, and disciplinary action related to student organizations will be facilitated through the School of Pharmacy's Office of Student Affairs (OSA).

The UMES-SOP facilitates the development of new organizations and the re-registration of existing ones to meet the co-curricular needs of UMES-SOP students. The OSA in the School of Pharmacy has been assigned the responsibility of advising and assisting student organizations. The Assistant Dean for Student Affairs acts in all matters of student organization registration or the withdrawal of registered student organization status.

Location of Student Organization Related Documents

A copy of this policy and all related forms are available on the pharmacy portal which can be found under the current student tab on the SOP webpage: <https://www.umes.edu/Pharmacy/Pages/Pharmacy-Portal/Pharmacy-Portal/>. This portal is accessible by using your windows username and password.

Establishing a New Student Organization & Continuing Active Status of Existing Organizations

Procedures for Petitioning for a New Organization

Students wishing to petition for the creation of new pharmacy student organization must submit a formal written request to the Assistant Dean for Student Affairs. The Assistant Dean for Student Affairs will discuss the petition with the School of Pharmacy Executive Committee, who will be responsible for approving the request. The request should include the rationale for the new organization, a link to the National Organization Website, and signatures of at least 5 students who support the establishment of the new organization.

Procedures for Registration

Application to become a Registered Student Organization (RSO) will be occur through the OSA. The organization seeking registration will abide by the decision of the OSA.

- An organization must submit copies of its proposed bylaws, a list of officers and advisors, annual goals, and planned activities for the year to the OSA for review. Additionally, the organization must obtain and maintain a minimum of 5 currently enrolled full-time students as active members and at least one faculty and/or staff advisor (s) (the primary advisor must be a full-time faculty or staff member) at the time registration is sought.
- Organizations seeking registration shall be notified within thirty (30) workings days of application of the results of their request.
- Until an organization has been officially registered, it cannot hold meetings on University property except for organizational purposes. Participation at such meetings is to be limited to interested enrolled students and members of the School of Pharmacy faculty and staff.
- Once an organization becomes an RSO, they must also obtain and submit their Charter to the OSA.

Continuation of Registered Student Organization Status

- When a RSO changes its constitution and/or by laws, those changes are to be submitted to the OSA for its review, information and approval.
- Annually, at the time of organization elections, every RSO must submit a listing of its current officers' names, contact information (local address, e-mail and telephone numbers). The appropriate form is available on the Pharmacy Portal. At other times when there is an officer or advisor change, it must be reported to the Office of Student Affairs. Failure to do so may result in the loss of registered status.

All RSO's must abide by the Policies and Procedures outlined in this handbook. **Failure to meet these aforementioned guidelines can result in the loss of registered status.**

Student Organization Elections

Student organizations are responsible for conducting their own elections to select officers in accordance with

their bylaws. However, the Pharmacy Student Government Association and Class Officer elections will be facilitated by the OSA. Elections for class officers will occur prior to the end of the spring semester. A PSGA president elect and Vice President Elect will be selected prior to the end of the semester, all other PSGA officers will be elected during the first month of the fall semester. All PSGA & class officer elections will occur by Survey Monkey.

Responsibilities of Student Leaders and Advisors

Student Responsibilities

As student leaders of student organizations, there are additional expectations beyond that of membership. Student leaders are expected to ensure, along with the assistance of the advisor when needed, that the organization is fulfilling all duties it is assigned and following university policy and procedure in doing so. Student leaders are expected to have ongoing communication with their advisor regarding meeting information, fundraising activities, and planned events.

Students should use the SOP Reservation & Proposal form for **all events** regardless of the need for space within School of Pharmacy and Health Professions Building. This form requires the signature of the organization's advisor, the Assistant Dean for Student Affairs, and in some cases the Dean. This form provides written documentation that approval was granted for an event. If a room is needed in the School of Pharmacy and Health Professions Building, the OSA will assign a room based on availability. It is advised that students reserve rooms at the beginning of the semester for regularly scheduled meetings. If other rooms are needed on campus, the student must use the University Event Management System.

Students are reminded that faculty advisors must be well informed of all plans and activities of the organization, must approve all activities and events by signing the SOP Reservation & Proposal form, and must be in attendance at all events sponsored by the organization (or have an appropriate substitute in attendance). Because of these expectations, students should exercise appropriate communication and advanced notice to faculty members.

Advisor Responsibilities

(Adapted from the UMES Office of Campus Life Policy & Procedure Manual)

The Dean of the School of Pharmacy in consultation with the Department Chairs will approve the appointment of an advisor. Advisors are required to play a major role in supervising their respective organization(s). Pharmacy Student Organizations are encouraged to choose its advisor(s) wisely. Advisors for RSOs:

- Must be a full time administrator, faculty or staff member of UMES. Part-time faculty can serve as co-advisors.
- Must be present at all major events/activities (on and off campus) from beginning to end.
- Must approve all activities/events (on and off campus). The SOP Office of Student Affairs will not proceed with scheduling an event without an advisor's authorization.
- Has the authority to cancel events/activities.

Defining the specific role of an advisor is not easy. Therefore, the relationship between an advisor and his/her student organization should be tailored to the personalities, expertise, interest, and needs of both parties. Listed below are descriptions of responsibilities that should guide the advisor toward appropriate behaviors and roles within the group.

1. The advisor should remember that it is the task of members to operate the organization.
2. The advisor should be well informed about all plans and activities, including fundraising, of the group. This may be achieved through regular attendance at meetings and frequent consultation with the organization's leaders.
3. The advisor approves all activities and events of the organization. Student groups will not be permitted to hold such functions without their advisor's approval.
4. The advisor must attend events sponsored by his/her organization, both on and off campus where an exchange of pharmaceutical information will be occurring (e.g. disease state information, drug information, counseling, brown bag events, and health screenings). If the advisor cannot attend, he/she or the leaders of the organization should secure an appropriate replacement to cover the event (Refer to the Health Screenings Section of this Policy for more information).
5. The advisor provides continuity within the organization and assists with the orientation of new officers. Therefore, the advisor should be listed on the organization's bank account.
6. The advisor should be listed on the bank account for the organization.
7. The advisor should assure, with the organization's leaders, that funds are being used in accordance with the needs of the organization.
8. Under general circumstances, advisors do not have the authority to dictate or control the policies or operation of an organization. However, if a student's actions or planned actions would serve to make the organization or University vulnerable to a liability issue, the advisor is obligated to override the student organization and notify SOP Office of Student Affairs immediately.
9. The advisor should provide direct assistance in the planning of programs and should offer counsel when deemed appropriate.

Student Organization Volunteer Hours

Pharmacy Student organizations have many community outreach initiatives that are encouraged by their National organizations. Additionally, the SOP requires students to complete individual community service with a non-profit agency preferably in an underserved area. To that end, the SOP will not require students to do any additional hours of community service for their organizations. However, continued outreach activities are strongly encouraged.

Student Organization Health Related Community Outreach

Health fair/screening events include events in which participants are educated about and/or screened for medical conditions. This includes paper risk screenings (i.e. participant answers questions to identify risk factors), physical screenings (e.g. blood pressure, BMI, weight), or distribution of educational material. Students should make note of the following:

- Planning health fairs should occur in conjunction with a faculty member/Student Organization Advisor. You should complete the SOP Reservation & Proposal form, which includes the target audience, location, time, and screenings to be conducted.
- Any School of Pharmacy equipment to be used must be borrowed by faculty. The equipment is stored within the School of Pharmacy. A key is available from the Office of Student Affairs or the Office of Experiential Education.
- A faculty member must be present for the entire duration of the event. If a faculty member is not available for any portion of the event, the student should not conduct any screenings or distribute any material.
- Patient consent form may be required for some activities as determined by the advisor and OSA. Advisor should retain the copy of consent forms from health outreach events. Copies of the consent form are available in the Student Affairs Office and will also be placed on the Pharmacy portal.
- Community participants must sign a photo/video release form if you will be taking pictures or recording the event.
- Student Pharmacists involved in the event should only conduct screenings that they have been trained to perform (i.e. SP-1 should not conduct blood pressure screenings until they have been trained to do so in the Direct Patient Care class).
- A volunteer meeting should be held by the organizer of the event and the advisor prior to the event to insure that all those presenting are aware of what is expected of them for the event.
- Student Pharmacists must consult with a faculty member regarding the proper attire for the event.
- If a faculty member is present, allowable screenings include: Medication therapy management, blood pressure, body mass index, weight, and paper risk screenings (e.g. diabetes risk, stroke risk, etc.). Please note that finger sticks for diabetes or cholesterol are not allowed in the state of Maryland without proper authorization. The School of Pharmacy does not possess authorization to do these screenings in Maryland at this time. However, the authorizations differ by state. Please consult a faculty member if you are unsure about the type of screenings that you are allowed to do.

Fundraising and Funding for Student Organizations

RSOs are encouraged to raise funds to sustain activities and initiatives for their organization. Signature events are fundraising initiatives unique to an organization (e.g. APhA Silent auction, Kappa Psi Candy Roses, CPFI Baby picture contest). RSOs are encouraged to list their signature event on the annual registration form. Signature events as well as all other fundraising events must be approved through the OSA. An SOP Reservation and Proposal form should be submitted for all fundraising events. Fundraising events that will require exceptions to SOP policies (e.g. dress down days) will require the Dean's signature.

RSOs are encouraged to seek funding from their regional and national organization offices. RSOs may petition for funding to help defray the cost of attending regional or national meetings. The Dean of the School of Pharmacy will allot funds for this purpose. The process of requesting and awarding funding will be managed by the Pharmacy Student Government Association.

Mail for Organizations

Organizations may use the "30920 College Backbone Road" address for receiving mail for their organization. However, all mail will be placed in the mailbox of the advisor. The officers of the organization are responsible for checking in with their advisors for mail.

Student Organizations Office and Storage Cabinets

The Student Organization Office is located in the SPHP Building Room 2146. The Student Organization Office includes storage cabinets and meeting tables that are for School of Pharmacy organizations. Storage cabinet assignments will be made by the Office of Student Affairs. The Office of Student Affairs will make organizations aware of their assignment at the start of the academic year. Student Organizations should use the SOP Reservation & Proposal form to reserve the room for events and meetings. ***NO FOOD OR DRINK IS ALLOWED IN THIS OFFICE WITHOUT PRIOR APPROVAL. VIOLATORS ARE SUBJECT TO DISCIPLINARY ACTION.***

Disciplinary Action for Student Organizations

Student organizations that do not comply with policies outlined in this document are subject to referral to the Student Conduct Committee and possible disciplinary action.

AWARDS AND CEREMONIES

White Coat Ceremony

Each new matriculating class to the Doctor of Pharmacy Program will be required to participate in a White Coat Ceremony. The ceremony is an introductory ritual which welcomes SP-1 students as colleagues dedicated to patient care and marks a student's transition to a professional clinical program.



SP-1 & SP-2 Awards Ceremony

An awards ceremony for SP-1 and SP-2 students occur towards the end of the spring term each year. Qualified students are selected by the Awards and Scholarships Committee to receive cash awards, plaques or certificates. The awards are in recognition of exceptional academic performance, leadership roles or for outstanding service to the School or the community.

Additionally, student organizations recognize members for outstanding service during this ceremony. Student organizations are responsible for choosing recipients and presenting organizational awards during this ceremony.

Hooding and Awards Ceremony

During the hooding ceremony, the Dean of the School of Pharmacy places the doctoral hood on the Doctor of Pharmacy degree candidates. This is a special recognition ceremony that signifies the completion of the requirements of the Doctor of Pharmacy program. Each graduating student is required to take the pharmacist's oath during this ceremony.

Qualified students of the graduating class are selected each year by the School of Pharmacy faculty and the Awards and Scholarships Committee to receive cash awards, plaques or certificates. The awards are in recognition of exceptional academic performance or for outstanding service to the School or the community and are presented during the Hooding Ceremony each year.



TUITION AND FEES

Tuition and Fees – most recent information available from the [UMES Office of the Comptroller](#).

Refund Policy

Because the Doctor of Pharmacy program is an accelerated program, students who withdraw from the program on or after the first day of class WILL NOT receive any full or partial refund. **After the first day of class, Doctor of Pharmacy students are responsible for 100% of tuition and fees.** Please refer to the UMES SOP Student Handbook regarding the *Total Withdrawal Refund Policy and Return of Title IV Funds*.

Payment Plan

Please be advised that the Doctor of Pharmacy program does not offer a payment plan. Each term charges due must be paid prior to the first day of class.

Tuition Remission

The *Employee and Dependent Tuition Remission* program does not apply to the Doctor of Pharmacy program.

Cost of Attendance (COA)

The COA is the full and reasonable cost of completing a full year as a full-time student. It typically includes: tuition, mandatory fees, living allowance, books, transportation, and personal expenses. The COA establishes the limits for qualified financial aid and student loans available to the student. Cost at attendance for the program can be found here: <https://www.umes.edu/FinancialAid/Pages/Cost-of-Attendance/>

Laptop Program

Due to the technology and software requirements of the curriculum, laptops are required. To ensure all students have the equipment required, the UMES SOP has developed a Laptop Program where the laptop, assessment equipment, and other software needs of the program are added to the UMES fees. Included in the fee are the HP® EliteBook, 3 year Total Care Warranty (which covers accidental damage due to drops and spills), Points Solutions License, and Microsoft Office 365 tenant. This fee also covers the loan of a temporary laptop should a student's laptop need repairing. The laptop (with software loaded) and other equipment will be disseminated during the UMES SOP New Student Orientation.

GENERAL FINANCIAL AID INFORMATION

For detailed information on financial aid programs and policies at University of Maryland Eastern Shore, please refer to the University's **Financial Aid Policies and Procedures** available online at www.umes.edu/financialaid, and to **The Student Guide** published annually by the U.S. Department of Education. Copies of both publications may be obtained from:

Office of Student Financial Aid Student
Development Center Princess Anne,
MD 21853 Telephone: (410) 651-6172
Fax: (410) 651-7670
financialaid@umes.edu

Student Financial Rights and Responsibilities

You Have the Following Rights:

- You have the right to be notified when money is credited to your account.
- You have the right to privacy.
- You have the right to know what financial aid programs are available at UMES.
- You have the right to a complete explanation of the award process.
- You have the right to know the Financial Aid Office's Satisfactory Academic Progress Policy.
- You have the right to know the UMES Refund Policy.
- You have the right to cancel a student loan within 10 days from the time the funds were posted to your account.

You Are Responsible For the Following:

- Reading and understanding all forms and agreements that you sign.
- Following all directions carefully.
- Submitting honest and accurate information regarding your financial circumstances.
- Submitting required documentation in a timely fashion.
- Signing a promissory and a statement of rights and responsibilities.
- Informing the Financial Aid Office of additional sources of financial aid received.
- Resubmitting your FAFSA or renewal application for aid each year.
- A First Time UMES Student Loan borrower must attend an entrance counseling session.
- A graduating or exiting student loan borrower must attend an exit counseling session.

NOTE: Care has been taken to ensure the accuracy of this information. However, the information is susceptible, to unintended error and is subject to changes in Federal, State, and institutional policies without prior notice. Contact the University of Maryland Eastern Shore's Office of Student Financial Aid for updated information on financial aid.

Types of Financial Aid

Applicants seeking financial aid may be considered for loans, grants, scholarships and student employment (descriptions of these programs are provided in the Financial Aid Policies and Procedures available online at www.umes.edu/financialaid). The following types of financial aid are available to incoming Student Pharmacists:

- The Federal Direct Stafford Loans (Unsubsidized)
- The Graduate Plus Loans (GradPLUS)

The University of Maryland Eastern Shore is a 100% Direct Lending School. The Office of Student Financial Aid is unable to certify any loans from lending institutions in the Federal Family Education Loan Program (FFELP). The OSFA does provide information to students and parents about the availability of other alternative loans. However, we do suggest full utilization of the low interest federal loan programs prior to seeking alternative loan sources.

Federal Direct Stafford (Graduate or Professional) Loans

If you're a graduate or professional degree student, each year you can borrow up to \$37,167. The remainder of your financial aid eligibility may be through a Federal Direct PLUS (which requires a credit approval from the U.S. Department of Education) or a private/alternative educational loan (i.e. Citi Assist, Discover, Sallie Mae, etc.).

Eligible Applicants

You are eligible to apply for this loan at a school that participates in the Health Professions Student Loan program if you are a **citizen, national, or a lawful permanent resident of the United States** or the District of Columbia, the Commonwealths of Puerto Rico or the Marianas Islands, the Virgin Islands, Guam, the American Samoa, the Trust Territory of the Pacific Islands, the Republic of Palau, the Republic of the Marshall Islands and the Federated State of Micronesia.

GradPLUS

Applications for the Graduate PLUS can be completed at (<https://www.studentloans.gov>). If the PLUS credit is denied by the U.S. Department of Education, you will have three options:

1. Initiate an Appeal by calling 1-800-557-7394 or
2. Re-apply with an Endorser (the Endorser must also have his/her own FSA ID to complete their process at <https://www.studentloans.gov>) or
3. Decline the PLUS and pay your outstanding balance from you own resources, or other payment method.

*Note: If option (1) or (2) are chosen, you will need to contact the UMES Office of Financial aid so that a financial aid officer can originate your PLUS and/or to obtain a Loan Application ID Number to provide to your Endorser.

Grant/Scholarship Programs

Applicants who wish to have information on state grant/scholarship programs should write directly to the Department of Higher Education in the state of their legal residence. Other scholarship information can be found on the School of Pharmacy website: www.umes.edu/PharmD.

Private Loans

Several commercial banks have loan programs that will provide substantial funds toward tuition and living expenses. Here is a link to a private loan database to learn more about and/or research: <https://www.elmselect.com/v4/school/16/program-select>

Private loan applications are available in the Office of Student Financial Aid.

Financial Aid Process

For additional information about the financial aid process and timeline, please visit the following <https://www.umes.edu/FinancialAid/Pages/Financial-Aid-Information-and-Timeline/>.

POLICY FOR SATISFACTORY ACADEMIC PROGRESS AND FINANCIAL AID ELIGIBILITY

Purpose

To satisfy federal requirements, the U.S. Department of Education mandates that the University develop and apply a consistent and reasonable standard of academic progress.

Policy

It is the policy of the University of Maryland Eastern Shore to develop standards of Satisfactory Academic Progress (SAP) in accordance with federal requirements. The University's Satisfactory Academic Progress Policy (SAP) measures quantity (number of credits completed vs. the number of credits attempted) and quality (grade point average), maximum time frames for completion and measures progress incrementally.

The provisions of the Satisfactory Academic Progress Policy apply to students seeking eligibility for need-based aid, Maryland State Scholarships, and other programs which require the monitoring of satisfactory academic progress. Please visit the Office of Financial Aid Website online at www.umes.edu/financialaid for undergraduate and graduate student SAP policies.

Student Pharmacists SAP and Financial Aid Eligibility

Student Pharmacists must be enrolled full-time in the School of Pharmacy in order to be eligible for financial aid.

The Office of the Registrar shall validate the academic standing of each student semi-annually after each term has been completed, to determine Financial Aid Eligibility. Following the Registrar's validation of a student's academic standing, the Financial Aid Office shall determine a student's Financial Aid Eligibility based upon the following criteria establishing satisfactory academic progress:

- The minimum percentage completion rate as required by the University; and;
- Assessment of the time required for the student to complete his/her degree that would not exceed 5 years (1.5 times the published length of the program).

The student must meet all criteria, to retain his/her Financial Aid Eligibility. When a determination is made that the student is no longer eligible to receive financial aid based on the criteria above he/she will be notified in writing by the Office of Student Financial Aid prior to the start of each term.

Failure to Meet Minimum SAP Requirements

Any student who fails to meet minimum SAP requirements will be placed on ***financial aid warning***. If a student is placed on financial aid warning, he or she does not need to appeal, because financial aid eligibility has not been revoked. If, at the end of the financial aid warning period the student does not meet the minimum requirements for SAP, all aid will be suspended. ***In order to meet financial aid warning requirements, students must successfully complete 100% of their attempted credits for the financial aid warning semester with a semester GPA of 3.0 or better***. Students who are placed on financial aid warning are encouraged to seek academic and/or personal counseling. Counseling services can provide the student with additional

support which may help alleviate obstacles that hinder satisfactory academic progress. ***Students who are on financial aid warning are further encouraged to consult with a financial aid counselor prior to withdrawing from any classes.***

If a student withdraws in good academic standing and is later readmitted, his/her previously completed credit hours are included in the evaluation for satisfactory academic progress when re-applying for financial aid. Academic credit will not be awarded for blocks completed prior to the withdrawal. The full Doctor of Pharmacy curriculum must be taken in its entirety following re-admission.

Appeals

Students, who wish to appeal the suspension of financial aid may do so by submitting a letter of appeal ***and supporting documentation*** to the Office of Student Financial Aid within ***ten (10) days*** of the date of notification that aid has been suspended.

All financial aid appeals should:

1. Be typed or legibly written in ink and submitted to the Office of Student Financial aid
2. Identify the circumstances which lead to the failure to maintain minimum satisfactory academic progress.
3. Provide supporting documentation, (i.e. medical documentation, death notice, etc.)
4. Identify and have approved by a Counselor (Academic or Personal) a plan to correct academic deficiencies

The Satisfactory Academic Progress Appeals Committee Coordinator will notify the student in writing of the decision of the committee. If aid is reinstated, conditions may apply. If the conditions are not met, aid will be cancelled. ***All decisions at this point are final.***

All initial and subsequent appeals, supporting documentation and corrective plan of action must be received ***no later than forty-five (45) days*** prior to the end of the academic term for which the student is requesting reinstatement. The committee ***will not review*** any incomplete or partial appeals. The Committee ***will not*** assume the responsibility for gathering documentation; it is the responsibility of the student. Appeals received after the deadline date ***will not*** be considered. All appeals must be ***signed originals from the student.*** All supporting documentation submitted by the student becomes property of the UMES Office of Student Financial Aid.

Reinstatement of Aid

Aid may be reinstated on a probationary status by meeting the minimum requirements for SAP or by an approved appeal. A student who has had his/her financial aid eligibility terminated has the right to make a written appeal if extenuating circumstances exist and can be documented. If aid is not reinstated, suspension will remain in effect. Non-enrollment at UMES does not restore eligibility (i.e. – enrollment at another institution or "sitting out" a semester).

Additional Information

Academic dismissal or disciplinary suspension from UMES will result in the automatic cancellation of financial aid eligibility.

Only matriculating students (formally admitted) can receive financial aid.

Students ceasing attendance at UMES, either officially by withdrawing through the Registrar's Office or unofficially by dropping out, will have their financial aid adjusted in accordance with the Federal Return of Title IV Funds Refund Policy. ***Note: There is no refund of tuition and fees for Doctor of Pharmacy students after the first day of class. After the first day of class, Doctor of Pharmacy students are responsible for 100% of tuition and fees.***

**This is an abridged version of the information provided in the Office of Student Financial Aid Website at www.umes.edu/financialaid. Be sure to visit the Office of Student Financial Aid to find additional information including, but not limited to the following topics; Verification, Deferments, Records Maintenance, Refund Policy for Student Athletes, Ensuring Awards made Within Fiscal Limits, and Foster Care Tuition Waiver, etc.*

TOTAL WITHDRAWAL REFUND POLICY AND RETURN OF TITLE IV FUNDS

The UMES Doctor of Pharmacy program is a concentrated program that proceeds on a different schedule from other pharmacy programs and on a schedule that is outside the traditional fall/spring semester format. As such, once a student matriculates into the program and occupies one of the limited number of spots, that student is occupying a spot that cannot be filled if the student leaves the program after the program commences. Because the program cannot refill this spot, if a student withdraws after the first day of classes, is administratively withdrawn, or is expelled from the School of Pharmacy at UMES, the student is responsible for 100% of the tuition and fees for the entire term. Requests for exceptions due to unforeseen circumstances (e.g. serious family illness or death) will be evaluated on a case by case basis. Furthermore, the student and/or the University may be required to return a portion of federal funds awarded and/or paid to the student based on the date of withdrawal. The student may be eligible for a refund of a portion of room and board paid to UMES for the term according to the policies and procedures of the Office of Residence Life. This applies to a limited amount of students as most Doctor of Pharmacy students do not qualify for on-campus housing. If a student will be withdrawing, then the student should visit the Office of the Associate Dean and complete an "Application for Withdrawal from the University" form to begin the withdrawal process. This procedure will enable UMES to refund the maximum possible institutional charges. ***The withdrawal will not be complete until the student has returned the Application for Withdrawal form (with all appropriate signatures) to the Office of the Registrar.***

UMES' refund policy exists for calculating the refund of institutional charges for undergraduate students. ***Note: There is no refund of tuition and fees for Doctor of Pharmacy students after the first day of class. After the first day of class, Doctor of Pharmacy students are responsible for 100% of tuition and fees.***

The federal "Return of Title IV Funds" formula is applied to determine amount of Federal Title IV aid that must be returned to the federal government by the school and/or the student. The federal formula is applicable to a student receiving federal financial aid, if that student withdraws on or after the first day of class per term. **Notwithstanding federal policies requiring the school and/or student to return aid to the federal government, the student remains responsible for 100% of the tuition and fees for the entire term if he or she withdraws after the first day of classes.** The percentage of Title IV aid to be returned is equal to the number of calendar days the student attended class (first day of class to the date of withdrawal or attendance at an academically related event) in the semester divided by the number of calendar days in the semester. Scheduled breaks of more than four consecutive days are excluded.

NOTE: If funds are released to a student because of a credit balance on a student's account, then the student may be required to repay some of the federal financial aid if the student withdraws. A work sheet used to determine the amount of refund or Return of Title IV Aid for the Doctor of Pharmacy program is available upon request.

INCLEMENT WEATHER POLICY

The School of Pharmacy will follow the inclement weather policy of the University with a few exceptions. Depending on the severity of prevailing or impending road conditions, the University will observe a state of **(1) full operation, (2) minimum manning, or (3) closed**. The School of Pharmacy may implement its Teaching Contingency policy during periods of inclement weather, and further instructions will be provided by the School of Pharmacy through the university's email and/or learning management system (i.e. Canvas) regarding its individual operations.

University status will be announced on the UMES radio station, [WESM-FM \(91.3\)](#), as well as other local radio and television stations.

In the event that the School of Pharmacy is open but the student that he/she must miss class(es) because of prevailing or impending weather condition they should inform the School of Pharmacy Office of Student Affairs as soon as possible. They will not to be penalized pursuant to the School of Pharmacy Attendance Policy, but will be expected to make up any missed assignments or retrieve classroom information through blackboard and/or the lecture capture system.

If the School of Pharmacy is closed, the affected faculty will reschedule activities as soon as possible. Activities may be rescheduled during evening or weekend hours.

Students who are scheduled for an experiential rotation should consult the Experiential Education Manual for the inclement weather policy.

RESPONSIBLE USE OF TECHNOLOGY

Telecommunication Devices

The use and possession of pagers, telephones, two-way radio devices, personal digital assistants, etc. by Student Pharmacists are allowed, however, the use of these items must not disturb the learning environment. While in the classrooms, labs, or other designated learning environments all electronic communication devices **must be turned off**. Students who fail to observe these stipulations will be subject to confiscation of the device by faculty or subject to disciplinary action through the appropriate procedures of the School of Pharmacy.

Computers

Access to computing resources at the UMES School of Pharmacy is a **privilege**, not a right. This access is granted with restrictions and responsibilities for use. Violations of the rules governing the use of UMES computing resources may subject the violator to loss of access privileges, disciplinary action, and/or other action as deemed appropriate by the university. UMES's computing resources, including Internet access and e-mail accounts, are provided to support the university's education, business, and research missions. Routine personal usage of these resources may be permissible if, in the determination of the university, such use does not interfere with the university's Mission or preempt normal business/educational activity, does not impede employee productivity, does not interfere with or negatively impact any other person's or entity's rights and work/learning environment, does not conflict with any rule or law, and does not consume more than a trivial amount of resources. Use of the technological resources of the School of Pharmacy, including, but not limited to, computer hardware, computer software, Internet access, and e-mail accounts, is subject to the UMES Responsible Use of Technology Policy as described briefly below (and in full in the UMES Student Handbook). Students should also be aware that only the School's Network Administrator or the manufacturer of the computer equipment in use in the School or provided to the student by the School are authorized to repair said equipment.

Technology Requirement and Computer Competencies for Students

The many facets of the pharmacy profession require pharmacists to be proficient and knowledgeable regarding computer technology; therefore the School has adopted a technology requirement for students. All written assignments/projects must be computer generated. Students will be expected to be able to receive and submit assignments electronically, as well as use electronic library databases as needed. The use of PowerPoint will be required for all presentations.

All students entering the School will be expected to have the following minimal competencies in the use of computers.

1. A student should be familiar with the basic operations for personal computer use and file management in at least one operating environment, that is, keyboard

operations, copying and formatting disks, saving work, opening files and launching applications, etc. "Operating environment" means Windows, Macintosh OS, or equivalent.

2. A student should have hands on familiarity with at least one business-oriented application such as a word processor (Microsoft Word, Word Perfect, or equivalent), a spread sheet (Lotus or Excel), or a database (Blackboard, PeopleSoft, or the like).
3. The ability to develop slide presentations (e.g. PowerPoint) for class projects, presentations, or experiential program activities as expected.

These competencies will be assumed by all instructors in the School's course. The point of these competencies is that students should have enough confidence in their own abilities to deal with microcomputers that they can learn other competencies during their coursework as required.

E-mail Account Requirements

All Student Pharmacists are required to obtain and maintain use of a University of Maryland Eastern Shore e-mail account. University and School administration, faculty and staff rely on e-mail to share information with students about policies, procedures, appropriate deadlines, class materials and activities. Students must check their student e-mail accounts at least once a day (excluding holidays) to make sure that they are aware of current notices and information. If a student experiences a chronic problem accessing his or her e-mail account (i.e., inability to access the account for longer than 2 business days), he or she must contact the UMES IT Help Desk to resolve the situation. Students who experience difficulty accessing their e-mail account or who do not read notices sent via e-mail in a timely manner, are not exempt from complying with appropriate University and College rules, regulations and deadlines.

EQUAL OPPORTUNITY STATEMENT

The University of Maryland Eastern Shore supports equal opportunity in admissions, education, and use of facilities by prohibiting discrimination in those areas based on race, color, creed or religion, sex, sexual orientation, national origin, age, physical or mental handicap, or veteran status. Inquiries should be directed to the Affirmative Action Officer, in the Office of Human Resources, 3rd floor John T. Williams Hall.

RACISM, DISCRIMINATION AND DIVERSITY STATEMENT

The policy of UMES is that racism - or any attitude, action or institutional structure that has for its purpose the subordination of a person or a group based on race, color, creed, disability, marital status, national origin, sex or sexual orientation - must not be tolerated. If you feel that you have been discriminated against by a student, a faculty or staff member, you should contact the Affirmative Action Officer, Office of Human Resources, 3rd floor John T. Williams Hall (410) 651-6400.

THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days of the day the University receives a request for access;
- The right to request the amendment of the student's education records that the student believes is inaccurate;
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent;
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of Maryland Eastern Shore to comply with the requirements of FERPA.

Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar to whom the request was submitted, then the Registrar shall advise the student of the correct official to whom the request should be addressed.

Students may ask the University to amend a record that they believe is inaccurate. They should write the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agency); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll. Information on federal office that administers FERPA can be found here: <http://www2.ed.gov/policy/gen/guid/fpco/index.html>.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The University of Maryland Eastern Shore assures the commitment to provide access and equal opportunity to students with disabilities admitted to the University. As part of the Rehabilitation Act of 1973, Congress enacted Section 504. Section 504 provides that, “No otherwise qualified handicapped individual in the United States...shall, solely by reason of...handicap be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal Financial Assistance.”

On July 26, 1990, the Americans with Disabilities Act (ADA) was enacted. The ADA ((Section 504) reinforces the concept of reasonable accommodations in education.

Thus, the University of Maryland Eastern Shore is charged with the responsibility of reasonable access and opportunity to students with disabilities be provided to assist with their academic potential, as well as social and extracurricular activities.

Applicants with Disabilities

State and federal law require the University of Maryland Eastern Shore to provide reasonable accommodations for applicants with disabilities. The University will make reasonable accommodations as appropriate for qualified individuals as can be made such as to not compromise academic, clinical requirements, and standards that are essential to instruction in the pharmacy program and the award of a degree from the School of Pharmacy.

An applicant is not disqualified from consideration due to a disability. Applicants are **not required** to disclose the nature of disabilities to the Admissions Committee. Applicants with questions about the School’s Technical Standards for admission, academic advancement and graduation in relation to their disabilities are encouraged to discuss the issue of accommodation with the Admissions Committee prior to the interview process such that they can be accommodated at the interview process. If appropriate, and upon the request of an applicant or student, academic adjustments and/or reasonable accommodations may be provided. For applicants, the Admissions Committee will work with the appropriate faculty to determine whether requested accommodations are feasible and reasonable.

Some applicants who require technological assistance or other reasonable accommodations can attain some of the aptitudes, abilities and skills described in the Technical Standards. However, applicants using technology supports or other accommodations must be able to perform in a reasonably independent manner. The use of trained intermediaries to carry out functions described in the Technical Standards will not generally be permitted by the School of Pharmacy. Intermediaries, no matter how well trained, are applying their own powers of selection and observation, which could affect the student’s judgment and performance. Therefore, the School of Pharmacy will not generally permit third parties to be used to assist a student in the clinical training or in accomplishing curriculum requirements in the four skill areas identified in the Technical Standards. Other requested accommodations will be given due consideration, and reasonable accommodations will be made where consistent with curriculum objectives and legal requirements applicable to the School and University.

Requests for Accommodations

An applicant who has not been offered admission to the School of Pharmacy may disclose a disability and request accommodation during the admission process. **DISCLOSURE BEFORE BEING OFFERED ADMISSION IS NOT REQUIRED.** However, an applicant may want to determine the School's response to a specific accommodation request early in the admissions process. An applicant who chooses voluntarily to disclose a disability should write the Admissions Committee and the Office of Student Affairs to disclose the disability and discuss accommodation requests. Disclosure of the disability and request for accommodation will be kept confidential and shared with those persons responsible for evaluating the disability and whether a reasonable accommodation may be made for the disability.

After admission, students (including those who have not yet confirmed their slot in the class, those who have confirmed their acceptance and matriculating students) should disclose disabilities and request accommodation by writing, calling or visiting the Office of Institutional Equity (OIE) or the Assistant Dean for Student Affairs (School of Pharmacy). The University will follow the legal requirements of the law for accommodations.

Goals & Deadlines

Any student who has not yet matriculated must make requests for accommodation of disabilities within one week after accepting admission to the program. Any matriculating student, who becomes aware of a disability requiring accommodation or a need for accommodation of a previously known disability, must request the accommodation as soon as the need for accommodation has been identified. Information about a student's disability and request for accommodation will be held in confidence and disclosed to those persons responsible for evaluating the disability and determining whether requested accommodations can be made. A student can expect a response from the Vice President of Academic Affairs within 21 days of submitting all required documentation as required. The time may be extended if the School requests additional information, which cannot reasonably be gathered within the period.

POLICY ON CHILDREN AND/OR DEPENDENTS IN CLASSROOM OR LEARNING ENVIRONMENTS

The UMES SOP curriculum is a demanding and rigorous academic program that requires the students to balance their academics as well as their personal responsibilities. The UMES SOP recognizes the importance of strong social support and encourages the students to maintain positive social support through their family and friends. In addition, students should actively participate in School sponsored activities and take advantage of the comfortable learning environment that fosters professional learning and growing. The School works very hard to ensure that the learning environment is free from unnecessary distractions or disruptions and requires students to assist in achieving a positive learning environment.

The School recognizes the diversity of our student body and understands that some students enrolled in the program may have responsibilities to/for their spouse and/or children. As a result the School makes every effort to schedule the majority of the academic coursework within the times of 8:00 A.M. to 5:00 P.M. so that students may also balance their personal/family obligations. For those academic courses and/or school activities that occur outside of 5:00 P.M., students will be provided advanced notice of the event so that appropriate arrangements can be made by the student to attend. With respect to classrooms, labs, or other structured learning environments, infants, small, young, or young-adult children are not permitted to attend classes under any circumstances. The UMES SOP does not provide childcare on-site, so students are strongly encouraged to obtain dependable childcare that will not interfere with their academic responsibilities. This policy does not apply to those UMES SOP or University activities in which open invitations to family/friends, etc. are extended.

POLICY ON GENERAL SUBSTANCE ABUSE

To comply with the Drug Free Schools and Communities Act of 1989 and Amendments, students and employees of the University of Maryland Eastern Shore are informed that strictly-enforced policies are in place that prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on UMES property or as part of any UMES-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state, federal law for any property or at UMES activities. Sanctions imposed by the university may include disciplinary suspension and/or completion of an appropriate educational rehabilitation program. The university affirms that illegal drug use is wrong and harmful. Alcohol abuse and the use of illegal drugs results in cognitive deficits, loss of productivity, and other health risks. These risks include an increased incidence of accidents, which may result in death or permanent injury. Free, confidential counseling for alcohol and other drug abuse issues is available to students and employees through Counseling and Health Services. Other referral resources may include assessment, a fee. Educational programs and materials are also available.

The University of Maryland Eastern Shore policy expressly forbids possession and/or consumption of alcohol by students, employees or guests who are under the legal drinking age. Possession of drug paraphernalia and the use, manufacture, sale, or distribution on or off campus of illegal drugs by any student is also prohibited.

Students are referred to the [Student Experience and Enrollment Management website](#) for a more detailed explanation of this policy.

SMOKING POLICY

Effective July 1, 2013, UMES became a smoke-free campus. The University smoking policy and designated smoking areas on campus can be found here: <https://wwwcp.umes.edu/student/>

ASSISTANCE AND SERVICE ANIMAL POLICY

The University Assistance and Service Animal Policy can be found here:
<https://wwwcp.umes.edu/universitypolicies/other-policies/>"

THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA)

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a law passed by Congress intended to establish transaction, security, privacy, and other standards to address concerns about the electronic exchange of health information. However, the HIPAA Privacy Rule excludes from its coverage those records that are protected by FERPA at school districts and postsecondary institutions that provide health or medical services to students. This is because Congress specifically addressed how education records should be protected under FERPA. For this reason, records that are protected by FERPA are not subject to the HIPAA Privacy Rule and may be shared with parents under the circumstances described above.

HIPPA

What is HIPAA?

HIPAA is the Health Insurance Portability and Accountability Act of 1996. It is a federal law effective as of April 2003. This law protects the privacy of a patient's personal and health care information. Violations of the law can result in fines up to \$250,000 and in jail sentences up to 10 years.

Who has to follow the HIPAA law? Everyone

When does the law have to be followed? Now

Why is HIPAA important?

HIPAA protects our privacy and the security of information about us when we are patients. It's the law and it's the right thing to do.

What patient information must we protect?

All information about an individual who is a patient of a health care service is private or confidential. The information may be written on paper, saved on a computer or spoken. HIPAA refers to this information as Protected Health Information (PHI).

PHI includes:

- A person's name, address, phone numbers, e-mail address, age, birth date, social security number
- Medical records including the reason for seeking health care, diagnosis, prescribed treatment and medications, x-rays, lab work, test results
- Billing records including claim information, referral authorizations, benefits explanations research records

If you have access to any of this information—including the simplest fact that a person received health services—and reveal it to someone who does not need to know it, you have broken the law and compromised a person's confidentiality.

How does HIPAA affect you and your job?

If you currently see, use or share a person's protected health information as part of your job, HIPAA may change the way that you do your job.

If you currently work directly with patients, HIPAA may change the way that you do your job. As part of your job, you must protect the privacy of PHI.

When can you use PHI?

You can only use PHI to do your job. You should, at all times, protect a person's information as if it were your own information. You may look at a person's PHI only if you need it to do your job, use a person's PHI only if you need it to do your job, give a person's PHI to others when it is necessary for them to do their jobs, and/or talk to others about a person's PHI only if it is necessary to do your job.

Need to Know?

Use common sense in making decisions about whether you need to see or share PHI to perform your job. Ask yourself, "Do I need to know this to do my job?" If you do not, do not access the information. It is none of your business! But if it is your business, you have nothing to worry about.

What else should I be thinking about to protect privacy of PHI?

Strong computer security practices are protective of private information. These are some best practices to implement:

- Make sure that your computer is running updated anti-virus software. Right clicking on the "V Shield" icon on the task bar and selecting "About" will tell you when your virus definitions were last updated. The OIT Virus page has links to auto updating software.
- Use common sense when receiving attachments from strangers. Don't open a file unless you have reason to have expected to receive one.
- Pay attention to "cries for help" from your computer. If hackers have gained access, you might notice the disk drives chattering when you aren't asking the computer to do anything. Subtle changes to your desktop might suggest someone is running "remote control" software against you.
- Clear off disk drives before surplusing computers. Use a "disk wipe" program or a low level format.
- Use a screen saver that locks your desktop when you are away from your desk.
- Position your computer screen so that it cannot be easily viewed by passers-by.
- Do not store SAR data on local hard drives.

Select a password that hackers will have difficulty guessing. Eight (8) characters are a good number. Include letters, digits, and punctuation. Change your password every few months. If you have a Windows NT, 2000, or XP computer, make sure that the Administrator account on the computer also has a strong password.

APPENDIX I

SUBSTANCE MISUSE POLICY FOR STUDENTS UNIVERSITY OF MARYLAND Eastern Shore SCHOOL OF PHARMACY

This policy is based on the American Association of Colleges of Pharmacy Guidelines for the Development of Addiction and Related Disorders Policies for Colleges and Schools of Pharmacy and reflects University of Maryland's Eastern Shore School of Pharmacy's (UMES-SOP) recognition that Addiction and Related Disorders (AARDs; also known as substance use disorders), including alcoholism, are diseases that affect all of society. The School therefore accepts a responsibility to assist student pharmacists with AARDs toward recovery.

Students please carefully read the SUBSTANCE MISUSE POLICY and return this form to the Office of Student Affairs (OSA) prior to the first day of orientation.

PRE Matriculation Drug Screening Requirement:

- All students are required to have a drug screening test on file with the UMES-SOP **prior to the first day of orientation**. The drug screening is performed by Castle Branch, Inc. at the expense of the student.
- **Applicants with a positive drug screen result may have their offer of admission rescinded.**

POST Matriculation Drug Screening Requirement:

A current UMES- SOP student with a positive screening for either drugs or alcohol will cease all didactic courses, experiential activities, and any other activities in the program until the positive test can be investigated. In the event of a confirmed positive drug screening (annual or periodic):

- If the student agrees to participate and complete the Maryland Board of Pharmacy Rehabilitation Services Program, OSA will monitor the completion of the program. If the student does not consent to participate, or does not fully comply with the terms of the treatment plan, the student will be **dismissed** from the school.
https://health.maryland.gov/pharmacy/Pages/rehabilitation_information0829-3195.aspx
- Allow individuals to obtain a leave-of-absence for a period of time while they are in the Maryland Board of Pharmacy Rehabilitation Services Program, with guaranteed reentry into the school after their recovery.
- A **second confirmed positive drug** test will result in dismissal from the program with no option for return.

In the event of a confirmed positive drug screen, the implicated student may provide documentation from a physician that they are legally taking the drug(s) in question. Students with positive drug screens due to an **active legally prescribed medication(s)** will be cleared to go to or return to the program.

Total Withdrawal Refund Policy and Return of Title IV Funds:

The UMES Doctor of Pharmacy program is a concentrated program that proceeds on a different schedule from other pharmacy programs and on a schedule that is outside the traditional fall/spring semester format. As such, once a student matriculates into the program and occupies one of the limited number of spots, that student is occupying a spot that cannot be filled if the student leaves the program after the program commences. Because the program cannot refill this spot, ***if a student withdraws after the first day of classes, is administratively withdrawn, or is expelled from the School of Pharmacy at UMES, the student is responsible for 100% of the tuition and fees for the entire term.*** Requests for exceptions due to unforeseen circumstances (e.g. serious family illness or death) will be evaluated on a case by case basis. Furthermore, the student and/or the University may be required to return a portion of federal funds awarded and/or paid to the student based on the date of withdrawal. The student may be eligible for a refund of a portion of room and board paid to UMES for the term according to the policies and procedures of the Office of Residence Life. This

applies to a limited amount of students as most Doctor of Pharmacy students do not qualify for on-campus housing. If a student will be withdrawing, then the student should visit the Office of the Associate Dean and complete an “Application for Withdrawal from the University” form to begin the withdrawal process. This procedure will enable UMES to refund the maximum possible institutional charges. ***The withdrawal will not be complete until the student has returned the Application for Withdrawal form (with all appropriate signatures) to the Office of the Registrar.***

UMES’ refund policy exists for calculating the refund of institutional charges for undergraduate students. ***Note: There is no refund of tuition and fees for Doctor of Pharmacy students after the first day of class. After the first day of class, Doctor of Pharmacy students are responsible for 100% of tuition and fees.***

The federal “Return of Title IV Funds” formula is applied to determine amount of Federal Title IV aid that must be returned to the federal government by the school and/or the student. The federal formula is applicable to a student receiving federal financial aid, if that student withdraws on or after the first day of class per term. ***Notwithstanding federal policies requiring the school and/or student to return aid to the federal government, the student remains responsible for 100% of the tuition and fees for the entire term if he or she withdraws after the first day of classes.*** The percentage of Title IV aid to be returned is equal to the number of calendar days the student attended class (first day of class to the date of withdrawal or attendance at an academically related event) in the semester divided by the number of calendar days in the semester. Scheduled breaks of more than four consecutive days are excluded.

NOTE: If funds are released to a student because of a credit balance on a student’s account, then the student may be required to repay some of the federal financial aid if the student withdraws. A work sheet used to determine the amount of refund or Return of Title IV Aid for the Doctor of Pharmacy program is available upon request.

My signature on this document signifies that I have received, read, understand, and agree to abide by the tenets of the UNIVERSITY OF MARYLAND EASTERN SHORE SCHOOL OF PHARMACY SUBSTANCE MISUSE POLICY FOR STUDENTS.

PRINT Name and Sign: _____ **Date:** _____

Appendix II

UMES SCHOOL OF PHARMACY STUDENT HANDBOOK RECEIPT

The *University of Maryland Eastern Shore School of Pharmacy Student Handbook* hereafter referred to as the *Handbook* has been made available via the School of Pharmacy's Website and contains all relevant UMES School of Pharmacy policies and procedures, and other information required for the edification of all enrolled students in the UMES School of Pharmacy's Doctor of Pharmacy program. This Handbook fully discloses and explains the meaning and implication of all practices and expectations within the Doctor of Pharmacy program. The information contained in this Handbook is subject to change without prior notice and is not to be construed as a contract between the School or University and the student. This handbook does not necessarily contain all information on the School of Pharmacy or its program and policies; however every effort has been made to provide as much information as practicable to assist our students' professional and academic concerns, as well as, the full range of implications these policies and procedures poses on their future educational plans and professional goals. It is recommended that students review the following sections in great detail:

- General academic rules & guidelines, Student Assessment Policy, Policy for the delivery of Fall or Spring Extended Learning, Academic Progression (pages ____)
- Professionalism Policy, Attendance Policy, Dress Code Policy, Consequences of Unsatisfactory Achievement of Academic and/or Professional Standards (pages ____)
- Student Appeals Process, Student Grade Related & Non-grade related grievance policy & procedures (pages ____)
- Tuition & Fees, Financial aid & refund policy (pages ____). Student who will withdraw from the Doctor of Pharmacy program on or after the first day of class WILL NOT receive a refund. After the first day of class, Doctor of Pharmacy students are responsible for 100% of tuition and fees.

By signing the *UMES School of Pharmacy Student Handbook Receipt*, students are acknowledging receipt of the *Handbook* and accepting responsibility to thoroughly become familiar with the information found therein. Receipts must be signed and returned to the Office of Student Affairs prior to Orientation. Copies of the signed receipts will be kept in an individual's file.

I, the undersigned, acknowledge that I have received access to a copy of the UMES School of Pharmacy Student Handbook, which contains the UMES School of Pharmacy's policies and procedures, its meaning and implication and how it impacts on my educational plans and future professional goals. Furthermore, I concede to become thoroughly familiar with this Handbook and understand that information contained within is subject to change without prior notice.

Instructions for Signing Form

1. Download Application (save it to your computer or thumb drive)
2. Open document, scroll down to the Application
3. In upper right hand corner, click on **SIGN**
4. Save a copy and E-MAIL IT TO rxstudentaffairs@umes.edu

Signature: _____ Student ID _____

PLEASE NOTE: Failure to read, understand and interpret this UMES School of Pharmacy Handbook does not excuse students from the professional and academic risks described therein. Furthermore, personal factors, illness, or contradictory advice from any source are not acceptable grounds for seeking exemption from these rules and procedures.