



Academic & Ethical Policies Handbook
2019 – 2020

Pledge of Professionalism



As a student of pharmacy, I believe there is a need to build and reinforce a professional identity founded on integrity, ethical behavior and honor. This development, a vital process in education will help to 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 will be an essential part of my everyday life and I will pursue all academic and professional endeavors with honesty and commitment to service.

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

- A. Develop** *a sense of loyalty and duty to the profession by contributing to the well-being of others and by enthusiastically accepting the responsibility and accountability for membership in the profession.*
- B. Foster** *professional competency through life-long learning. I will strive for high ideals, teamwork, and unity within the profession in order to provide optimal patient care.*
- C. Support** *my colleagues by actively encouraging personal commitment to the “Oath of a Pharmacist” and the “Code of Ethics for Pharmacists” as set forth by the profession.*
- D. Dedicate** *my life and practice to excellence. This will require an ongoing reassessment of personal and professional values.*
- E. Maintain** *the highest ideals and professional attributes to ensure and facilitate the covenantal relationship required of the pharmaceutical caregiver.*

The profession of pharmacy is one that demands adherence to a set of ethical principles. 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 will strive to uphold this pledge as I advance toward full membership in the profession.

I voluntarily make this pledge of professionalism.

Developed and adopted by the American Pharmaceutical Association Academy of Students of Pharmacy

*Xavier University of Louisiana
College of Pharmacy*

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Xavier University of Louisiana

History

There are 100 historically Black colleges and 253 Catholic colleges in the United States, yet only one is both Black and Catholic. That distinction belongs to Xavier University of Louisiana, which strives to combine the best attributes of both its faith and its culture.

Located in New Orleans, the small liberal arts college dates back to 1915, when St. Katharine Drexel and the Sisters of the Blessed Sacrament founded the coeducational secondary school from which it evolved. St. Katharine, supported by the interest on a substantial inheritance from her father, banker-financier Francis Drexel, founded and staffed many institutions throughout the U.S. in an effort to help educate Native Americans and Blacks.

Aware of the serious lack of Catholic-oriented education available to young Blacks in the South, St. Katharine came to New Orleans and established a high school on the site previously occupied by Southern University. A Normal School, offering one of the few career fields (teaching) open to Blacks at the time, was added two years later. In 1925, Xavier University became a reality when the College of Liberal Arts and Sciences was established. The first degrees were awarded three years later. In 1927, a college of pharmacy was opened.

Recognizing the University's need for a separate identity and room to expand, St. Katharine bought a tract of undeveloped land for a campus on the corner of Palmetto and Pine Streets in 1929. Construction of the U-shaped, gothic administration building (now a historical New Orleans landmark) was completed in 1933.

Through the years, as needs dictated, the campus gradually expanded, with the 1937 addition of a library (which now houses the Music Department), the gymnasium (1937), St. Michael's men's dormitory (1955), the Student Center (1962), St. Joseph's (1965) and Katharine Drexel (1969) women's dormitories, the House of Studies (1967), the College of Pharmacy (COP) (1970), the Norman C. Francis Academic Science Complex (1988), the new Library Resource Center and COP addition (1993), and St. Peter Claver women's dormitory (1994). Xavier South, a multi-story office building, was purchased in 1990. The Living Learning Center, a co-ed residence hall for upperclassmen, and the Norman C. Francis Science Complex addition were completed in 1998. A new University Center, along with an additional dormitory for upperclassmen (St. Martin de Porres Hall) were opened in 2003. An addition to the Pharmacy building, the Qatar Pavilion, was completed in the fall 2010. The old Student Center was demolished to make way for the new St. Katharine Drexel Chapel completed in 2012. With funding available to replace the "Barn" – the center of athletic competitions for many years - a new 4,000 seat Convocation Center and Annex were also completed in 2012.

In October 2000, Pope John Paul II approved Blessed Katharine Drexel's canonization. St. Katharine Drexel is only the second American-born saint and the only one to have founded a university in the history of the Catholic Church. The Sisters of the Blessed Sacrament remain a vital presence on campus today, providing much-needed staffing and some financial assistance; but today a Board of Trustees governs Xavier. President *Emeritus* Dr. Norman C. Francis, himself a Xavier graduate was the first "lay" president and he served for forty-seven years. On July 1, 2015 Dr. C. Reynold Verret took over the reigns as president.

Even with its special mission to serve the Black, Catholic community, Xavier's doors have always been open to qualified students of any race or creed. In fact today, more than 70 percent of Xavier's students are of other religious affiliations, and 31 percent are of other races.

COP

A Brief History

The Xavier University of Louisiana COP was established in 1927, only two years after the University opened its doors under the visionary leadership of Saint Katharine Drexel.

The COP was organized as the result of a carefully considered idea of providing education and training for pharmacy practice to young black men and women for whom this education was difficult to obtain. In addition to building a strong foundation in the sciences, a particular emphasis was placed on character building through community involvement.

Despite modest beginnings with only two part-time teachers plus a permanent dean beginning in 1927, the COP graduated its first class of eight (8) students in the spring of 1930 with the Graduate in Pharmacy (Ph.G.) degree. By 1932 the faculty had grown to three full-time instructors, and the three-year program was superseded by a four-year Bachelor of Science degree in Pharmacy. Graduates received this degree through an additional year of study beyond the Ph.G. degree. In 1960 the B.S. degree in Pharmacy became mandatory. By 1964, the program had evolved into the requirements of two years of pre-pharmacy and three years of professional studies. In the fall of 1991, Xavier initiated its entry-level Pharm.D. degree program requiring two years of pre-pharmacy and four years of professional studies.

Over the past 92 years, the COP has grown under the leadership of eight deans and one interim dean. The strength of the program is supported through a pharmacy faculty that represents a diverse background of disciplines and expertise. Faculty members provide students with the opportunity to explore interests and test ideas in both traditional and non-traditional roles of pharmacy practice and research.

The COP is physically located on the beautiful campus of Xavier University, not far from downtown New Orleans. In 1993, the three-story, 24,000 square foot facility was expanded by the addition of 30,000 square feet that included additional state-of-the-art modular laboratory facilities and office space for the pharmacy faculty.

Prior to the landfall of Hurricane Katrina in 2005, the University had identified as one of its top priorities a new state-of-the-art pharmacy building to meet the College's growing needs and to enhance the experiences and opportunities afforded to our students and faculty. Through a generous gift of \$12.5 million from the country of Qatar this project has come to fruition. The new Pharmacy Complex completed in 2010, encompasses an additional 66,000 square feet including a vivarium, new faculty and staff offices, research, teaching, practice laboratories and additional classroom spaces. Renovations to the original building completed in 2014, include a state-of-the-art Clinical Observation Center and a Team-Based Learning (TBL) classroom. Additionally in 2016, the old Student Affairs office was converted to a spacious Student Lounge and office space for each of the organizations. The computer lab was expanded in 2017 to accommodate 83 students. Future planned renovations to the original building will include a new anatomy lab as well as faculty offices for a new Physician Assistant Program.

Xavier's COP is a leader in the number of pharmacy degrees awarded to African Americans. From its first class of eight graduating pharmacy students in 1930, to the class of 2019 in which students received the Doctor of Pharmacy degree, Xavier's graduates serve with distinction in communities throughout this nation and around the world. Its graduates continue to excel in areas that include traditional community and institutional pharmacy practices, ambulatory care, nuclear pharmacy, home infusion, industry, academia, research and professional organization management.

Deans of Xavier College of Pharmacy

Gasper R. Bosetta, O.D., Ph.G, LL.B 1927-1928 Lawrence F. Ferring, Ph.C., M.S., LL.D 1928-1964 Charles J. Kelly, Ph.C., M.S., LL.D 1964-1973 Duane L. Aldous, B.S., Ph.D. 1973-1979	Warren P. McKenna, B.S. 1979-1982 Marcellus Grace, B.S., M.S., Ph.D 1983-1999 Robert L. Thomas, Pharm.D. (Interim) 1999-2000 Wayne T. Harris, B.S., M.S., Ph.D 2001 – 2009
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Kathleen B. Kennedy, Pharm.D.
2009 - Present

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DCAS – Division of Clinical and Administrative Sciences

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ACADEMIC POLICIES

SECTION 1

COP Entry-Level Professional Program (Doctor of Pharmacy)

Health care is a rapidly changing field. To remain current with changes occurring in the practice of pharmacy, the academic program was significantly changed for students entering in the Fall 2015. Although overall program length will not be affected, students currently enrolled at the time of revisions to curricular content and requirements who entered the COP before Fall 2015 will continue their matriculation in the “old” curriculum. Students who entered the COP in the Fall 2015 and after will matriculate using the “new” curriculum (pages 12-13).

I. THE GRADING SYSTEM

A. Quality Points

A=	4 Quality Points (90 – 100%)
B=	3 Quality Points (80 – 89%)
C=	2 Quality Points (70 – 79%)
D=	1 Quality Point (65 – 69%)
F=	0 Quality Points (<65%)
P/PC=	Pass/Pass with Credit
I=	Incomplete
W=	Withdrawal
P/F=	Pass/Fail (no quality points)
W\$=	Administrative withdrawal for financial reasons
NG=	No grade submitted by instructor
AU=	Audit

A, B, C, and P/PC grades are passing grades. A “D” grade is not considered as passing. All grades with quality points are used in the calculation of the GPA. A grade of “I” (incomplete) becomes an “F” unless changed before the end of the sixth week of the semester following the one in which the “I” grade was received. Unless a prior waiver is granted, a student who receives an “I” at the end of the spring semester should complete the work before the end of the first summer session. Students who have not satisfied their financial obligations to the university are prohibited from taking final examinations and will receive a W\$. Students with “W\$” for all courses in a semester must petition for readmission through the Registrar’s Office. Please refer to the University Catalog (2019– 2020) for details.

B. Grade Point Average

All courses taken in the four-year professional curriculum are included in the calculation of the pharmacy grade point average. Courses taken prior to admission to the COP, as well as those completed during summer school at other colleges, will not be included in the GPA calculation.

C. Procedure to withdraw from a course or the university

Withdrawal from any course must be executed through a proper change of schedule (add/drop) form. Withdrawal must be completed before the date designated on the official University Academic Calendar. If a student withdraws before the official withdrawal deadline, as indicated in the university academic calendar, the grade assigned will be “W”. After this date, withdrawal from a course (other than withdrawal from the University) is not permitted except in the most extreme circumstances and then only with the written approval of the Dean of the College. A student who withdraws unofficially from a class at any time automatically receives an “F” for that class. **Students who are on probation are not allowed to withdraw from a course unless he/she plans to withdraw from the university.**

After a student completes an add/drop form indicating the course(s) to be dropped, the following must be done:

1. The instructor(s) must sign and take the appropriate copy.
2. The advisor must sign and take the appropriate copy.
3. The student must take the remaining copies to the cashier and pay the required fee.
4. The student must return the add/drop form and receipt to the Registrar's Office.

Withdrawal from the University must be initiated in the Registrar's Office. The last day to officially withdraw from the University is posted on the University Academic Calendar. Students who have withdrawn but want to return to the College must submit their application for readmission to the Office of Student Affairs. The form is available on the College's webpage under the "Currents Students" link.

Students who completed the pre-pharmacy program at Xavier University and who withdrew or are dismissed from the COP, may petition for return to the College of Arts and Sciences under a new major.

D. Pass/Fail Grades

Pass/fail grades are applicable to courses in the Professional Experience Program (PEP) and other selected courses as determined by the Academic Council. Under the pass/fail grading system, a student will receive a passing grade if his or her work in the course is determined to meet a professional level of competence. The course(s) passed under the pass/fail system will be counted towards total hours needed for graduation, but will not be computed in the cumulative grade point average.

E. COP Remediation Policy

Remediation is a privilege afforded students who do not demonstrate basic comprehension of the concepts presented in a course. The purpose of remediation is to demonstrate a basic level of competency in required content areas. Remediation may occur either by reassessment or repeating the course. The current remediation policy is being revised and will be presented in each course syllabus and in the updated on-line version of the Academic and Ethical Handbook (2019-2020) once approved by the faculty.

II. POLICY ON PROMOTION OF PHARMACY STUDENTS

In order to be promoted from one classification to the next, students must successfully complete semester hours as specified in the table below:

COP Curriculum	
Classification	Promotion Criteria
P1	Complete 1-30 semester hours with a "C" grade or better
P2	Complete 31-66 semester hours with a "C" grade or better
P3	Complete 67-104 semester hours with a "C" grade or better
P4	Complete all courses in the first through the third professional years with a cumulative Pharmacy GPA of 2.00 or higher. To graduate, students must complete 42 semester hours of experiential training in the P4 year.
Total Semester Hrs.: <u>146(7)</u>	

III. **ACADEMIC ADVISING**

The College of Pharmacy Faculty and Staff, together with the University Administration, are dedicated to assisting students in program planning, schedule structure, and academic counseling throughout their college attendance. ***However, the student must accept the ultimate responsibility to arrange a schedule of offered courses to meet requirements for the pharmacy degree.*** The academic advisor is available to assist the student in planning his or her schedule each academic semester.

A listing of Academic Advisors can be found on the bulletin board on the first floor across from the Office of Student Affairs.

IV. **ACADEMIC STANDING**

The COP Academic Standing Committee meets at the end of the Fall and Spring semesters as well as at the end of the second summer session to review student records and make decisions about academic standing and requests for readmission. If a student is not in good standing (2.00 semester and/or cumulative pharmacy GPA), the student is placed either on academic probation or academic dismissal, depending on the circumstances as dictated by the guidelines below.

Academic Standing Categories & Stipulations

The academic status of COP students is categorized as one of the following:

Good Academic Standing - A student is in “good academic standing” unless on academic probation or academically dismissed. A student in “Good Academic Standing” may enroll in all courses as sequenced in the program year (P1-P4) and there is no restriction to the student’s participation in COP organizations.

Academic Probation - Students on academic probation have either of the following:

- cumulative or semester GPA of less than 2.00 in the Fall or Spring semester OR
- two or more “D” grades in any semester OR
- an “F” grade in any semester

Academic Dismissal - A student will receive an “academic dismissal” for the following:

- A student earns three or more “F’s” during enrollment in the COP.
- A student qualifies for probation while already on probation.
- A student earns a third academic probation during enrollment in the P1-P3 years.
- A student fails to pass a course on the second attempt.
- A student is found to be ineligible to begin the APPE rotations at the end of eight regular semesters (i.e. summer sessions are not counted as regular semesters).
- A student earns more than one “F” while on APPE rotations.

Academic Warnings

Academic Warnings are sent out when a failing grade (“D” or “F”) is earned at midterm

For students on Probation: An “Academic Dismissal Warning” will be given if a “D” or “F” grade is earned at mid-term. If the performance on the final grade report is not improved, and the student meets the criteria for academic dismissal, the student will be reviewed by the Academic Standing Committee for “Academic Dismissal”.

For students not on Probation: An “Academic Warning” will be given if a “D” or “F” grade is earned at mid-term. Academic warnings can be issued any number of times. If the performance on the final grade report is not improved, and the student meets the criteria outlined above, the student will be placed on “Academic Probation”.

Stipulations for “Academic Probation”

- A student who is placed on academic probation must enroll in the Academic Enrichment Program (AEP) and sign the AEP Student Agreement (see appendix).
- A student who is placed on academic probation will meet with AEP counselors to complete a Comprehensive Study Schedule (CSS) and discuss their mandated participation in the program while on probation
- A student who is on probation cannot represent the COP in any official capacity (e.g. class officer or officer in a student organization).
- A student on academic probation **cannot** withdraw from any pharmacy courses.

Academic standing during the P4 year

Regardless of the reasons for earning an “F” (e.g. academic versus disciplinary) during enrollment in APPE rotations, the first “F” will result in a written warning of dismissal from the College, while a second “F” will result in automatic dismissal.

Removal of probationary status

Once on probation a student will return to “Good Standing” when he or she is determined to have remediated the academic deficiency which formed the basis for probation. The decision to remove probation will be officially communicated to the University Registrar’s Office by the COP Office of Student Affairs.

Requests for Readmission

In general, a student may seek readmission to the COP via the College’s Academic Standing Committee.. Upon dismissal, a pharmacy student will complete the **College of Pharmacy Request for Readmission Form** (Appendix 3). Download the form from the COP website at <http://www.xula.edu/cop/Forms/index.html> and submit to the COP Office of Student Affairs (Rm. 100).

- The COP Academic Standing Committee will meet to review student appeals for readmission. The above-mentioned document must be submitted to the Office of Student Affairs at least two weeks before the scheduled meeting of the Academic Standing Committee. Any student who was not in good academic standing upon leaving the COP must also schedule an appointment with the Counseling Center once an application for readmission has been submitted.
- If the appeal is APPROVED, the student will be notified in writing of the decision, along with classification and academic status (probation, etc.) that will be applied upon return to the college.
- If the appeal is DENIED, the student has the right to a written appeal of the decision to the University Academic Standing Committee. That committee meets only once a year during the month of July. The appeal must be received in the Registrar’s Office no later than July 1. The University Appeal form can be found on the College’s webpage under the “Current Students” link.
- Students who are not successful in the appeals process have the option to reapply to the COP as a P1 student. If readmitted, the student will be placed on academic

probation and will be required to take the full course load and perform any additional work prescribed in the Probationary Action Plan. A student who is readmitted may elect to defer their re-enrollment as a continuing student for up to three regular semesters.

V. **DEGREE REQUIREMENTS**

A. General Requirements

To be eligible for the degree of Doctor of Pharmacy (Pharm.D.), a student must have completed the four-year professional curriculum in the College of Pharmacy. The student must have a 2.00 grade point average for courses attempted in the four-year professional curriculum and pass a comprehensive exam in the P4 year.

B. Pharmacy Comprehensive Exam

Student progression is important to the success of all students in the professional program. In 2016, the Accreditation Council for Pharmacy Education (ACPE) began requiring all P3 students to take the Pharmacy Curriculum Outcomes Assessment (PCOA) test developed by the National Association of Boards of Pharmacy (NABP) before matriculating to the P4 year. The College also uses this test for P2 students to measure their level of understanding of foundational knowledge and their preparation for advancement. While this exam is not considered high-stakes for P2 students, the performance on the test by P3 students will impact their ability to progress to the P4 year. Based on the results, some students may require remediation..

Important: Passing a comprehensive examination is required in the P4 year for graduation. This examination is part of the requirement for PCLN 5501D and PCLN 5502D. Details of this examination are provided at the first class meeting for PCLN 5501D.

VI. **COP CURRICULUM**

In an effort to assure that graduates are well prepared to assume a progressive pharmacy practice in a dynamic health care environment, the College of Pharmacy has implemented a more discipline-integrated curriculum for student learning. This approach will enhance the full body of knowledge required for students to successfully pass their licensure exams, and ultimately enter practice as competent professionals.

A. COP Integrated Curriculum - ENTRY-LEVEL PROFESSIONAL PROGRAM Doctor of Pharmacy

Pharmacy majors should note that health care is a rapidly changing field. To remain current with changes occurring in the practice of pharmacy, the academic program is subject to periodic revision of curricular content and requirements. Although overall program length will not be affected, students currently enrolled at the time of such revision will be held responsible for any new requirements. Opportunity to meet any new requirements will be provided within the constraints of the standard academic calendar. This policy is necessary to assure that graduates are well prepared to assume a progressive pharmacy practice in a dynamic health care environment. Students should consult with their advisors on a frequent basis to assure that current degree requirements are met

Fall P1			Spring P1		
PCLN 3601/02	IPPE I Wellness/Pt. Interview	1	PCLN 3601/02	IPPE I Wellness/Pt. Interview	1
PCLN 3603	IPPE I Seminar	0	PCLN 3603	IPPE I Seminar	0
PCLN 3630	Professional Practice	2	PCLN 3700	Introduction to Therapeutics	2
PCLN 3630L	Professional Abilities Lab I	1	PHCL 3630	Human Anatomy/Physiology II	3
PHCL 3610	Biomedical Immunology	2	PHCT 3050	Pharmaceutics I	3
PHCL 3620	Human Anatomy/Physiology I	3	PHCT 3050L	Pharmaceutics Lab	1
PHCL 3620L	Human Anatomy/Physiology Lab	1	PHSC 3650	Biotech & Pharmacogenomics	3
PHCY 3610	Drug Info & Lit Evaluation I	1	PHSC 3910	Med Chem/Pharmacology I	4
PHCY 3620	Pharmacy Calculations	2			
PHSC 3810	Pharm Biochemistry/Mol Bio	4		Mile Marker Exam/OSCE	
	Total Credit Hours	17		Total Credit Hours	17
Fall P2			Spring P2		
PCLN 4630	Professional Abilities Lab II	1	PCLN 4640	Professional Abilities Lab III	1
PCLN 4770	Ther II: Immunolo & Rhem Dis	1	PCLN 4775	Ther III: Fluid/Elec/Renal	2
PCLN 4771	Ther II: Derm & Respiratory	2	PCLN 4776	Ther III: Cardiology II	2
PCLN 4772	Ther II: Cardiology	1	PCLN 4777	Ther III: Neurology	2
PCLN 4773	Ther II: Endocrine	2	PCLN 4778	Ther III: Psychiatry	2
PCLN 4774	Ther II: Gastroenterology	2	PHCY 4610	Drug Info & Lit Evaluation II	1
PHCT 4550	Pharmaceutics II	3	PHCT 4800	Biopharmaceutics & Basic Kinetics	3
PHAD 4220	Public Health/Epidemiology	1	PHSC 4920	Med Chem/Pharmacology III	4
PHSC 4910	Med Chem/Pharmacology II	4	PCLN 4601/02	IPPE-II Comm/Hospital	1
PCLN 4601/02	IPPE-II Comm/Hospital	1			
				Mile Marker Exam/OSCE	
	Total Credit Hours	18		Total Credit Hours	18
Fall P3			Spring P3		
PCLN 5310	Ther IV: Infectious Disease I	3		Pharmacy Elective	
PCLN 5320	Ther IV: Infectious Disease II	2	PCLN 5340	Ther V: Transplant/Obesity	1
PCLN 5330	Ther IV: Oncology	2	PCLN 5350	Ther V: Men/Women's Health	1
PCLN 5601/02	IPPE-III Clinical/Med Counseling	1	PCLN 5360	Ther V: Pediatrics/Geriatrics	2
PCLN 5610	Professional Abilities Lab IV	1	PCLN 5670	Ther V: Critical Care/Nutrition	2
PHAD 5120 or PHCY 560	Pharmacy Ethics or Interprofessional Selective	1	PHAD 5120 or PHCY 560	Pharmacy Ethics or Interprofessional Selective	1
PHAD 5220	Pharmacoeconomics	3	PCLN 5620	Professional Abilities Lab V	1
PHCY 5610	Drug Info & Lit Evaluation III	1	PCLN 5601/02	IPPE- III Clinical/Med Counseling	1
PHSC 5910	Med Chem/Pharmacology IV	4	PHAD 5320	Pharmacy Management	3
			PHAD 5420	Pharmacy Law	2
				Mile Marker Exam/OSCE	
	Total Credit Hours	18		Total Credit Hours	16-17
Fall P4			Spring P4		
PCLN 6XXX	APPE Rotation I	6	PCLN 6XXX	APPE Rotation V	6
PCLN 6XXX	APPE Rotation II	6	PCLN 6XXX	APPE Rotation VI	6
PCLN 6XXX	APPE Rotation III	6	PCLN 6XXX	APPE Rotation VII	6
PCLN 6XXX	APPE Rotation IV	6			
	Total Credit Hours	24		Total Credit Hours	18

Total Number of Hours Within Pharmacy Curriculum: 146 (147 if 3hr elective)

Last Updated: 8/2/2018

B. Pharmacy Electives

All students enrolled in the COP must complete a minimum of 2 semester hours (s.h.) in pharmacy elective credits to fulfill their degree requirements. Any elective course approved by the COP will meet the degree requirements. Courses TAKEN PRIOR TO ADMISSION TO THE COP **WILL NOT BE ACCEPTED FOR ELECTIVE CREDITS.**

While there are a number of elective courses offered in the College of Pharmacy, the following courses have been approved as acceptable elective courses taken in the College of Arts and Sciences. Please note that some of the courses may not be offered every semester. Therefore, please be sure to check the class offerings via Banner Web:

SMKT 3550 – Consumer Behavior – 3s.h.

The course will focus on consumer attitudes, motivations, reactions in market, economics, psychology, sociology, and various market theories. **Pre-requisite: SMKT 2050.**

SPAN 2051 – Spanish for Medical Personnel – 3s.h.

This course provides a foundation of knowledge and experience for health care providers. Vocabulary and grammar will be presented in a health care context. Students will also be given the opportunity to develop skills of listening and speaking Spanish. Spanish will be spoken at all times in class. **Pre-requisite: SPAN 1020 or equivalent.**

CMST 1500 – Intercultural Communications – 3s.h.

Familiarizes students with basic concepts, approaches, processes, and contexts, which form the foundation for critical discussion of cross-cultural interaction.

SOCI 2060 – Race and Ethnic Relations – 3s.h.

This course is concerned with examining issues, problems, and research findings on race, ethnic, and minority group relations. Emphasis is on U.S. Black-White relations, American ethnic groups, religious conflict, and racial and ethnic group contacts in Europe, Asia, Africa, and Latin America. **Pre-requisite: Any 1000-level sociology course.**

SOCI 3070 – Medical Sociology – 3s.h.

This course provides a sociological perspective on issue in health care and health care delivery for students preparing for careers in the health professions. **Pre-requisite: SOCI 1010**

BSAD 1010 – Introduction to Business – 3s.h.

This course focuses on the fundamentals of business administration, the underlying principles of management, and structures and functions of its various departments.

Pre-requisite: None

MGMT 2060 – Principles of Management – 3s.h.

An integrated overview of the fundamentals of managerial decision making with a focus on developing the skills necessary to identify problems that confront managers who then must apply the necessary tools (both analytical and intuitive) to form solutions that coalesce with the firm's goals and objectives. Topics include the importance of teamwork, motivation, leadership, and ethics. **Pre-requisite: ENGL 1020**

BSAD 4000 – Strategic Management (formerly Business Policy) – 3s.h.

This course will focus on strategy/policy development and implementation of organizations. **Pre-requisite(s): MGMT 2060, SMKT 2050, FINC 3050, and Senior Standing.**

ECON 3091 – Economics of Black America – 3s.h.

This course will focus on the application of economic theory to situations of Blacks in the U.S.; economic analysis of discrimination; black – white income differentials; the human capital hypothesis; and the investigation of schemes aimed to improve the economic status of Blacks.

Pre-requisites: ECON 2010 and ECON 2020

SMKT 2050 – Principles of Marketing – 3s.h.

This course will cover the nature and scope of modern marketing management and will outline the areas in which decisions are made in developing and implementing price, distribution, product, and promotion strategies. **Pre-requisite: None**

ENTR 1020 - Introduction to Entrepreneurship

Content and process of entrepreneurship; considers the key areas of competence and context of modern entrepreneurial business. Outlines the core areas of business planning, market development, financial control and project delivery. (See Xavier University Catalog). This course will utilize software that simulates the operation of a business. **Pre-requisite: None**

VII. PROFESSIONAL EXPERIENCE PROGRAM (PEP)

The purpose of the COP's professional experience program (PEP) is to expose students to the various pharmacy practice experiences within the profession of pharmacy. This is accomplished through both the Introductory Pharmacy Practice Experience (IPPE) and Advanced Pharmacy Practice Experience (APPE) in structured experiential courses. Students are exposed to the concept of professionalism, developing practice skills and training exposure to a variety of career opportunities. Ultimately, the PEP coordinates opportunities for active participation and comprehensive experiences such that students gain the required skills and judgment necessary to be successful in the pharmacy profession.

A. IPPE: Introductory Pharmacy Practice Experience (P1 – P3 Students)

The *Introductory Pharmacy Practice Experience (IPPE)* courses provide early experiential learning opportunities for pharmacy students throughout the curriculum. During the first three professional years, students will gain a total of 300 hours of experience exploring the concept of professionalism, developing practice skills, gaining exposure to a variety of career opportunities, and obtaining hands-on experience within the pharmacy profession. Multiple opportunities for reflection and group discussion are provided throughout the sequence. The *Introductory Pharmacy Practice Experience* courses are essential for students in the professional curriculum to acquire a broad overview of pharmacy and the pharmacist's role in health care and preparation for APPE.

B. APPE: Advanced Pharmacy Practice Experience (P4 Students Only)

The Advanced Pharmacy Practice Experiences (APPE) are structured experiential courses in the fourth professional year designed to educate students to think and act independently as pharmacy practitioners.

The program consists of 42 weeks of APPE rotations. Each of the seven rotations is 6-weeks in duration beginning in late June and continuing through April of the following year. Each student is required to complete the following:

- 1- Community Pharmacy Practice Rotation
- 1-Institutional Pharmacy Practice Rotation
- 1-Ambulatory Care Pharmacy Practice Rotation
- 1-Acute Care (Internal Medicine) Pharmacy Practice Rotation
- 3-Elective Specialty Pharmacy Practice Rotations

The COP currently has over 200 preceptors in clinical pharmacy, community pharmacy, institutional pharmacy and specialty pharmacy practice sites to facilitate the APPE experiences.

VIII. TRANSFER CREDIT

A. Incoming Students

The College of Pharmacy does not accept credits from incoming students for courses taken prior to beginning the program to fulfill pharmacy degree requirements.

B. Current Students

Requests for pursuing courses off campus must be made and permission secured from the University prior to registration. Follow the steps below to request taking a course(s) at another institution:

1. Students must have earned at least 29 credit hours and a 2.0 GPA at Xavier University to be eligible to pursue courses at other institutions.
2. Students must complete a "Request to Pursue Courses at Another Institution" form obtained from the University Registrar's Office (Xavier South) or the Office of Student Affairs.
3. Students must attach a course description and a **syllabus** so that course equivalence can be determined. The Associate Dean for Administration and Academic Support of the COP must approve any courses taken at another institution.

4. Course(s) may be transferred to the College only if the student earns a grade of “C” or better. The university will record a grade of “TR” after transfer. The course will carry no equality points and consequently will not be calculated in the pharmacy GPA.

C. Maximum Transfer Credits

A maximum of 9 credits may be transferred to the College for credit toward the Doctor of Pharmacy degree.

IX. REGISTRATION

The COP, together with the University Administration, is dedicated to assisting students in program planning, course scheduling, and academic counseling throughout their tenure in the College. Therefore, each COP student is assigned a pharmacy faculty member as an academic advisor. **However, each student must accept the ultimate responsibility to arrange a schedule of offered courses to meet requirements for the pharmacy degree. This responsibility includes insuring completion of course pre-requisites.** Students should constantly evaluate and seek assistance from their faculty advisors regarding course sequencing and progress.

The Office of Student Affairs will enter a first semester block schedule for all entering P1 students during the summer prior to P1 fall enrollment. Students will be responsible for checking the schedule for accuracy and consult with an assigned advisor for any changes. Thereafter, it will be the student’s responsibility, with the help of the advisor, to arrange schedules for the duration of matriculation in the College of Pharmacy (P1 through P3). The Professional Experience Program (PEP) office makes rotation assignments for the P4 schedule based on students’ identified preferences when possible.

X. CLASS ATTENDANCE

Students are expected to be punctual in all classes in which they are enrolled. While students should contact his or her instructor of an unscheduled absence, students who are unable to attend class (especially over an extended period of time) must contact the Office of Student Affairs within 24 hours of the absence and provide the expected date of return to class. Upon return, the student must provide documentation for the absence. Unavoidable absences due to illness or bona fide emergencies do not relieve the student of any academic responsibility. The student must make arrangements with his/her instructor to obtain any classroom materials or information that was missed.

The card reader is the current official attendance tracker for the University. The instructor will activate the reader prior to class for attendance tracking. Failure to swipe your card to record attendance may impact your financial aid. Students who are unable to swipe must inform the faculty member teaching in that class period for manual attendance tracking. Student attendance may be taken into consideration in the determination of a student’s final course grade as specified in the course syllabus. **Swiping another student’s card is prohibited and considered a violation of the Professional Behavior Standards (See Section II of the Ethical and Honor Policies).**

Class Attendance and Lecture Capture System

COP Auditoriums and classrooms are equipped with a lecture capture system designed to record lectures daily. This system was implemented to assist students in the detailed review of lecture material outside of the classroom. COP students are expected to attend lectures for all COP courses.

XI. CURRENT STUDENT INFORMATION

Students must keep a current address and telephone number on file in the Office of Student Affairs and the Registrar’s Office – the information should be updated in the student’s BANNER account. **Records of name changes prior to registration or during the course of one’s attendance at Xavier University must also be on file in the Office of Student Affairs and the Registrar’s Office.**

XII.**APPEALS**

Any request for exceptions to the rules as outlined in this Handbook must be submitted in writing to the Office of the Dean.

ETHICAL & HONOR POLICIES

SECTION 2

I. HONOR CODE

Professionals, as described in the *Oath of a Pharmacist*, devote their lives to a significant social value. Pharmacy is a learned profession requiring individuals to dedicate themselves voluntarily to acquiring and maintaining exceptional knowledge and skills in order to provide pharmaceutical care in an ethical context. Pharmacists must exhibit moral and ethical conduct in their daily interactions with patients and other healthcare providers. Pharmacists dedicate themselves to excellence in their knowledge, skill, and caring because they adhere to high moral and ethical standards. This enables them to maintain a covenantal relationship with society.

Professionalism requires constant attention. The seeds of professionalism are sown when students begin their preparation for pharmacy school, are cultivated and nurtured in pharmacy school, and are brought to fruition and maintained during their careers as pharmacists. Becoming a professional means more than just mastering the science of pharmacy.

II. CODE OF CONDUCT

The Code of Conduct is intended to provide guidelines and expectations for behavior during the didactic and experiential components of the curriculum. For that reason, the Code of Conduct is an educational tool to guide all members of the COP in their professional development. It is applicable to all members of the College in all activities associated with the COP. The Code of Conduct has several intentions:

- To promote and protect an environment of learning for all members of the COP both inside and outside the classroom,
- To assist in improving and maintaining the image of the COP as a premier institution of learning, and
- To foster character development by establishing a standard of principled behavior and professional decision-making.

General Responsibilities of the Members of the COP

Its members determine the culture of the COP. Therefore, all members of the COP have responsibilities to uphold and protect the learning environment, professional education, and integrity of a degree awarded from the Xavier University of Louisiana COP. To that end, all members of the COP should be familiar with the expectations listed in the Code of Conduct, actively promote and maintain professional conduct, and abide by all academic and behavior standards at Xavier University of Louisiana and the COP.

In addition, all activities associated with the COP should have clear and reasonable expectations regarding the conduct of participants. When appropriate, written expectations should be provided with advanced notice. Examples of situations that could have further written expectations for conduct include, but are not limited to, course syllabi, local, state and national meeting information, student organization meetings and functions, college events (dinners, programs, events, etc.), and any other activity where patient or professional contact is possible.

III. ACADEMIC STANDARDS

The pursuit of knowledge can proceed only when scholars take responsibility and receive credit for their work. Recognition of individual contributions to knowledge and of the intellectual property of others builds trust within the University and encourages the sharing of ideas that is essential to scholarship. Similarly, the educational process requires that individuals present their own ideas and insights for evaluation, critique, and eventual reformulation. Presentation of others' work as one's own is not only intellectual dishonesty, but also undermines the educational process.

Student Expectations Related to Academic Standards

1. COP Students should observe and comply with the following exam policies:

- A faculty member may deny admission to the examination to any student who arrives late and under no circumstances will he/she permit a student to take the examination if he/she arrives after another student has already left the examination site. Students are expected to comply with the directions given by the instructor as to seating arrangements, etc.
- Final examinations are not returned to students. Thus possession of such constitutes having stolen materials. Possession of copies of old final examinations is cheating. Any student caught with these exam(s) shall be referred to the Dean of the COP for disciplinary actions and probable dismissal.
- No study material and/or resources (i.e. calculators, cell phone or electronic data watches) are to be brought into the examination room without the permission of the instructor. If the student is found to have done so, it will be assumed that he/she intended to use the materials unlawfully and will be penalized accordingly with an “F” for the course.
- A student who communicates with anyone during the course of the test or an examination, without the permission of the instructor, will be immediately dismissed from the examination site and given the grade of “F” for the course. Such communication includes attempts to read from another student’s paper.
- If a student’s examination paper, laboratory report, term paper or other written assignment gives evidence of not being completely his/her own work (plagiarism), he/she will be given an “F” for the course.
- If an online exam is given, the student must report to the assigned site to take the exam. If the student takes the exam at an unassigned site this will be considered cheating and the student will receive a grade of “F” for the course.

2. Do not engage in activities that result in unethical behavior. Violations of the Honor Code include, but are not limited to, the following acts that violate academic integrity:

- **Cheating** - cheating is the fraudulent or dishonest presentation of work. Cheating includes but is not limited to:
 - the use or attempted use of unauthorized aids in examinations or other academic exercises submitted for evaluation;
 - fabrication, falsification, or misrepresentation of data, results, sources for papers or reports, or in clinical practice, as in reporting experiments, measurements, statistical analyses, tests, or other studies never performed; manipulating or altering data or other manifestations of research to achieve a desired result; selective reporting, including the deliberate suppression of conflicting or unwanted data;
 - falsification of papers, official records, or reports;
 - actions that destroy or alter the work of another student;
 - unauthorized cooperation in completing assignments or during an examination;
 - the use of purchased or otherwise acquired essays or term papers, or of purchased preparatory research for such papers;
 - submission of the same written work in more than one course without prior written approval from the instructors involved;

- dishonesty in requests for make-up exams, for extensions of deadlines for submitting papers, and in any other matter related to a course or experiential rotations/training;
 - copying another student's answers during a test, quiz, or assignment;
 - using another student's data or results in a lab or experiment;
 - use of any device, electronic, or otherwise, to transmit, receive, share, or store information during an exam, quiz, or assignment;
 - communication of any kind, verbal, written, or otherwise to any person besides the instructor or proctor during an exam or quiz;
 - possession of a final exam given at Xavier at any time;
 - allowing another student to represent your work as his/her own, including copying your answers during an exam, quiz, or assignment;
 - failing to report, under guarantee of anonymity, cheating, observed in any of the categories listed above.
- **Plagiarism** - Plagiarism is the act of taking the words, ideas, data, illustrations, or statements of another person or source, and presenting them as one's own. Each student is responsible for learning and using proper methods of paraphrasing and footnoting, quotation, and other forms of citation, to ensure that the original author, speaker, illustrator, or source of the material used is clearly acknowledged.
- **Other breaches of academic integrity include:**
 - the misrepresentation of one's own or another's identity for academic purposes;
 - the misrepresentation of material facts or circumstances in relation to examinations, papers, or other evaluation activities;
 - the sale or provision of papers, essays, or research for fraudulent use;
 - the alteration or falsification of official University records;
 - the unauthorized use of University academic facilities or equipment, including computer accounts and files;
 - the unauthorized recording, sale, purchase, or use of academic lectures, academic computer software, or other instructional materials;
 - the expropriation or abuse of ideas and preliminary data obtained during the process of editorial or peer review work submitted to journals, or in proposals for funding by agency panels or by internal University committees;
 - the expropriation and/or inappropriate dissemination of personally-identifying human subject data; and/or
 - the unauthorized removal, mutilation, or deliberate concealment of materials (course or other) posted online, in University libraries, media, or academic resource centers.
- **Collusion** - collusion is defined as assistance or an attempt to assist another student in an act of academic dishonesty. Collusion is distinct from collaborative learning, which may be a valuable component of students' scholarly development. Acceptable levels of collaboration vary in different courses, and students are expected to consult with their instructor if they are uncertain whether their cooperative activities are acceptable.

3. **Maintain academic integrity in the COP by observing the following:**

Students who become aware of a violation of academic integrity by a fellow student should respond in one of the following ways:

- Students may discuss their concerns with the student whom they suspect of a violation. Direct contact by another student may be the best means of resolving the problem. Repeated demonstration of student concern for academic integrity will in the long run build a peer-regulated community.

- The student may also discuss the matter with the instructor.
- If the incident is a major violation or part of a repeated pattern of violations, students should bring their concerns to the attention of the instructor, or to the appropriate division chairperson or associate dean. Suspected violations by students reported to members of the faculty or to an associate dean will be handled according to the grievance procedures set forth by the College.
- Students who have serious concern that a faculty member is not living up to his or her responsibility to safeguard and promote academic integrity should speak with the faculty member directly, or should bring their concern to the attention of the division chairperson or associate dean.

Promoting Academic Integrity: Roles of Faculty and Administrators

- Faculty members should provide students with a positive environment for learning and intellectual growth and, by their words and actions, promote conditions that foster academic integrity.
- Faculty should be concerned about the impact of their behavior on students. Students are sensitive to messages communicated in informal discussions and in casual faculty remarks about personal decisions and value judgments. Students are perhaps most sensitive to how responsibly faculty members fulfill their obligations to them in careful preparation of classes, in the serious evaluation of student achievement, and in their genuine interest in and availability to students.
- **Faculty should promote academic integrity in the following specific ways:**
 - At the beginning of each course, instructors should discuss academic integrity in order to promote an ongoing dialogue about academic integrity and to set the tone and establish guidelines for academic integrity within the context of the course, e.g., the extent to which collaborative work is appropriate. Where relevant, instructors should discuss why, when, and how students must cite sources in their written work.
 - Instructors should provide students with a written syllabus that states course requirements and, when available, examination dates and times.
 - Instructors are encouraged to prepare new examinations and assignments where appropriate each semester in order to ensure that no student obtains an unfair advantage over his or her classmates by reviewing exams or assignments from prior semesters. If previous examinations are available to some students, faculty members should insure that all students in the course have similar access. Course examinations should be designed to minimize the possibility of cheating, and course paper assignments should be designed to minimize the possibility of plagiarism.
 - A minimum of 2 proctors per 100 students should be present at all examinations, including the final examination, and should provide students with an environment that encourages honesty and prevents dishonesty.
 - If make-up exams are given, they should be different from the original exam and should be given at the same time for those students needing a make-up exam.
 - If a student is found cheating the faculty member must take the appropriate action immediately.
 - Faculty should be careful to respect students' intellectual property and the confidentiality of student academic information.
 - Assignment of grades, which is the sole responsibility of the instructor, should be awarded in a manner fair to all students.

- **Academic Deans Role in Fostering Academic Integrity**

Academic deans have overall responsibility for academic integrity within the College. In particular, deans' responsibilities include the following:

- promoting an environment where academic integrity is a priority for both students and faculty,
- ensuring that students who are honest are not placed at an unfair disadvantage, and
- establishing procedures to adjudicate charges of academic dishonesty and to protect the rights of all parties.

IV. PROFESSIONAL BEHAVIOR STANDARDS

The Honor Code is also concerned with social responsibility and assumes that all students are responsible for themselves, other students, and their guests on Xavier's campus. This code may also apply to student behavior off-campus (see University Handbook). Students are expected to comply with:

- Existing University and College policies
- Directions of University and College authorities while performing their duties
- All published University and College policies, rules and regulations while on University property or at University or College-sponsored or supervised activities
- The University Student Handbook
- All local, state, and federal laws

Violations of the professional behavior standards include, but are not limited to:

- A
- **Disorderly Conduct** - disorderly conduct is defined as any student behavior, actions, and/or activities that interfere with teaching, studying, research, administration, or other University activities. Common examples include, but are not limited to: Disruptive and Disorderly or Unlawful Behavior, such as excessive noise, unauthorized use of loud speakers, use of profanity, creating a disturbance, engaging in fights, assaults, riots, unlawful assemblies, damage/destruction of property, menacing, stalking, abusive, harassing or intimidating behavior; inappropriate behavior such as profanity or harassment on social media networks, e-mail, and other electronic communications; lewd or obscene conduct; inappropriate communication with a faculty member, preceptor, or staff; disrespecting a faculty member, preceptor, or staff; misrepresenting a faculty member, preceptor, or staff; causing physical harm or reasonable apprehension of harm; misuse of university resources (i.e., unauthorized access or use of computer equipment, networks, software, data, or copiers, etc.); bribery; or the violation of any civil, municipal, state, or federal law on or off campus or failure to produce identification upon request or comply with directives of University Police or any University official while performing their duties.
 - **Falsification of Records** - the falsification of records (academic, health, etc.) through alteration, counterfeit, forgery or the misrepresentation of person or identity: the misuse of identification, including transferring, lending, borrowing, altering, or otherwise misusing a student ID or meal card; registering in courses for other students (i.e. holding seats) during the official registration period; and furnishing false information to the University is prohibited.

- **Firearms and Weapons** - use, possession, or storage of any weapon, including firearms, knives, firecrackers, explosives, or any other lethal weapon, and/or use of an item in such a manner that poses a potential hazard to the safety and health of others is prohibited.
- **Gambling** - the playing of cards or any other games of skill or chance for money or other items of value is prohibited.
- **Hazing** - excessive physical effort, financial demands, or mental abuse of students during rites and ceremonies of induction, initiation, or orientation into the life of any college group is prohibited. See Student Organization Guidelines for more information.
- **Theft** - theft and/or unauthorized use of University property or services, or property or services belonging to another member of the community, or the knowing possession or sale of stolen property are strictly prohibited.
- **Sexual Misconduct and Abuse** - sexual misconduct and abuse includes, but is not limited to, nonconsensual touching, exhibitionism/voyeurism, or other nonconsensual physical contact, under conditions of force, threat of force, fear or when a person is unable to give consent because of substance abuse (including intoxication), captivity, sleep or disability. Victim support resources are available through the University Counseling Center.
- **Misuse of Social Media** - Students posting information about the College, rotation sites, preceptors, patients, classmates, faculty, or administrators considered to be illegal, abusive, unethical, or defamatory in nature will be considered unprofessional and in violation of the student code of conduct and may be grounds for disciplinary action by the BPEC up to and including dismissal from the program. Additionally, students posting personal content exhibiting attitudes and/or behaviors that are not consistent with the professionalism expectations in the field of pharmacy (sexually explicit, substance use/abuse, unethical, dishonest, etc.) are also at risk of disciplinary action by the BPEC for unprofessional behavior and are at risk for dismissal from the doctor of pharmacy degree program.
- **Creating a Safety Hazard** - any behavior that threatens the health, safety, and welfare of our community, or behavior that runs counterproductive to creating an environment that is conducive to learning. Common examples of violations include the following:
 - arson, starting a fire or providing the conditions where a fire is likely to occur or continue;
 - open burning, including bonfires or ceremonial fires (without appropriate permits);
 - pulling a fire alarm, phoning a false report to 911, tampering with fire safety equipment
 - or intentional activation of any safety alarm, intentionally initiating or causing to be initiated any false report, warning or threat of fire or other emergency;
 - failing to cooperate with staff during a fire alarm, drill, including emergency (weather or other) or scheduled evacuation from a residence hall or other University building;
 - possession or use of dangerous chemicals or any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others;
 - action(s) that endanger one's own health or safety, or the safety of others;
 - creating a safety hazard, including throwing objects in, at, or out of university buildings;
 - illegal and unauthorized access to building roofs or ledges on residence halls and other university buildings;
 - posting or hanging signs, notices, banners, etc., on trees, light fixtures, fire safety equipment, fire doors or door windows.
 - accessing rooftops, balconies, window ledges, or any other elevated areas.

- **Alcoholic Beverages, Illegal Use/Abuse of Drugs** – the College expects all students to abide by Louisiana state laws and university policies regarding alcoholic beverages and illegal use/abuse of drugs. The College does not permit or condone the illegal possession, use, distribution, or sale of drugs, abuse of prescription drugs, or abuse of alcohol, or aiding and abetting underage drinking.

V. **SANCTIONS** (*adapted from the University Student Handbook, “Code of Conduct” section*)

Depending on the circumstances of the violation, the university may assume jurisdiction in lieu of the Board of Professional and Ethical Conduct (BPEC) of the COP – see University Handbook

The following sanctions or other sanctions appropriate to the circumstances of a given case may be imposed, independently, or in combination, for violations of standards of conduct. The present demeanor and disciplinary record of the offender, the nature of the offense, and the extent of harm bear on the severity of the sanction.

A Academic Misconduct

Any student who engages in cheating, plagiarism, collusion, or other breaches of academic integrity will automatically receive a grade of “F” for the course. Depending on the circumstances, other academic or disciplinary actions may be taken.

B Professional Behavior Violation

1. Disciplinary Censure

Disciplinary censure will occur if the student is involved in an incident that is considered to be minor and/or spontaneous in nature (no planning or premeditation). The reprimand is notification to the student that s/he has been found responsible for a violation and that any other violations of university regulations for which the student is found responsible will result in more serious sanctions. A censure remains in effect for one calendar year. If there are no additional violations during that time, the censure is not considered in subsequent violations.

2. Disciplinary Probation

Disciplinary probation is a probationary status, imposed for a specific time period, during which a student is expected to show a positive change in behavior. The student must make every effort to modify his/her behavior in order to remain in good standing at Xavier University. In addition, if the student does not meet all of the special stipulations associated with the sanction, further judicial action will be taken, which may include suspension or expulsion from the University.

3. Disciplinary Suspension

Disciplinary suspension is defined as the removal of a student from the university, which permits the student to apply for readmission at the end of the sanction imposed. Suspension may be for a term, not to exceed one year or conditional, indicating that readmission is contingent on the fulfillment of certain conditions by the student. While a student is suspended, s/he is not to return to the campus, programs, facilities and activities of the university without written permission from the Dean of the COP. If the student returns to the campus without written permission during the time period for which s/he has been suspended, his/her eligibility to return to Xavier in the future may be jeopardized. While a student is suspended for Academic Honor Code violations, s/he may not enroll in classes either on or off campus. It is expected that s/he will make every effort to rectify any previous misconduct by displaying irreproachable behavior in the future.

4. Educational/Developmental Sanctions

The Board of Professional and Ethical Conduct may choose to assign an educational project or task to be completed. The assigned task or project may be imposed to educate or raise the student's level of awareness regarding a specific issue. Some examples of these sanctions include papers, presentations, book reports, and program development and implementation.

5. Emergency or Interim Suspension

This suspension shall be invoked when university officials are faced with an immediate situation where the facts of which indicate that a student's continued presence on campus constitutes a clear and convincing danger to the normal functions of the university, to property, to others, or to the student.

6. Fines

Students may be required to pay a reasonable sum of money as a sanction for behavior that results in damage, destruction, or loss of property belonging to the University and others or in increased maintenance or repair costs for the University or others. Proof of payment shall be required to clear the student's disciplinary record.

7. Loss of University Housing

The BPEC, the Administrative hearing officers or Judicial Hearing Boards of the university may mandate that a student be removed from residing in university-owned or leased housing as part of an imposed sanction. Rent for the remainder of the student's housing contract period will **not** be refunded.

8. Loss of Financial Aid

The Higher Education Amendments of 1998 state that any student who has been convicted of any offense under any federal or state law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan or work assistance under this title during the period beginning on the date of such conviction and ending after the interval specified by law.

9. Official Warning

An official warning will be given if an incident is considered to be mild in nature and outcome but one that could have negatively influenced/affected the community. The incident could have been a spontaneous action or a planned event. The official warning is notification to the student(s) that s/he has been found responsible for a violation and that any other violations will result in more serious sanctions. Official warning is a statement to the student(s) that s/he needs to reevaluate his/her behavior before serious action is taken.

10. Preliminary Suspension

Preliminary suspension is a unique probationary status, in which the student is expected to immediately exhibit a marked improvement in behavior or face suspension from the university. The sanction of disciplinary suspension was considered for the student but was not deemed necessary. If the student does not meet all special stipulations associated with the preliminary suspension or if s/he is found responsible of violating any other rule, regulation, policy or law; s/he may be sanctioned with disciplinary suspension from the university. If the student does not complete any stipulation of the preliminary suspension by the assigned date, his/her grades may not be released until the sanctions are complete.

11. Permanent Separation (Expulsion)

The student is permanently separated from the university. A permanent notation will be made on the official transcript. The student is also barred from University activities, services, facilities and grounds. The Dean of the COP reviews all recommendations for expulsion. Expulsion may be approved, altered, deferred, or withheld at the discretion of the Dean of the COP.

12. Referral for Counseling

If, in the opinion of the Board of Professional and Ethical Conduct, a student involved in a disciplinary situation will best be served by counseling, the student may be required to attend counseling sessions with a member of the Xavier University Counseling Staff or another professional off campus. The student will be responsible for all fees incurred by contracting the services of an independent professional.

13. Residence Hall Probation

An individual student, or group of students, may be issued a written notice that further violations would constitute grounds for loss of the privilege of residing in University housing. Appropriate residence life officials will be notified.

14. Residence Hall Relocation

This is a recommendation to the Dean of Students for Residence Life that the student or group of students be required to move to another room, residence hall, or residence area because of his/her lack of willingness to live within the rules of his/her present residence hall, or uphold university policies. For individuals, this sanction will be recommended in situations where the Board of Professional and Ethical Conduct feels the student would benefit from a change of environment in order to conform to acceptable group living standards. It will also be recommended if deemed necessary for the safety of the resident or others.

15. Restitution

Reimbursement for damage or loss to person(s) or property or misappropriation of property, either through appropriate repairs or monetary compensation, may be imposed as a sanction.

16. Suspension of Social Privileges

An individual student, residence hall floor or suite, or student organization may lose social privileges that are specified with a particular sanction. The student or organization may not participate in extracurricular events or represent the university on or off the campus, except for activities that are required to meet class assignments. Level of participation in varsity sports will be determined on a case-by-case basis. The Board of Professional and Ethical Conduct may impose other sanctions deemed appropriate.

The Dean may issue a *Statement of Concern* to a student or organization for a minor violation occurring in class or otherwise observed and referred by a member of the campus community. Such statement shall be placed in the student/organization's official file and may be a basis for further disciplinary action.

VI. PROCEDURE TO REPORT VIOLATIONS OF ACADEMIC INTEGRITY AND PROFESSIONAL BEHAVIOR

The COP Board of Professional and Ethical Conduct (BPEC) reviews violations of academic integrity and professional behavior. The Board consists of eight people to include two students, three faculty members, and two administrators and one ex officio member.

- Faculty or students observing a violation of academic integrity or professional behavior should complete the Professional Violations Form (see appendix) and submit it to the Office of Student Affairs.
- Depending on the circumstances of the violation, the university may assume jurisdiction in lieu of the Board of Professional and Ethical Conduct (BPEC) of the COP.

A student who wishes to appeal the actions of the Board of Professional and Ethical Conduct must submit the appeal in writing to the Office of the Dean. A student who wishes to appeal the actions of the University Hearing Committee must do so in writing to the Vice President of Student Services. All appeals must be submitted within 48 hours of official notification of the BPEC or University Hearing Committee's decision.

TECHNICAL STANDARDS

SECTION 3

TECHNICAL STANDARDS

The Xavier University of Louisiana COP (XUCOP) is committed to equal access for all qualified applicants and students. Minimal Technical Standards for Admission, Promotion, and Graduation state the expectations of all COP students.

The Standards provide information to allow a candidate to make an informed decision regarding application and are a guide to accommodation of students with disabilities. Academic adjustments can be made for disabilities in some instances, but a student must be able to perform in an independent manner with reasonable accommodations.

The XUCOP is committed to enabling students by any reasonable means or accommodations to complete the course of study leading to the Doctor of Pharmacy degree. Individuals with questions or concerns about their abilities to meet these standards are encouraged to contact the Office of Student Affairs. The process for applying for accommodations is located at the end of this policy statement.

1. **Observation and Hearing:** Students must have the ability to observe demonstrations and experiments in the basic sciences, including but not limited to pharmacological and physiological demonstrations in animals, evaluation of microbiological cultures, and microscopic studies of microorganisms and tissues in normal and pathological states. Students must be able to observe a patient accurately at a distance and close at hand. Students must possess the auditory ability sufficient to monitor and assess health needs.
2. **Communication:** Students must be able to communicate effectively and sensitively with patients in the English language. Students must be able to communicate effectively and efficiently in oral and written forms with all members of the health care team, staff, faculty members, and patients. Communication includes speech, reading, writing, and computer literacy.
3. **Sensory/Motor:** Students must possess sufficient motor function to perform experiments in the basic sciences and execute movements to provide patient-centered care. This includes the fine and gross motor skills necessary to participate in laboratory exercises and to engage in the physical assessment of patients. In the laboratory setting, examples of these motor skills include the ability to operate lab equipment including microscopes, the use of sterile technique when handling microorganisms and operation of laboratory safety equipment. In the clinical setting, examples of required motor skills include palpation, auscultation, perform cardiopulmonary resuscitation, administer immunizations, and the ability to prepare all routine types of medications including sterile and non-sterile compounding.
4. **Behavioral and Social Attributes:** Students must possess the emotional health required for full utilization of intellectual abilities. They must be able to tolerate physically, mentally, and emotionally taxing workloads, adapt to changing environments, and function effectively under stress. Students must possess compassion, honesty, integrity, maturity, interpersonal skills, concern for others, the ethical standards of the profession, and motivation to excel in the practice of pharmacy. Illicit drug use and alcohol impairment are not tolerated, and all students must submit to a criminal history check and periodic drug screens.
5. **Intellectual, Conceptual, Integrative and Quantitative Abilities:** Students must be able to measure, calculate, reason, analyze, and interpret data. They must be able to synthesize and apply complex information. Students must possess the ability to integrate and process information promptly and accurately and to engage in problem solving.

DISABILITY ACCOMODATIONS

SECTION 4

DISABILITY ACCOMODATIONS

Xavier University of Louisiana is committed to providing for the needs of enrolled or admitted students who have disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 prohibit discrimination against individuals with disabilities. According to these laws, no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of a public entity.

“Qualified”, with respect to post-secondary educational services, means “a person who meets the academic and technical standards requisite to admission or participation in the education program of activity, with or without, reasonable modifications to rules, policies or practices; the removal of architectural, communication or transportation barriers; or the provision of auxiliary aids and services.”

Procedures for Requesting Disability Services Accommodations

(Academic, Housing, and Dining)

1. Go to “My XULA “ portal
2. Click “Menu”
3. Go to “Administrative Offices”
4. Click “Disability Services”

If this is your first time requesting accommodations complete A and B

- A. Select the “*Office of Disability Services Accommodation Request Form/Release of Information Consent Form*”
- B. Then go to “Important Documents”, click on Document Type Forms, then click the “*Certificate of Disability Documentation Request Form*”- This form should be completed by the Health Care Practitioner and submitted to the Office of Disability Services

If you are requesting classroom accommodations, complete C and/or D

- C. Select the “*Accommodation Agreement Form* “ complete this form
- D. Complete the “*Test Proctoring Forms*”, only if you are testing in the Counseling Center.

Office of Disability Services (ODS) is located in St. Joseph Building, (Building 13), 1st floor, Room 107. Contact number is 504 520-7606, Fax number is 504 520-7917.

NOTE: When accommodations are requested after an exam, paper or assignment or if a student does not discover he/she has a disability until after an exam, paper, or assignment, the professor is under no obligation to try to retroactively change any grades. Accommodations apply to present and future events, not past events. Students must complete an **Accommodation Agreement Form** EACH semester. Preferably, this should be done by the end of the first week of the semester.

STANDARDS OF STUDENT ATTIRE

SECTION 5

STANDARDS OF STUDENT ATTIRE IN THE COLLEGE OF PHARMACY

The following Standards of Professional Attire apply to both male and female students enrolled in Xavier University's COP. Attire standards include the following two categories:

Casual/Daily Dress and Professional Dress.

- **When do Casual/Daily Dress standards apply?**
Casual/Daily Dress standards should be followed during all hours in which the College is open to the public (generally 7:30 a.m. to 6:00 p.m. Monday through Friday).
- **When do Professional Dress standards apply?**
Professional Dress standards should be followed for all experiential training (P1 through P4), during presentations on campus (i.e. class presentations, etc.), Student Body Seminar, Career Fair, rotation meetings or other days designated by faculty or administrative staff.

Casual/Daily Dress Standards

Clean, casual styled clothing and shoes including:

- Jeans of appropriate waist height; denim clothing and athletic shoes are acceptable
- Shirts with a tail or a split should be tucked in
- Belts should be worn with all pants that have belt loops
- An undershirt should be worn if undergarments are visible through clothing
- Skirts should be longer than two inches above the knee when sitting
- Sleeveless shirts
- Organization-branded *approved* T-shirts or jerseys
- Dress capri or cropped pants
- Dress sandals
- Daily bathing and the use of deodorant are encouraged

Items specifically NOT permitted include:

- Hats, caps or head scarves worn indoors (except head scarves for religious/cultural purposes)
- Shorts, skorts or mini-skirts
- Skirts shorter than two inches above the knee when sitting
- Party or Event T-shirts or T-shirts or sweatshirts with inappropriate or vulgar lettering or messages
- Frayed, torn, or dirt-washed jeans
- Sweatpants, spandex, leggings, jeggings, or exercise attire
- "Flip-Flops"
- Pajamas
- Spaghetti straps, halter tops, tube tops, low cut tops or tops showing the midriff
- Undershirts worn as outer wear
- Pants worn below the waist

Professional Dress Standards

Clean, professional styled clothing and shoes. Students must wear a **clean white button-front long sleeved lab jacket** (NOT a lab coat, as is typically worn by physicians and other medical practitioners) with a Xavier University COP badge sewn on the **left** shoulder and a **name badge** on the left front pocket of the jacket. If necessary when on rotations, students must also wear **institutional identification**. **No**

other badges, insignia, etc. from other pharmacies or medical practice sites may be worn in conjunction with the above-mentioned attire. In addition, the following specific recommendations must be followed:

- Pantsuits should be nicely tailored with preference for matching pants and top. The rule should be that the general appearance of the outfit is appropriate for work.
- All shirts, blouses and tops should cover shoulders.
- Hosiery is encouraged for ladies professional attire.
- Hair should be neat, clean, trimmed, a natural color (i.e. no green or pink), and not extreme in style.
- Daily bathing and the use of deodorant are encouraged.
- Make-up should be natural and as inconspicuous as possible. Heavy use of eye make-up and blush are discouraged.
- Perfume, cologne or aftershave should be used sparingly, particularly in patient contact areas.
- Shoes should be in good condition, polished, and comfortable. During experiential training, **casual sandals are NOT permitted** and are often in violation of company safety regulations and dress policies. Platform shoes are dangerous and a 3-inch maximum has been set on all high-heeled shoes. **Athletic shoes and sneakers are not permitted** unless specified otherwise. Boots are acceptable when worn with dresses or slacks. No combat, field, hiking, or hunting boots will be permitted.
- Nails should be well groomed, manicured and of short to medium length.
- Jewelry should be conservative. Excessively large or dangling jewelry, such as earrings or clanging bracelets, is unacceptable. Jewelry in pierced noses, lips, tongues or other exposed body areas, other than ears is not permitted unless for religious/cultural reasons. Men should not wear earrings.
- Beards should be well groomed or closely trimmed. Sideburns and mustaches should be well groomed.
- Tattoos must be covered at all times.

Items specifically **NOT** permitted as Professional Dress include:

- Hats, caps, and head scarves of any kind (except head scarves for religious purposes)
- Skirts shorter than two inches above the knee when sitting
- Jeans of any color
- Shirts with slogans, advertising or photographs
- Spaghetti straps, tank tops, undershirts (worn as outer wear), halters, tube tops, low cut tops or tops showing midriff
- Scrubs

EXPECTATIONS AND ENFORCEMENT OF DRESS STANDARDS

COP students are expected to abide by the rules, guidelines and standards related to appropriate dress in the college. Below are some expectations regarding appropriate dress in the COP.

- After Hours and Weekend Attire: Students should dress neatly at all times while in the Pharmacy building. Care should be taken not to wear clothing that might be deemed inappropriate for a professional.
- Activities in specific laboratories and patient areas in which the instructors or institutional policy require certain dress supersedes this policy.
- Any medical condition that inhibits adherence to this policy should be discussed with the Office of Student Affairs.

Enforcement of Dress Standards:

- Standards of Attire are intended to be self-regulated. Please use your professional judgment in adhering to this dress code. Remember you are enrolled in a professional program and are considered a “Student Pharmacist.”
- These Standards fall under the Code of Conduct for the COP.
- Violations of the dress code should be reported to the Office of Student Affairs and may be subjected to Board hearings.
- Students inappropriately dressed or groomed may be dismissed from classes or asked to leave the building and requested to comply with the Standards set forth in this document.
- The College may dismiss students who violate the Student Standards of Attire on four (4) occasions during their professional years (P1-P4).

*Developed by the Academic Integrity & Professionalism Task Force
Approved May 10, 2007
by the Academic Assembly of Xavier University COP*

STUDENT RIGHTS AND RESPONSIBILITIES

SECTION 6

STUDENT RIGHTS AND RESPONSIBILITIES *(adapted from the University Student Handbook)*

As a Catholic institution, Xavier University seeks to foster an environment where student rights are valued and recognized and balanced with student responsibility in accordance with the policies, procedures and guidelines of the university. The act of voluntary registration at Xavier University by each student, for courses and/or housing, indicates his/her acceptance of the high traditions and principles of the institution and its requirements for conduct in harmony with Christian, moral and ethical standards. Students are expected and required to abide by local, state and federal laws. Xavier expects all students to conduct themselves as mature and responsible members of the academic community, as well as the local community, presenting their individual work, respecting themselves, the rights of others, and refraining from any conduct which obstructs the work of the university or is injurious to the welfare of the University or any of its members. Students have the right to a free will to learn, to exercise inquiry, to privacy and confidentiality of records under FERPA, HIPPA and ADA, and to voice protest or grievance. While this expression is viewed as essential to student development, it is required that students display responsible actions and maintain an orderly educational environment demonstrating respect for self and others.

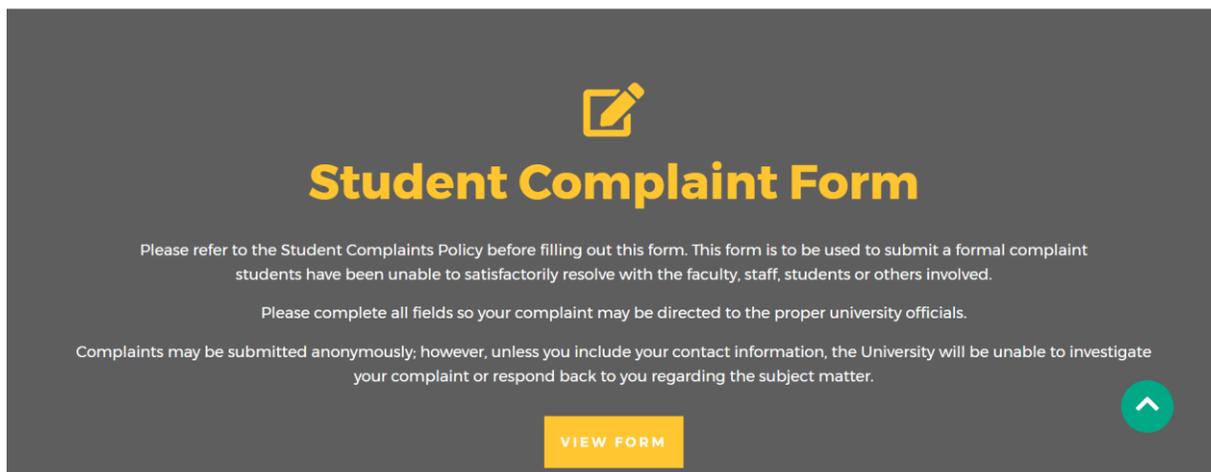
Student Concerns/Complaints (www.xula.edu/reportingstudentconcern)

Xavier University practices a mutually respectful environment conducive to student learning and development. In doing so, the University acknowledges that students can offer valuable information about the performance of the university in meeting goals and providing services as art of our mission. Consistent with this aim, the University invites feedback and is committed to addressing student dissatisfaction. Each college generally presents their policies and procedures at Orientation or in catalogs or handbooks. When a problem or issue arises, students are advised to seek information and assistance through the various processes and procedures, including student governance organizations, instituted to receive and respond to student concerns regarding faculty/staff, another student, programs or services.

When registering concerns or complaints, students must follow the appropriate procedures. If a student has any question about the applicable procedure to follow for a particular complaint, the student should contact the Office Vice President for Student Affairs at (504) 520-7359. See Appendix 5 for Student Complaint procedures and policies.

The screenshot shows a web browser window with the URL <https://www.xula.edu/reportingstudentconcern>. The page title is "Report a Student Concern". Below the title is a navigation bar with the following items: "CAMPUS SECURITY", "COMPLIANCE & AWARENESS", "SERVICES", "PREVENTION & TIPS", and "UNIVERSITY POLICE". The main heading is "Reporting a Student Concern / Filing a Formal Complaint". Below this heading is a sub-heading: "Student complaints can be classified into four major areas: Academic, Non-academic, Discrimination or Harassment, or Appeals to any of these areas." There are four buttons, each with a PDF icon and text: "Academic Integrity CAS", "Academic Integrity COP", "Student Code of Conduct", and "Discrimination, Harassment or Sexual Misconduct".

- TO REPORT A STUDENT CONCERN OR DISSATISFACTION -
- FILING A FORMAL WRITTEN COMPLAINT +
- FILING A FORMAL WRITTEN COMPLAINTS +



The banner features a dark grey background with a yellow pencil icon in a square at the top center. Below the icon, the title "Student Complaint Form" is written in a large, bold, yellow font. Underneath the title, there are three lines of white text providing instructions and information about the form. At the bottom center, there is a yellow button with the text "VIEW FORM" in white. In the bottom right corner, there is a green circular icon with a white upward-pointing arrow.

Student Complaint Form

Please refer to the Student Complaints Policy before filling out this form. This form is to be used to submit a formal complaint students have been unable to satisfactorily resolve with the faculty, staff, students or others involved.

Please complete all fields so your complaint may be directed to the proper university officials.

Complaints may be submitted anonymously; however, unless you include your contact information, the University will be unable to investigate your complaint or respond back to you regarding the subject matter.

[VIEW FORM](#)

Complaints to the Accreditation Council for Pharmacy Education

The Accreditation Council for Pharmacy Education (ACPE) has an obligation to assure itself that any institution, which seeks or holds a pre-accreditation or accreditation status for its professional program(s) conducts its affairs with honesty and frankness. Complaints from other institutions, students, faculty, or the public against a college or school of pharmacy, including tuition and fee policies, and as related to ACPE standards, policies or procedures, shall be placed in writing in detail by the complainant and submitted to the ACPE office. The complaint shall be submitted to the institution for response. Requests for confidentiality shall be respected to the extent any such information is not necessary for the resolution of the complaint. Details for submission of a complaint to ACPE with regard to accreditation standards can be obtained at the URL <http://www.acpe-accredit.org/deans/complaints.asp>.

Sexual Misconduct Policy

In compliance with Title IX of the Education Amendments of 1972 ("Title IX"), Xavier University of Louisiana does not discriminate on the basis of sex in any of its educational programs, activities or employment. The university is committed to providing a safe environment for all of its members and therefore prohibits sexual misconduct. When sexual misconduct does occur, all members of the university community are encouraged to report it promptly. To read the university's Sexual Misconduct Policy in full, visit <http://www2.xula.edu/human-resources/documents/TitleIXPolicy.pdf>.

Prohibited Conduct

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim. Dating violence includes, but is not limited to, sexual abuse, physical abuse and threats of sexual or physical abuse.

Domestic Violence: Violence committed by a current or former spouse or intimate partner of the alleged victim by a person with whom the alleged victim shares a child or by a person who is cohabitating or has cohabitated with the victim as a spouse or intimate partner.

Nonconsensual Sexual Contact: Any physical contact with another person of a sexual nature without the person's consent. This includes, but is not limited to touching or penetrating a person's intimate parts (such as breasts, groin, buttocks or genitalia), touching or penetrating a person with one's own intimate parts, or forcing a person to touch his or her own or another person's intimate parts.

Sexual Exploitation: Taking non-consensual or abusive sexual advantage of another person for one's own advantage or benefit or for the benefit or advantage of anyone other than the person being exploited. Examples of sexual exploitation include, but are not limited to: Sexual-based bullying, knowingly transmitting an STD or HIV to another person through sexual activity, invasion of sexual privacy, prostituting an individual, non-consensual photo/video/audio of sexual activity, non-consensual distribution of photo/video/audio of sexual activity (even if the sexual activity was consensual), intentionally exposing one's buttocks/breasts/groin or genitals in non-consensual circumstances, and/or intentional observation of nonconsenting individuals who are partially undressed/naked/or engaged in sexual acts.

Sexual Harassment: Unwelcome verbal, nonverbal or physical conduct based on sex or gender stereotypes that is implicitly or explicitly a term or condition of employment or status in a course, program or activity/a basis for employment or educational decisions/or is sufficiently severe, persistent or pervasive to interfere with one's work or educational performance creating an intimidating, hostile or offensive work or learning environment/or interferes with or limits one's ability to participate in or benefit from a university program or activity.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress. Course of conduct means two or more acts, including but not limited to acts in which the stalker directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens or communicates to or about a person, or interferes with a person's property. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or professional treatment or counseling.

How to Report Sexual Misconduct

The options for disclosure and reporting sexual misconduct are listed below and confidential assistance is available upon request through Violence Prevention Education and Advocacy to help students review these disclosure and reporting options. University support services are available to students regardless of whether they choose to formally report the violation to the university or law enforcement.

Institutional Reports

Sexual misconduct by members of the university community should be immediately reported to one of Xavier University of Louisiana's Title IX coordinators as described below in order to begin the university's investigation process. If you are unsure what happened to you or uncertain if your complaint falls under sexual misconduct, contact one of the Title IX Coordinators for assistance.

- Sexual misconduct by students should be reported to the Chief Inclusion Officer and Deputy Title IX Coordinator, Dr. Ashley Baker, University Center, Suite 208, abaker12@xula.edu, 504-520-7229.
- Sexual misconduct by faculty or staff should be reported to the Assistant Vice President for Human Resources, Kevin Wolf, Xavier South Suite 410, kwolf@xula.edu, 504-520-5281.

Law Enforcement Reports

If the crime occurred on campus, contact Campus Police to file a police report. If the crime occurred off campus, contact the police department in the parish in which the crime occurred. If you have an off-campus emergency, dial 911.

- Campus Police
 - (504) 520-7490
 - 3801 South Carrolton Ave.
 - www.xula.edu/campussafetyandsecurity

Anonymous Reports

Xavier University of Louisiana provides a mechanism by which individuals can report incidents of alleged sexual misconduct anonymously. Complainants should understand that it will be more difficult for the university to investigate and take action upon anonymous reports. Anonymous reports can be submitted by accessing www.xula.ethicspoint.com.

Confidential Disclosure

Disclosures made to Violence Prevention Education and Advocacy, Counseling and Wellness Center, Student Health Clinic and Campus Ministry staff listed below will be held in strict confidence and will not serve as notice to the university requiring initiation of a review of the disclosed conduct.

- Violence Prevention Education and Advocacy
 - (504) 520-7503
 - 209 Administration Building
 - <https://www.xula.edu/violence-prevention>
- Counseling and Wellness Center
 - (504) 504-520-7315
 - 202 St. Joseph Academic and Health Resource Center
 - Open Monday-Thursday 9am-8pm and Friday 9am-5pm (Fall and Spring)
 - Open Monday-Friday 9am-5pm (summer)
 - www.xula.edu/counselingservices
- Student Health Services
 - (504) 520-7396
 - 217 St. Joseph Academic and Health Resource Center
 - Clinic Hours: Open 8:30am-4:30pm Monday-Friday
 - www.xula.edu/studenthealthcenter
- Office of Campus Ministry
 - 101A Administration Building
 - (504) 520-7593
 - <http://www.xula.edu/faithandleadership>

Cyber-Harassment, Threats and Bullying

Recent events have placed the issue of cyber bullying, cyber stalking and cyber harassment at the forefront of campus conduct concerns. Xavier University of Louisiana is committed to each student's success and establishes a caring, responsive, and safe learning environment that is free of discrimination, violence, and bullying. The Office of Student Services establishes student's rights and responsibilities and responds to such behaviors through our Code of Conduct.

Harassment, Threats, and Bullying: Persistent, severe, or pervasive verbal abuse, threats, intimidation, harassment, coercion, bullying, or other conduct which threatens or endangers the mental or physical health/safety of any person or causes reasonable apprehension of such harm. This includes conduct whether physical, verbal or electronic, written or video—

- (1) which is beyond the bounds of protected free speech, directed at a specific individual(s), and likely to cause an immediate breach of the peace, and
- (2) including, but not limited to hazing, drug or alcohol abuse, bullying and other forms of destructive behavior.

Cyber Bullying: Cyber bullying is the willful and repeated bullying that takes place with the use of different kinds of technology and social media. It can be used on various sorts of devices such as computers, cell phones, tablets and other electronic communication devices. It often occurs through the use of social media sites such as Facebook or Twitter. However, it also happens through texting, online chatting, instant messaging, emails and other various forms of communication. Messages and images inflict emotional pain and degrade another person or persons and can quickly spread to a vast audience.

Examples of Bullying

Examples of specific behavior that constitutes bullying include:

- Wearing gang paraphernalia and other clothing meant to intimidate or exclude another;
- Spreading rumors or posting degrading, harmful, or explicit pictures, messages, or information using social media or other forms of electronic communication (also known as "cyber-bullying").
- Taunting or making sexual slurs about a person's gender orientation or sexual status;
- Name-calling, joking, or making offensive remarks about a person's religion, gender, ethnicity, or socioeconomic status; and
- Physical acts of bullying, such as punching, slapping, or tripping someone.

Examples of Cyber Bullying

- Sending mean or inappropriate text messages and emails
- Posting embarrassing pictures of someone else online for others to see
- Starting or perpetuating degrading rumors about another person
- Creating a fake profile of someone that contains inaccurate information
- Impersonating the victim online by sending derogatory, degrading, or controversial messages which causes others to respond negatively to the victim
- Harassing the victim during a live chat.
- Encouraging others to send the victim threatening e-mails or to overwhelm the victim with offensive e-mail messages
- Sending anonymous messages to inflict the above

RELEASE OF INFORMATION/PRIVACY OF EDUCATION RECORDS

Release of Information/Privacy of Education Records

The Family Educational Rights and Privacy Act (**FERPA**) also known as the Buckley Amendment, is a set of federal regulations established in 1974 that makes four specific guarantees to college students regarding the privacy of their education records. They are:

- A student has the right to inspect and review education records
- A student has the right to seek to amend education records
- A student has the right to have some control over the disclosure of information from those education records
- A student has the right to file a complaint against any institution for the alleged violation of these FERPA rights

These guarantees are made directly to currently and formerly enrolled students, regardless of their age or status in regard to parental dependency, acknowledging that young people who are already 18 years of age are considered responsible adults. Parents, guardians and others do not have a right to access student records of adult children without their signed, written consent to do so.

Student and Parental Rights Relating to Educational Records

Students have a right to know about the purposes, content and location of information kept as part of their educational records. Students have a right to gain access to and challenge the content of their educational records. Students have a right to expect that information in their educational records will be kept confidential, disclosed only with their permission or under provisions of the law. Students have a right to permit or prevent disclosure of certain information in their educational records. Parents have the right to expect confidentiality of certain information about them in student records.

Students and parents can locate the notification of the policy regarding privacy and protection of student records and parent information in the policy section of the University Student Handbook in its entirety or online at <http://www.xula.edu/student-handbook/stuhand.php>.

FERPA is administered by the Family Policy Compliance Office (FPCO), part of the US Department of Education in Washington, DC. It is the FPCO which interprets and resolves complaints regarding FERPA and the FERPA rights of students. The Department of Education provides more information for students, institutions, and parents on its website – www.ed.gov.

STUDENT GOVERNANCE

All full-time and part-time students are automatically members of the Pharmacy Student Association (PSA). The PSA, under the umbrella of the Xavier University Student Government Association (SGA), provides students experience in the democratic process as well as promoting and assisting in the planning and implementation of student programs and activities. These programs and activities enhance the academic experience and professional development of all students. Students are encouraged to participate in all facets of the institution. PSA serves as a liaison between the students, faculty and College/University administration providing an opportunity for students to serve on College committees and task forces that may establish or influence a wide range of policies, procedures and the general direction of academic and nonacademic programs and services of the College. PSA, as a member of the Student Government Association, also functions as an avenue through which student concerns/complaints/grievances may be channeled to the administration of the university. The PSA office is located on the first floor of the COP adjacent to the Student Lounge. You may call the PSA office at 504-520-5655 or email at psa@xula.edu. The SGA office is located on the second floor of the University Center, suite 210, you may also call at 504-520-7367 or email at sga@xula.edu.

It is imperative that students become thoroughly familiar with the Academic and Ethical Policies Handbook and the University Student Handbook in order to avoid jeopardizing their relationship with the College, University, and local community and to fully understand their rights and responsibilities as citizens and members of the University community. A student who violates these general standards of conduct shall be subject to administrative action and disciplinary sanctions in accordance with the Honor Code.

APPENDIX

SECTION 7

**Xavier University of Louisiana
COP
Academic Enrichment Program
Student Agreement**

The COP's Academic Enrichment Program (AEP) is designed to help ensure your successful matriculation through the program. While you are enrolled in the AEP you may be required to do one, several or all of the following:

- Participate in the Pharmacy Pre-Matriculation Summer Program (mandatory for all first-year student enrollees)
- Meet regularly with AEP staff
- Meet regularly with your professors
- Develop a student remediation plan (SRP)
- Create a comprehensive study schedule
- Make use of supplemental resources/study aids provided by the AEP
- Attend learning skills development seminars (e.g. time management, organizational and note taking skills, etc.)
- Participate in peer tutoring
- Meet with the Xavier Counseling Center

Upon your first meeting with AEP personnel, a SRP will be created and the required components of your participation in the AEP will be determined and placed in your SRP. Please note that failure to improve your academic performance and to fully participate in the AEP may result in dismissal from the COP.

By signing below, you acknowledge that you have read and understand this letter of agreement.

I, _____ (print name) have read and understand the information in the letter above and agree to adhere to/meet the requirements of the Academic Enrichment Program.

Signature: _____ Date: _____

Approved by: _____ Date: _____

Office of Student Services			
STUDENT COMPLAINT FORM			
Reporting Individual Contact Information (Complainant):			
Name:	Last _____	First _____	Middle _____
Status:	<input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student		<input type="checkbox"/> Other _____
Address:	_____		ID# _____
	_____		Email: _____
Phone:	_____		_____
	Daytime		Evening
Individual complaint is officially filed against (Respondent)			
Name: (Last, First)	_____		<input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Administrator <input type="checkbox"/> Student/Class/ ID#: _____
Type of Complaint:	Occurrence <small>(EX: academic/classroom, service (housing, dining, financial aid, student account, parking), campus safety, technology, facilities, inappropriate student or F/S conduct, failure to comply with policy, OTHER)</small>		
Incident Details:	Date: _____	Time: _____	Location: _____
1. What is the nature of the complaint? <small>Please describe your complaint in detail. Include the names of persons, locations, and dates involved. If this complaint is against specific person(s), please list their names and titles. Use additional page below if needed.</small>			
2. Describe action(s) taken <small>Use additional page below if needed.</small>			
Informal Resolution Attempted?	<input type="checkbox"/> Yes <input type="checkbox"/> No <small>(If no, and appropriate to do so, please attempt an informal resolution before proceeding with this formal complaint process).</small>		
	if yes, state outcome, who you contacted and what transpired		
I _____ Print name		certify that the information in this complaint is true and correct. I grant permission for this complaint to be forwarded to XU officials for investigation and response.	
_____		Signature	Date

Submit completed form to:
 Dean of Students
 Xavier University Office of Student Services
 1 Drexel Drive ~ New Orleans, LA 70125

<i>-----For Official Use Only-----</i>			
<input type="checkbox"/> General Complaint/Appeal	Rcvd. ___/___/___	<input type="checkbox"/> Title IX Complaint	Rcvd. ___/___/___
<input type="checkbox"/> Student Conduct Complaint		<input type="checkbox"/> Other	

Additional Information – (optional)

List other persons involved and role (i.e., witness, another involved party, etc.)

1. What is the nature of the complaint?

2. Describe action(s) taken

3. What remedy do you seek?

APPENDIX 3

Xavier University of Louisiana College of Pharmacy Request for Readmission Form

Instructions: Please download the form and complete the Student Information section of this form. Use sections 2 and 3 as a guide to prepare your Request *for Readmission letter*. Once you have completed your letter, please sign the form and submit both documents to the College of Pharmacy (Rm. 100) Attn: Assistant Dean for Professionalism. Please note that your letter and the form must be typed.

Section 1: Student Information

Name: (Last, first)		Student ID:	
Address City, State Zip code		Phone #:	
Xavier email:		Alternate email:	
Last Semester Enrolled:		Anticipated Readmission Date:	

Below are guidelines on how to prepare your Request for Readmission Letter. Please review and compose letter with each required section below.

Section 1: Explanation of Extenuating Circumstances: -

Please provide a concise explanation of the extenuating circumstances (those personal events beyond your control) which have directly impacted your academic performance. These may include a physical illness, a psychological challenge, domestic or family problems, or an unusual academic event.

Please be sure to explain the connection between the extenuating circumstance and your academic performance. In your explanation, please discuss when the particular event(s) occurred, how long you were affected, and what work in your courses was affected. Also, please outline what steps you took to deal with the extenuating circumstances during or after their occurrence (e.g., consultation with a health care professional or personal counselor, participation in the Academic Enrichment Program, meeting with course coordinator or course instructor).

Section 2: Future Plan:

A request for readmission should normally include a plan for achieving academic success should your request be granted. Please confer with your advisor as you develop your plan.

Your plan should include a discussion of the personal **adjustments you will make** in order for you to succeed in your future studies (e.g., take a lighter course load, regular meetings with a medical professional or personal counselor, etc.). Also, please specify how your future plans will support your academic goals.

Make sure your letter for readmission:

- is concise;
- clearly explains the connection between your circumstances and your grades;
- explains how you resolved the problem;
- states that you have conferred with your advisor, counseling center and/or any other individual, department or agency that can attest to your readiness to return to the COP; and
- states your plan of action to ensure academic success.

Print Name

Date

Student Signature

Date

Rcvd by:

Revised: 1/19/16

Code of Ethics for Pharmacists

- A pharmacist respects the covenantal relationship between the patient and pharmacist.
- A pharmacist promotes the good of every patient in a caring, compassionate, and confidential manner.
- A pharmacist respects the autonomy and dignity of each patient.
- A pharmacist acts with honesty and integrity in professional relationships.
- A pharmacist maintains professional competence.
- A pharmacist respects the values and abilities of colleagues and other health professionals.
- A pharmacist serves individual, community, and societal needs.
- A pharmacist seeks justice in the distribution of health resources.

Adopted by the membership of the
American Pharmaceutical Association
October 27, 1994

Student Complaint Policies and Procedures

PURPOSE

The University's mission is to provide a mutually respectful environment conducive to student learning and development. In doing so, the University acknowledges that students can offer valuable information about the performance of the university in meeting goals and providing services as part of our mission. Consistent with this aim, the University invites feedback and is committed to addressing student dissatisfaction. When a problem or issue arises, students are advised to seek information and assistance through the various processes and procedures, including student governance organizations, instituted to receive and respond to student complaints regarding faculty/staff, another student, programs or services.

When registering concerns or complaints, students must follow the appropriate procedures. If a student has any question about the applicable procedure to follow for a particular complaint, the student should contact the Office of Student Services, Associate Vice President and Dean of Students at (504) 520-7359 or studentservices@xula.edu. Discussions may remain confidential until a student decides to take more formal action.

APPLICATION

The policy provisions outlined apply to all students currently enrolled at Xavier University of Louisiana who choose to make a formal written complaint.

EXEMPTIONS

If a student has a complaint concerning any of the following matters, the student should refer to the proper resource:

- A. Academic Integrity Policy (College of Arts and Sciences / College of Pharmacy). Any student who wants to dispute a decision made regarding academic misconduct or academic dishonesty
- B. Student Code of Conduct (Non-Academic). Any student misconduct that violates University Policy, Procedures or Standards
- C. Policy Against Discrimination and Harassment. Any student who has experienced treatment or consideration based upon ethnicity, gender, age, religion, sexual orientation or disability or any form of sexual misconduct, including sexual harassment and sexual assault. (contact Title IX Coordinator, Human Resources or Dean of Students)
- D. Scope and Authority Complaints regarding individuals who are not full or part-time members of faculty/staff or enrolled at the University or that are outside the scope of University operations do not fall within this policy.

POLICY PROVISIONS

Procedures for Filing a Written Complaint

A student who has a complaint that a policy or procedure has been incorrectly or unfairly applied in his/her particular case, or a complaint about the behavior of a University faculty/staff member that does not fall within any of the categories listed above, or dissatisfaction with a specific college experience, the complaint will be handled as follows:

1) Informal Resolution – Student Concern or Dissatisfaction Communicated

Students are encouraged to speak directly with the individual (faculty/staff member) or office (financial aid, housing, etc.) involved with or responsible for the situation that is the cause of the complaint.

Appropriate University staff will review the matter presented by the student and determine whether any action is required. The Dean of Students, or designee, may serve as an advocate and/or third party mediator if agreed by all parties and the situation warrants.

Options for Informal Resolution:

- a. Take no further action
- b. Make comments or suggestions regarding the issue, or
- c. If this communication does not lead to a satisfactory resolution, or such a discussion is not deemed appropriate, the student may file a formal written complaint.

2) Formal Resolution - Filing a Formal Written Complaint/Grievance

- a. After an attempt for informal resolution of the matter is unresolved and there are irreconcilable differences, or informal resolution was deemed not appropriate, a formal complaint may be filed
- b. Complete the [Student Complaint Form](#) and mail or campus delivery to:

Vice President of Student Services
Attn: Dean of Students
4801 Dixon Street
305 University Center (campus delivery)
New Orleans, LA 70125
Email: studentservices@xula.edu
Phone: 504.520.7359

You will need the following information:

- Name and contact information
- A clear description of the concern or complaint
- Appropriate supporting documentation that is directly related to the complaint
- A description of any subsequent action taken by the student or the university
- A description of the desired outcome

The form will be forwarded to the dean of the relevant College or the head of the appropriate office from which the complaint arises. Formal complaints must be filed within sixty (60) days of the event that triggered the complaint, and state the nature of the grievance and the remedy being sought. Any previous attempts to resolve the issue should also be described.

NOTE: All formal Student Complaints must be submitted in writing on the Student Complaint form. A complaint reported by telephone will not be considered as submitted for review.

Complaint Review and Resolution Process

Receipt of the complaint will be acknowledged within fourteen (14) days. The appropriate University administrator will then review the matter. A final written determination, including any proposed resolution, will be sent to the student within sixty (60) days of the receipt of the complaint or other reasonable period depending on the complexity of the complaint and those involved.

If there is new evidence/statements that could have impacted the original decision, the complainant may appeal the decision to the next highest administrative level within seven (7) days. If that officer does not find substantial basis for appeal, the case is closed. If the appeal is granted, the Administrative officer or College Dean will provide a final resolution to uphold or overturn the decision. The office of the appropriate Vice President is the highest level to which

appeals may be made. If a complaint is against a Vice President, the Director of Human Resources will have oversight.

Complaint Tracking

Record Retention: A complete record (paper copy) of formal complaints will be retained by the relevant University office up to five (5) years after final disposition:

- Date of complaint
- Student identified with the complaint
- Nature of the complaint
- University official who addressed the complaint and steps taken to resolve
- Final resolution or disposition
- Any external actions taken by the complainant

Records of the final outcome of all formal complaints will also be stored in a centralized database in the student's electronic file (effective spring 2017). The database logs and tracks each complaint.

Each Office of the College Dean and the Dean of Students (Associate Vice President for Student Services) will meet in order to conduct an annual review of complaints to identify any persistent patterns and, if such emerge, establish a process to address them.

Withdrawing a Complaint

Students have the right to withdraw a complaint at any time during the process, in which case the complaint shall be registered as concluded and noted as withdrawn. If the complaint was made in writing, the withdrawal should also be in writing to the person handling the complaint. The staff member who receives the notification will advise all parties to the complaint in writing of the withdrawal. Staff may still decide to initiate appropriate corrective action as a result of the complaint.

If the complaint was against another person or group of people, they have the right to make a written statement following the withdrawal. This should be addressed to the member of staff handling the complaint, who will then circulate the response to all those involved in handling the complaint to date. The complaint will then be concluded and no further correspondence will be required.

Students who choose to withdraw complaints must include their reasons for withdrawal.

Complaints to External Entities

If there is evidence that appears to support significant non-compliance with a university requirement or standard, the student may file a complaint with the appropriate accrediting or compliance agency:

For unresolved complaints concerning university compliance with accrediting standards or against the Commission

The [Southern Association of College and Schools, Commission on Colleges](#) (SACSCOC)

The Accreditation Councils for unresolved complaints regarding program requirements or standards
[Accreditation Council for Pharmacy Education](#) (ACPE)

[National Council for the Accreditation of Teacher Education](#) (NCATE)

[The Council for Accreditation of Counseling & Related Educational Programs](#) (CACREP)

Harassment, Discrimination and Sexual Misconduct Complaints

[The Office of Civil Rights of the U.S. Department of Education](#) for complaints concerning federal laws prohibiting discrimination and harassment

Definitions

Student: A currently enrolled individual, or enrolled within the two previous semesters (one academic year) when the circumstances of the complaint first occurred, and who has not been suspended or dismissed, or otherwise separated from the university.

Informal Complaint: An expression of a problem, concern or dissatisfaction by a student to any staff, office or department. Complaints may be expressed and discussed with the most immediate before any grievance is filed. If the complaint cannot be resolved, a formal complaint may be filed.

Formal Complaint/Grievance: A formal statement of complaint that specifies a misinterpretation, misapplication, or unreasonable application of an official University policy, procedure, rule, or regulation or behavior regarding the student. Student Complaints can be made in four areas: Academic, Non-Academic (Student Conduct), Discrimination/Harassment or Appeal of any of the previously stated areas.

Complainant: The person expressing the concern or complaint

Respondent: The individual responding to, or involved in addressing, the concern or complaint

Amendments or Termination of Policy

The University reserves the right to modify, amend or terminate this policy at any time.

