

**South University School of Pharmacy
Student Handbook 2008-2009**

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2008-2009 Academic Calendar

Schedule	Fall 2008	Winter 2008	Spring 2009	Summer 2009
Classes Begin	June 16	September 15	January 5	TBD
Final Exams	August 23- August 29	December 3- December 12	March 7-13	
Holidays	TBA	November 24- 30	TBA	
Quarter Ends	August 29	December 12	March 13	
Quarter Break	August 30- September 14	December 13- January 4	March 14- March 22	

*The only holidays during rotations are those associated with the experiential site. South University's holidays do not apply.

*****Start and stop dates are subject to change if necessary*****

Introduction

The South University School of Pharmacy Student Handbook has been prepared as a reference guide to provide students with information about the school. The Handbook outlines information about academic progressions, policies and procedures, and student support services.

Continuous quality assessment and improvement will require continuous review by the Faculty and Administration of the School of Pharmacy. The School reserves the right to change provisions outlined in the Student Handbook with or without notice. The Student Handbook is not a contract between the Student and the School, and the School is not responsible for any misunderstandings that arise herein.

All students should be familiar with current academic requirements, and operational policies, as well as other official documents or announcements by the School.

All students will be subject to, and expected to observe the Code of Ethics for Pharmacists, the Pledge of Professionalism and the Oath of a Pharmacist established by the American Pharmacists Association.

Pledge of Professionalism

As a student of pharmacy, I believe that there is a need to build and reinforce a professional identity founded on integrity, ethical behavior and honor. This development, a vital process in my education, will help ensure that I am true to the professional

relationship I establish between society and myself, as I become a member of the pharmacy community. Integrity must be an essential part of my every day life and I must practice pharmacy with honesty and commitment to service.

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

- Develop a sense of loyalty and duty to the profession of pharmacy by being a builder of community, one able and willing to contribute to the well-being of others and one who enthusiastically accepts the responsibility and accountability for membership in the profession.
- Foster professional competency throughout life-long learning. I must strive for high ideals, teamwork and unity within the profession in order to provide optimal patient care.
- Support my colleagues by actively encouraging personal commitment to the Oath of Maimionides and a Code of Ethics as set forth by the profession.
- Incorporate into my life and practice, dedication to excellence. This will require an ongoing reassessment of personal and professional values.
- Maintain the highest ideals and professional attributes to ensure and facilitate the covenantal relationship required of the pharmaceutical caregiver.

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

Developed by the American Pharmaceutical Association Academy of Student of Pharmacy/American Association of Colleges of Pharmacy Council of Deans (APhA-ASP/AACP-COD) Task Force on Professionalism, June 26, 1994.

Code of Ethics for Pharmacists

Preamble

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

1. *A pharmacist respects the covenantal relationship between the patient and pharmacist.*
Considering the patient-pharmacist relationship as a covenant means that a pharmacist has moral obligations in response to the gift of trust received from society. In return for this gift, a pharmacist promises to help individuals achieve optimum benefit from their medications, to be committed to their welfare, and to maintain their trust.
2. *A pharmacist promotes the good of every patient in a caring, compassionate and confidential manner.*
A pharmacist places concern for the well being of the patient at the center of professional practice. In doing so, a pharmacist considers needs stated by the patient as well as those defined by health science. A pharmacist is dedicated to protecting the dignity of the patient. With a caring attitude and a compassionate spirit, a pharmacist focuses on serving the patient in a private and confidential manner.
3. *A pharmacist respects the autonomy and dignity of each patient.*
A pharmacist promotes the right of self-determination and recognizes individual self-worth by encouraging patients to participate in decisions about their health. A pharmacist communicates with patients in terms that are understandable. In all cases, a pharmacist respects personal and cultural differences among patients.
4. *A pharmacist acts with honesty and integrity in professional relationships.*
A pharmacist has a duty to tell the truth, to act with conviction of conscience. A pharmacist avoids discriminatory practices, behavior or work conditions that impair professional judgment, and actions that compromise dedication to the best interest of patients.
5. *A pharmacist maintains professional competence.*
A pharmacist has a duty to maintain knowledge and abilities as new medications, devices, and technologies become available and as health information advances.
6. *A pharmacist respects the values and abilities of colleagues and other health professionals.*
When appropriate, a pharmacist asks for the consultation of colleagues or other health professionals or refers the patient. A pharmacist acknowledges that colleagues and other health professionals may differ in the beliefs and values they apply to the care of the patient.
7. *A pharmacist serves individual, community and societal needs.*
The primary obligation of a pharmacist is to individual patients. However, the obligations of a pharmacist may at times extend beyond the individual to the

community and society. In these situations, the pharmacist recognizes the responsibilities that accompany these obligations and acts accordingly.

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

Oath of a Pharmacist

At this time, I vow to devote my professional life to the service of all humankind through the profession of pharmacy.

I will consider the welfare of humanity and relief of human suffering my primary concerns.

I will apply my knowledge, experience and skills to the best of my ability in serving the public and other health professionals.

I will keep abreast of developments and maintain professional competency in my profession of pharmacy.

I will obey the law governing the practice of pharmacy and will support enforcement of such laws.

I will maintain the highest principles of moral and ethical conduct.

I will address the challenges and opportunities in the profession of pharmacy and will participate in the change process.

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

The Oath of a Pharmacist is based on the “Oath and Prayer of Maimionides” with input for the American Pharmacists Association (APhA), and the American Association of Colleges of Pharmacy (AACP). The Board of Directors of AACP approved the Oath of a Pharmacist in 1983, revised it in 1994, and has made it available to every college and school of pharmacy.

South University

Deeply rooted in the educational foundations of southeast Georgia, South University traces its heritage to 1899 when Dr. John Draughons established the institution in Savannah as Draughons Practical Business College. Since 1974, the University has

experienced tremendous growth and progress, establishing a multi-campus complex serving Savannah, Georgia, West Palm Beach and Tampa, Florida, Montgomery, Alabama, and Columbia, South Carolina. Its name changed, and as Draughons Junior College, the institution was able to provide a broad, career-oriented program to the communities it served.

Consistent with the progressive changes the University has made since its inception, Draughons Business College was renamed South College in October 1986, to reflect the logical evolution of an institution that was initiated to meet the needs of the twenty-first century. South College's commitment to excellence and service to its communities continues. In July 2001 South College was accredited by the Commission on Colleges, Southern Association of Colleges and Schools to grant Masters degrees. Subsequent to establishing a Masters degree program, South College was granted University status by the Commission on Colleges, Southern Association on Colleges and Schools, and then became known as South University. In the winter of 2003, South University achieved another milestone. It was approved by the Commission of Colleges and Southern Association of Colleges and Schools to grant the Doctoral degree.

A non-sectarian, co-educational institution of higher education, South University is authorized under the Nonpublic Postsecondary Educational Institutions Act of 1990 to confer doctorate degrees, masters degrees, bachelors degrees, associate degrees, and certificates. South University is also approved by the Georgia State Approval Agency for the training of veterans and other eligible persons. The West Palm Beach campus associate of science degree programs maintains licensure through the State Board of Independent Colleges and Universities and Florida Department of Education. The University is licensed by the State Board of Independent Postsecondary Vocational, Technical, Trade and Business Schools, Department of Education, Florida Education Center, Tallahassee, Florida.

South University is accredited by the Commission on Colleges, Southern Association of Colleges and Schools. The School of Pharmacy is Accredited by the American College of Pharmaceutical Education.

South University Campus and Affiliations with Health Care Facilities

South University School of Pharmacy is a 40,000 square foot, freestanding, facility designed specifically to house a modern pharmacy school. The building provides excellent instructional, laboratory, and office facilities for pharmacy students, faculty and administrators. This facility also provides two large modern lecture halls and an adequate number of small classrooms to facilitate small group instruction.

A General Purpose Laboratory, including rooms for patient counseling practice and teaching physical assessment, is located in the building. All patient counseling rooms have videotape/playback capabilities. In addition, a sterile products room and prep room are available. The practice laboratory accommodates 32 students per class, and is designed to emulate real practice settings as well as providing maximum use in the

academic program. There is also a 32 station analytical chemistry laboratory that is use for both chemistry, pharmaceuticals and professional laboratory courses. A Drug Information Center on the first floor provides an active learning center in the School of Pharmacy.

Practice sites are developed to support the experiential component of the curriculum. Early activity is focused on the introductory practice experiences. Students are precepted at sites in two phases of practice experience: early and advanced.

Experiential sites include, but are not limited to, chain and independent community pharmacies, teaching and community hospitals, long term care facilities, managed care facilities, pharmaceutical companies, home infusion therapy companies, regulatory agencies, family practice clinics and a veterinary hospital, among others.

Accreditation

The South University School of Pharmacy has been granted Full accreditation by the Accreditation Council on Pharmacy Education (ACPE).

Mission Statement

The Mission of South University School of Pharmacy is to serve the public's health care needs by preparing pharmacists to provide pharmaceutical care that improves health outcomes for patients. The School will provide a learning community that facilitates critical thinking, problem-solving skills and scholarship, using state-of-the-art technology. It will provide for active student centered learning that fosters life-long learning and continuing professional development. Although the School will prepare pharmacists for all areas of practice, special emphasis is placed on the community environment in which the majority of health care services will be provided in the future.

In fulfillment of its mission, The School of Pharmacy strives for excellence in the following broad areas.

Teaching

- Provide students with the knowledge, skills, abilities, attitudes and values necessary to practice pharmaceutical care
- Develop an understanding of and approach to critical inquiry
- Facilitate the transformation of students from dependent to independent learners
- Foster a desire and need for life-long learning
- Provide a model of care that improves health outcomes for patients

Scholarship

- Engage in all forms of scholarship including the scholarship of teaching
- Expose students to the processes of research

- Encourage scholarly inquiry into the benefits of pharmaceutical care in improving patient outcomes

Professional Service and Practice

- Develop an understanding of the value of interdisciplinary care
- Provide students with models of wellness and community health programming
- Involve students in the profession of pharmacy

Community Service

- Develop an understanding of the importance of volunteerism and its impact on the community
- Integrate the School into the daily life of the community

Pharmaceutical Care

The School of Pharmacy has endorsed the concept of pharmaceutical care by incorporating it into the School's mission statement and by integrating the principles of pharmaceutical care throughout the School's professional program. Pharmaceutical care is a patient centered practice that requires the pharmacist to work in concert with the patient and the patient's other health care providers to promote health, to prevent disease, and to assess, to monitor, to initiate, and to modify medication use to assure that drug therapy regimens are safe and effective. The goal of pharmaceutical care is to optimize the patient's quality of life, and to achieve positive clinical outcomes, within realistic economic expenditures. To achieve this goal, the pharmacist must accomplish the following:

- Establish and maintain professional relationships.
- Collect, organize, record, and maintain patient-specific medical information.
- Evaluate patient-specific medical information and develop with the patient a drug therapy plan
- Assure that the patient has all supplies, information, and knowledge necessary to carry out the drug therapy plan; and
- Review monitor, and modify the drug therapy plan as necessary and appropriate, in concert with the patient and the patient's other health care providers.

In addition, the pharmacist must accurately document the patient's progress in the pharmacy record and communicate such progress to the patient and to the patient's other health care providers as appropriate. The pharmacist also shares information with other health care providers as the setting for care changes, helping to assure continuity of care

as the patient moves from the community setting to the institutional setting, to the long-term care setting.

Self-Directed Learning

It is essential the students adopt and exhibit the concepts of self-directed learning. In this educational model, faculty members facilitate the acquisition of critical thinking and problem solving skills to students. With rapid changes in information and medical breakthroughs, students must be able to apply the basic concepts of biomedical, clinical and pharmaceutical sciences to new concepts that are constantly and will constantly evolve throughout their careers. It is the students responsibility to demonstrate mastery of knowledge and skills that lead to life long learning.

Academic Policies and Procedures

Technical Standards for School of Pharmacy

The educational mission of the South University School of Pharmacy is to educate and graduate competent practitioners to provide pharmaceutical care in a variety of institutional, community and other settings. Students admitted to the School of Pharmacy must also meet the technical standards for admissions. These technical standards outline the essential functions that candidates for the Doctor of Pharmacy degree must be able to perform. These essential functions reside in the following categories: Observation, Communication, Motor, Intellectual, and Behavior/Social. However, it is recognized that degrees of ability vary among individuals. The South University School of Pharmacy is committed to supporting its students by any reasonable means to complete the course of study leading to the Doctor of Pharmacy degree.

- **Observation:** A student must be able to observe demonstrations and experiments in the basic sciences, including but not limited to physiological and pharmacological demonstrations in animals, evaluation of microbiological cultures, and microscopic studies of microorganisms and tissues in normal and pathological states. A student must be able to observe a patient accurately at a distance and close at hand. In detail, observation necessitates the functional use of the sense of vision and other sensory modalities.
- **Communication:** A student must be able to communicate effectively and sensitively with patients. The focus of this communication is to elicit information, describe changes in mood, activity and posture, and perceive nonverbal communication. Communication includes speech, reading, writing, and computer literacy. A student must be able to communicate effectively and efficiently in oral and written forms with all members of the health care team.
- **Sensory/Motor:** A student must have sufficient motor function to elicit information from patients by physically touching patients, e.g. assessing range of

motion of a joint, taking blood pressure readings, taking a pulse reading. A student must be able to execute motor movements to provide general care and emergency treatments to patients, e.g. first aid treatments, cardiopulmonary resuscitation. A student must be able to execute motor movements required in the compounding of medications inclusive of using techniques for preparing sterile solutions, e.g., parenteral or ophthalmic solutions. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.

- **Intellectual** (Conceptual, Integrative, and Quantitative Abilities): A student must have the ability to measure, calculate, reason, and analyze. A student must be able to synthesize and apply complex information. A student must be fully alert and attentive at all times in clinical settings.
- **Behavioral/Social Attributes:** A student must possess the emotional health required for full utilization of his or her intellectual abilities, the exercise of good judgment, and the prompt completion of all responsibilities attendant to the interaction with patients. A candidate must possess the ability to develop mature, sensitive, and effective relationships with patients. A student must be able to tolerate physically taxing workloads and to function effectively under stress. A student must be able to adapt to changing environments, to display flexibility and learn to function in the face of uncertainties inherent in the clinical problems of many patients. A student must possess compassion, integrity, interpersonal skills, and motivation to excel in pharmacy practice.

Registration Process

Applicants who have been accepted into the Doctor of Pharmacy Program must register in person on the date specified by the School for registration. Attendance at Orientation is mandatory for all first year students. Students must also fulfill the following requirements before they can officially enter the program:

- Submit a college transcript for each term completed following acceptance.
- Submit proof of immunization for/immunity to Measles/Mumps/Rubella (MMR), Varicella (Chickenpox), Tetanus/Diphtheria, and Hepatitis B. In addition students must complete an annual Tuberculin Test (PPD). An Immunization Clearance Form provided as part of the acceptance package must be completed and returned along with other immunization documentation.
- Present a Basic Adult Life Support certificate on the first day of school.
- Submit proof of medical insurance coverage.

Second and third year students must provide proof of health insurance and documentation of PPD results prior to the start of each Fall quarter.

Tuition and fees are due and payable on or before the registration date for each quarter. Circumstances, which prevent a student from adhering to these dates, should be discussed with the business office. Students attending school under a grant or loan should confer with the Director of Financial Aid concerning the payment of fees; students attending school under the G.I. Bill can discuss payment of school fees with the Director of Financial Aid.

Failure to make proper payments, unless otherwise cleared with the business office, will result in dismissal from the University. Grades will not be issued, degrees granted, or academic transcripts furnished until all financial obligations have been satisfied and all University property returned.

Academic Advising

Each student will be assigned a Faculty Advisor upon matriculation. The student should view faculty advisement as a privileged component of the academic process. The assigned faculty advisor will advise each student individually and as a group.

The academic advisor-advisee relationship can become one of the most valuable relationships in the student's pharmacy education. This mentoring will provide an opportunity to develop sustained contact between the faculty and students on both academic and personal levels. Each student is required to meet with this or her faculty advisor at least once a quarter. A student on probation should meet with his or her faculty advisor as frequently as necessary or as prescribed by the Scholastic and Professional Standing Committee.

Class Attendance

Class attendance and punctuality are expected of all students. Specific policies for each course are outlined in each syllabus and should be adhered to by all students.

Grading and Credit Hours

To satisfactorily complete a course, a student must earn a grade of 2.00 (C) or better for the course. The course grade may be based upon multiple examinations and assignments as outlined in each course syllabus. The format of course examinations may vary at the discretion of the instructor(s). Common exam formats used include multiple choice, matching, short answer, essay and demonstrations of clinical competencies. Specific instructions regarding missed assignments or examinations are outlined in each course syllabus, but approval of the course coordinator(s) is a common requirement for making up a missed test or examination. Specific information regarding the calculation of course grades can be found in the syllabus of each course. Students are encouraged to read course syllabi carefully and to contact the course coordinator(s) if any questions arise.

Course instructors are encouraged to make every effort to post graded examinations and assignments promptly. Faculty members are encouraged to allow students to review examinations and assignments after they have been graded. At that time faculty members are expected to reasonably answer student questions regarding the test. Beyond that interaction students are discouraged from disputing exam questions, correct answers, and/or grades. However, students may defend a test answer by submitting a written response of fifty words or less, along with at least two supporting documents, to the course coordinator within three days following the post-exam review. For these purposes, the post-exam review is defined as the first available opportunity for the student to review his/her exam score and questions missed. Supporting documents here may include printed materials, such as lecture slides, textbook citations, or journal articles, or audiovisual materials, such as recorded lectures. Acceptance of supporting documents as being relevant to the question at hand is at the discretion of the instructor. For cases in which the course coordinator is not the author the specific question or examination in dispute, the course coordinator will review the student's written response and meet with the instructor regarding the student's appeal. For cases in which the course coordinator is the author of the specific question or examination in dispute, the appropriate department chair will review the student's written response and meet with the course coordinator regarding the student's appeal. In either case, the student will be notified by the course coordinator or appropriate department chairman of the outcome of the review within five business days of the receipt of the student's written appeal by the course coordinator or department chairman.

Grading Scale (A new grading scale is under review)

90 and above	4.00
89	3.90
88	3.80
87	3.70
86	3.60
85	3.50
84	3.40
83	3.30
82	3.20
81	3.10
80	3.00
79	2.90
78	2.80
77	2.70
76	2.60
75	2.50
74	2.40
73	2.30
72	2.20
71	2.10
70	2.00

69	1.80
68	1.60
67	1.40
66	1.20
65	1.00
64 and below	0.00

Courses are rated at one credit hour for 10 hours of lecture, 15-20 hours of recitation/small group discussion, or 30 hours of laboratory/and or practice session. A total of 2.0 credit hours will be assigned for each week of introductory practice experience/rotation and 1.6 credit hours will be assigned for each week of advanced practice experiences/rotations. A cumulative grade point average will be calculated and posted on the student's transcript at the end of each academic quarter. Class ranking information is available upon request from the Office of the Dean and is based on actual grade percentages earned in each course.

Academic Appeals Policy

Grade Appeals

A student has the right to file a formal appeal if there is a disagreement with the final grade, which has been awarded in a course that is based on an appropriate concern. The procedure for bringing an academic appeal is as follows:

1. A formal appeal must be initiated within 10 business days following the published date that grades are due at the end of an academic term. The entire appeal process should be completed within 30 calendar days following the initiation of the process.
2. The student must initiate the process by presenting the appeal in writing to the faculty member in charge of the course. It is the responsibility of the faculty member to notify, in writing, the appropriate department chairperson and the Dean of the School of Pharmacy that a grade appeal has been filed. After reviewing the student's appeal, the faculty member will render a decision in writing no later than 10 calendar days after receiving the appeal.
3. If the faculty member does not resolve the appeal, the student may present it in writing to the appropriate department chairperson. After reviewing the student's appeal, the department chairperson will render a decision in writing no later than 10 calendar days after receiving the appeal.
4. If the department chairperson does not resolve the appeal, the student may present it in writing to the Dean of the School of Pharmacy. After reviewing the student's appeal, the Dean will render a decision in writing no later than 10 calendar days after receiving the appeal.

Protocol for Matters of Student Concern

When a student has a personal concern involving a faculty member or course that is not of general interest to the class, he or she should speak to the faculty member directly. If the concern might involve additional members of the class, it should be taken to the appropriate class representative so that he or she might sample class opinion to find out the extent of the concern. If, in the opinion of the class representative, the concern is valid, the class representative should bring the matter to the attention of the teacher with the objective of resolving it at that level.

If the matter cannot be resolved between the individual student or class and the faculty member, it should be taken to the appropriate Course Coordinator or Rotation Preceptor. If that action proves unsatisfactory, the appropriate Department Chair should be contacted concerning the matter. If the matter cannot be handled satisfactorily by the appropriate Department Chair, or if the students feel it was not handled satisfactorily, it should be taken to the Dean. The decision of the Dean will be final.

If the matter involves a personnel issue that the appropriate Department Chair cannot resolve, the matter will be forwarded to the Dean. If the matter involves a curricular issue that the appropriate Department Chair cannot resolve, it will be forwarded to the Curriculum Committee, who will forward a recommendation to the Dean.

ACPE Standards Comments Form

Accreditation Council on Pharmacy Education (ACPE) Standards Comment Form

The Accreditation Council on Pharmacy Education (ACPE), the pharmacy school accreditation agency, is required to demonstrate to the U.S. Secretary of Education its expectations regarding a program's recording and handling of student complaints. ACPE must demonstrate a link between its review of complaints and its evaluation of a program in the accreditation process. Therefore, in order to demonstrate compliance with the U.S. Department of Education Criteria for Recognition, and with the prior review and advice of the Department of Education personnel, ACPE requires pharmacy schools to provide an opportunity for pharmacy students to provide comments and /or complains about the schools adherence to ACPE Standards.

The colleges and schools of pharmacy accredited by ACPE have an obligation to respond to any written complains by students lodged against the college or school of pharmacy, or the pharmacy program that are related to the standards and the policies and procedures of ACPE. The policy for student complaints related to ACPE Standards that has been established at South University School of Pharmacy includes the following:

1. The student who wishes to file a complaint may visit the ACPE Standards website.

2. The student may then complete the form available on page 60.
3. This form will be directed to the Student Affairs Office, where it will be considered, recorded and then responded to.
4. The file of student complaints will be made available for inspection to ACPE at on-site evaluations or otherwise at ACPE's written request. The findings of this inspection, and the resulting implication(s) to the accreditation of the professional program, shall be noted in the Evaluation Team Report.

Academic Progressions Policy

Due to the challenging nature of the year-round, accelerated curriculum, the School of Pharmacy has adopted a progressions policy intended to accommodate the lack of extended academic breaks that are inherent in semester-based programs. The goal of the academic progressions policy is to balance the commitment of the school's faculty to student instruction and retention with the responsibility of the faculty to protect and preserve the public health. The academic progressions policy is administered by the Scholastic and Professional Standards ("Progressions") Committee (SPSC), a group of faculty members appointed by the Dean of the School of Pharmacy.

Contact Information and Procedures: Current telephone numbers and mailing addresses for each active student will be collected and maintained by the administrative staff of the School of Pharmacy for the purpose of contacting students in regard to their academic status within the Pharmacy program. Although the administrative staff of the School of Pharmacy will endeavor to maintain the accuracy of this information, it is the responsibility of each student to ensure that the current contact information on file is accurate and up to date. All formal, written communication regarding remediation procedures and decisions of the Scholastic and Professional Standing Committee shall be communicated to students through the Office of the Associate Dean of Academic Affairs and Assessment of the School of Pharmacy. Students are encouraged to maintain frequent, open communication with course instructors, course coordinators, and/or preceptors regarding their academic performance in each course or rotation and nothing in the preceding description of the formal notification procedure should be construed as discouraging this process.

Progression:

1. Meeting either of the following conditions will result in a student being placed on academic probation (see *Probation* below) for the next three academic quarters:
 - Receiving a course grade of 0.00 (F)
 - Posting a quarterly grade point average (GPA) < 2.00 for a single quarter

2. Meeting any of the following conditions will result in a student having a mandatory meeting with the Scholastic and Professional Standards Committee (SPSC) to discuss their academic performance and progress within the Pharmacy program:

- Failing to meet the conditions of academic probation
- Receiving a 2nd course grade of 0.00 (F)
- Posting a quarterly grade point average (GPA) < 2.00 for more than one quarter
- Receiving more than three course grades < 2.00 (D or F)
- Receiving an individual rotation (Introductory or Advanced Practice Experience) grade < 2.00

Students meeting any of the criteria above will be subject to action by the Scholastic and Professional Standards Committee (SPSC). Possible actions include academic counseling, placement in special elective courses or programs of study to address academic deficiencies, placement on academic probation, placement in an extended academic track*, suspension, dismissal from the School of Pharmacy or combinations thereof.

**Academic track where the student must repeat all coursework with final course grades < 2.00. The repeat coursework must be completed in the year immediately following and may be utilized by a student only once.*

Probation: Academic probation is a special status for students with academic deficiencies. While on probation, students must post quarterly grade point averages \geq 2.00 with no course grades of 0.00 (F). Students who meet these requirements for the probationary period will be removed from academic probation at the beginning of the next academic quarter. Students who do not meet the requirements of their probationary status will be subject to action by the Scholastic and Professional Standards Committee (SPSC). Possible actions include academic counseling, placement in special elective courses or programs of study to address academic deficiencies, placement in an extended academic track, suspension, or dismissal from the School of Pharmacy.

Students on probation will not be permitted to seek or hold offices in any student organization or participate in extracurricular activities which involve a significant time commitment. No student who is on academic suspension, on an extended academic track, or who has been dismissed from the Pharmacy program may hold office in any student organization affiliated with the School of Pharmacy.

Remediation: Remediation should be regarded as a privilege, which must be earned by a student through active participation in the educational program as demonstrated by regular class attendance, individual initiative, and utilization of available academic resources. Students should recognize that the need to remediate coursework may delay the timetable for their graduation from the Pharmacy program.

Decisions by the Scholastic and Professional Standards Committee regarding remediation will be made on an individual basis after considering all pertinent information. The Scholastic and Professional Standards Committee will base its decision on the student's academic record and further consideration after consultation with the student, the Preceptor or Course Coordinator(s), Pharmacy School Administration, and the student's Faculty Advisor, where appropriate.

In reviewing the student's academic deficiencies, the following guidelines will be used:

- The Scholastic and Professional Standards Committee will consider all individual failing grades as requiring remediation.
- Educational objectives and evaluation techniques for remedial courses should be the same as the educational objectives and evaluation techniques for courses in the regular curriculum. The specific content and format of remedial courses are at the discretion of the course instructor(s) and/or course coordinator(s).
- Where deemed appropriate, the Scholastic and Professional Standards Committee, after consultation with the Course Coordinator(s), Faculty Advisor, or appropriate Department Chair, may recommend any of the following options for the student:
 - Didactic Courses:
 1. Students with a final grade of 0.00 (F) in a course will be required to remediate (or repeat) the course. The specific content and format of the repeated course are at the discretion of the course coordinator(s).
 2. Any course receiving a grade of 0.00 (F) must be repeated during the specified time periods allotted for remediation. Courses delivered in Quarter 1 must be remediated prior to the start of Quarter 5, all courses presented in Quarters 2 – 4 will be remediated during the Introductory Practice Experiences/Rotations (Quarter 5), and all courses delivered in Quarters 6 - 9 must be remediated during Quarter 10 prior to Advanced Practice Experiences/Rotations. It is the responsibility of both the faculty and the student(s) involved in remediation to ensure that all remediations are carried out in a timely manner, as outlined above. A remediation fee of \$1,500 per remediated course will be charged. This fee will be assessed for all course remediations.
 3. Students who fail to successfully complete course remediation will be required to meet with the Scholastic and Professional Standards Committee to discuss their academic progression within the Pharmacy program. In such cases, the Scholastic and Professional Standards Committee may recommend any of the following actions:
 - Repetition of the academic year
 - Entrance into an extended academic track
 - Suspension from the Pharmacy Program

- Dismissal from the Pharmacy Program
- Experiential Rotations:
1. In the case of a failure in a rotation (score < 2.00), the Department Chair of Pharmacy Practice may assign the site and the preceptor of the subsequent rotation. More information on make-up rotations can be found in the Introductory & Advanced Practice Experiential Handbooks.
 - Students failing rotations will be required to meet with the Scholastic and Professional Standards Committee to discuss their academic progress. The Scholastic and Professional Standards Committee may recommend any of the following actions (alone or in combination):
 1. Repetition of the academic year
 2. Entrance into an extended academic track
 3. Dismissal from the Pharmacy Program
 4. Academic/Professional Counseling

The grade earned from the remediation of either a didactic course or experiential rotation will be recorded on the student's transcript along with the original grade. The remediation grade will be recorded on the transcript with an asterisk. For those students required to remediate at an off-campus location, a footnote will specify where the remediation took place.

Academic Progressions Appeals Process: A student has the right to file an appeal if there is a disagreement with the final disposition of proceedings rendered by the Scholastic and Professional Standards Committee (SPSC). The procedure for such appeals is as follows:

1. A formal appeal must be initiated within 10 business days following the student's receipt of the written notification of the SPSC's action. The entire appeal process should be completed within 30 calendar days following initiation of the process.
2. The student must initiate the process by presenting the appeal in writing to the Chair of the Scholastic and Professional Standards Committee. It is the responsibility of the Chair of the Scholastic and Professional Standards Committee, to notify, in writing, the appropriate department chairperson and the Dean of the School of Pharmacy that an appeal has been filed. After reviewing the student's appeal, the Chair of the Scholastic and Professional Standards Committee will render a decision in writing no later than 10 calendar days after receiving the appeal.
3. If the SPSC Chair does not resolve the appeal, the student may present it in writing to the Dean of the School of Pharmacy. After reviewing the student's

appeal, the Dean will render a decision in writing no later than 10 calendar days after receiving the appeal.

Suspension: A student may be placed on academic suspension, a status in which a student is still affiliated with the School of Pharmacy but not actively enrolled in Pharmacy classes, for failure to achieve satisfactory scholastic and professional performance, as outlined in the academic criteria described above.

Dismissal: A student may be dismissed from the Doctor of Pharmacy program for failure to achieve satisfactory scholastic and professional performance, as outlined in the academic criteria described above.

Graduation: All course scores of 0.00 (F) must be successfully remediated and a cumulative grade point of ≥ 2.00 must be achieved to graduate from the Doctor of Pharmacy program. As noted earlier, students should recognize that the need to remediate coursework may adversely affect the timetable for their graduation from the Pharmacy program.

Withdrawal Policy

Attendance at the School of Pharmacy is a privilege granted in consideration of specified levels of performance and of maintaining the established standards of scholarship and personal and professional conduct.

The School of Pharmacy reserves the right to require withdrawal of any enrolled student at any time it deems necessary to safeguard its standards of scholarship, conduct, and orderly operation.

A student wishing to withdraw from further study at the School for any reason should observe the following procedure:

1. The student must first consult with his or her faculty advisor.
2. The student must consult with the Associate Dean of the School of Pharmacy to discuss the reason for the withdrawal.
3. If the student still wishes to go through with the withdrawal, he or she must officially inform the Dean of the School of Pharmacy with an official written letter of intent and also contact the Office of the Assistant Dean of Admissions.

Voluntary withdrawals from the program for reasons other than medical or personal are discouraged. Readmission to the Pharmacy program following a voluntary withdrawal cannot be guaranteed.

Requirements for Graduation

Students who have satisfactorily completed all academic requirements and who have been recommended by the Scholastic and Professional Standards Committee and by the School of Pharmacy faculty (as indicated by the successful completion of the School of Pharmacy curriculum) may be awarded the Doctor of Pharmacy degree, provided that they are of good moral character and have met the following standards. They must:

1. Have successfully remediated all course scores of 0.00 (F).
2. Have completed the Doctor of Pharmacy curriculum with no less than a 2.00 cumulative grade point average.
3. Have satisfactorily completed four academic years of residence in a school of pharmacy that is either fully ACPE accredited or has ACPE pre-candidate or candidate status, the final two academic years of which must be completed at South University School of Pharmacy.
4. Have completed all legal and financial requirements of the School of Pharmacy and of South University.
5. Have exhibited the ethical, professional, behavioral, and personal characteristics necessary for the practice of pharmacy.
6. Have completed a Clearance Check Form from the School of Pharmacy and the South University Registrar.
7. Have completed an exit interview with the South University Office of Financial Aid if the student is a recipient of any form of financial aid.
8. Attend the Commencement at which the degree is awarded. Only in unusual circumstances, and with approval of the Dean of the School of Pharmacy, will a degree be awarded in absentia.

A student who completes the curriculum is required to meet graduation requirements listed in the catalog of entry and/or any subsequent or additional program requirements. In the event of an extension beyond the three calendar years, the student must meet the requirements for the class with whom the individual graduates, and any other requirements specified by the Scholastic and Professional Standards Committee and the Dean. Students must complete all requirements for graduation within five calendar years of the date of matriculation.

Commencement

Attendance at Commencement is mandatory for all graduating students. Students who complete the requirements for graduation after June 1st of a calendar year may participate in the commencement ceremony provided their anticipated completion date occurs prior to October 31st of that year; however, a diploma will not be granted at the graduation ceremony.

Students completing graduation requirements after October 31st will receive their diplomas upon completion of all coursework. If they desire, they may attend commencement with the following year's graduation date. The Registrar will be responsible for distribution of diplomas.

Each graduate is required to wear the academic regalia designated by the School.

Code of Conduct

This section lists student responsibilities in effect at South University. These regulations have been adopted to insure the safety and well being of the student body and the orderly operation of the University. Any student suspected of a violation of these regulations will be accorded due process.

Academic Honesty and Integrity

Honor Code and Honor Council of South University School of Pharmacy

The honor code is a policy describing expectations of students with regard to academic integrity in all aspects of graduate health professions educational programs at South University. The honor code of South University is set forth to guarantee that students subscribe to the highest levels of moral and ethical behavior consistent with that required for any member of the health care team concerned with the entire spectrum of diagnosis, treatment and management of human life. The Honor Council provides a forum to investigate alleged Honor Code violations and recommend penalties that are appropriate and consistent with the violation. Unequivocal and documented violations of academic integrity may be dealt with directly by the Department Chair, Dean or Chief Academic Officer for South University without convening the Honor Council.

Article I - Name

The name of this organization shall be the Honor Council of the South University School of Pharmacy.

Article II - Purpose

The purposes of the Honor Council are to:

1. Investigate and hear cases involving School of Pharmacy students accused of academic dishonesty,
2. Act as a judicial body and establish the guilt or innocence of students who have allegedly committed such violations,
3. Work with School of Pharmacy faculty and administration in all matters regarding Honor Code administration.

Article III - Authority

Student authority to request revision of the contents of any article in the Honor Code resides with the Honor Council. Any revisions are subject to approval by the faculty and the Dean of the School of Pharmacy. Responsibility to enforce the Honor Council's findings and recommendations lies with the Assistant or Associate Dean for Academic Affairs of the School of Pharmacy.

Article IV - Membership

Section A. The Honor Council shall consist of seven voting members, two student members from each yearly class and an at-large member selected by the faculty from the second- or third-year class. Two alternate members shall be chosen from each class to replace a member who is unavailable, recused or removed from the Council. The alternate student receiving the highest number of votes will be designated alternate member one. If an alternate is chosen to permanently replace a voting member (presumptively alternate member one), a new alternate will be elected. The faculty and students will provide an initial list of nominees to the honor council. Faculty members will review the initial list and have the right to strike a name without cause. Faculty will approve a final list from which the students will elect two members and two alternate members from the respective classes to serve on the Honor Council. This appointment shall be made at the beginning of the second quarter for first-year members. The Honor Council will convene and select an at-large member from a list of available second- or third-year students provided by the faculty. To be a member of the council, one must be in good academic and professional standing. Terms of office shall last from the date of election until the member graduates, unless decided otherwise by the Council. Alternates will serve the Council as voting members during the period from the graduation date of the graduating class until the election of Honor Council members from the incoming class.

Section B. The duties of the members are to:

1. attend all Honor Council meetings;
2. participate in and render objective judgment in discovery and trial procedures
3. assist in educating pharmacy students and faculty on the School of Pharmacy Honor Code.

Section C. In the event of a vacancy on the Council, alternate member one from the respective class where the vacancy exists will become an active Council member. Notification will occur within 7 days of the vacancy and will be made by the President of the Council (see Article V). If, for any reason, the President of the Council leaves office,

it will be the Council's responsibility to replace his or her office. This should be done by a majority vote.

Section D. The Honor Council will have a Faculty Advisor appointed by the Dean of the School of Pharmacy. The Faculty Advisor will attend all meetings as a non-voting Member of the Honor Council. The Faculty Advisor is recused should he or she have direct involvement in a case before the Council. The duties of the Faculty Advisor shall be to:

1. advise the Honor Council on procedural matters;
2. ensure that due process and equitable procedures are followed in all cases before the Honor Council and advise on matters of precedent;
3. inform accused students of the Council's protocol and procedures throughout the progression of a case:
4. once a case is accepted, notify accused students of actions, hearings, verdicts and penalties and serve as liaison between the Council and the accused student;
5. provide proper notification of any Council action to the appropriate administrative personnel and faculty.
6. ensure that appropriate documentation is completed by the Secretary for all hearings and other Council meetings.

The Dean shall also appoint a Faculty Alternate who shall normally serve as case advocate. In the event the Faculty Advisor is recused from a case, the Faculty Alternate will replace the advisor during the proceedings of that particular case and an alternate faculty case advocate will be appointed.

Section E. The following exceptions may be made to participation of members in trial procedures:

1. If a special reason or potential conflict of interest exists, a member of the Honor Council may recuse himself or herself in a particular case. A Council member's desire for recusal from a specific hearing should be reported to the President of the Council within 3 days of written notification of the case. This request should be made prior to any active case participation by that member.
2. If the Council President considers that, for some special reason or potential conflict of interest, a council member should not hear a particular case; he/she shall inform him/her accordingly. Should the decision of the President be disputed by the Council Member, this issue of recusal should be decided by a vote of the full Council following open discussion.

3. If the Council considers, for some special reason or potential conflict of interest, that the President should be recused in a particular case, the issue should be addressed with the President in a meeting of the Council. Should the President dispute the recusal, the issue should be decided by a vote of the full Council following open discussion.

Section F. Removal of an Honor Council member for any reason not limited to but including issues of academic or professional integrity will be at the discretion of the Faculty Advisor and Faculty Alternate.

Article V - Officers

Section A. Council officers shall consist of a President and a Secretary, chosen from among and by the Council members.

Section B. Officers must have completed at least three quarters of the School's academic program or have past experience serving on a university-level Honor Council.

Section C. The duties of the President shall be to:

1. preside over all meetings;
2. direct all trial processes;
3. represent the Honor Council in all appropriate affairs;
4. supervise all case investigations;
5. ensure the integrity of all proceedings by strict adherence to the established Honor Council procedures.
6. represent the Honor Council at meetings of the Faculty Committee on Discipline (FCD).

Section D. The duties of the Secretary shall be to:

1. maintain written minutes of all Council meetings and hearings.
2. maintain a true and accurate record, by tape and in writing, of all trial proceedings;
3. prepare written communications from the Council regarding violations and Council actions;

4. prepare official written communications to the Faculty Advisor for distribution to appropriate persons regarding Council actions;
5. inform Council members of all meetings through written communication.
6. promptly communicate in writing with all persons involved in cases.
7. represent the Honor Council at meetings of the Faculty Committee on Discipline (FCD).

For hearings, written minutes should be de-identified and assigned a specific case number.

Article VI - Meetings

Section A. A meeting of the Honor Council will be held each year after the selection of new members to acquaint members with their duties and responsibilities.

Section B. The President may call special meetings at any time independently or at the request of any Council member.

Section C. Meeting time and place shall be determined by the President and shall be as convenient as possible for all concerned. The meeting shall be held in an on-campus location where confidentiality can be ensured.

Section D. All Council members are expected to attend all Council meetings. Failure to do so may be considered neglect of office.

Section E. In the event that the Council must meet during regularly scheduled class time, Council members shall be excused from conflicting classes and advanced practice experiences to attend the meeting. The affected faculty or preceptor shall be notified in advance of this excused absence by the office of the appropriate Assistant or Associate Dean or by the Experiential Education Coordinator.

Article VII - Instigation of Proceedings

Section A. All persons, including South University School of Pharmacy faculty, having knowledge of or being witness to acts believed to be Honor Code violations shall report in writing the fact, along with any physical evidence, to any Council Member or the Faculty Advisor. This notification should be made within 72 hours of the alleged violation or of the individual becoming aware of the alleged violation.

Section B. When there is no physical evidence, a written, signed affidavit about the observed violation by the witness(es) shall be required to begin an investigation and secure a conviction.

Section C. Failure to report violations will be considered a form of illegal aid covered under Article X, Section A.

Article VIII - Case Procedure

Section A. Cases shall normally be resolved within 30 calendar days after they are reported, except when class is not in session. In that case, the timeline will be extended by no more than the length of the scheduled break.

Section B. The procedure for handling cases shall be as follows:

1. Within five calendar days of receiving written information about a possible violation, the President of the Honor Council and two Council members chosen by lot shall act as a pre-hearing review board to interview witnesses, review evidence, and make a decision regarding whether or not to bring the case before the entire Honor Council. If feasible, members of the pretrial review board shall not be members of the same class of the accused.
2. The pre-hearing review board shall decide by majority vote within seven calendar days of receiving the case if there is sufficient evidence to proceed with a hearing. If the vote is negative in this regard, the case will be dropped. If the vote is positive, the case will be presented to the Council and a trial will be scheduled to begin within seven calendar days.
3. If the case is accepted, the Secretary or the faculty advisor will promptly notify the accused that he or she has been accused of a violation. The defendant shall be fully informed of the nature of the charges. Notification will be done orally and in writing. The accused will be informed that if they choose not to be present for the hearing, the case will be heard without him or her. The accused shall be given a copy of the violation and written notice of his or her rights to appear before the Council, to testify on his or her own behalf, to present evidence and to call or question witnesses. If the Honor Council is using the accuser's testimony in determining the guilt or innocence of the accused, the student has the right to confront the accuser. The accused may at any time waive the right to a hearing by entering a plea of "guilty as charged".
4. The accused may choose another registered, degree-seeking student as his/her defense advocate. He/she shall also have the right to provide his/her own witnesses. Witnesses are strictly limited to persons with *direct* evidence or *direct* knowledge of the alleged offense. Character witnesses are excluded from providing testimony. Should a defense witness prove unable to comment on specific, direct details of the case, he/she will be removed immediately from the hearing, and all testimony will be struck from the record.

and ruled inadmissible. Determination of a witness' ability to meet this standard rests solely with the Faculty Advisor.

5. All persons involved shall promptly receive oral or written notification to attend a hearing. The Secretary and/or the Honor Council Faculty Advisor shall provide this notification. Each individual shall be bound not to reveal the details of any alleged violation of the Honor Code. Any disclosure by any participant about the case shall be considered an Honor Code violation.

Article IX - Hearing Procedure

Section A. Honor Council hearings are closed unless the defendant requests an open hearing. In closed proceedings, all witnesses will be interviewed separately. The accused, and any defense advocate, will be present for all presentation of evidence and witness testimony. If the proceedings are open, all witnesses and the accused may be present simultaneously.

Section B. The procedure for conducting a trial shall be as follows:

1. Following a formal reading of the charges, the defendant is required to enter a plea before testimony is heard.
2. Each person giving testimony will be required to testify under oath. Both the Honor Council members and the defendant will be afforded an opportunity to question persons giving testimony.
3. The Council may allow the introduction of evidence other than witness testimony if the Council determines that the evidence is relevant.
4. Proceedings of each hearing shall be recorded in writing and on audio tape and shall be labeled and signed by the Honor Council Secretary and President.
5. After hearing all testimony and reviewing all relevant evidence, the defendant, any defense advocate, and all witnesses will be excused for the Council deliberation.
6. The Council shall vote by secret ballot with the outcome determined by simple majority.

The Honor Council Faculty Advisor shall notify the defendant of the judgment of the Council. In cases of guilt the Faculty Advisor shall inform the defendant of the judgment. All communication shall be made orally and in writing. The findings shall be mailed to the defendant's official

address of record within 3 calendar days of a Council judgment. The faculty advisor shall provide a summary report, along with specific outcomes of the Council's proceedings, to the appropriate Assistant or Associate Dean and to the Faculty Committee on Discipline, which will determine the penalty.

In cases where the accused is found "not guilty", all transcripts, except de-identified minutes, and tapes shall be destroyed immediately by the Honor Council President and Secretary. De-identified minutes shall be provided to the appropriate Assistant or Associate Dean.

7. In cases of guilt, hearing transcripts and tapes shall be delivered by the Secretary and filed in a closed file that is maintained in School of Pharmacy's vault under the oversight of the appropriate Assistant or Associate Dean. The office of the Assistant or Associate Dean shall maintain these files for a period of 10 years after which time the files will be properly destroyed.
8. In cases of guilt, a de-identified log of accusation details, findings of the Honor Council, punishments imposed by the Faculty Committee on Discipline, whether or not an appeal was made to the Dean, and final disposition of the case shall be kept and maintained by the office of the appropriate Assistant or Associate Dean.

Section C. The decision rendered by the Council will be its final decision and concludes this group's involvement in a case.

Section D. Confessed or convicted students may appeal a guilty verdict and/or the penalty associated with that verdict (see section XII) to the Dean of the School of Pharmacy. Grounds for appeal should be submitted in writing to the office of the Dean by the defendant within seven days of Council's rendering a verdict and penalty. The Dean may uphold, amend, or negate the Council recommendation following due consideration of the appeal. The Dean's decision is final. The Dean will notify the Chief Academic Officer of South University of the appeal and the final decision.

Section E. Confidentiality and Notification:

1. The only individuals who will be informed of an *investigation* of the Honor Council will be the council members, the accused, the accuser(s), the witness(es), the Faculty Advisor to the Honor Council and the appropriate Assistant or Associate Dean.
2. Appropriate Faculty will be informed of Honor Council activity according to trial outcome. In case of "not guilty" verdict, the appropriate faculty to be notified are: the Faculty Advisor to the Honor Council, the appropriate

Assistant or Associate Dean for Academic Affairs, the Chair of the Scholastic and Professional Standing Committee, and the faculty accuser(s). In cases of “guilty” verdicts, the appropriate faculty to be notified are: the Faculty Advisor to the Honor Council, the appropriate Associate Dean for Academic Affairs, the faculty accuser(s), and appropriate course coordinators (who are notified of grades assigned as an outcome of a conviction.. The Experiential Education Coordinator will be notified only if the conviction and resulting penalties affect timing of the student’s rotations.

3. The Dean will be promptly informed of a guilty finding by the Faculty Advisor to the Honor Council. The Dean will be informed promptly in writing by the appropriate Assistant or Associate Dean following the Honor Council’s decision. In cases of a verdict of guilty, the Dean will communicate the decision to the Chief Academic Officer of South University

Article X - Honor Code Violations

Section A. The following shall be deemed Honor violations and shall be the basis for reporting cases to the Council and for convictions by the Council:

1. Cheating on academic work. For example:
 - Copying, giving the appearance of copying, or attempting to copy from another student’s test, quiz, or other academic work (this definition includes specifically looking at another student’s test or academic work in any academic context (classroom, lab, clinical) where that action is not specifically identified by the instructor as allowed).
 - Knowingly or intentionally give or receive, or otherwise utilize unauthorized assistance in connection with any examination, work submitted by the student for credit, or work performed as a required element of a course or clinical experience.
 - The use of or attempted use of any unauthorized material, aid or device prior to or during a test;
 - Knowingly using, buying, selling, stealing, transporting or soliciting, in whole or in part or the attempt to use, buy, sell, steal, transport or solicit the contents of an un-administered test that is expected to be administered;
 - Obtaining or attempting to physically or electronically obtain a test without authorization prior to administration or attempting to obtain

unauthorized or reserved information about a test prior to administration;

- Obtaining, replicating or attempting to replicate (orally, manually, electronically, or photographically), without authorization, an administered secure examination, which has been designated for viewing only.
 - Substituting for another student, or permitting another student to substitute for oneself, to take a test or to fulfill any required element of a course or clinical experience;
 - Plagiarism or the appropriation of an author's work and the unacknowledged incorporation of that work in one's written work offered for credit or otherwise submitted or performed as a required element of a course or clinic
2. Committing an intentional act of lying, cheating or stealing.
 3. Knowingly provide incorrect information to another person about any matter with the intent that another student's academic performance be harmed as a result.
 4. Knowingly obstruct the attempts of another student to engage in academic activities with the intent that the other student's academic performance be harmed as a result.
 5. Knowingly make a material misrepresentation of the student's class rank, grade point average, or any other academic achievement or endeavor.
 6. Recklessly place anyone at increased risk of injury or disease while the student is engaged in activities directly connected with patient care or academic activities.
 7. Recklessly, and without prior authorization from the patient, disclose information about a patient, along with information suggesting the identity of that patient, to a person who is not, at the time of the disclosure, a member of the patient's health care team.
 8. Knowingly make a false report of an Honor Code violation.
 9. Knowingly obstruct the investigation or prosecution of an alleged Honor Code violation, including, but not limited to, giving false information or testimony to the Honor Council, the pre-hearing review board, or any person connected with the prosecution of an Honor Code violation. Or destroying, hiding, or fabricating evidence in an Honor Council proceeding.

10. Fabrication, which is defined as the intentional or unauthorized falsification or invention of any information, data, or citation in an academic exercise.
11. Forgery, alteration, destruction, or misuse of School documents, medical records, prescriptions, physician's excuses, etc.
12. Attempted or actual theft of property of the School or of a member of the Institution's community or campus visitor.
13. Tampering with the election of any School recognized student organization.
14. Unauthorized possession, duplication or use of keys to any premises of the School, or unauthorized entry, or use of the premises of the School.
15. Conspiring, planning, or attempting to achieve any of the above acts.
16. Knowingly fail to report to a proper authority another student whom the student knows committed acts proscribed in Article X above.

Any student who knowingly or intentionally provides illegal aid shall be considered as responsible as the student who receives it and will be dealt with by the Honor Council in the appropriate manner.

Article XI – Faculty Committee on Discipline

1. A faculty committee on discipline (FCD) will determine the penalty when the Honor Council makes a finding of guilty.
2. The FCD will be comprised of three faculty members, who will serve for 2-year terms and two students, the President and Secretary of the Student Honor Council, for a total of 5 voting members. The Student Honor Council President and the Secretary will report student honor council findings of guilt to the FCD. The students will present information about the evidence and thinking of the honor council, and will answer any questions that the FCD has about the honor council proceedings.
3. Faculty members of the FCD will be nominated and elected by their departmental peers. The Faculty Advisory Committee will accept nominations, confirm willingness to serve, and supervise the election. Each department will elect its own nominees by ballot at a departmental faculty meeting. Terms will rotate, with 2 members serving from one department and one from the other. A second member from the second department will serve as an alternate who will move onto the committee the following year.
4. During the first year, beginning July 1, 2007, one person from the Department of Pharmacy Practice will be elected to serve as a one-year alternate and one

will be elected to serve for one year. Two people will be elected from the Department of Pharmaceutical Sciences to serve as full members for 2007. One Dept of Science person will be elected to serve a one-year term followed by a year of serving as an alternate, and one person will be elected to serve for a two-year term. During year two, two people will be elected from the Department of Pharmacy Practice. One person will be elected to serve as a full member for one year and as an alternate for the second year. Each department will be represented by two full members during one year and by a full member and an alternate representative during the second year. Department of Pharmaceutical Sciences will elect two people for year three. Both will serve as full members during year three. One Science department member will become an alternate during year four and one will continue to serve as a full member. For year four, the Practice department will elect two people. Both will serve as full members during year four, while one will become an alternate during year five and one will remain a full member. For year five, the Science department will elect two new people who will serve that year as full members. The following year, six, one will become an alternate and one will serve as a full member. And so forth.

Terms will begin on July 1 and end on June 30th of each year. Rotations will proceed as follows:

Faculty Member	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
A	Alternate Practice*					
B	Member Practice					
C	Member Science**	Alternate Science				
D	Member Science	Member Science				
E		Member Practice	Alternate Practice			
F		Member Practice	Member Practice			
G			Member Science	Alternate Science		
H			Member Science	Member Science		
I				Member Practice	Alternate Practice	
J				Member Practice	Member Practice	

K					Member Science	Alternate Science
L					Member Science	Member Science

* Indicates faculty member from the Department of Pharmacy Practice

** Indicates faculty member from the Department of Pharmaceutical Sciences

Article XII - Penalties

Section A.

The Faculty Committee on Discipline, will determine the penalty in cases of guilt. Minutes of each session of the FCD will be recorded. These penalties include, but are not limited to, the following:

1. The standard penalty for violation of the Honor Code is **permanent expulsion**. The Student will receive a grade of Incomplete for all courses in which the student is enrolled at the time of the infraction.
2. Depending upon the circumstances of the case may recommend a penalty less severe than permanent expulsion. These penalties include, but are not limited to, the following:
 - a. Disciplinary probation for Honor Code Violation. The student may receive a grade of F (0.00) for a given course infraction.
 - b. Mandatory leave of absence from South University for approximately one academic year. The student will be permitted to return from a mandatory leave of absence at the commencement of the term for the courses in which the violation occurred.
 - (1) The student will receive a grade of Incomplete, Withdrawal, or Withdrawal Failing for one or more courses in which the student is enrolled at the time of the for all courses in which he or she is enrolled at the time of infraction.
 - (2) Upon receipt of a mandatory leave of absence, the student cannot advance until he or she has completed the term in which the Incomplete grades were given.

- (3) At the discretion of the Dean, the student may be required to enroll as a student in special standing for purposes of review or remediation prior to re-enrollment as a full-time student.
- c. Assignment of a grade of zero for a given examination or test.

Section B.

1. Minutes of FCD sessions shall be filed in a closed file that is maintained in School of Pharmacy's vault under the oversight of the appropriate Assistant or Associate Dean. The office of the Assistant or Associate Dean shall maintain these files for a period of 10 years after which time the files will be properly destroyed.
2. Appropriate Faculty will be informed of penalty assigned by the FCD. The appropriate faculty to be notified are: the Faculty Advisor to the Honor Council, the appropriate Associate Dean for Academic Affairs, the faculty accuser(s), and appropriate course coordinators (who are notified of grades assigned as an outcome of a conviction).. The Experiential Education Coordinator will be notified only if the conviction and resulting penalties affect timing of the student's rotations.
3. The Dean will be promptly informed of the penalty assigned by the FCD. The Dean will also be informed promptly in writing by the appropriate Assistant or Associate Dean following the decision by the FCD. The Dean will communicate the penalty decision to the Chief Academic Officer of South University

Section C. The finding of guilt or the penalty may be appealed to the Dean as outlined in Article IX,

Section D. In the case of an appeal, the Dean makes the final decision and reports the decision to the Chief Academic Officer of South University.

Article XIII - Amendments

Section A. Amendments to the present statute may be proposed by the Honor Council, by Class Officers representing their respective student body, or by Faculty members. Such proposals shall be forwarded to the faculty for final approval when ratified by three-fourths of Honor Council members at the next meeting following the proposal of the amendment.

Section B. Ratified amendments shall become effective 30 days after final approval by the faculty.

Non-Academic Conduct

- 1) **Alcoholic Beverages:** The possession, use, or state of being under the influence of alcoholic beverages is prohibited on any South University campus. This prohibition applies to off-campus sites while students are participating in academic learning experiences, including, but not limited to externships, clinical rotations, and observations.
- 2) **Computer Policy:** Students shall abide by the South University Computer Policy when using the university's computer resources. As is described in more detail in the policy, computers cannot be used in any manner that violates any local, state, or federal laws or infringes copyright provisions. Additionally, the use of computers to harass, offend, or violate the privacy of others is prohibited.
- 3) **Damage to the Property:** No student shall willfully or maliciously damage or destroy South University property or property on the campus which belongs to any student, employee, or visitor of South University. Furthermore, this prohibition applies to off-campus sites while students are participating in academic learning experiences, including, but not limited to externships, clinical rotations, and observations. Students are obligated to pay for all property damage caused by improper use.
- 4) **Disorderly Assembly:** No person shall assemble on campus for the purpose of creating riot or destruction or the disorderly diversion that interferes with the operation of the University.
- 5) **Disorderly Conduct:** Any conduct that is disorderly or obscene and which causes a breach of peace on campus or at any university-sponsored function is prohibited.
 - a. No student shall disrupt a class in progress
 - b. No student shall strike, punch, shove, or physically assault any student, faculty, staff or visitor.
 - c. No student shall attempt to enter any university-sponsored event without proper credentials, i.e. student ID or appropriate admission ticket if required.
 - d. No student shall engage in conduct or expressions that harass, demean, degrade, discriminate, or threaten an individual on the campus. Conduct that is offensive to the usual standards of the university community is prohibited.
- 6) **Dress:** South University seeks to properly prepare students for the general business and professional community. As described more specifically in the School of Pharmacy Dress Code, if a student is improperly dressed, he/she will not be permitted to attend class or use laboratory facilities. Improper dress includes hats, caps and clothing that is inappropriately revealing.

- 7) **Drugs:** The University prohibits the possession, use (without medical or dental prescription), manufacture, sale, distribution, exchange, or state of being under the influence of any narcotic, other prescription or non-prescription medication, or other substance controlled by federal or state laws. Health profession students who have been prescribed controlled substances and who administer health care to others must be competent at the time of their assignments.
- 8) **Falsification of Records:** No student shall alter, forge, counterfeit or cause to be altered, forged or counterfeited any records, documents or forms submitted to or in use at South University.
- 9) **Food and Beverages:** The eating and drinking of foods and beverages are permitted only in the student lounge and at official functions where refreshments are being served. Eating and drinking in the classrooms, hallways, library or labs are prohibited.
- 10) **Hazing:** No member of the university community shall participate in, knowingly permit, or fail to report the hazing of a student. Hazing includes the mental or physical requirement or obligation placed upon a person seeking membership in or as a member of a student organization that could cause discomfort, pain, fright, disgrace, injury or which is personally degrading or which violates any University policy or any federal, state, or local law.
- 11) **Library:** Students shall abide by the policies established in the Library Policy and Procedure Handbook when using the South University library.
- 12) **Noise:** In order to maintain an environment conducive to study, students are prohibited from activating noise making devices such as radios, cellular phones, beepers, and alarm watches while in any South University building.
- 13) **Obstruction of the Discipline Process:** No student shall falsify, distort, or misrepresent information at a disciplinary meeting or hearing or knowingly initiate a false complaint. No student shall fail to appear at a disciplinary meeting, attempt to discourage a person's participation in or use of the discipline process, or fail to comply with sanctions.
- 14) **Parking:** All vehicles parked on campus must have parking permits. Students may only park in designated student areas. Students are prohibited from parking on curbs or in designated faculty, staff, or spaces for those with disabilities.
- 15) **Sexual Harassment:** Students are prohibited from any form of conduct that constitutes sexual harassment including, but not limited to, making unwelcome sexual advances or committing acts of a sexual nature that create an intimidating, hostile, or offensive environment. This includes inappropriate computer screensavers.

- 16) **Smoking:** Smoking is prohibited in all University buildings. Students may smoke in designated areas and are required to use proper receptacles for trash disposal.
- 17) **Student ID:** The use of a student identification card by anyone other than its original holder is prohibited. Lending, selling, or otherwise transferring a student identification card is prohibited.
- 18) **Student Publications:** All student publications including those on paper, in an electronic format, or on a web page must be approved in advance and must follow the guidelines stated in the Student Handbook.
- 19) **Theft:** Without proper authorization no student shall take, attempt to take, or keep in his possession items of university property, or items belonging to students, staff, student groups, or visitors to the campus.
- 20) **Visitors:** Unauthorized visitors may be asked to leave if their presence is disruptive to the orderly operation of the university. Students are responsible for any misconduct or vandalism of their guests while on South University property. In order to maintain a study environment and protect their safety, children are not allowed on the South University campus.
- 21) **Weapons:** Illegal or unauthorized possession of firearms, explosives or other weapons or dangerous chemicals on University premises (or off-campus site that hosts academic experiences such as clinical rotations, externships and observations) is prohibited.

Disciplinary Procedure

Alleged violations of the Code of Conduct or other student misconduct shall be referred to the Dean of Student Affairs. The Dean will conduct a preliminary conferment with the Associate Dean of the School of Pharmacy and a faculty member of the School appointed by the Dean of the School of Pharmacy to determine what action will be taken.

Preliminary Findings and Sanctions: Preliminary hearings will result in one of the following findings:

1. No action is warranted.
2. An administrative reprimand which may or may not be recorded in the student's permanent record
3. Disciplinary probation that may or may not be recorded in the students permanent record
4. Disciplinary suspension for a specified period of time
5. Dismissal from the University

If a student is found in violation of the Code of Conduct, one of the following sanctions may be imposed in addition to the above listed primary sanctions.

1. Restriction or Loss of Privileges-Denial or restrictions of certain privileges for a designated period of time.
2. Restitution-Compensation for loss, damage or injury. This may take the form of appropriate services and/or monetary or material replacement.
3. Educational Sanctions-Work assignments, service to the University, or other educational assignments

Violation of the Academic Integrity policy will be handled by the School of Pharmacy Honor Council.

Procedure for Student's Petition for a Hearing: If a student is not satisfied with the decision, he or she may petition the judgment by requesting a hearing before the University Conduct Committee. The request must be made in writing to the Dean of Student Affairs within five working days of notification of the above decision and must include the student's reasons for the petition. If no request is made, the decision is final. If a request is made for hearing, the student will be notified by certified mail of the following:

1. The nature of the charges
2. The grounds against him or her
3. The time and date of the hearing
4. The right to present applicable evidence in his or her behalf

Hearing Committee Membership: The Conduct Committee will review the case. Members of the Conduct Committee include the following individuals:

1. The Dean of Student Affairs, Chairperson
2. The Vice President of Academic Affairs
3. The Assistant Dean for Admissions and Student Affairs of the School
4. One Faculty member appointed by the Dean of the School of Pharmacy
5. One Student appointed from the School of Pharmacy

Committee Action: The review shall consist of a careful and thorough hearing. A final determination by a simple majority will be made with one of the following actions:

1. Removal of the charges against the student
2. Administrative reprimand
3. Disciplinary probation
4. Disciplinary suspension for a specified period of time
5. Dismissal from South University

6. Restriction or loss of privileges- denial or restrictions of certain privileges for a designated period of time
7. Restitution-compensation for loss, damage, or injury. This may take the form of appropriate services and/or monetary or material replacement.
8. Educational sanctions-work assignment's, service to the University, or other educational assignments.

Student Notification and Appeals Process- The Committee's decision will be mailed to the student within ten (10) days of the hearing. In all cases in which disciplinary suspension or dismissal from South University has been determined, a copy of the proceedings will be sent to the President. The student may appeal the decision of the Conduct Committee to the President. The President shall, within ten (10) days after presentation of the same, make his decision. The appeal must:

1. Be in writing
2. Contain the student's evidence in his or her behalf
3. Summarize the statements of the accuser
4. Be submitted within ten (10) calendar days subsequent to the hearing decision.

Non-Academic Conduct

CODE OF CONDUCT

This section lists student responsibilities in effect at South University. These regulations have been adopted to ensure the safety and well being of the student body and the orderly operation of the University. Any student suspected of a violation of these regulations will be accorded due process as outlined herein. Policy updates will go into effect at the beginning of the subsequent quarter.

1. **Abuse/Assault:** Verbal abuse, assault, battery, or any other form of physical abuse of a student or University employee is prohibited.
2. **Alcohol:** Use, sale, possession or distribution of alcoholic beverages on school property or at any function sponsored or supervised by the school, including school sponsored housing, is prohibited. Exceptions may be made for certain school sponsored events pending approval of the Dean of Student Affairs and the President. Being under the influence of alcohol on school property or at any school function is also prohibited.

3. **Computer Policies:** Violation of the institution's policies on the responsible use of technology includes but is not limited to
 - A. The theft or abuse of computer, email, Internet or Intranet resources
 - B. Any unauthorized entry into a file for any purpose including reading, changing, or distributing the contents of the file
 - C. Unauthorized transfer of a file
 - D. Abuse of printers or printing privileges
 - E. Unauthorized downloading of copyrighted materials in violation of the law
 - F. Unauthorized use of another individual's identification and/or password
 - G. Use of computing facilities to interfere with the work of another student, faculty member, or school official
 - H. Use of computing facilities to send obscene or abusive messages
 - I. Use of computing facilities to interfere with normal operation of the school's computing system

4. **Disorderly Conduct:** No student shall engage in disorderly conduct. Students are expected to contribute to an academic climate that encourages learning, mutual respect, and that is conducive to study. The following behaviors are prohibited:
 - A. Interference with or disruption of the normal operations of the school such as teaching, administrative functions, pedestrian or vehicular traffic, or other school activities;
 - B. Unauthorized entry into, or use of, school facilities;
 - C. Breach of peace on school property or at any school-sponsored or supervised program or inciting others to riot or cause destruction.

5. **Dress:** South University seeks to properly prepare students for the general business and professional community. Students in allied health majors have specific dress requirements which are defined by their departments. If a student is improperly dressed, he/she will not be permitted to attend class or use University facilities. Improper dress includes but is not limited to clothing that is inappropriately revealing.

6. **Drugs:** Use, sale, possession or distribution of illegal or controlled substances, drug or drug paraphernalia on school property or at any function sponsored or supervised by the school, including school sponsored housing, is strictly prohibited. Being under the influence of illegal or controlled substances on school property, at any off-campus sites while participating in academic learning experiences or at any school function is also prohibited.

7. **Failure to Comply:** Failure to comply with the direction of school officials, faculty, staff or security officers who are acting in the performance of their duties is a violation of the Code of Conduct. Students on school property or at school-sponsored or school-supervised functions must identify themselves to school officials who are acting in the scope of their duties upon the school official's request.

8. **Falsification of Records:** Forgery, falsification, alteration or misuse of school documents, records or identification is prohibited.
9. **Fire and Safety:** Students are prohibited from violating school safety regulations that include but are not limited to setting fires, tampering with fire safety and/or fire fighting equipment, failure to exit during fire drills, turning in false fire alarms or making bomb threats.
10. **Harassment:** Harassment of a member of the University community including written or verbal acts or uses of technology which have the effect of harassing or intimidating a person is strictly prohibited. This includes harassment based on sex, race, color, national origin, religion, sexual orientation, age, disability or any other criteria protected by state, federal or local law.
11. **Hazing:** Students are prohibited from any form of “hazing” and must abide by the “Anti-Hazing Policy” found on page 37 of this handbook.
12. **Health and Safety:** Any conduct that threatens the health or safety of a student or another individual in the University community is prohibited.
13. **Noise:** In order to maintain an environment conducive to study, students are prohibited from activating noise making devices such as radios, cellular phones, beepers, and alarm watches while in any South University building.
14. **Obstruction of the South University Disciplinary Process:**
Violations of the Code of Conduct include, but are not limited to:
 - A. Failure to respond to the request of a disciplinary body or school official.
 - B. Falsification, distortion, or misrepresentation of information before a disciplinary body or school official.
 - C. Disruption or interference with the orderly proceedings of a disciplinary meeting or hearing.
 - D. Influencing or attempting to influence another person to commit an abuse of the disciplinary system.
 - E. Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding.
 - F. Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/or after the disciplinary proceeding.
 - G. Failure to comply with the sanction(s) imposed under the student conduct policy.
15. **Offensive Conduct:** Lewd, indecent, or offensive conduct is prohibited. This would include but is not limited to any type of clothing or materials worn or brought onto the premises by any student or guest deemed to be lewd, indecent or offensive as determined by school officials.

16. **Parking:** All vehicles parked on campus must have parking permits. Students may only park in designated student areas. Students are prohibited from parking on curbs or in designated faculty spaces, staff spaces, or spaces for people with disabilities.
17. **School sponsored Housing:** Any violation of the student housing license agreement and/or the rules and regulations of the school-sponsored housing program shall also constitute a violation of the Code of Conduct.
18. **Smoking:** Smoking in classrooms, school buildings or any area not specifically designated as a smoking area is prohibited.
19. **Solicitation:** Solicitation is defined as any activity designed to advertise, promote, or sell any product or commercial service or encourage support for, or membership in, any group, association or organization. Solicitation in University facilities is not permitted. Individuals and organizations may not solicit on campus. This includes students who operate direct sales or other business enterprises.
20. **Student ID:** The use of a student identification card by anyone other than its original holder is prohibited. Lending, selling, or otherwise transferring a student identification card is prohibited.
21. **Theft:** Without proper authorization no student shall take, attempt to take, or keep in his possession items of University property, or items belonging to students, staff, student groups, or visitors to the campus.
22. **Threats:** Students are prohibited from threatening any student, guest, or university employee, with physical harm, damage to property, or other dangerous or intimidating behaviors by any means of communication.
23. **Unauthorized Student Publications:** All student publications including those on paper, in an electronic format, or on a web page must be approved in advance and must follow the guidelines stated in the Student Handbook.
24. **Unauthorized Use of University Resources:** Use of University resources including library, computer and medical labs, and student facilities is limited to currently enrolled students.
25. **Vandalism:** Vandalism, damage or defacement of school property or the property of another student or University employee is prohibited.
26. **Visitors:** Unauthorized visitors may be asked to leave if their presence is disruptive to the orderly operation of the University. Students are responsible for any misconduct or vandalism of their guests while on South University property. In order to maintain a study environment and protect their safety, children are not allowed on the South University campus.

27. **Violation of Law:** Violation of federal, state or local laws and school rules and regulations on school property or at school sanctioned or school sponsored functions are in violation of the Code of Conduct.
28. **Weapons:** Possession or use of firearms, explosives, dangerous chemicals, or other weapons on school property or at school sponsored functions is prohibited.

DISCIPLINARY PROCEDURE

- a.) Alleged violations of the Code of Conduct or other student misconduct shall be referred to the Dean of Student Affairs. Within a reasonable period of time after the complaint is received, the Dean of Student Affairs or his/her delegate will notify the STUDENT of the complaint and the alleged violation of the student conduct policy. This notification may be in written form or through oral communication. The STUDENT will meet with the Dean of Student Affairs or his/her delegate to discuss the complaint and alleged violation. The Dean of Student Affairs or his/her delegate will render and communicate the decision to the STUDENT.
- b.) If a good faith effort has been made to contact the STUDENT to discuss the alleged violation and the STUDENT fails to appear for the meeting, the Dean of Student Affairs or his/her delegate may make a determination of violations of [school name] policies on the basis of the information available, and impose sanctions for such violations. This decision shall be communicated to the STUDENT.
- c.) The Dean of Student Affairs or his/her delegate's determination shall be made on the basis of whether it is more likely than not that the STUDENT violated a rule, regulation or policy of the South University.

Procedures Regarding Student Dismissals

When the Administration proposes to dismiss/expel a student from the [school name], the following procedures should apply unless the student elects to forego them.

- a.) The charges against the student shall be presented to the STUDENT in written form, including the time, place and nature of the alleged offense(s). A time shall be set for a hearing not less than two nor more than fifteen calendar days after the STUDENT has been notified of the charges and his/her proposed dismissal from school. Maximum time limits for scheduling of hearings may be extended at the discretion of the Dean of Student Affairs or his/her delegate
- b.) Hearings shall be conducted by the Dean of Student Affairs or his/her delegate (herein referred to as the "Hearing Officer") ***according to the following guidelines:***
- Hearings normally shall be conducted in private
 - Admission of any person to the hearing shall be at the discretion of the Dean of Student Affairs or his/her delegate.

- In hearings involving more than one STUDENT, the Hearing Officer, in her or her discretion, may permit the hearing concerning each student to be conducted separately
- The complaining party (which may be a member of the Administration) and the STUDENT may present witnesses at the hearing. Those witnesses may be questioned by the Hearing Officer
- Pertinent records, exhibits and written statements may be accepted as evidence for consideration by the Hearing Officer at his/her discretion
- All procedural questions are subject to the final decision of the Hearing Officer
- After the hearing, the Hearing Officer shall determine whether the STUDENT has violated the rules, regulations or policies that the STUDENT is charged with violating. The Hearing Officer will issue a written determination. If the Hearing Officer determines that a violation has occurred, the Hearing Officer's determination will also address whether dismissal from [school name] is an appropriate sanction for the offense(s)
- The Hearing Officer's determination shall be made on the basis of whether it is more likely than not that the STUDENT violated a rule, regulation or policy of [school name]
- The Hearing Officer shall provide the STUDENT with a copy of the determination, including information regarding the student's right of appeal.

Sanctions

If a student is found in violation of the Code of Conduct, one of the following sanctions may be imposed in addition to the above listed primary sanctions

- a.) No action is warranted
- b.) An administrative reprimand which may or may not be recorded in the student's permanent record
- c.) Disciplinary probation that may or may not be recorded in the student's permanent record
- d.) Suspension from the University for a specific period of time
- e.) Expulsion from the University
- f.) Restriction or Loss of Privileges – Denial or restrictions of certain privileges for a designated period of time.
- g.) Restitution – Compensation for loss, damage, or injury. This may take the form of appropriate services and/or monetary or material replacement.
- h.) Educational Sanctions – Work assignments, service to the university, or other educational assignments.

In all cases, if the student is not satisfied with the decision, he or she may appeal the judgment by requesting a hearing before the University Conduct Committee. The student

must obey the terms of the initial decision pending the outcome of the appeal i.e. a student who has been suspended from school may not be on school property.

The request must be made in writing to the Dean of Student Affairs within five working days of notification of the above decision and must include the student's reasons for the appeal. The request must include specific reasons why the student feels the disciplinary process, the finding, and/or the sanction should be reviewed by a committee. If no request for appeal is made, the decision is final.

The committee will hold a hearing on the appeal and make a recommendation regarding disposition of the appeal. This committee will be comprised of staff and faculty members not involved in making the initial disciplinary decision. The committee will be comprised of one department chairperson or coordinator, one faculty member, and one student in South University's sole discretion. The Dean of Student Affairs will coordinate and provide logistical support to the hearing. The student making the appeal and the person bringing the charges may be provided an opportunity to address the committee in person. The student may be accompanied by one person (family member, friend, etc) as an observer. The student may not be accompanied by an attorney. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee. The committee shall determine all matters relating to the conduct of the hearing including, for example, relevancy of evidence, duration of the hearing or any part thereof, procedures, the weight to be given any evidence.

The committee will report back to the President or his/her delegate with its recommendation following its review of the appeal. The President or his/her delegate will render a written decision on the appeal within thirty calendar days from receipt of the appeal and communicate same promptly to the student. The President's decision shall be final.

Interim Suspension:

South University may immediately remove or suspend a student from without applying or exhausting these procedures when, in South University's sole judgment, the student poses a threat of harm to himself, to others, or to property of South University or a member of South University. During the interim suspension, students shall be denied access to the school including classes, labs, library, clinical assignments and rotations and/or all other school activities or privileges for which the student might otherwise be eligible.

Violations of Law:

If a student is charged with a violation of federal, state or local laws or regulations occurring away from the school, disciplinary action may be instituted and sanctions imposed against the student when the school has a reasonable belief that the health, safety or welfare of South University community is threatened. Disciplinary procedures may be instituted against a student charged with violation of a law that is also a violation of the student conduct policy. Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. South

University will cooperate fully with law enforcement and other agencies in the enforcement of criminal laws on school property.

Search of Student's Property:

South University reserves the right to search the contents of students' personal property or belongings when there is reasonable suspicion on the part of South University faculty or staff that a serious risk to the health, safety and welfare of students, and/or the University community exists. This includes but is not limited to vehicles brought onto property leased, owned or controlled by the school, backpacks, portfolios and clothing. This policy also applies to student property in school-sponsored housing.

Dress Code Policy

Students must maintain a neat and clean appearance befitting a student attending professional school. Specific dress requirements vary with each academic setting (i.e., on campus, off campus) and are outlined below. There may be rare occasions when a change in the code is authorized. These will be formally communicated in writing. General requirements that apply to all academic settings are as follows:

1. Each student's school identification must be worn at all times.
2. Hair should be kept well groomed, neat, and worn in a professional, conservative hairstyle.
3. No visible tattoos.
4. Body piercing, other than earrings, should be removed or covered. Earring style must be conservative. No more than two earrings per ear may be worn simultaneously.
5. Clothing should be clean and in good repair (no visible holes or rips), allowing for freedom of movement without inappropriate exposure. Clothing design and cut must be conservative.
6. Shoes should be clean and polished.

On Campus Academic Setting (24/7)

On campus academic settings include classrooms, laboratories, and presence on campus during after school hours and weekends. The following dress requirements must be followed at all times and will be enforced by faculty members. No exceptions will be made. Noncompliant students will not be permitted to participate in the activity.

Classroom/After Hours/Weekends

1. Women should wear professional length (knee length or longer) skirts or dresses, nice ankle-length slacks, khakis, or dressy Capri pants, polo shirts, sweaters, blouses/tops.

2. Men should wear nice ankle-length slacks or khakis, polo shirts, sweaters, or dress shirts with or without a tie.
3. Dress shoes should be worn by all students. Dressy opened toe shoes or slides may be worn.

Laboratories/On Campus University Sponsored Clinical Activities

1. A clean white waist-length clinical jacket is to be worn at all times.
2. Women should wear professional length (knee length or longer) skirts or dresses, nice ankle-length slacks, khakis, or dressy Capri pants, blouses, sweaters, or blouses/tops.
3. Men should wear nice ankle-length slacks or khakis and a dress shirt with a tie.
4. All students must wear closed toe shoes with leg covering (e.g., socks, nylon hosiery).

Off Campus Academic Setting

Off campus academic settings include rotations (i.e., service learning, intermediate practice, advance practice) and other clinical activities sponsored by the University and located off campus. Students should follow the requirements of laboratory dress (see above) at all times. Rotation preceptors may provide different dress code requirements for students depending on the demands of the rotation (see Experiential Education Preceptor/Student Handbook, Professional Conduct and Dress Code). Noncompliant students will not be permitted to participate in University sponsored off campus activities, and rotation preceptors are expected to send noncompliant students home. Students must realize that the public views them as representatives of the Pharmacy profession.

Note: Improper dress for all settings includes, but is not limited to the following:

1. Jeans, shorts, and hip-huggers
2. Army fatigues or greens
3. Exercise clothing
4. Scrubs
5. T-shirts, fishnet and midriff shirts, tank tops, halter tops, low-cut or transparent/revealing blouses, spaghetti strap dresses and tops
6. Hats or caps
7. Swimsuits
8. Bare feet, athletic shoes, flip-flops, clogs, sandals that are not dressy, and work boots

Personal Habits

South University is in the process of adopting a smoke-free campus; therefore, smoking, eating food or gum chewing should be kept out of patients' view. Intoxication, or signs

of recent use of agents, other than those prescribed by a licensed health care provider is totally unacceptable in any educational or professional setting. Influence of prescribed agents may require adjustments in educational activities. Any student violating these principles should be removed immediately from the professional setting and reported to the Director of Experiential Education.

Drug, Alcohol and Weapons Policy

The School recognizes that pharmacy education may be a time of great stress for students. Therefore, we want to enable our students and staff to adapt successfully to these stresses without engaging in potentially harmful coping mechanisms such as alcohol or drug abuse. A student, faculty member or employee who needs help will be assisted promptly to help solve his or her problem in an effective, compassionate and confidential manner.

The illegal use of controlled substances can seriously injure the health of students and staff, such as adversely impair their performance of their responsibilities, endanger the safety and well being of the community members of the School, jeopardize the property of the School or its members or visitors, or adversely affect the educational mission of the School. Therefore, to provide for the safety of members of the School community and its property, the School has set the following minimum standards for members of the community and for those seeing admission to the community.

The School is committed to complying with provisions of the Drug-free School and Community Act of 1989. General Student Regulations 2.06 and 2.07 prohibit the unlawful possession, use, or distribution of illicit drug and alcohol by students on the School property or as part of any of its activities.

Alcoholic beverages may not be served or consumed on the School's campus. In addition, the illegal use or abuse of drugs will not be tolerated.

No student shall possess, use, manufacture, produce, sell, exchange, or otherwise distribute any drug prohibited by federal or state law.

No student shall possess, consume, furnish, manufacture, sell, exchange or otherwise distribute any alcoholic beverage except as permitted by state law and the School.

The use, possession, or carrying of firearms, hand billies, dirk knives, or other dangerous knives, box cutters, explosives, or other dangerous weapons on the School owned or controlled property, or at the School sponsored or supervised activities is forbidden. The only exception is for authorized law enforcement officers.

Commission of a serious crime is grounds for immediate discharge from the school.

Policy and Statement on Nondiscrimination

South University is dedicated to the equality of opportunity within its community. Accordingly, the University does not practice or condone discrimination, in any form, against students, employees or applicants on the basis of race, creed, color, ancestry, national origin, religion, sex, sexual orientation, age, disability or any other characteristic protected by state, local or federal law. The University is committed to positive action to secure equal opportunity for all persons. Complaints will be handled in accordance with the university's student grievance procedure for internal complaints of discrimination and harassment.

STUDENT COMPLAINT PROCEDURE

If you have a complaint or problem you are encouraged to follow this procedure.

1. You should discuss complaints with the individual(s) within the appropriate department. Initial discussion should be with the person most knowledgeable of the issues involved or with immediate decision-making responsibility.
2. If you feel that the complaint has not been fully addressed, a written account should be submitted to the Dean of Student Affairs if related to non-academic issues or to the Vice President of Academic Affairs (Dean of Academic Affairs) for academic issues. The written account should indicate your name, phone number, and ID and discuss the steps you have taken to remedy the situation.
3. The appropriate South University staff member or department will be notified of the complaint. A follow-up meeting with you and the Dean of Student Affairs and/or Vice President of Academic Affairs will be held within ten school days of the date of the written complaint in an effort to resolve the issue.
4. If you are not satisfied with the results, you may file an appeal with the President's Office. The appeal should be in writing and contain your name and phone number. You should summarize the steps you have taken to remedy the situation and indicate why the results are not satisfactory. You will hear the results of the appeal within ten class days from the date the appeal is received.
5. If you follow this complaint procedure and still feel dissatisfied with the results you may send a written copy of the complaint to:

**Savannah, Georgia Campus
Campus**

Columbia, South Carolina

Georgia Nonpublic Postsecondary Education Commission on Higher Education
2189 Northlake Parkway
Building 10, Suite 100
Tucker, GA 30084
Phone: (770) 414-3300

**STUDENT GRIEVANCE PROCEDURE FOR INTERNAL COMPLAINTS OF
DISCRIMINATION AND HARASSMENT**

South University does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, disability, age, religion or any other characteristic protected by state, local or federal law, in our programs and activities. The following person has been designated to handle inquiries and coordinate the school's compliance efforts regarding the non-discrimination policy: Dean of Students, 709 Mall Blvd. Savannah, Georgia 31406, (912) 201-8041.

Students who believe they have been subjected to discrimination or harassment in violation of this policy should follow the procedure outlined below. This complaint procedure is intended to provide a fair, prompt and reliable determination about whether the South University non-discrimination policy has been violated.

1. Complainants are encouraged to file a complaint as soon as possible after an alleged incident of discrimination has occurred. Any student who chooses to file a discrimination complaint should do so for non-academic matters with Dean of Students (912-201-8041) or for academic matters with Vice President for Academic Affairs, 709 Mall Blvd. Savannah, Georgia 31406, (912) 201-8005. The complaint should be presented in writing and it should describe the alleged incident(s) and any corrective action sought. The complaint should be signed by the complainant. In most cases, the person accused of discrimination will be notified of the complaint by the Dean of Students or Vice President for Academic Affairs.
2. The person accused of discrimination will have fourteen calendar days to respond to the complaint in writing. The signed written response should be submitted to the Dean of Students or Vice President for Academic Affairs.
3. The Dean of Students or Vice President for Academic Affairs will investigate the allegations. Both the complainant and the accused will have the opportunity to meet and discuss the allegations with the investigator and may offer any witnesses in support of their position to the investigator during the course of the investigation. A student may be accompanied during investigation meetings and discussions by one person (family member, friend, etc.) who can act as an observer, provide emotional support, and/or assist the student in understanding and cooperating in the investigation. The observer may not be an attorney, unless otherwise required by local law. The investigator may prohibit from attending or remove any person who disrupts the investigation in the investigator's sole discretion.

4. The Dean of Students or Vice President for Academic Affairs will determine whether a violation of the South University non-discrimination policy has occurred. The Dean of Students or Vice President for Academic Affairs will issue a written determination as promptly as practicable. If the Dean of Students or Vice President for Academic Affairs determines that the policy has been violated, the Dean of Students or Vice President for Academic Affairs will also recommend corrective action.

5. The decision of the Dean of Students or Vice President for Academic Affairs may be appealed by petitioning the President's Office of South University. The written appeal must be made within twenty calendar days of receipt of the determination letter from the Dean of Students or Vice President for Academic Affairs. The President, or his designee, will render a written decision on the appeal within thirty calendar days from receipt of the appeal.

Depending upon the campus where the student is enrolled, a further written appeal, where applicable, may be made to one of the external organizations listed on the previous page under number five. Please refer to the state agency for the campus where you attend.

6. Matters involving general student complaints will be addressed according to the Student Complaint Procedures, a copy of which can be found in the Student Handbook.

For more information about your rights under the federal laws prohibiting discrimination, please contact the Office for Civil Rights at the U.S. Department of Education or visit the Web site at <http://www.ed.gov/ocr>.

Campus Policies

Transcript Requests:

Transcript request forms may be obtained at the reception desk. All outstanding financial balances must be cleared before transcripts are released. The first transcript request is free; there is a \$5.00 fee for each subsequent request. Transcripts will be processed within two weeks of the transcript request. Please note that same day requests will not be honored. South University cannot guarantee the transfer of credits earned while attending this institution because each institution determines what transfer credits it will accept.

Library Services:

The library is located in the Health Professions building on the side nearest Waters Avenue. Hours of operation are

Monday - Thursday 8:30 a.m. -12:00 a.m.

Friday	8:30 a.m. - 5:00 p.m.
Saturday	9:00 a.m. - 5:00 p.m.
Sunday	1:00 p.m. – 6:00 p.m.

The library currently houses over 24,000 volumes, covering a wide selection of topics, but chiefly concentrates on supplementary curricular resources. The on-line card catalog can be accessed from any computer on or off campus at www.online.southuniversity.edu. New students participate in a library orientation to help familiarize them with the facility's resources and procedures. Please take advantage of this session to update your research skills.

Valid student ID cards are required to check out materials. These cards are obtained through the South University bookstore. If a card is lost, the student should report the loss to the bookstore as soon as possible. Most materials may be checked out for a two-week period. Students will be fined for overdue reserves or audiovisuals and charged a replacement fee for all materials that are not returned. Reference materials, pamphlets, vertical files and periodicals are available for use in the library only. All items must be properly checked out at the circulation desk. Failure to comply is an infringement of library policy and the "Code of Conduct." Students will be held responsible for the loss or damage of materials while in their possession and are subject to the library rules and regulations as outlined in the [Library Policy and Procedure Manual](#).

To assist students in retrieving the latest information, the library subscribes to more than seventy periodicals in print format and several thousand full-text sources on-line. Duplicating services, interlibrary loan and tutorial services are also available in the library. The Research Center provides access to the Internet, Microsoft Office Suite, and general and subject-specific on-line databases.

Bookstore:

The South University bookstore's operating hours are from 10:00 a.m. to 6:00 p.m. Monday through Thursday, 9:00 a.m. to 5:00 p.m. on Friday, and 9:00 a.m. to 12:00 p.m. most Saturdays. Extended hours for the first week of classes will be posted. The bookstore is maintained for the convenience of the students. All necessary books required for courses and some supplies may be obtained from the bookstore. Books are not included in tuition costs and can be paid for by cash, check, credit card, or approved financial aid at the time of purchase.

The bookstore is also the location where you can have your student ID card made and pick up your parking decal.

Campus Security:

South University provides students and staff with a well-maintained campus. Security officers, who are on duty at all times when classes are in session, monitor security

cameras and regularly patrol the buildings. Access to buildings is limited and unauthorized persons will be asked to leave.

Any occurrence of criminal activity should be reported to the director of campus security, the security officer or the front desk immediately. The security officer or the director of security will complete a South University Incident Report in such cases. The Savannah Police Department will also be notified in order for a uniformed police officer to respond, make a preliminary investigation and write a police report.

All students and staff are asked to take reasonable precautions for their own safety as well as the safety of the other members of the campus community. To reduce the chance of potential problems, it is suggested that you take some basic precautions:

1. Do not leave purses, wallets, or book-bags unattended on campus.
 2. Always lock your car. Do not leave valuable items visible in parked cars.
 3. Walk in pairs on campus after dark.
 4. Report suspicious behavior immediately to security or other campus official.
- . The entire South University community shares the responsibility for practicing good safety habits and abiding by the policies and procedures designed for campus security.

Information on campus safety statistics, security personnel and policies, procedures for reporting a crime, and sexual assault policies can be found in the annual Jeanne Clery Disclosure of Campus Crime and Security Act Report. A copy of this report is included in this handbook and is also available on the University's Web site at

<http://online.southuniversity.edu/security/cr/susaver.htm>.

Drug free schools and communities information as well as South University graduation rate information is also available at this site. A paper copy of this report may be obtained from the Dean of Student Affairs or the Director of Security.

Career Services:

Students should seek out the assistance of the director of career services during or prior to their last quarter of school. Information is available regarding resume writing and job search strategies and techniques. The director of career services provides individualized job search assistance with pursuing full time employment. Career workshops as well as theme weeks based on academic majors are held throughout the school year to aid students in their professional development. All programs are open to any student at no charge.

Computer Labs:

South University is proud to offer wireless access on campus along with two computer labs that are utilized to teach classes. The computer labs house IBM-compatible multimedia computers with Internet access and laser printing capability. The library also maintains two computer labs that are available during the hours that the library is open.

Priority for computer use goes to academic classes first and then South University students. See the Code of Conduct for guidelines on computer use.

Counseling:

Counseling is available by the Counselor/Disabilities Services Coordinator. Students who are experiencing academic, personal or career concerns and problems are urged to call or stop in to see the counselor. Specific academic problems should first be discussed with the individual instructor who is directly involved. Career and job concerns can be addressed to either the director of career services or the dean of student affairs. Please let us know when you are experiencing difficulties in any of these areas. A major concern in one area can affect your abilities in others. If we cannot help you, we will refer you to someone who can.

Disability Services:

South University provides accommodations to qualified student with disabilities. The Counselor/Disabilities Services Coordinator assists qualified student with disabilities in acquiring reasonable and appropriate accommodations and in supporting the student's success at South University.

South University is committed to providing qualified students with a disability and equal opportunity to access the benefits, rights, and privileges of college services, programs, and activities in compliance with American with Disabilities Act 1973.

Students who believe they are in need of accommodation should contact the Counselor/Disabilities Services Coordinator. If you have a concern or complaint in this regard, please contact the Dean of Student Affairs at 912-201-8041. Complaints will be handled in accordance with the Student Grievance Procedure for Internal complaints of Discrimination and Harassment described in this Handbook.

Financial Aid:

Financial aid is available to all qualifying students. Assistance may be in the form of federal and state grants, federal and alternative loans, and federal work-study. The primary application is the Free Application for Federal Student Aid (FAFSA). The FAFSA must be submitted annually. It may be obtained in the financial aid office or accessed electronically at www.fafsa.ed.gov.

In order to receive federal assistance, a student must be making measurable progress toward the completion of his/her course of study and pursuing a degree. The student must maintain satisfactory academic progress as specified in the catalog. Enrollment status of less than full-time may also impact eligibility for certain financial programs. Please see the "Financial Information" section of the South University Catalog for

specific refund policies and for more information. Questions concerning financial aid should be addressed to a financial aid officer.

Fire Evacuation:

Fire extinguishers are located throughout the campus and can be used for small fires. In case of a major fire, all individuals should remain calm and leave the building through the closest door or emergency exit available. Evacuations should be orderly with no running or unnecessary talking. Maps and signs of emergency exits are posted in each classroom.

Health Insurance and Medical Referrals:

Information concerning medical and dental providers as well as emergency resources is available from the Dean of Students office.

In the event of a medical emergency, the Chatham County emergency medical service will be contacted by calling 911. Students are, however, responsible for any resulting expenses. During the daytime hours until 5:00 p.m., the Director of Security will assess the situation and serve as the primary contact person to summon emergency assistance. During evening hours, the faculty member or campus security guard will have primary responsibility for summoning emergency medical assistance. Students should review their personal and family insurance policies to determine whether adequate coverage exists.

Parking:

All vehicles parked on campus are required to display a parking decal, which may be obtained during orientation or at any time from the bookstore. The parking decal should be placed on the lower left corner of the rear windshield. Decals on vehicles with tinted windows may be placed on the lower left corner of the front windshield. All students must park in the Student Parking lot located at the rear of the campus. Vehicles are prohibited from being parked on curbs or in designated faculty spaces, or spaces for those with disabilities. Vehicles that are illegally parked will be ticketed by the security officer. Continued failure to comply with parking policies will result in the vehicle being towed at the owner's expense. Students park at their own risk and liability.

Posting on Bulletin Boards: Students are encouraged to check the University bulletin boards for notices and important information. Students who wish to post information such as items for sale, roommates needed, etc. should submit their notices to the bookstore. Notices must be approved by the dean of student affairs. All postings will be removed after 30 days. Students wishing to re-post their flier may submit it for approval to the dean of student affairs.

Student Activities and Clubs:

Participation in student activities provides students with an opportunity to apply knowledge and enhance skills. Clubs that focus on academic major/career interests and academic achievement are encouraged by South University. Students interested in forming new clubs or organizations are encouraged to meet with the dean of student affairs to discuss the group's goals and plans and receive assistance in club formation. All student clubs must have a faculty or staff advisor and must be approved by the dean of student affairs. All student activities and fund-raising activities require the approval of the student affairs office. South University reserves the right to deny any application for the formation of a student club when it determines in its sole discretion that the student club does not serve the best interests of the students and/or South University. Students who are interested in getting involved with the planning of student activities should contact the dean of student affairs.

Academy of Students of Pharmacy (APhA/ASP)

ASP is the student branch of America's oldest and largest association of pharmacists, the American Pharmaceutical Association (APhA). The only organization to represent all practice settings, APhA has more than 10,000 student members attending the schools and colleges of pharmacy across the country. Within APhA, ASP has its own standing committee on education programs, publications, awards and policy. Each member of ASP also receives the full benefits of membership in APhA and through periodic publications and meetings, can keep up to date on the developments and events that affect the practice of pharmacy. At the local level, student members can participate in service projects that benefit the college and the community as well as social activities that foster school spirit. Any pharmacy student can be a member of ASP and still be eligible for participation in any other campus organization.

American Society of Health-System Pharmacists (ASHP)

The American Society of Health-System Pharmacists (ASHP) is the national professional organization that represents more than 30,000 members who serve patients in organized health care settings. Health-system pharmacists are defined as those who practice in hospitals, health maintenance organizations, long-term care facilities, home health care, clinics, research, and managed/ambulatory care. Over 5000 students are members of the ASHP Pharmacy Student Forum. Members receive career information, resources, residency information and matching. Studentline (the Forum's quarterly newsletter), offers discounts on books, and supplies, opportunities to be involved in councils and committees at the national level and the ever-important networking.

National Community Pharmacist Association (NCPA)

The NCPA serves the pharmacist owners, managers, and employees of 25,000 independent pharmacists across the country. This organization provides important

announcements, resources and news concerning the student who is interested in independent pharmacy practice.

Rho Chi

Rho Chi is the Academic Honor Society for Pharmacy. Only a few students are selected to join the society which recognizes and rewards outstanding scholarly attainment and encourages and stimulates outstanding scholarship.

Phi Lambda Sigma

Phi Lambda Sigma is the National Pharmacy Leadership Society. Its purpose is to promote the development of leadership qualities, especially among pharmacy students. By peer recognition, the Society encourages participation in all pharmacy activities. Members are selected by peer recognition.

Kappa Psi

The Kappa Psi Pharmaceutical Fraternity was founded in 1879 and has held the honor of being the oldest and largest professional pharmaceutical fraternity in North America. There are currently 72 collegiate and 44 graduate chapters in the U.S. and Canada. The objectives of Kappa Psi are to advance the profession of pharmacy through education and fraternity; to instill in its members the high principles of the profession of pharmacy; and to foster scholarship and pharmaceutical research. The Delta Omega Chapter was chartered at South University in December of 2005. Since that time the Delta Omega chapter actively sponsors and participates in a variety of social and community activities. Membership in Kappa Psi is extended to interested and eligible students in the latter portion of their first professional year.

Kappa Epsilon

The purpose of Kappa Epsilon is to unite women students of pharmacy, to cooperate with the faculties of the colleges where chapters are established, to stimulate in its members a desire for high scholarship, to foster a professional consciousness, and to provide a bond of lasting loyalty, interest and friendship.

Student IDs:

Student ID photos are taken during Orientation and student IDs are issued to new students during their first week of classes. Student ID cards include student identification numbers (that are different from social security numbers). ID cards also function as library cards for utilizing the University library.

There is no charge for the initial student ID. Students who lose their IDs may obtain a replacement from the bookstore for a charge of \$5.00 per occurrence. The use of a student identification card by anyone other than its original holder is prohibited.

Student Lounges:

Students are encouraged to utilize the student lounge at the back of the health professions building or the first floor of the pharmacy building. Vending machines with snacks and drinks are available. Microwaves are available for student use.

Student Publications:

All student publications proposals must be submitted to the dean of student affairs for approval prior to the publication being published, posted, or circulated in any manner. The proposal should include the following information:

- Purpose of the publication
- Name of the publication and the sponsoring organization
- Means of distribution of the publication
- Frequency of distribution of the publication
- Contact information for the student to contact regarding the publication
- Faculty sponsor responsible for reviewing each issue of the publication
- South University reserves the right to deny any proposal for publication when it determines in its sole discretion that the publication does not serve the best interests of the students and/or South University.

The dean of student affairs will review the proposal and notify the appropriate contact person regarding the approval or disapproval of the proposed student publication.

Veterans Affairs:

Assistance for veterans is available by contacting the veteran affairs coordinator in the financial aid office. Students need to be aware of the following veteran's administration policies that apply to anyone using veterans' educational benefits.

- Veterans must consult with the financial aid office prior to changing their major.
- The Veterans Administration will not pay for a course that the student drops after the first week of class unless mitigating circumstances can be proven. Please see a financial aid representative before dropping a class.
- The Veterans Administration will pay for a repeat course only if the student has received a failing grade in said course and only if it is required for graduation.
- The Veterans Administration may pay for a student to repeat a remedial class up to three times per remedial course if mitigating circumstances can be proven.
- The Veterans Administration will not pay for classes in which punitive grades are earned.

Weather Announcements:

In the event of inclement weather, all students and personnel should assume that classes will be held unless notified by radio or television announcements. South University will use all major media stations in the Savannah area when making announcements. Because the Savannah area can be vulnerable to hurricanes, the university urges all students to familiarize themselves with the hurricane information published in the community phone book.

Student Records

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act of 1974, as amended ("FERPA") sets out requirements designed to afford students certain rights with respect to their education records. In addition, it puts limits on what information South University may disclose to third parties without receiving prior written consent from the student.

I. Procedure to Inspect Education Records

Students have the right under FERPA to inspect and review their education records. A student who wishes to inspect and review his/her records should submit a written request to the registrar. The request should identify as precisely as possible the records the student wishes to inspect. If the requested records are subject to inspection and review by the student, arrangements for access will be made within a reasonable period of time but in no case more than 45 days after the request was made, and the student will be notified of the time and place where the records may be inspected. The school may require the presence of a school official during the inspection and review of a student's records.

Certain limitations exist on a student's right to inspect and review their own education records. Those limitations include, for example, the following: (i) financial information submitted by parents; (ii) confidential letters and recommendations placed in their files prior to January 1, 1975; (iii) confidential letters and recommendations placed in their files after January 1, 1975 to which the student has waived his or her right to inspect and review and that are related to the student's admission, application for employment or job placement, or receipt of honors. In addition, the term "education record" does not include certain types of records such as, by way of example, records of instructional, supervisory, administrative, and certain educational personnel that are in the sole possession of the maker thereof, and are not accessible or revealed to any other individual except a substitute.

When a record contains personally identifiable information about more than one student, the student may inspect and review only the information that relates to him/her personally.

II. Disclosure Of Educational Records

South University generally will not permit disclosure of personally identifiable information from the records of a student without prior written consent of the student. Personally identifiable information is disclosed (some items are mandatory, some discretionary) from the records of a student without that student's prior written consent to the following individuals or institutions or in the following circumstances:

1. To South University officials who have been determined by the school to have legitimate educational interests in the records. A school official is

- a. a person employed by the school in an administrative, supervisory, academic or research, or support staff position; or
- b. a person employed by or under contract to the school to perform specific tasks, such as an auditor, consultant, or attorney, a person on the Board of Trustees, or a student serving on an official committee or assisting another school official.

Any school official who needs information about a student in the course of performing instructional, supervisory, advisory, or administrative duties for South University has a legitimate educational interest.

2. To certain officials of the United States Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities in connection with state or federally supported educational programs.
3. In connection with the student's request for, or receipt of, financial aid necessary to determine the eligibility, amounts or conditions of financial aid, or to enforce the terms and conditions of the aid.
4. To organizations conducting certain studies for or on behalf of the school.
5. To accrediting commissions or state licensing or regulatory bodies to carry out their functions.
6. To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code.
7. To comply with a judicial order or lawfully issued subpoena.
8. To appropriate parties in health or safety emergencies.
9. To officials of another corporate or Art Institutes school, upon request, in which a student seeks or intends to enroll.
10. To an alleged victim of a crime of violence or a nonforcible sexual offense, the final results of the disciplinary proceedings conducted by the school against the alleged perpetrator of that crime or offense with respect to that crime or offense.
11. To persons in addition to the victim of a crime of violence or nonforcible sexual offense, the final results of the disciplinary proceedings described in paragraph 10 above but only if the school has determined that a student is the perpetrator of a crime of violence or non-forcible sexual offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies. (The school, in such instances, may only disclose the name of the perpetrator -- not the name of any other student, including a victim or witness -- without the prior written consent of the other student(s)).
12. To a parent regarding the student's violation of any federal, state, or local law or of any rules or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines that the student has committed a

disciplinary violation with respect to that use or possession, and the student is under 21 at the time of the disclosure to the parent.

13. Directory information (*see* Section IV below).

III. Record of Requests for Disclosure

Except with respect to those requests made by the student themselves, those disclosures made with the written consent of the student, or to requests by or disclosures to South University officials with legitimate educational interests and disclosures of directory information (or other exceptions described in the applicable regulations), South University will maintain a record indicating the parties who have requested or obtained personally identifiable information from a student's education records and the legitimate interests those parties had in requesting or obtaining the information. This record may be inspected by the student.

IV. Directory Information

South University designates the following information as directory information. (Directory information is personally identifiable information which may be disclosed without the student's consent):

1. Student's name
2. Address: Local, email and website
3. Telephone number (local)
4. Date and place of birth
5. Program of study
6. Participation in officially recognized activities
7. Dates of attendance
8. Degrees and certificates awarded
9. Most recent previously attended school
10. Photograph of the student, if available
11. Enrollment status (*i.e.*, enrolled, continuing, future enrolled student, reentry, leave of absence, etc.)
12. Dean's List
13. President's List

Notice of these categories and of the right of an individual in attendance at South University to request that his/her directory information be kept confidential will be given to the student annually. Students may request nondisclosure of student directory information by obtaining and completing a Request to Not Release Directory Information form. Forms are available in the Office of the Registrar and should be returned to the Office of the Registrar. Failure to request nondisclosure of directory information will result in routine disclosure of one or more of the above-designated categories of personally identifiable directory information.

V. Correction of Educational Records

Students have the right under FERPA to ask to have records corrected which they believe are inaccurate, misleading, or in violation of their privacy rights. The following are the procedures for the correction of records:

1. A student must ask the registrar to amend a record. As part of the request, the student should identify the part of the record they want to have changed and specify why they believe it to be inaccurate, misleading, or in violation of his/her privacy rights.
2. South University may either amend the record or decide not to amend the record. If it decides not to amend the record, it will notify the student of its decision and advise the student of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.
3. Upon request, South University will arrange for a hearing and notify the student reasonably in advance of the date, place, and time of the hearing. The hearing will be conducted by an individual who does not have a direct interest in the outcome of the hearing. That individual may be an official of South University. The student shall be afforded a forum for the opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by other people, including an attorney.
4. South University will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence, and the reasons for the decision.
5. If, as a result of the hearing, South University decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it will (a) amend the record accordingly; and (b) inform the student of the amendment in writing.
6. If, as a result of the hearing, South University decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school.
7. If a statement is placed in the education records of a student under paragraph 6 above, South University will:
 - a. maintain the statement with the contested part of the record for as long as the record is maintained; and

- b. disclose the statement whenever it discloses the portion of the record to which the statement relates.

VI. Student Right to File a Complaint

A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by South University to comply with the requirements of FERPA. The name and address of the governmental office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

Information for International Applicants

In addition to their application, students who are not residents of the United States or Canada must submit the results of the Test of English as a Foreign Language (TOEFL), certified official copies of transcripts from all post-secondary institutions attended, an Affidavit of Support, a supplementary information sheet and a summary of educational experiences. A Transcript Evaluation Service must evaluate foreign Transcripts. International student are also required to take the Pharmacy College Admissions Test (PCAT). Therefore it is essential that international students start the admissions process early.

The School does not accept applicants who have attended only a foreign educational institution. Experience shows that international students benefit from taking course at other US institutions before entering our program. International students should be familiar with the rules and regulations of the Immigration and Naturalization Service, which grants admission to the United States.

**Accreditation Council on Pharmacy Education (ACPE)
Standards Comment Form**

_____ -
Last Name _____ First Name _____

Local
Address _____

Phone _____ E-mail _____

Home Address _____

City _____ State _____ Zip _____

Classification: P-1, P-2, P-3 Advisor _____

1. State the specific ACPE Standard that you are commenting on:

2. Provide pertinent information about your concerns:

