South
UNIVERSITY®

SCHOOL OF
PHARMACY

Student Handbook
2025-2026

Contact Information:
South University School of Pharmacy
709 Mall Boulevard
Savannah, GA 31406-4805

Approved 06-5-2025

Welcome to South University School of Pharmacy!

I am delighted to welcome you to our community of learners and future leaders in Pharmacy. Whether you are just beginning, continuing, or preparing to complete your journey in our accelerated three-year Pharm.D. program, you are part of a proud tradition spanning over two decades. As the only program of its kind in Georgia and among a select few in the United States, SUSOP is uniquely positioned to help you achieve your professional goals.

At SUSOP, our mission is to ***"prepare pharmacists for lifelong learning in the practice of collaborative, patient-centered care, and to promote excellence in teaching, scholarship, and service."*** This mission guides every aspect of your education, delivered by an exceptional team of faculty and staff who are dedicated to creating a transformative curriculum and a supportive learning environment.

Our program integrates didactic coursework with experiential learning opportunities, ensuring you gain both knowledge and hands-on experience in real-world settings. Whether you are mastering foundational concepts, participating in interprofessional courses, or refining your skills during advanced pharmacy practice experiences, our curriculum is designed to help you develop and apply essential competencies throughout your journey.

As part of the Interprofessional education (IPE) component of the curriculum, students at all levels have opportunities to engage with peers from various health professions, including Anesthesiologist Assistant, Physician Assistant, Medical Assistant, Nursing, and Public Health programs. This interprofessional learning prepares you to thrive in team-based healthcare environments and strengthens your ability to deliver patient-centered care.

Additionally, SUSOP offers extensive research opportunities for all students, ranging from biomedical and clinical research to pedagogical studies. Whether you are exploring your first research project, seeking internal or external grants, or presenting your findings, our faculty and resources are here to support you every step of the way.

As you progress through the program, you will be empowered to become a practice- and team-ready pharmacist, equipped to lead and advance the pharmacy profession locally, nationally, and globally.

Thank you for choosing SUSOP as the foundation for your professional journey. I look forward to connecting with each of you and supporting you throughout your time at South University School of Pharmacy!

Adegoke O. Adeniji, PhD, RPh
Interim Dean and Associate Professor
South University School of Pharmacy

SOUTH UNIVERSITY AND SCHOOL OF PHARMACY FACULTY AND STAFF

SOUTH UNIVERSITY ADMINISTRATION

Steven Yoho, PhD — Chancellor
Gilbert Singletary, PhD, JD, MBA, MSW — Vice Chancellor for Academic Affairs & Provost
Alisa Krouse, EdS, MA — Vice Chancellor for Student Success and Administration

SOUTH UNIVERSITY – SAVANNAH CAMPUS

Laurie Larson, EdD — Campus Director & Dean of Academic Affairs and Operations
Kurtis Watkins, EdD — Dean of Student Affairs
Valerie Yaughn, MSLS — Campus Library Director

SCHOOL OF PHARMACY FACULTY AND STAFF

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912.755.9104

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1-866-848-5515   suitsupport@southuniversity.edu

IMPORTANT WEBSITES

South University and School of Pharmacy

South University Academic Catalog	catalog.southuniversity.edu/
South University Bright Space Portal	myclasses.southuniversity.edu/d2l/home
South University Help	inside.southuniversity.edu/help/
South University Library: Homepage	southuniversity-libguides-com.su.idm.oclc.org/home
South University School of Pharmacy Webpage	southuniversity.edu/savannah/pharmacy-pharmd
South University Student Self-Service Portal	portal.southuniversity.edu/

Academic Support

ALEKS by McGraw Hill	aleks.com/login
ExamSoft Portal	ei.examsoft.com/GKWeb/login/supharm
Exam Master Pre-Matriculation Program	exammaster.com/

Boards of Pharmacy

Florida Board of Pharmacy	floridaspharmacy.gov/
Georgia Board of Pharmacy	gbp.georgia.gov/
National Association of Boards of Pharmacy	nabp.pharmacy/
South Carolina Board of Pharmacy	llr.sc.gov/bop/

GENERAL INFORMATION
SOUTH UNIVERSITY CATALOG

The South University Academic Catalog contains information regarding policy and procedures for South University. Students should become familiar with these policies. The University Catalog is available at catalog.southuniversity.edu/.

South University reserves the right to change the policies contained within this student handbook at any time. Notice is not required for a new policy to take effect; however, South University will make reasonable attempts to notify students promptly of any distributions or other methods deemed appropriate by the college administration.

SCHOOL OF PHARMACY STUDENT HANDBOOK

The South University School of Pharmacy Student Handbook serves as a reference guide to provide students with information about the School of Pharmacy ("the School"). The handbook outlines information about the Doctor of Pharmacy (Pharm.D.) program, the curriculum, progression and graduation, policies and procedures, and student support services. All students should be familiar with current academic requirements, and operational policies, as well as other official documents or announcements by South University ("the University").

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.

SOUTH UNIVERSITY CAMPUS AND AFFILIATIONS WITH HEALTH CARE FACILITIES

The South University School of Pharmacy in Savannah, Georgia is a 40,000-square-foot, freestanding, facility designed specifically to house a modern pharmacy school. The building provides 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 is located in the building. This laboratory includes rooms for patient counseling practice and teaching physical assessment. All rooms have videotape/playback capabilities. In addition, a sterile products room and a model pharmacy are available. This practice laboratory accommodates up to 34 students per class, and is designed to emulate real practice settings as well as to provide maximum use in the academic program. There is also a 32-station Analytical Chemistry Laboratory that is used for chemistry, pharmaceutics, and professional laboratory courses.

Practice sites have been recruited to support the experiential component of the curriculum. Early activity will be focused on the introductory practice experiences. Students will be precepted at sites in all three phases of practice experience: introductory, intermediate and advanced. Experiential sites will include, but not be 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 veterinary hospitals, among others.

South University has developed a program that is visionary in its approach to educating Pharmacy students, with a carefully structured curriculum designed to prepare graduates for both high standards of contemporary pharmacy practice and the evolution of the profession. At South University, we have

integrated Medicinal Chemistry, Pharmacology, and Therapeutics into one combined continuing course sequence developed in full collaboration by science and practice faculty. The resulting efficiency allows a rigorous comprehensive didactic component in a curriculum that contains 12 months of full-time rotations using an accelerated, full-time 12-quarter schedule designed to deliver four (4) academic years in three (3) calendar years.

ACCREDITATION

South University's Doctor of Pharmacy program in Savannah, GA is accredited by the Accreditation Council for Pharmacy Education (ACPE), 190 S. LaSalle Street, Suite 3000, Chicago, IL 60603-3446, (P) 312.664.3575 | (F) 866.228.2631 | (E) info@acpe-accredit.org | (W) www.acpe-accredit.org

MISSION STATEMENT

The Mission and Vision of the South University School of Pharmacy is…

Mission: *To prepare pharmacists for life-long learning in the practice of collaborative patient-centered care, and promote excellence in teaching, scholarship and service.*

Vision: *To graduate professionals consistently recognized for excellence in patient care, service, and scholarship*

The South University School of Pharmacy provides a learning community that facilitates critical thinking, problem-solving skills and scholarship, using industry standard technology. It provides for active student-centered learning that fosters life-long learning and continuing professional development. Although the School of Pharmacy aims to 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 of Pharmacy into the daily life of the community

CORE VALUES

The mission of the School represents a self-analysis of what we consider to be our role within our professional and academic community. The vision represents the ultimate goal of the state of being that the School of Pharmacy continuously strives to attain. The definition of who we are as an entity (mission) and what we strive to be (vision) is a limited portrayal of the essential components of the School of Pharmacy. These measures and goals are ultimately based on the collective values of the School and University community. The values that serve at the foundation and motivation for the faculty and staff of South University School of Pharmacy are as follows:

- Integrity
- Caring
- Intellectual Curiosity

- Respect
- Responsibility
- Leadership

- Professionalism
- Critical Thinking

INTEGRITY
Unwavering adherence to a moral and ethical code of conduct and having the courage to do what is right.
Modeled Behaviors: Integrity
- Is fair, straightforward, and truthful
- Admits, corrects, and learns from mistakes
- Honors commitments and accepts responsibility for actions
- Expresses concerns about work issues and works constructively to create a resolution
- Addresses any dishonest or unethical behavior

CARING
Showing concern for the well-being of others
Modeled Behaviors: Caring
- Places other's interests ahead of own
- Shows compassion and kindness toward others
- Treats everyone fairly and genuinely concerned about the welfare of others
- Is sensitive to the personal concerns and beliefs of others
- Will go out of the way to accommodate the needs of others
- Is mindful and respectful of others
- Recognizes the value of others, their ideas, beliefs, diversity, and cultural heritage

INTELLECTUAL CURIOSITY
Acquiring and synthesizing intellectual curiosity as well as understanding and assimilating new knowledge and information
Modeled Behaviors: Intellectual Curiosity
- Actively participates in faculty or staff development
- Shares knowledge of new procedures and technologies with peers
- Participates in teaching and learning colloquies and seminars
- Updates lectures and courses with new knowledge and theories

RESPECT
Valuing diverse cultures, opinions, teaching methods, and learning styles
Modeled Behaviors: Respect
- Seeks to learn from and accommodate different perspectives
- Seeks, accepts, and acts on feedback from others
- Encourages the expression of ideas and opinions
- Treats others with humility, fairness, and equality

RESPONSIBILITY
Being accountable for one's actions and decisions
Modeled Behaviors: Responsibility
- Strives to adhere to university and school policies and procedures
- Supports the mission, goals, and objectives of the school through research, teaching, and service
- Actively participates in on-going educational and professional activities

LEADERSHIP
Capacity to generate ideas and advance the knowledge and practice of pharmacy
Modeled Behaviors: Leadership
- Develops new approaches to offering lectures and courses
- Initiates novel ways to advance the knowledge and practice of pharmacy
- Generates ideas for pharmacy research and scholarship
- Serves as a role model for students in their development as leaders

PROFESSIONALISM
Exhibiting appropriate behaviors and adhering to an established code of conduct
Modeled Behaviors: Professionalism
- Treats people in a friendly, courteous, and professional manner
- Actively listens when others are sharing information and experiences and asks questions for clarification
- Avoids gossip, hostility, crude language, offensive joke telling, inappropriate dress
- Reacts timely and appropriately to inquiries or change

NEW STUDENT OBLIGATIONS

All new students must complete a **background check** and be cleared for matriculation. Students must submit **proof of basic health insurance** in order to matriculate. Students must provide required **immunizations** as specified by the School of Pharmacy. **Attendance at orientation** is mandatory for all new students.

STUDENT CONTACT INFORMATION

Current telephone numbers, mailing addresses, and South University email addresses for each active student are used by the administrative staff of the School of Pharmacy for the purpose of contacting students in regard to their academic status. It is the responsibility of each student to ensure that the current contact information on file is accurate and up-to-date, which can be done through the student portal. Students are responsible for establishing and checking South University email accounts. Students are required to communicate with faculty and staff using their South University email accounts. Instructions are provided during the orientation program and are available by the Admissions Office and/or the Assistant/Associate Dean of Student Affairs.

TECHNICAL STANDARDS FOR DOCTOR OF PHARMACY DEGREE PROGRAM ADMISSION

The educational goal of the South University School of Pharmacy is to prepare pharmacists for life-long learning in the practice of collaborative patient-centered care, and promote excellence in teaching, scholarship and service. Students admitted to the Doctor of Pharmacy degree program 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 candidate 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 non-verbal communication. Communication includes speech, reading, writing, and computer literacy. A candidate must be able to communicate effectively and efficiently in oral and written forms with all members of the health care team in a timely manner.

- **Sensory/Motor:** A candidate 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 candidate must be able to execute motor movements to provide general care and emergency treatments to patients, e.g. first aid treatments, cardiopulmonary resuscitation (CPR). A candidate 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 candidate must have the ability to measure, calculate, reason, and analyze. A candidate must be able to synthesize and apply complex information in a timely manner. A candidate must be fully alert and attentive at all times in clinical settings.

- **Behavioral/Social Attributes:** A candidate 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 candidate must be able to tolerate physically taxing workloads and to function effectively under stress. A candidate 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 candidate must possess compassion, integrity, interpersonal skills, and motivation to excel in pharmacy practice.

TUITION AND FEES

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. Additional information regarding tuition, financial aid, fees, and other cost information is located in the Financial Information section of the South University Academic Catalog at catalog.southuniversity.edu/.

PROFESSIONAL CODES AND TENETS
THE SERVICE PRESCRIPTION: A RECIPE FOR PROFESSIONAL SUCCESS

Preamble: The pharmacy profession is dedicated to the service of others. It is our goal to graduate students that are not simply holders of knowledge but students who have the character and discipline to dedicate themselves to improving the lives of others. The SERVICE Prescription is a single page description of the key attitudes and attributes a quality pharmacist must possess to excel at our profession. Every student should strive to conduct themselves with the values and attributes of the SERVICE Prescription as their guiding core principles.

Professional Values
1. Do the right thing even when you do not feel like it and no-one is watching.
2. Treat other people as they deserve to be treated even when it is not personally convenient.
3. Strive for excellence at all times and in all things.

Self-Awareness-Self-assessment is the key to self-improvement. Professionals are willing to look inward and determine how their attitude and actions are affecting the situation. And they use feedback to continually improve their own performance.

Effort-Success is borne on the shoulders of failure. Successful professionals learn from their mistakes and put in the effort to improve their performance and avoid repeating mistakes. Professionals do not always succeed at everything they do but it is never for lack of effort.

Responsibility-You are responsible for the consequences of your behavior. The behavior that you model is more important than the words that you speak. Accepting responsibility for the consequences of your actions is the hallmark of a professional.

Values-Our professional values are the driving force for all decision making. When faced with novel situations professionals rely on these values to guide their actions. They do not take shortcuts that compromise these values.

Integrity- People with integrity show respect to others at all times. Professionals operate from a strong moral compass. They show up on time, and are physically, emotionally, mentally and intellectually present when they need to be.

Competence- Competence is the ability to know your job and do it well. Competent professional create value for those they serve. Competent professionals have the mindset and attitude to excel despite the challenges they face.

Excellence- Excellence is a habit that requires daily attention. Excellent professionals get their work done on time and produce quality results. They proof their own work and pay attention to details. Not pursuing excellence is the same thing as being content with mediocrity. Mediocrity is not acceptable of professionals.

Resilience- Resilience is the ability to adapt to adversity and persevere. Adversity will occur in your life. Courage, resolve and strength of character are required to overcome adversity. Professionals find a way to achieve their goals. They don't whine and complain about problems without offering solutions, they solve problems.

Xpectations- Professionals expect the best from themselves and others. Their pursuit of excellence includes meeting high standards and subordinating selfish interests to the goals of the team. The healthcare team includes those we work with and those we serve. A professional works to improve the desired outcome of the team.

The Service Prescription is used by students, faculty and preceptors.

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 everyday life and I must practice pharmacy with honesty and commitment to service.

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

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

- **FOSTER** professional competency 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 Maimonides and a Code of Ethics as set forth by the profession.

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

- **MAINTAIN** the highest ideals and professional attributes to ensure and facilitate the covenantal relationship required of the pharmaceutical 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, 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

I promise to devote myself to a lifetime of service to others through the profession of pharmacy. In fulfilling this vow:

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

- **I will** treat all patients with dignity and respect and will not discriminate against any patient.

- **I will** apply my knowledge, experience, and skills to the best of my ability to assure optimal outcomes for all patients.

- **I will** respect and protect all personal and health information entrusted to me.

- **I will** accept the responsibility to improve my professional knowledge, expertise, and self-awareness.

- **I will** hold myself and my colleagues to the highest principles of our profession's moral, ethical and legal conduct.

- **I will** embrace and advocate changes that improve patient care.

- **I will** utilize my knowledge, skills, experiences, and values to prepare the next generation of pharmacists.

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 Maimonides" with input from 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 again in 2007. The revised Oath was adopted by the AACP Board of Directors and the APhA Board of Trustees in November 2021. The current revised version was approved in April 2025 by the AACP Board of Directors in consultation with APhA.

PHARMACISTS' PATIENT CARE PROCESS

The School of Pharmacy has endorsed the concept of the Pharmacists' Patient Care Process (PPCP) by incorporating it into the School's mission statement and by integrating the principles of PPCP throughout the School's professional program. PPCP 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 the patient care process 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.
- Assess patient-specific medical information and develop with the patient a drug therapy plan.
- Plan an individualized patient-centered care plan in an interprofessional environment that is evidence-based and cost-effective.
- Implement the plan and assure that the patient has all supplies, information, and knowledge necessary to carry out the drug therapy plan
- Evaluate, 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.

ACADEMIC AFFAIRS
DOCTOR OF PHARMACY DEGREE PROGRAM (PHARM.D.) CURRICULUM AND COURSES

South University offers a carefully structured curriculum to prepare graduates for both high standards of contemporary pharmacy practice and the evolution of the profession.

A curriculum change occurred in June 2022 and the following curriculum will be taught to students scheduled to graduate in 2025 and beyond, unless future changes occur.

Within the educational experience, students also maintain individualized attention through comparably equipped laboratory facilities, physical assessment laboratories, small group recitations, and problem-based learning activities.

Curriculum for students scheduled to graduate in 2025 and beyond: 219.0 Credits*	
1st Quarter (Summer Quarter) **15 Credits**	**5th Quarter (Summer Quarter)** **16 Credits**
PHA3113 Pathophysiology I (5)	PHA4280 Community Professional Practice Experience (8)
PHA3127 Pharmaceutical Calculations (3)	PHA4281 Institutional Professional Practice Experience (8)
PHA3129 Introduction to Medicinal Chemistry (3)	
PHA3130 Integrated Pharmacy Skills Lab I (1)	**6th Quarter (Fall Quarter)** **18 Credits**
PHA3141 Pharmacy Practice & Communications (3)	PHA4228 Pharmacokinetics II (3)
	PHA4236 Leadership and Advocacy (1)
2nd Quarter (Fall Quarter) **16 Credits**	PHA4330 Integrated Sequence III – Autonomics (4.5)
PHA3114 Pathophysiology II (4)	PHA4331 Integrated Sequence IV – GI/Hepatic (2.5)
PHA3134 Biochemistry (4)	PHA4335 Clinical Epidemiology and Biostatistics (3)
PHA3136 Integrated Pharmacy Skills Laboratory II (2)	PHA4350 Clinical Practice Lab II (1)
PHA3146 Pharmaceutics I (3)	Electives (3)
PHA3150 Health Care Systems (2)	
PHA4287 Introductory Pharmacy Practice I (1)	**7th Quarter (Winter Quarter)** **16 Credits**
	PHA5233 Drug Information: Evaluation of Medication (3) Literature & Safety
3rd Quarter (Winter Quarter) **19 Credits**	PHA5250 Clinical Practice Lab III (1)
PHA3109 Microbiology/Immunology (5)	PHA5353 Pharmacy Practice Management (3)
PHA3110 Molecular Biology (3)	PHA5391 Integrated Sequence V – Cardiology (6.5)
PHA3137 Integrated Pharmacy Skills Lab III (2)	PHA5392 Integrated Sequence VI – Renal (2.5)
PHA3220 Principles of Drug Action (4)	
PHA3222 Self-Care I (2)	**8th Quarter (Spring Quarter)** **18.5 Credits**
PHA3246 Pharmaceutics II (2)	PHA5320 Clinical Practice Lab IV (1)
PHA4288 Introductory Pharmacy Practice II (1)	PHA5358 Applied Pharmaceutical Care I (4)
	PHA5393 Integrated Sequence VII – Central Nervous System (5.5)
4th Quarter (Spring Quarter) **18 Credits**	PHA5394 Integrated Sequence VIII – Infectious Disease (5)
PHA4212 Pharmacokinetics I (4)	Electives (3)
PHA4220 Integrated Sequence I – Endocrine/Reproductive (3.5)	
PHA4221 Integrated Sequence II – Inflammation (2.5)	**9th Quarter (Summer Quarter)** **16 Credits**
PHA4222 Self-Care II (3)	PHA5350 Health Economics & Outcomes Assessment (2)
PHA4238 Integrated Pharmacy Skills Laboratory IV (1)	PHA5359 Applied Pharmaceutical Care II (3)
PHA4250 Clinical Practice Lab I (1)	PHA5360 Clinical Practice Lab V (2)
PHA4254 Pharmacy Law/Ethics (2)	PHA5395 Integrated Sequence IX – Critical Care (3.5)
PHA4289 Introductory Pharmacy Practice III (1)	PHA5396 Integrated Sequence X – Hematology/Oncology (2.5)
	Electives (3)

10th, 11th, 12th Quarters (Fall/Winter/Spring Quarters)	
PHA6000 Essential Knowledge of Practice Review I (3.5) PHA6010 Essential Knowledge of Practice Review II (3.5) PHA6020 Essential Knowledge of Practice Review III (3.5) Advanced Professional Practice Experience Rotations The following 4 rotations are required for every student: PHA6525 APPE I: Advanced Community Rotation (8) PHA6526 APPE II: Ambulatory Care Rotation (8) PHA6527 APPE III: Inpatient General Medicine Rotation (8) PHA6528 APPE IV: Advanced Institutional Rotation (8)	Students will take any 3 of the following elective rotations. Students pursuing an MBA degree should take PHA6536 as one of the 3 electives. PHA6529 APPE V: Elective Institutional Care Rotation I (8) PHA6530 APPE VI: Elective Institutional Care Rotation II (8) PHA6531 APPE VII: Elective Institutional Care Rotation III (8) PHA6532 APPE VIII: Elective Community Care Rotation I (8) PHA6533 APPE IX: Elective – Community Care Rotation II (8) PHA6534 APPE X: Elective – Community Care Rotation III (8) PHA6535 APPE XI: Elective – Non-Patient Care Rotation (8) PHA6536 APPE XII: Elective – Administrative Rotation (8) PHA6537 APPE XIII: Elective – Drug Information Rotation (3) One additional elective is available in Q10-12 and will add one credit hour to the total curriculum hours (220.0) PHA6339 Grand Rounds (optional) (1)

Curriculum and/or total course hours are subject to change at the discretion of South University School of Pharmacy Administration and/or Curriculum Committee.

Elective Courses: The School of Pharmacy offers a variety of elective courses. Students will take 9 hours of electives to fulfill the credit hour requirements for graduation. Specific elective courses are offered in quarters 6, 8, and 9. Elective courses offered may include, but are not limited to:

- PHA4239 Topics in Pharmaceutical Calculations (3)
- PHA4243 Drug and Chemical Toxicology (3)
- PHA4246 Cultural Competence for Healthcare Providers (3)
- PHA4247 Pharmaceutical Care for Patients with Diabetes (3)
- PHA4248 Immersive Lifestyle (3)
- PHA4249 Understanding Clinical Decision Making (3)
- PHA4371 Special Topics in Pharmaceutical Science (3)
- PHA4372 Special Topics in Practice: Hormone Dependent Cancers (3)
- PHA4374 Developing the Pharmacy Leader (3)
- PHA5302 Personal Finance for Pharmacists (3)
- PHA5307 A Practical Approach to Substance Abuse, Addiction and Recovery (3)
- PHA5362 Medication Therapy Management (3)
- PHA5376 Advanced Wound Care (3)
- PHA5378 Medical Spanish Communication (3)
- PHA5379 Postgraduate Opportunities, Pharmacy Residencies (1)
- PHA5390 Strategies for Enhancing Professional Communication (3)
- PHA5310 Strategies to Enhance Teaching and Presentation Skills School of Pharmacy (3)

Course Descriptions: The Pharm.D. Curriculum, list of courses, and course descriptions are located in the South University Academic Catalog at catalog.southuniversity.edu/pharmacy/doctor-of-pharmacy-pharmd/pharmacy.

MASTER OF BUSINESS ADMINISTRATION – HEALTHCARE ADMINISTRATION (MBA-HCA) PATHWAY

South University offers the opportunity for students to pursue the Master of Business Administration - Healthcare Administration (MBA-HCA) degree simultaneously with the Doctor of Pharmacy (Pharm.D.) degree.

Admission Requirements: Interested students must already be accepted into the Doctor of Pharmacy program. Doctor of Pharmacy students with a grade point average of 2.70 or higher and not on academic or professional probation may apply to the MBA-HCA program upon completion of the equivalent of 120 undergraduate hours which coincides with the end of the fourth quarter of the Pharm.D. program.

Satisfactory Progress: The guidelines outlined in the School of Pharmacy Handbook will apply to courses taken to fulfill the requirements for the Pharm.D. degree. For courses taken to fulfill the requirements for the MBA-HCA degree, the guidelines outlined in the College of Business Handbook will apply. In addition, students with a grade of 2.00 or less in any course will be required to meet with the Pharm.D./MBA-HCA Pathway Program Director to discuss their academic progress. Students who are no longer enrolled in the School of Pharmacy will be automatically withdrawn from the MBA-HCA degree program as this is a benefit of the being enrolled in the Pharm.D. program. A student may apply to the MBA-HCA program following their separation from the School of Pharmacy; MBA-HCA tuition and fees will apply.

MBA-HCA Course Sequence: Pharmacy students who are concurrently enrolled in the MBA-HCA program are eligible to start MBA coursework in quarter 5 of the Pharm.D. curriculum. Students will complete foundational courses in the MBA-HCA program. Additionally, 12 credit hours of Pharm.D. coursework are transferrable into the MBA-HCA program.*

Master of Business Administration, Healthcare Administration: 48 credits	Master of Business Administration, Healthcare Administration: 48 credits
MBA5001 Organizational Behavior/Communication (4)	MBA5001 Organizational Behavior/Communication (4)
MBA5004 Managerial Economics (4)	MBA5004 Managerial Economics (4)
MBA5005 Law and Ethics for Managers (4)	MBA5005 Law and Ethics for Managers (4)
MBA5008 Quantitative Analysis/Decision Making (4)	MBA5008 Quantitative Analysis/Decision Making (4)
MBA5009 Managerial Environment (4)	MBA5009 Managerial Environment (4)
MBA6011 Strategic Marketing (4)	MBA6011 Strategic Marketing (4)
MHC6301 Healthcare Structure, Organization, Governance (4)	MHC6301 Healthcare Structure, Organization, Governance (4)
MHC6305 Financial Management Healthcare Organizations (4)	MHC6305 Financial Management Healthcare Organizations (4)
MHC6999 Case Studies in Healthcare Administration (4)	MHC6999 Case Studies in Healthcare Administration (4)
Choose three of the following:	*Pharm.D. Courses Transferable into MBA-HCA:
MHA6050 Regulation and Policy in Healthcare (4)	PHA5350 Health Economics/Outcomes Assessment (3)
MHC6303 Quality Performance and Management (4)	PHA4335 Clinical Epidemiology and Biostatics (3)
MHC6306 Human Resource Management in Healthcare Organizations (4)	PHA3150 Healthcare Systems (2)
	PHA5353 Pharmacy Practice Management (3)
MHC6302 Public Health Organization/Management (4)	PHA6339 Grand Rounds (1)

SCHOOL OF PHARMACY DIDACTIC CALENDAR 2025-2026

Summer 2025

June 9-11	Orientation (Class of 2028), NAPLEX Boot Camp (Class of 2025)
June 13	Graduation (Class of 2025)
June 16	**First Day of Class for Quarter 1 and 9**
June 19, July 4	Juneteenth and Independence Day Holidays
August 20	Last Day of Class
August 21-29	**Reading Days/Final Exams**
August 31-September 21	Fall Break

Fall 2025

September 20	White Coat Ceremony (Class of 2028)
September 22	**First Day of Class for Quarter 2 and 6**
November 11	Veterans Day (Observed)
November 22-30	Thanksgiving Break
December 5	Last Day of Class
December 8-19	**Reading Days/Final Exams**
December 20-January 4	Winter Break

Winter 2026

January 5	**First Day of Class for Quarter 3 and 7**
January 19	Martin Luther King Holiday
March 5	Last Day of Class
March 6–13	**Reading Days/Final Exams**
March 15–22	Spring Break
March 17	St. Patrick's Day Holiday (Observed)

Spring 2026

March 23	**First Day of Class for Quarter 4 and 8**
May 21	Last Day of Class
May 22-29	**Reading Days/Final Exams**
May 25	Memorial Day
May 31–June 14	Summer Break

Summer 2026 (Q1, Q9)

TBA	Orientation (Class of 2029)
TBA	Graduation (Class of 2026)
June 15	**First Day of Class for Quarter 1 and 9**
June 19, July 4	Juneteenth and Independence Day Holidays
August 19	Last Day of Class
August 20-28	**Reading Days/Final Exams**
August 30–September 20	Fall Break *(First day of Quarter 2 and 6 is September 21, 2026)*

*All dates are subject to change if necessary. **Students on rotation should follow the Experiential Education Calendar.
***Students entering Quarters 5 or 9 may have a shortened break due to the rotation schedule.
****Note that SU/WI/SP Quarters end on a Saturday. Exams will end on the Friday prior *unless otherwise notified.*

SCHOOL OF PHARMACY EXPERIENTIAL EDUCATION CALENDAR 2025-2026

Intermediate Pharmacy Practice Experiences (IPPE) Rotation Schedule

Rotation Start Date	Rotation End Date	Session
Monday, June 9, 2025	Friday, July 4, 2025	Module 1 (4 weeks)
Monday, July 7, 2025	Friday, August 1, 2025	Module 2 (4 weeks)
Monday, August 4, 2025	Friday, August 29, 2025	Module 3 (4 weeks)

Advanced Pharmacy Practice Experiences (APPE) Rotation Schedule

Rotation Start Date	Rotation End Date	Session
Monday, September 1, 2025	Friday, October 3, 2025	APPE 1 (5 weeks)
Monday, October 6, 2025	Friday, November 7, 2025	APPE 2 (5 weeks)
Monday, November 10. 2025	Friday, December 12, 2025	APPE 3 (5 weeks)
Monday, January 5, 2026	Friday, February 6, 2026	APPE 4 (5 weeks)
Break (February 9-13)		
Monday, February 16, 2026	Friday, March 20, 2026	APPE 5 (5 weeks)
Monday, March 23, 2026	Friday, April 24, 2025	APPE 6 (5 weeks)
Monday, April 27, 2026	Friday, June 5, 2026	APPE 7 (6 weeks)
Save for NAPLEX Review in Savannah, GA (June 8-10, 2026)		

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

Should it be needed, an 8th APPE block is available. The timing of this additional block is dependent upon preceptor availability.

ACADEMIC ADVISING: FACULTY ADVISORS

The faculty academic advisor-advisee relationship is a valuable relationship in a student's pharmacy education, providing an opportunity for sustained academic and personal faculty-to-student contact. Pharmacy students are assigned Faculty Advisors at the start of Quarter 1 of the curriculum. Student-advisor interactions take many forms, including required quarterly meetings during the didactic program (Quarter 1 – 4 and 6 – 9). Students will, in general, have two academic advisors. Advisors will include a faculty member from the Department of Pharmaceutical Sciences and a faculty member from the Department of Pharmacy Practice. As students progress in the program, the primary advisor will transition from the Department of Pharmaceutical Sciences (year one) to the faculty member from the Department of Pharmacy Practice (year two and three).

Students are encouraged to see their faculty advisor as well as other faculty members as important resources for on-going academic and career advice. Students on probation should meet their faculty advisor frequently and/or as prescribed by the Scholastic and Professional Standing Committee.

ACADEMIC ADVISING: CLASS ADVISORS

Each class cohort has a faculty class advisor serves as a liaison between the class cohort and the School of Pharmacy. The role of the class advisor is to help ensure clear and effective communication. The advisor also advocates for the class and supports students as they navigate academic, professional, or personal challenges that may arise.

Class of 2028:   Dr. Jamessa Cummings and Dr. Steven Slack
Class of 2027:   Dr. John Mark Carter and Dr. Zachary Holmes
Class of 2026:   Dr. Sarah Lopez

ACADEMIC AWARDS, SCHOLARSHIPS, & RECOGNITIONS

Each year, outstanding students are recognized for their achievements in the form or awards and/or scholarships. Through an application process or by nominations, students are chosen and presented these awards/scholarships at annual events such as Spring Banquet and Graduation.

Below are examples of some of the organizations that provide our students with scholarships/awards:
- CVS Pharmacy Scholarships
- Georgia Pharmacy Foundation
- Walgreens Diversity & Inclusion Excellence Award
- Walgreens Multilingual Scholarship

Senior Awards: Each year, our graduates are recognized for their achievements in the form of awards during the Graduation Ceremony. Some of the awards that are presented are as follows:

- **American Pharmacists Association Senior Recognition Award:** Recognizes a student for outstanding services to the APhA-ASP Chapter.
- **American Society of Health System Pharmacist Senior Recognition Award:** Recognizes a student for outstanding services to the ASHP-SSHP Chapter.
- **Award of Excellence in Clinical Communication (Facts & Comparisons):** Given to a member of the graduating class that ranks in the top 25% of his or her class and has demonstrated superior verbal and writing clinical communication skills.

- **Dean's Mortar & Pestle Awards:** Recognizes a student who exhibits the ideals of professionalism and excellence in patient care in all aspects of his or her academic pharmacy career and has demonstrated exceptional service and commitment to the profession of pharmacy.
- **First Honor Graduate:** This award is given to the graduate with the highest cumulative pharmacy grade point average.
- **Leadership in Pharmacy Award:** This award recognizes a student who leads by example and exemplifies attributes of integrity, creativity, and dedication to the pharmacy profession.
- **Pharmaceutical Sciences Achievement Award:** This award is given to the graduate with the highest-grade point average in the pharmaceutical science courses to include but not limited to Biochemistry, Molecular Biology, Pathophysiology, Pharmaceutics, Introduction to Medicinal Chemistry, Principles of Drug Action, Microbiology, Pharmacokinetics, and Epidemiology/Biostatistics.
- **Viatris Excellence in Pharmacy Award:** This award recognizes a student in the top 25% of his/her class academically who intends to enter practice upon graduation and demonstrates high personal motivation while also possessing a unique ability to communicate drug information.

Recognitions: Students may also participate in local, regional, and national competitions. These competitions are frequently sponsored by the student organizations and include, but are not limited to:

- **ASHP Clinical Skills Competition**
- **APhA-ASP Patient Counseling Competition winner(s)**

ACADEMIC HONORS

Chancellor's List
The Chancellor's List honors those students who demonstrate outstanding academic achievement. To be eligible for the Chancellor's List, a student must complete a minimum of twelve credit hours of didactic work and earn a grade point average of 4.00. Students who are doing experiential work on clinical rotations, or remediating a course, are not eligible.

Dean's List
Published quarterly, the Dean's List recognizes those students who demonstrate outstanding academic achievement. To be eligible for the Dean's List, a student must complete a minimum of twelve credit hours (and not remediating courses in which prior deficiencies were earned).
Qualifying GPA's:
- Dean's List – Honors: 3.60 – 3.74
- Dean's List – High Honors: 3.75 – 4.00

Graduation with Honors
Doctor of Pharmacy students graduating with a grade point average of 3.75 through 3.89 will be graduated with Honors. Doctor of Pharmacy students graduating with a grade point average of 3.90 through 4.00 will graduate with High Honors.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP) POLICY – SOUTH UNIVERSITY

Students are required to meet the academic progression standards as stated in the Satisfactory Academic Progress Policy (SAP) catalog.southuniversity.edu/satisfactory-academic-progress-policy. Failure to meet the SAP standards may result in dismissal from the School of Pharmacy.

ACADEMIC PROGRESSION POLICY – SCHOOL OF PHARMACY

This policy becomes effective June 2025. *For students who entered the program prior to June 2025, please refer to policy further below.*

Academic Standing Categories: The academic standing of a student enrolled in the South University School of Pharmacy program can be categorized as follows: Good Standing, Academic Warning, Academic Probation, or Academic Dismissal.

It is each student's responsibility to be familiar with, and understand, both policies as it relates to their successful academic progression.

Good Standing: A student is in "Good Standing" unless on Academic Warning, Probation or Dismissal, and they have satisfied the following criteria:

1. A student has completed all courses in the curriculum up to that point with a maximum of one unresolved grade of a 'D' (1.0 – 1.8), and no unresolved grades of either F or WF (0.0).

Resolving either 'D' or 'F' grades requires remediation or retaking the course and earning a grade of 'C' (2.0) or higher.

Once a 'D' or 'F' course grade has been resolved, as defined above, it is no longer used when determining if the student meets the criteria for Academic Probation or Academic Dismissal. Course grades of 'F', or 'D' that meet the requirements for needing resolution, must be resolved before a student may advance to IPPEs/APPEs.

Academic Probation: A student will be placed on Academic Probation by the APC for meeting any of the following conditions:

1. Earning one course grade of WF' or 'F' (0.00) in any single quarter
2. Earning two course grades of 'D' (1.0 – 1.8) since enrollment in the program

A student placed on Academic Probation will remain on Probation for three quarters unless otherwise extended at the APC's discretion. Students will be expected to sign, return and adhere to, the Academic Plan and Performance Agreement included in their Academic Probation notification. In addition, any students on probation will be required to meet with the Academic Success Coordinator (ASC) during the probationary period, at a frequency determined by the ASC.

Any student on Academic Probation will not be allowed to represent a class or student organization as an officer and will be removed from any dual degree programs.

Academic Dismissal: A student qualifies for Academic Dismissal from the School of Pharmacy if any of the following occur:

1. A student earns two course grades of "F" (0.00) while enrolled in the School of Pharmacy.
2. A student qualifies for Academic Probation while already on Academic Probation.
3. A student qualifies for Academic Probation for a second time while enrolled in the School of Pharmacy.
4. A student earns three unresolved course grades less than 2.0 while enrolled in the School of Pharmacy.
5. A student earns a grade less than 2.0 in the same course twice.
6. A student has not completed all of the requirements for the Doctor of Pharmacy degree within 5 years of the date the student entered as a first-year student, with the exclusion of approved leaves of absence.

Any student who qualifies for academic dismissal may request to meet with the APC, at the end of the quarter. At the discretion of the APC, a student subject to dismissal may be:

1. Permitted to remain in attendance with or without contingencies, provisions, or additional requirements; including, but not limited to, dismissal from dual degree programs; or
2. Dismissed with stated provisions, contingencies, or additional requirements for returning; including, but not limited to, dismissal from dual degree programs; or
3. Permanently dismissed.

Procedures for Appealing Dismissal by the Progressions Committee: A student has the right to file an appeal directly to the Office of the Dean of the School of Pharmacy if the student believes that the decision was reached as the result of an omission or error. The student should continue to attend classes until the appeal is resolved. The procedure for such appeal is as follows:

1. The formal appeal must be received by the Office of the Dean of the School of Pharmacy within 5 calendar days following the student's receipt of notification from the Academic Progressions Committee.
2. The student must initiate the process by presenting the appeal in writing using the South University School of Pharmacy Notice of Appeal Form. Appeals submitted for consideration should have clearly stated grounds for such an appeal with objective support for consideration. Proper grounds for appeal include examples such as deviation from proper due process or the existence of previously undisclosed evidence in information pertinent to the action or findings.
3. Once an appeal is received by the Office of the Dean, the Dean or his designee will notify the Chair of the Academic Progressions Committee and the Pharmacy Registrar that an appeal has been filed. After reviewing the student's appeal, a decision will be rendered in writing no later than 10 calendar days after receiving the appeal. The Dean may grant the appeal, reject the appeal or modify the original finding. The decision of the Dean is final.

Satisfying a Deficient Course Grade (Remediation): Remediation is the process when students retake a didactic course or experiential rotation for full credit in courses or rotations in which the student earned a deficient grade (i.e., a 'D' or 'F') as defined by the School of Pharmacy Grade Scale.

Students should regard remediation as a privilege. Students required to remediate a course or rotation should recognize that the remediation process may delay their graduation date. Students may

remediate up to two (2) deficiencies during the relevant period as detailed below. Remediation may not be available when the student earns a failing grade resulting from an Academic Integrity violation. Didactic remediation is required for the courses where a student receives a final grade of 0.00 (i.e., an 'F'), and/or all but one of the courses where the student received a final grade of 1.0 – 1.8 (i.e., a D) in quarters one through four, or in quarters six through nine.

1. Students remediate didactic courses with a final grade of 0.0 – 1.8 earned in quarters one through four in quarter five prior to starting any Intermediate Pharmacy Practice Experience (IPPE) rotation and remain on-time to graduate with their class.
2. Students remediate didactic courses with a final grade of 0.0 – 1.8 earned in quarters six through nine in quarter ten prior to starting any Advanced Pharmacy Practice Experience (APPE) rotation, which delays on-time graduation with their class.

Students are also required to remediate any Intermediate or Advanced Pharmacy Practice Experience (IPPE or APPE) in which they earn a grade < 2.00. Remediation occurs at the earliest module possible secondary to preceptor availability, but delays on-time graduation.

The Academic Progression Committee (APC) may offer a student an opportunity to 'repeat' a course(s) in which the student earned a deficient grade. Students 'repeat' required courses when they are offered in the normal curriculum cycle. Students who repeat a course delay their original graduation date by no less than one year.

The educational objectives for remediated didactic courses are the same as the educational objectives for the course when taught in the regular curriculum. The specific format of the remediated course remains at the discretion of the course coordinators and instructors.

A student must earn a grade ≥ 2.00 for any remediated course or rotation. Students who fail to do so will meet with the APC to discuss their academic progression.

The Registrar records remediated didactic course and/or experiential rotation grades on the student's transcript. The original grade remains on the transcript and the remediated course is recorded in the quarter in which it is taken. While both courses are listed on the transcript, only the remediated course grade is calculated in the Cumulative GPA. Whereas the Registrar adds and annotates the remediated grade with an asterisk. The University uses both the original and remediated grades in the calculation of the student's grade point average.

Academic Standing Categories: The academic standing of a student enrolled in the South University School of Pharmacy program can be categorized as follows: Good Standing, Academic Warning, Academic Probation, or Academic Dismissal. It is each student's responsibility to be familiar with, and understand, both policies as it relates to their successful academic progression.

Good Standing: A student is in "Good Standing" unless on Academic Warning, Probation or Dismissal.

Academic Warning A student will be placed on Academic Warning by the Academic Progressions Committee (APC) for meeting either of the following conditions:
- Earning two cumulative grades of 'D' (1.0 – 1.8) and not otherwise qualifying for Academic Probation or Dismissal
- Having a CGPA < 2.0 and not otherwise qualifying for Academic Probation or Dismissal.

Students on Academic Warning must complete SAP requirements, if applicable, and all grades at or above a 'C' (≥ 2.0) to be removed from Academic Warning and returned to Good Standing status.

Academic Probation
A student will be placed on Academic Probation by the APC for meeting any of the following conditions:
- Earning one course grade of 'F' (0.00) in any single quarter
- Earning two course grades of 'D' (1.0 – 1.8) in any single quarter
- Earning a third cumulative course grade of 'D' (1.0 – 1.8) since enrollment in the program

A student placed on Academic Probation will remain on Probation for three quarters unless otherwise extended at the APC's discretion. Students will be expected to sign, return and adhere to, the Academic Plan and Performance Agreement included in their Academic Probation notification. In addition, any students on probation will be required to meet with the Academic Success Coordinator (ASC) during the probationary period, at a frequency determined by the ASC.

Lastly, any student on Academic Probation will not be allowed to represent a class or student organization as an officer.

Academic Dismissal: A student will be Academically Dismissed from the School of Pharmacy if any of the following occur:
  A. A student earns two course grades of "F" (0.00) while enrolled in the School of Pharmacy.
  B. A student qualifies for Academic Probation while already on Academic Probation.
  C. A student qualifies for Academic Probation for a second time while enrolled in the School of Pharmacy.
  D. A student earns four course grades less than 2.0 while enrolled in the School of Pharmacy.
  E. A student fails (grade of 0.00) the same course twice.
  F. A student has not completed all of the requirements for the Doctor of Pharmacy degree within 5 years of the date he/she entered as a first-year student, with the exclusion of approved leaves of absence.

Any student who qualifies for academic dismissal may request to meet with the APC, at the end of the quarter. At the discretion of the APC, a student subject to dismissal may be:
  A. Permitted to remain in attendance with or without contingencies, provisions, or additional requirements;
  B. Withdrawn with stated provisions, contingencies, or additional requirements for returning; or
  C. Permanently withdrawn.

Procedures for Appealing Dismissal by the Progressions Committee
A student has the right to file an appeal directly to the Office of the Dean of the School of Pharmacy if the student believes that the decision was reached as the result of an omission or error. The student should continue to attend classes until the appeal is resolved. The procedure for such appeal is as follows:
  A. The formal appeal must be received by the Office of the Dean of the School of Pharmacy within 5 calendar days following the student's receipt of notification from the Academic Progressions Committee.

B. The student must initiate the process by presenting the appeal in writing using the South University School of Pharmacy Notice of Appeal Form. Appeals submitted for consideration should have clearly stated grounds for such an appeal with objective support for consideration. Proper grounds for appeal include examples such as deviation from proper due process or the existence of previously undisclosed evidence in information pertinent to the action or findings.

C. Once an appeal is received by the Office of the Dean, the Dean or his designee will notify the Chair of the Academic Progressions Committee and the Pharmacy Registrar that an appeal has been filed. After reviewing the student's appeal, a decision will be rendered in writing no later than 10 calendar days after receiving the appeal. The Dean may grant the appeal, reject the appeal or modify the original finding. The decision of the Dean is final.

Satisfying a Deficient Course Grade (Remediation) Policy for Students Entering Prior to June 2025:
Remediation is the process when students retake a didactic course or experiential rotation for full credit in courses or rotations in which the student earned a deficient grade (i.e., a 'D' or 'F') as defined by the School of Pharmacy Grade Scale.

Students should regard remediation as a privilege. Students required to remediate a course or rotation should recognize that the remediation process may delay their graduation date. Remediation is not available when the student earns a second didactic course grade of 0.00 (i.e., an 'F') in quarters one through four or earns two F's in quarters six through nine. Remediation may not be available when the student earns a failing grade resulting from an Academic Integrity violation.

Didactic remediation is required for the single course a student receives a final grade of 0.00 (i.e., an 'F') in quarters one through four, or in quarters six through nine.

- Students remediate didactic courses with a final grade of 0.00 earned in quarters one through four in quarter five prior to starting any Intermediate Pharmacy Practice Experience (IPPE) rotation and remain on-time to graduate with their class.
- Students remediate didactic courses with a final grade of 0.00 earned in quarters six through nine in quarter ten prior to starting any Advanced Pharmacy Practice Experience (APPE) rotation. This delays on-time graduation with their class.

Students are also required to remediate any Intermediate or Advanced Pharmacy Practice Experience (IPPE or APPE) in which they earn a grade < 2.00. Remediation occurs at the earliest module possible secondary to preceptor availability, but delays on-time graduation.

The Academic Progression Committee (APC) may offer a student an opportunity to 'repeat' a course(s) in which the student earned a deficient grade. Students 'repeat' required courses when they are offered in the normal curriculum cycle. Students who repeat a course delay their original graduation date by no less than one year.

The educational objectives for remediated didactic courses are the same as the educational objectives for the course when taught in the regular curriculum. The specific format of the remediated course remains at the discretion of the course coordinators and instructors.

A student must earn a grade ≥ 2.00 for any remediated course or rotation. Students who fail to do so will meet with the APC to discuss their academic progression.

Transcripts: The Registrar records remediated didactic course and/or experiential rotation grades on the student's transcript. The original grade remains on the transcript and the remediated course is recorded in the quarter in which it is taken. While both courses are listed on the transcript, only the remediated course grade is calculated in the Cumulative GPA. Whereas the Registrar adds and annotates the remediated grade with an asterisk. The University uses both the original and remediated grades in the calculation of the student's grade point average.

NOTIFICATION OF APPEAL – COVER PAGE

Please complete this form, in its entirety, and submit with any additional appeal documentation. Further instruction/guidance for submitting appeals can be found in the School of Pharmacy Student Handbook.

PART I: Contact Information

Name: _____

Date: _____   Student ID: _____

Phone #: _____   South University Email: _____

PART II: Reason for appeal (Please select only one of the following)

◯ Grade Appeal

◯ Sanctions of the Academic Progressions Committee

◯ Sanctions related to Clinical Rotations

◯ Satisfactory Academic Progress (SAP) Dismissal

◯ Other: _____

PART III: Recipient of appeal

◯ Dean, School of Pharmacy *(for all <u>APC decision</u> & and <u>unresolved</u> grade appeals)*

◯ Chair, Academic Progressions Committee *(for all <u>SAP Dismissals</u>)*

◯ Faculty Member *(for all <u>grade</u> appeals)*

◯ Assistant Dean for Experiential Education *(for all <u>rotation grade appeals</u>)*

◯ Other: _____

PART IV: Grounds for appeal (Provide primary reason for appeal by choosing one of the below. Attach additional information/description of violation/omission/other issue, if needed.)

◯ Violation of policy and/or procedure

◯ Violation of due process

◯ Information available that was previously omitted or excluded

◯ Other (please attach additional information with explanation)

UPDATED 09.2022 (JS)

ACADEMIC SUCCESS COORDINATOR

An Academic Success Coordinator (ASC) is available on campus to assist students with achieving their academic goals and in acclimating to this fast-paced program. The ASC offers Academic support and guidance to all students who want to strengthen their academic and scholastic skillsets. Resources may include reviewing study skills/strategies, developing detailed study plans/calendars, discussing organizational habits, time management issues, and providing helpful test taking strategies. If needed, the ASC will work with a student to develop an individualized Academic Performance Improvement Plan. The goal of the ASC is to provide all students with the necessary tools to be successful in pharmacy school and beyond.

Contact Information: Melissa R. Osborne, BS, PharmD
Academic Success Coordinator and Assistant Professor of Pharmacy Practice
Phone: 912.201.8131   Office: 332
Email: mosborne@southuniversity.edu

ATTENDANCE

Class attendance and punctuality are expected of all students. While the University maintains minimum attendance requirements, the School of Pharmacy reserves the right to enact more stringent attendance requirements. Failure to adhere to the University attendance policy for any course will result in the administrative withdrawal from the course and potentially the university.

There are three attendance policies (1) the University Attendance Policy, (2) the Course Attendance Policy; and (3) the VA Attendance Policy.

The attendance policies and attendance appeal process are detailed in the South University Academic Catalog at catalog.southuniversity.edu/attendance-policy#.

The appeal form is included on the next page.

If a student has an unfortunate event (death of immediate family member, hospitalization, etc.) take place during a quarter, the student should contact the School of Pharmacy Assistant/Associate Dean of Student Affairs in addition to contacting each course coordinator.

South
UNIVERSITY®

Attendance Appeal Request Form

Students who are administratively withdrawn due to attendance may appeal the decision. Students must complete the Attendance Appeal Request form and submit the form to their Academic Counselor **within 4 calendar days of being administratively withdrawn**.

In order to be considered for an appeal the student must have one of the mitigating circumstances listed in the South University Satisfactory Academic Progression policy found in the academic catalog:
https://catalog.southuniversity.edu/satisfactory-academic-progress-policy#iv-procedures-for-appealing-academic-financial-aid-dismissal-382
Students may be required to submit supporting documentation with their appeal.

The Senior Academic Progress and Remediation Specialist will consider the appeal. The decision of the Senior Academic Progress and Remediation Specialist is considered final.

NOTE: A student's life issues and the student's transition to college are not considered mitigating circumstances under this policy.
****

Student ID Number: _____   Campus:_____   VA (Y/N):_____

First Name: _____   Last Name:_____

Course(s):_____Quarter/Term: _____

Instructor: _____Absence(s) Date or LDA:_____Withdrawal Date: _____

Reason for Absence:

Please detail the circumstances of the REASON FOR ABSENCE(S):

Please indicate your plan to complete the work that was missed during your absence:

Have you been in contact with your instructor about the work you have missed while not in attendance (Y/N)?_____

Student Signature: _____   Date:_____

I understand that by signing this form I am responsible for getting caught up on any missed work during my absence and that I will reach out to my instructor(s) immediately.

Supporting Documentation (Optional):
****
Senior Academic Progress and Remediation Specialist
Final Review Stamp:

AD-Attendance Appeal 2024.05.13

CAPSTONE ASSESSMENTS

Capstone assessments are strategically placed within the Pharm.D. curriculum to assess student knowledge and retention. Examples of capstone assessments include the Annual Comprehensive Exam (ACE) following the completion of year one and year two.

EXPERIENTIAL EDUCATION

The Professional Experiential Education Program (PEEP) provides Doctor of Pharmacy students with a structured, supervised program of participation in the practice of pharmacy. Students have the opportunity to gain real-life experience in problem solving and providing patient care services while applying the basic and pharmaceutical sciences learned in the classroom and practice laboratories. Through the PEEP, the student has the opportunity to continue to mature while moving through the continuum from student to practitioner. Under the supervision of faculty and selected preceptors, the student has the opportunity to learn to make decisions based on professional knowledge and judgment. Broad exposure to as many pharmacy activities as possible, as well as significant personal study and reflection, can help to facilitate this transition.

For more information on the Experiential Education Program please consult the Student/Preceptor Experiential Education Handbook online.

EXAM AND EXAMSOFT POLICY

Introduction to ExamSoft/Examplify: Examplify is an assessment program developed and licensed by ExamSoft®. This program enables exam takers to securely take examinations downloaded to their own laptop computers by blocking access to files, programs, and the internet during an exam. Once the exam begins, students can work only on the exam and cannot regain access to their files until they exit the exam. The program has a safety feature to preserve a student's exam even if the laptop is shut off, crashes, or freezes. A dialog box appears informing the student that an unfinished exam has been located and gives the student an option of continuing the exam or, if the student is finished and wants to exit, of exiting the exam. The application saves the student's exam every 60 seconds and creates multiple backup copies, all of which are stored in encrypted format on the student's hard drive. If the student's laptop crashes during an exam and there are problems with rebooting it, an encrypted copy of the exam will be on the laptop, which only authorized School of Pharmacy personnel can retrieve.

At the end of an exam, students upload their exam answers to a secure server via the internet. The answer files are retrieved and graded by the professors. Penalties for non-compliance with the ExamSoft Policy may be applied at the discretion of the course coordinators and may include penalties outlined in the course syllabus and/or an academic integrity violation.

1. **Basic Information:** Students must install the software and complete the process of registering their computers with ExamSoft® prior to the first day of class. This can be completed by following the installation instructions provided by the ExamSoft® link that is e-mailed to the students.
   a. The subscription fee is to be paid by the student directly to ExamSoft® using a credit card or other acceptable form of payment.
   b. The subscription fee is non-refundable.
   c. Students must renew the ExamSoft® subscription each academic year for three years. Students will be notified by ExamSoft® via email when the new subscription is activated.

2. It is the student's responsibility to provide his/her own laptop and power cord and to install the ExamSoft® software on the laptop.
    a. It is the student's responsibility to make sure the laptop/computer is in working condition.
    b. Students are expected to be fully familiar with the equipment and ExamSoft® program.
    c. Technical Support is provided by ExamSoft® phone at 866-429-8889
        i. SUSOP's faculty and tech support staff are not trained to provide ExamSoft technical support and will only be able to assist with maintaining internet connections.

3. In the event of a catastrophic computer failure or other extenuating circumstances (not due to lack of student ExamSoft training/installation or equipment preparation), the student should immediately notify the proctor. An alternative testing method may be provided by the proctor at the exam proctor's discretion.

4. Any attempt to disable or tamper with the security features of ExamSoft® will be treated as an academic integrity violation.

Before the Exam:
1. Student must download the exam. This must be <u>completed</u> prior to the scheduled start time for the examination period. Additional time will not be allowed to accommodate students downloading exams.

2. Updates that automatically run on student's laptop should be scheduled for non-exam times.

3. Students must resolve any ExamSoft® technical problems prior to arrival for the exam. <u>Technical support information is provided above.</u>

4. Students must have the appropriate materials for the exam which may include:
    a. Functioning laptop with ExamSoft® installed, <u>power cord</u>, and charged battery pack (required)
    b. Pen, pencil, calculator, and/or scratch paper if allowed.
    c. Student login and ExamSoft® password
    d. 3M or equivalent privacy filter to cover their laptop screen <u>entirely.</u>

5. Prior to the examination, students will remove all books, backpacks, coats, cell phones, and smart watches from their person and surroundings and place them where the proctor indicates. Use of a cell phone (e.g., conversation, calculator function, texting) is strictly prohibited and may be considered a violation of SUSOP Academic Integrity Policy.
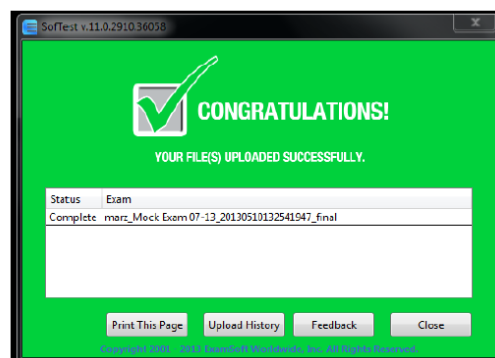
During the Exam:
1. Start Time: Students <u>are not</u> allowed to write/type until instructed to do so by the proctors and must log in with the password once it has been provided.

2. ExamSoft® users who experience software/computer failure should
    a. Notify proctor immediately
    b. Proctor will provide further instructions

3. In the event of a computer issue, due to lack of student preparation as described above, consequences may include the following at the proctor's discretion:
   a. Assignment of a failing grade
   b. Other consequences as defined by course syllabus

4. Questions about the Exam: refer to examination policy defined by course syllabus.

5. Restroom Breaks: During exams, the following restroom break procedures will apply:
   a. To make a request, please speak with the proctor. If approved:
      i. *Cell phone check: Retrieve and give cell phone to proctor OR show proctor that the cell phone in your bag.
      ii. Escort to restroom location: The proctor (or delegate) will escort student to the Dean's Office suite.
      iii. Dean's suite restroom: The student may use this restroom location.
   b. Notes:
      i. Only one student at a time can be on a restroom break.
      ii. Only one restroom break per student can be requested.
   c. Medical Conditions & Special Circumstances: Please work with Dean Tavoloni and/or the course coordinator if you have special circumstances.

1. **After the Exam:** Calling Time: When proctors say "stop," students must stop writing/typing immediately.

2. Students must upload their exam files immediately upon completion of the exam. Penalties for not uploading exams properly may include loss of credit or an academic integrity violation and will be given at the discretion of the course coordinator.

3. When the exam is uploaded, proctor must confirm successful submission of the exam prior to student leaving the room which may include the signing of a roster by the student. ***The exam proctor will confirm notification "green screen" on computer screen (see image).***

4. Following verification of exam submission by the proctor, students should exit the room as quietly as possible. If a student finishes with five (5) or less minutes remaining for the examination, the student may not leave the exam room early. Students should sit quietly with laptop closed until the end of examination period.

5. <u>Students MAY NOT</u> remove any of the exam materials, scratch paper etc. from the classroom.

EXAMS – REMOTE TESTING POLICIES

<u>These policies are applicable only in the event of testing outside the School of Pharmacy when School adopts virtual learning.</u> Policies apply to ExamSoft® and Brightspace® testing platforms. SUSOP Administration and Faculty expect students to uphold the SUSOP Code of Conduct. Any grievances should follow Protocol for Concerns Regarding a Pharmacy Class.

1. Student identity will be confirmed at the beginning of all examinations. All virtual examinations are recorded and monitored.

2. The exam password will be provided less than 5 minutes before the beginning of the exam. Students are required to begin the exam within the first 5 minutes of the scheduled exam time. In the event that an extenuating circumstance causes a late start (e.g., computer malfunctioning, having to call ExamSoft®, etc.), it is the responsibility of the student to alert the course coordinators to this situation as soon as possible.

3. Bathroom breaks are allowed if the student has a documented accommodation which has been presented to the course coordinator. If the student does not have an accommodation and an extenuating circumstance arises that requires a bathroom break, students must notify the course coordinators following the exam.

4. Students are allowed to have a water bottle in the testing area. Water bottles should be clear with no label affixed.

5. Students are required to stay in the testing area for the duration of the exam. It will be the student's responsibility to find an acceptable testing area (i.e., one that limits and/or minimizes distractions). The testing area should be free of other electronic devices (i.e., phones, televisions, secondary computers, etc.) and unapproved resources at the coordinator's discretion (e.g., textbooks, equation sheets, calculators etc.). The space must be well lit, have available internet, and have minimal background movement.

6. Students must ensure that their computer is fully charged prior to the exam. ExamSoft® only requires internet before and during the completion of the biometric scan. Once a student has begun the exam, internet is not required. Students will still be able to take the exam in the event of a lost
Internet connection.

7. Uploading examinations should happen automatically upon reconnection with internet. If the upload is unsuccessful, the student must notify the course coordinator and contact ExamSoft® Support immediately at 1-888-792-3926 to assist with the upload of the examination.

8. All exams must be completed individually. No group work.

9. Due to the remote testing environment, paper exams cannot be provided.

10. The notepad function in ExamSoft® will be enabled for all exams allowing the students to write notes to themselves. Scratch paper may be allowed at the discretion of the course coordinators.

11. Noncompliance with the above policies may result in grade deductions and/or submission of an Academic Integrity violation.

School of Pharmacy Academic Appeals Policy (Final Grade in a Course)

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 seven calendar days following the date final grades are posted for the term. To initiate an appeal, the student must present the appeal in writing utilizing the appropriate School of Pharmacy Notification of Appeal Form to the faculty member in charge of the course. Appeals submitted for consideration should have clearly stated grounds for such an appeal with objective support for consideration.

2. Once the appeal is received by the course coordinator, it is their responsibility to forward the notification of the appeal to the School of Pharmacy Associate Dean for Academic Affairs and the School of Pharmacy Registrar to inform them 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 five calendar days after receiving the appeal.

3. If the faculty member does not resolve the appeal, the student may forward the notification of appeal to the Associate Dean for Academic Affairs within two calendar days. After reviewing the student's appeal, the Associate Dean for Academic Affairs will render a decision in writing no later than five calendar days after receiving the appeal.

4. If the Associate Dean of Academic Affair does not resolve the appeal, the student may present the notification of appeal to the Office of the Dean within two calendar days. After reviewing the student's appeal, the Dean or their designee will render a decision in writing no later than five calendar days after receiving the appeal. The decision of the Dean of the School will be final.

The notification of appeal cover page is located on page 35.

Additional information on Grade Challenges for the School of Pharmacy is provided in the South University Academic Catalog under Academic Affairs, Grading Policies at catalog.southuniversity.edu/.

GRADING AND CREDIT HOURS – SCHOOL OF PHARMACY

Course grades may be based upon components such as quizzes, examinations, participation 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 will make every effort to post graded examinations and assignments promptly. Students may be allowed to review and/or required remediate examinations and assignments after they

have been graded. At that time, faculty members are expected to maintain reasonable availability to address student questions regarding the test.

The School of Pharmacy employs the following grading scale:

Grading Scale

Numeric Grade	Recorded Grade	Numeric Grade	Recorded Grade
90 and above	4.0	74	2.4
89	3.9	73	2.3
88	3.8	72	2.2
87	3.7	71	2.1
86	3.6	70	2.0
85	3.5	69	1.8
84	3.4	68	1.6
83	3.3	67	1.4
82	3.2	66	1.2
81	3.1	65	1.0
80	3.0	64 and below	0.0
79	2.9		
78	2.8	F (Failure)	0.0
77	2.7	WF (Withdraw/Failure)	0.0
76	2.6	NCF (Non-Completion Failure)	0.0
75	2.5	LP (Limited Progress)	0.0

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 (IPPE) and 1.6 credit hours will be assigned for each week of advanced practice experiences/rotations (APPE). 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 Registrar.

The following symbols are used on grade reports, but are not used in the determination of a student's grade point average:

EX	Course exempted
PR	Course credit earned through credit by examination
TR	Course credit through transfer
P	Pass
AU	Audit
W	Withdrawal, no grade penalty
WV	Waiver for a course, does not affect ICR/MTF/CGPA, does not count as an attempt for programmatic progressions
^	Caret symbol, which denotes a developmental course grade

Grades or symbols of "D" (1.0-1.8), "F" (0.0), "W", "WP", "WF", "NCF", and "LP" can negatively affect one or more of the following and should be considered punitive in terms of a student's Satisfactory Academic Progress (SAP): Cumulative Grade Point Average (CGPA), Incremental Completion Rate (ICR) or Maximum Allowable Timeframe (MTF). Refer to the catalog section on Satisfactory Academic Progress

Policy (catalog.southuniversity.edu/satisfactory-academic-progress-policy) for additional information on calculation of CGPA, ICR, and MTF.

Additional information on the School of Pharmacy Grading and Credit Hour policies is provided in the South University Academic Catalog under Academic Affairs, Grading Policies at catalog.southuniversity.edu/.

GRADUATION REQUIREMENTS

Students who have satisfactorily completed all academic requirements and who have been recommended 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 they have met all 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 Interprofessional Education and Community Service requirements.
5. Have completed all legal and financial requirements of the School of Pharmacy.
6. Have exhibited the ethical, professional, behavioral, and personal characteristics necessary for the practice of pharmacy.
7. Have completed an exit interview with the Office of Financial Aid if the student is a recipient of any form of financial aid.

INTER-PROFESSIONAL EDUCATION (IPE) PROGRAM

The Interprofessional Health Science Leadership Council (IPHSLC) is a university-wide IPE committee that develops and conducts the educational activities in cooperation with all programs involved. The South University School of Pharmacy (SUSOP) IPE Committee works with the IPHSLC to ensure pharmacy-specific requirements are met consistent with the ACPE Standards. The SUSOP IPE Committee also plans additional events, monitors participation, and conducts assessments as needed.

The IPHSLC organizes quarterly IPE events. SUSOP students are required to attend a total of 4 of these events during the didactic portion of the curriculum. The typical structure of this phase includes virtual break-out sessions of students to discuss assigned topics. Break-out sessions are facilitated by a faculty member. In addition to the IPHSLC events, SUSOP students have opportunities to participate in Texas Tech's IPE Program, which gives our students exposure to physicians and their students early in the curriculum. Students are required to participate in at least one of these events, but the goal is to plan two events with Texas Tech for each cohort. There are also supplemental activities available, which often include on-campus events with other health programs such as PA and AA.

The SUSOP Inter-professional Education (IPE) Program provides students with a comprehensive, multi-faceted Inter-professional education experience that ultimately prepares students to contribute as a member of an Inter-professional collaborative patient care team.

The goals of the SUSOP IPE Program are:

- To expose students to opportunities for growth in team-based care through didactic, co-curricular, and experiential offerings.
- To systematically support the education of Inter-professional Education Collaborative (IPEC) competencies and expectation of a pharmacy career built on Inter-professional collaborative care.
- To educate and train pharmacy graduates who are prepared to provide patient care among a team of healthcare professionals.

The SUSOP has intentionally developed IPE experiences which are required for graduation through our Personal Professional Development (PPD) Program. As part of the PPD Program, students are expected complete all IPE requirements, which include four (4) didactic experiences based on the IPEC core competency domains:
1. Values/Ethics for Inter-professional Practice
2. Roles and Responsibilities
3. Inter-professional Communication
4. Teams and Teamwork

Additional details of the School of Pharmacy IPE program is provided in the Personal Professional Development (PPD) Program section of the Student Handbook.

LEAVE OF ABSENCE AND 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, personal or public safety and orderly operation.

A student wishing to withdraw from further study at the School or take a Leave of Absence 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 Assistant Dean for Student Affairs to discuss the reason for the withdrawal.

3. If the student still wishes to go through with the withdrawal or leave of absence, he or she must make a written request to the Office of the Dean of School of Pharmacy who will make a final determination. All appropriate communication regarding withdrawals and reinstatements shall be issued from the Dean or his/her designee who will notify the appropriate parties.

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

PROTOCOL FOR CONCERNS REGARDING A PHARMACY CLASS

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 initially speak to the faculty member directly. If the concern involves additional members of the class, it should be taken to the appropriate class officer so that he or she might sample class opinion to find out the extent of the concern. If, in the opinion of the class officer, the concern is valid, the class representative should bring the matter to the attention of the faculty member 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 Department Chair. The following outlines the appropriate chain of command.

- Course Instructor
- Course Coordinator
- Department Chair for the Course Coordinator
- Associate Dean of Academic Affairs
- Dean of the School of Pharmacy

If the concern cannot be resolved at an earlier level, the concern may be brought to the Dean of the School of Pharmacy. The decision of the Dean will be final.

RECORDED LECTURES

When a student is absent from class for an extended period of time he/she may receive recorded class lectures, if the absence is approved by the Associate/Assistant Dean of Student Affairs and the Course Coordinator. The Course Coordinator will provide the student with the lecture.

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 student's responsibility to demonstrate mastery of knowledge and skills that lead to life- long learning.

This section lists student responsibilities in effect at South University for School of Pharmacy students. These regulations have been adopted to ensure the safety and well-being of the student body and the orderly operation of the University.

The three main documents to be aware of include the following:

- South University Academic Integrity Policy,
- South University Code of Conduct, and
- The Code of Professional Behavior.

ACADEMIC INTEGRITY POLICY – SOUTH UNIVERSITY

South University Honor Code
While I attend South University, I will be a fair, ethical, and honorable student and promote others' fair, ethical, and honorable conduct. I will not cheat, and I will not help others to cheat. I will do my own work and give proper and truthful reference to those whose work has contributed any content to mine.

Academic Integrity
South University defines academic integrity as the complete, accurate, specific, and truthful representation of authorship, origin of ideas, mastery of material, and data, including access to and authorized use of resources. Students must maintain academic integrity in all activities, including observing and reporting academic integrity violations committed by others.

Academic Dishonesty
Academic dishonesty is defined as the use of unauthorized materials or assistance with the intent to deceive the instructor. Violations of the South University Academic Integrity Policy typically fall into the following categories: Cheating, Plagiarism, Fabrication, Sabotage, and Academic Misconduct. Violations of academic integrity must be reported by students, faculty and administrators.

Violations of Academic Integrity
- **Cheating**. Receiving unauthorized assistance on tests/examinations or other academic work. *Contract Cheating* is a form of cheating in which students get another to complete their coursework (paid or unpaid). Cheating also includes *collusion* in which students participate in unauthorized conspiring with another for work offered as credit.
- **Plagiarism**. The practice of taking someone else's work or ideas and passing them off as your own work or ideas. *Self-plagiarism* is a form of plagiarism in which students submit an identical or very similar work without receiving permission from the current faculty member prior to submission.
- **Fabrication**. Inventing or falsifying information or data.
- **Sabotage**. The willful attempt to hinder another student's work.
- **Academic Misconduct**. Includes the alteration of grades, involvement in the acquisition or distribution of un-administered tests, or failure to report integrity violations committed by others.

Classification of Academic Integrity Violations and Possible Penalties
As part of the South University Academic Integrity Policy, students must maintain academic integrity in all activities up to and including observing and reporting integrity violations committed by others. Students who fail to report a witnessed potential violation of Academic Integrity policy will be counseled regarding the importance of so doing and the negative academic impact of failing to report such violations. Repeated

instances of failure to report a violation may be referred to the Dean of Academic Affairs and Retention (all programs excluding Pharmacy; for Pharmacy, referrals will be made to the Pharmacy Associate Dean of Academic Affairs) and may result in increasing level violations.

Violations of academic integrity are classified based on the level of seriousness. Brief descriptions, examples, and recommended penalties are provided below. These are general descriptions and should not be considered all-inclusive.

Level One: *Warning*
Level One warnings consist of instances wherein, in the opinion of the faculty member, the student's actions were not intentional. A Level One warning is considered an academic issue, not a disciplinary offense. However, all incidents of Level One warning will be recorded in the student's academic record (all programs excluding Pharmacy; for Pharmacy, all incidents will be recorded by the Associate Dean of Academic Affairs).
Examples of Level One Warnings include, but are not limited to:
Plagiarism
- Improper citation or referencing resulting from unintentional misrepresentation of a source.
- Citation of information not taken from the source indicated.

Level One Recommended Penalty: Resubmission of the assignment with corrections for partial credit (at the instructor's discretion).

Level Two: *Violation*
Level Two Violations consist of instances when, in the opinion of the faculty member, one or both of the following conditions exists:
- The student's actions constitute a violation of academic integrity that cannot be dismissed as the likely result of inexperience or otherwise deemed unintentional.
- The student has previously committed a Level One infraction, receiving a warning, and has repeated the same or similar infraction.

Examples of Level Two Violations include, but are not limited to:
Cheating
- Unauthorized assistance with academic work.
- Allowing another student to copy one's work.
- Copying from another student's work.

Plagiarism
- Quoting another person's words directly or use of another's ideas, opinions, or theories without acknowledging the source.
- Using facts, statistics or other illustrative material taken from a source without acknowledging the source, unless the information is common knowledge.
- Submitting a computer program, or any other creative work or intellectual property as defined by the discipline, as original work, which duplicates, in whole or in part, without citation, the work of another.
- Submitting identical or very similar work more than once without receiving permission from the current faculty member prior to submission.

Fabrication
- Listing of sources in a bibliography or other report not used in that project.

Sabotage

- Providing incorrect information to another person about any matter, with the intent to harm another student's academic performance or character

Level Two Recommended Penalty: A grade of 0.00 awarded for the assignment.

Level Three: *Violation*

Level Three violations consist of instances when, in the faculty member's opinion, one or both of the following conditions exist.

- The student's actions are a repeat offense of a Level Two violation.
- The student's actions are initial offenses of academic misconduct of a more serious nature than a Level Two Violation.

Examples of Level Three Violations include, but are not limited to:

Cheating

- Using or attempting to use unauthorized material, aid or device prior to or during an examination (includes tests and quizzes).
- Conspiring and colluding with another person during an exam by giving or receiving information without permission from the faculty member. This includes giving, receiving, using, or attempting to give, receive, or use unauthorized assistance/material/device(s) in connection with any examination.
- Replicating, or attempting to replicate (orally, manually, electronically, or photographically), without authorization, an administered secure examination, which has been designated for viewing only (such as Respondus).
- Hiring a person or company to complete an academic assignment or examination (paid or unpaid).
- Submission as one's own of any academic work prepared in whole or in part by others, unless the assignment is designed for student collaboration.
- 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.

Plagiarism

- Multiple submissions of plagiarized work in more than one course.

Fabrication

- Fabricating data or source information in experiments, research projects, or other academic exercises.

Sabotage

- Intentionally revising another's written work.
- Intentionally keeping necessary resources, such as library books or articles from another.

Academic Misconduct

- Altering graded test answers and then claiming the faculty member inappropriately scored the examination.
- Unauthorized access to or use of someone else's computer account or computer files for any unauthorized purpose.

Level Three Recommended Penalty: A failing grade (F) in the respective course and probation or suspension* from the University with a notation of "disciplinary suspension" placed in the student's academic file. * = *Note*: suspension from online courses is also suspension from campus-based courses. Students may apply for re-entry at the end of the suspension period, based on individual program policies.

Level Four: *Violation*

Level Four violations are the most serious breaches of academic integrity. Level Four violations occur when, in the opinion of the faculty member, one or more of the following conditions exist:

- The student's actions are a repeat offense of a Level Three violation.
- The student's actions are initial offenses of academic misconduct of a more serious nature than a Level Three violation.
- The student's actions represent any degree of infraction relating to a senior thesis.
- The student's actions involve academic dishonesty committed after suspension for a previous violation or while on probation from an earlier violation.

Examples of Level Four Violations include, but are not limited to:

Cheating

- Multiple submissions of academic work prepared in whole or in part by others, unless the assignment allows students to work collaboratively.
- Repeated instances of cheating on academic work.
- Misrepresentation (or falsification) of digital identity to complete multiple assignments within a course.
- Hiring a person or company to complete multiple assignments, an exam, or an entire course (paid or unpaid).

Plagiarism

- Submitting an entire paper or project authored by another as your own. A violation can occur whether or not the content is purchased or obtained for free.

Fabrication

- Multiple incidents of fabricating data or source information in experiments, research projects or other academic exercises.

Sabotage

- Intentionally revising another's written work or intentionally keeping necessary resources, such as library books or articles, from another.

Academic Misconduct

- Changing, altering, falsifying, or being an accessory to the changing, altering, or falsifying of a grade report or form, or entering any university office, building or accessing a computer or storage source for that purpose.
- Coercing any other person to obtain an un-administered test.
- Stealing, buying, selling, giving away, or otherwise obtaining an un-administered test/examination or term papers or works of art.
- Creating illegal accounts, changing files, or securing of passwords illegally.
- Destroying computer or storage accounts without authorization.

Level Four Recommended Penalty: Expulsion from the University and a permanent conduct dismissal notation on the student's academic file.

Procedures for Infractions

Violations of the South University's Academic Integrity Policy require completion of the Academic Integrity Violation Report (AIVR). The AIVR must be submitted to the Dean of Academic Affairs and Retention and Dean of the College/School, with copies to Department Chair/Program Director and *Associate/Assistant* Dean of Student Affairs (all programs excluding Pharmacy; for Pharmacy, reports are submitted to the Associate Dean of Academic Affairs). The burden of proof shall be upon the faculty member bringing the

charges to substantiate the violation. All faculty are expected to keep thorough records and documentation with copies of the work submitted.

In the cases of Level One warnings or Level Two violations, the faculty member will meet with the student to outline the charge, including the level of violation and penalty. The penalty imposed by a faculty member must be recorded on the AIVR and forwarded to the Dean of Academic Affairs and Retention and College/School Dean, with copies to the Program Chair/Program Director and Dean of Student Affairs (all programs excluding Pharmacy; for Pharmacy, reports are submitted to the Associate Dean of Academic Affairs). All student/faculty member conferences regarding Level Three and Level Four violations will be informational only. The penalty for level three violations will be determined by the Dean of Academic Affairs and Retention (all programs excluding Pharmacy; for Pharmacy, the Associate Dean of Academic Affairs will determine the imposed penalty). Level Four violations will be referred to the Integrity Committee, who will evaluate the evidence presented and recommend a penalty.

Integrity Committee
The Integrity Committee is comprised of five full-time faculty members with one representative from each College/School. Members will be appointed by the Dean of the College/School to serve a two-year term. An alternate representative will be selected if a faculty member is involved in the AIVR or where their participation creates an appearance of impropriety in the integrity process.

Procedures for Infractions Involving Online Courses
If the faculty member suspects a violation of the South University Academic Integrity Policy, they will first meet with the student to discuss the incident. The incident report and supporting documentation, such as the student's assignment and information on the sources in question, will be used to determine the severity or level of the violation. The number of previous violations committed will be taken into consideration.

Upon receiving confirmation on the level of the incident, the faculty member will notify the student and complete the assignment's grading. Depending on the level of the incident, further action(s) may be taken by the Dean of Academic Affairs and Retention and/or Dean of the School of Pharmacy/Assistant Dean of Academic Affairs.

Appealing an Academic Integrity Violation Charge
Students are encouraged to attempt to resolve any academic issues with their faculty member. When that process has been exhausted, and a penalty has been imposed, the student may accept the penalty or file a written appeal, as noted below.

All written appeals must be filed within seven (7) calendar days of the date of the imposed, starting at 12:01 a.m. on the day following when the penalty was imposed. Appeals received beyond this deadline will not be considered and the penalty will be upheld. Should an Academic Integrity incident not be resolved by the end of the class session, a grade of "I" will be assigned until the violation has been processed. It is the responsibility of the student to appeal any adverse decision, at each step of the process, to the next level. All appeals must be within seven (7) calendar days of the prior decision. Students are responsible for submitting appeals at each level within the established deadlines; no exceptions will be granted beyond this exact timeframe.

Any written appeal by the student must be filed within the specified period of time (i.e., 7 calendar days) and include:

- A clear statement of the nature of and reason(s) for the appeal including any defenses or mitigation.
- A clear concise statement of the material facts with appropriate supporting documentation.

Appeal of Academic Integrity Violation Charge/Imposed for Campus-based Students

For Level One Warnings and Level Two Violations:
The student must file a written appeal to the Dean of Academic Affairs and Retention, who will forward it to the appropriate individual for all programs. Students in the School of Pharmacy must submit a written appeal to the Dean of the School of Pharmacy.
- The **first level of appeal** is to the Program Director/Department Chair or a faculty member designated by the College Dean. For campus-based students enrolled in an online course, the first level of appeal is to the Online Program Director.
- The **second level of appeal** is to the Dean of Academic Affairs and Retention at the South University campus where the student is enrolled. The second level of appeal in the School of Pharmacy is the Associate Dean of Academic Affairs for the School of Pharmacy.
- The **third and final level of appeal** is to the College/School Dean responsible for the specific course in which the violation occurred. The decision of the College/School Dean is final, without the possibility of further appeal.

For Level Three Violations:
- The **first level of appeal** is to the College/School Dean responsible for the specific course in which the violation occurred.
- The **second level of appeal** is to the Vice Chancellor of Academic Affairs. The decision of the Vice Chancellor of Academic Affairs is final, without the possibility of further appeal.

For Level Four Violations:
- The **only and final appeal** is to the Vice Chancellor of Academic Affairs. The decision of the Vice Chancellor of Academic Affairs is final, without the possibility of further appeal.

Attorneys, Parents, or Guardians
As this is an academic process of South University, no official or unofficial legal representation will be allowed to partake in any of the above-identified proceedings. However, students may invite one designated person to attend meetings with university personnel during the appeal process with the understanding their presence is strictly to observe the proceedings and provide support for the student (with FERPA consent on file). The designated person is not otherwise allowed to participate in or interfere with the Academic Integrity adjudication process.
The Academic Integrity Violations Report (AIVR) and all documentation related to the incident will remain in the student's official academic record.

Student Academic Integrity Violation Reporting
Any student may submit an academic integrity violation report to the Dean of Academic Affairs and Retention for their campus. (all programs excluding Pharmacy; for Pharmacy, reports are submitted to the Associate Dean of Academic Affairs). For online students, reports may be made to your course faculty and/or sent to [SUOStudentAffairs@southuniversity.edu.](mailto:SUOStudentAffairs@southuniversity.edu)

The South University Academic Integrity Policies are located in the Academic Affairs section of the South University Academic Catalog at catalog.southuniversity.edu/south-university-academic-integrity-policy.

CODE OF CONDUCT – SOUTH UNIVERSITY

South University is committed to the development of knowledge and ethics that are consistent with responsible professional and social behavior. During orientation to the program, each student receives a copy of the School of Pharmacy Student Handbook (this document), and the South University Student Handbook (catalog.southuniversity.edu/south-university-student-handbook). These documents govern student activity while enrolled in the South University School of Pharmacy Program. Students are expected to meet academic requirements and demonstrate a sense of responsibility with an understanding of and respect for the rights of others. The atmosphere of the University reflects these goals; and, in turn, each student must be aware of his/her individual responsibility to act accordingly. By enrolling as a student at South University, Savannah, a student agrees to abide by the rules and regulations of South University.

The policies concerning student behavior are outlined in the Conduct and Behavior Policy section of the South University Student Handbook at catalog.southuniversity.edu/conduct-and-behavior-policies. Alleged violations of the University's Code of Conduct will be referred to the *Associate/Assistant* Dean of Student Affairs. The South University Code of Conduct also applies to online activities outside the online classroom that occur on South University websites.

ANTI-HAZING POLICY – SOUTH UNIVERSITY

Hazing involving South University students or student groups is strictly prohibited. Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any club or organization operating under the sanction of an institution of higher education.

For purposes of this definition, any activity as described in this definition that the initiation or admission into or affiliation with a club or organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding. This policy is applicable to all students and members of a student club or organization at South University. Every student and member of a student club or organization is responsible for complying with this policy.

Individuals and/or student clubs that force, require, and/or endorse violations will be held directly responsible through the university student conduct process and if appropriate, through local authorities, which may pursue criminal action. Students who wish to make a complaint under this policy should contact the Assistant/Associate Dean of Student Affairs. The negligence or consent of a student or any assumption risk by the student is not a defense to an action brought pursuant to this policy. Student club activities or programs must not interfere with the rights and activities of others and should always reflect the best interests of the members of the organization it represents and the college community as a whole. In all cases of alleged violations of this policy, faculty and staff advisors and the national/international headquarters, if applicable, of any organization will be notified.

The Doctor of Pharmacy program is designed to prepare students to seek a respected profession and is committed to helping students hone their talents and abilities appropriately. The South University School of Pharmacy chooses to promote professionalism at every level of its program in order to offer the greatest benefit to the student. According to the results of an AACP/APhA Task Force on Professionalism:

"Experience has shown that the attitudes and behaviors that characterize professionalism cannot be learned from a textbook or lecture. Rather, they must be actively acquired and inculcated through the process of professional socialization…the development of professionalism must begin at the earliest stages of professional education. Thus, schools and colleges of pharmacy play a critical role in this process."
                    White Paper on Pharmacy Student Professionalism. J Am Pharm Assoc 2000; 40(1) 96-102.

Attitudes and behaviors are important indications of a students' ability to fulfill his/her professional responsibilities with patients and with the public in general. Accordingly, all Doctor of Pharmacy students are expected to abide by the professional competencies listed below and to strive to grow and learn during their tenure as students.

Professional Competencies
I. Respect for faculty, staff, peers, patients and other health professionals in the classroom, in practice, or any other setting.
  ▪ Act in a mature and professional manner.
  ▪ Display courtesy and sensitivity in written, electronic and oral communication.
  ▪ Use appropriate language and tone in all communications.
  ▪ Demonstrate regard for an individual's position, time, commitments, and accomplishments.
  ▪ Meet with faculty or staff when requested and keeps appointments.
  ▪ Demonstrate thoughtfulness and respect when interacting with clinical instructors.

II. Promote a positive learning environment in the classroom, laboratory, and clinical setting
  ▪ Show respect for the beliefs, opinions and values of others.
  ▪ Remain attentive and actively participate in learning experiences.
  ▪ Avoid behavior that distracts others in the class.
  ▪ Ask appropriate questions in a professional manner.
  ▪ Display a positive attitude when receiving constructive criticism.
  ▪ Comply with policies in each course syllabus, particularly punctuality and attendance policies and assignment due dates.
  ▪ Communicate with faculty members promptly regarding any absences and make up missed work in a timely manner.

III. Respect for University and School of Pharmacy Policies and Procedures
  ▪ Read and understand the requirements of the School of Pharmacy.
  ▪ Comply with the University Code of Conduct and the Honor Code.
  ▪ Dress appropriately and in compliance with the dress code.
  ▪ Respect the cleanliness of the facilities and abide by the food and drink policy.

Students who violate the Code of Professional Behavior will be subject to the detailed policy listed below.

Procedure: Any member of South University including students, faculty members, preceptors, guest lecturers or staff members may report a student behavior to the Assistant/Associate Dean of Student Affairs for unprofessional behavior. The individual who encounters the problem is encouraged to bring the incident or behavior to the offending student's attention in an attempt to resolve it. Either way, complaints should be reported to the Assistant/Associate Dean of Student Affairs (ADSA) in writing and submitted as soon as possible after an incident occurs. The University-wide incident report should be used, but a narrative account via email will be accepted.

1. The ADSA shall promptly review and investigate the complaint to determine if the allegation has merit and to identify violations of the professional behavior policy.

2. The ADSA will meet with the student in person within five (5) business days to counsel him/her on the seriousness of the behavior and the potential consequences to the student including potential dismissal from the School of Pharmacy. At the conclusion of the session, the ADSA will determine if the student is "In violation" of the Professional Behaviors policy or "Not in violation." A violation will result in a written warning and will be documented. The session will also include strategies to correct the behavior. The ADSA will notify the person who initiated the complaint that the student has been counseled.

3. If the same student receives a second complaint, the ADSA will forward the matter to the Professional Standards Committee within five (5) business days. The Professional Standards Committee is a group of faculty members appointed by the Dean of the School of Pharmacy. The student will appear before the committee to discuss the behavior. The committee may determine that the student be given a primary or discretionary sanction.

4. For three or more complaints with professional behavior, the ADSA will notify the student and the Professional Standards Committee. The student will again appear before the committee to discuss the behavior. The committee will then recommend an appropriate course of action based on the seriousness and the type of behavior. Consideration will be given to prior violations and sanctions. The Professional Standards Committee will recommend a primary sanction be given to the student and may recommend a discretionary sanction(s).

Primary Sanctions:
- Professional Probation in the School of Pharmacy for a specific period of time
- Suspension from the School of Pharmacy for a specific period of time
- Dismissal from the School of Pharmacy

Discretionary Sanctions:
- Apology
- Restriction of Privileges
- Educational Sanctions (papers, presentations, research assignments, etc.)
- Counseling Sessions
- Restitution

Students may appeal violations and sanctions to the Dean of the School of Pharmacy or his designee by writing a letter to the Dean using the proper School of Pharmacy Notification of Appeals form stating the grounds for the appeal. Appeals submitted for consideration should have clearly stated grounds for such

an appeal with objective support for consideration. Proper grounds for an appeal include such non-limiting examples as deviation from proper due process or the existence of previously undisclosed evidence or information pertinent to the action or findings. In all cases, the Dean will render a written decision on the appeal within seven calendar days of the receipt of the appeal. The decision will be final.

GENERAL COMPLAINT PROCEDURES– SOUTH UNIVERSITY

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 Campus Dean of Academic Affairs and Retention 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 Campus Dean of Academic Affairs and Retention 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 Assistant Vice Chancellor for Student Services. 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:

State/Agency: Georgia Nonpublic Postsecondary Education Commission
Brief Description of Complaint Process: Any student who feels that an institution for which GNPEC is the complaint agent has not adequately addressed a complaint, or who feels that the institution is not in compliance with the Commission's Minimum Standards, may file a formal complaint. In order to be considered, a formal complaint must be submitted in accordance with the Commission's Complaint Procedures by using its online complaint form. The complaint must include documentation of the basis of the complaint and of the final determination from the institution indicating no further institutional review is available. If preliminary findings indicate a violation of GNPEC regulations by the institution or a failure to follow its procedures, the Commission shall attempt to resolve the complaint through mediation. All parties will be notified in writing of the outcome of the investigation. In order to be reviewed by the Commission, the complaint must be filed within 90 calendar days of the final resolution from the institution, and it must include the following:

    Basis for any allegation of noncompliance with GNPEC standards or requirements;
    All relevant names and dates and a brief description of the actions forming the basis of the complaint;
    Copies of all documents or materials related to the allegations, including institutional responses documentation and/or analysis;
    Proof of completion of the institutional complaint or grievance process; and
    Desired resolution.
The Commission will not review a complaint that fails to provide complete information or does not address an issue that can be reviewed. In no instance will a complaint be accepted for review that has not completed the process published by the institution.
Link: https://gnpec.georgia.gov/student-complaints

Additional information on the South University General Complaint Policy is located in the Student Affairs section of the Academic Catalog under "Policies" at https://catalog.southuniversity.edu/policies.

COMPLAINTS REGARDING ACPE STANDARDS

ACPE has an obligation to assure itself that any institution which seeks or holds a pre-accreditation or accreditation status for its professional program(s) conducts its affairs with honesty and frankness. A complaint against a college or a school of pharmacy must be related to the standards or the policies and procedures of ACPE and must be submitted in writing to the Executive Director. Any student who has a complaint about the ACPE standards being met should refer to the Council's website: acpe-accredit.org/complaints.

SCHOOL OF PHARMACY DRESS CODE POLICY

South University School of Pharmacy (SUSOP) encourages a culture of professionalism among its students, faculty, and staff. Students enrolled in the Doctor of Pharmacy Program are expected to follow the school's professional dress guidelines during classes, labs, experiential rotations, and while participating in any school-related responsibilities such as service learning or professional organization events. Specific dress requirements should be in alignment with each academic or practice setting. General guidelines are as follows:

General Appearance and Hygiene Guidelines (All Settings)
- Clothing must be clean, neat, and in good repair (no rips, holes, or frays).
- Students must maintain good personal hygiene.
- Hair should be tidy, non-distracting, and well-kept.
- Fragrances should be minimal, especially in patient-care environments.
- Facial hair must be clean and groomed.
- Undergarments should never be visible.
- Clothing that is excessively revealing or tight (cleavage, midriff, visible underwear, see-through material) is not permitted.
- Offensive language, images, or symbols on clothing are prohibited.
- Students should consider how their attire reflects professionalism and may influence perceptions by faculty, colleagues, and patients.
- If unsure about appropriate dress, students should consult the Student Affairs office.

Campus-based Activities

A. **Classroom Attire (Mondays, Wednesdays, and Thursdays):** In general, students should wear ***business casual*** attire that is clean, appropriate, and not revealing. Students should also wear the approved SUSOP logo scrubs and/or approved color(s) scrubs in the laboratory. Students may wear SUSOP scrubs (top and bottom) in approved colors for didactics.

Acceptable Attire:
- Clean, ironed slacks or professional skirts/dresses (2-4 inches above the knee).
- Button-down shirt, blouse, or dress top with modest neckline.
- Khakis and slacks (no denim/jeans colors).

- Polo shirts, collared shirts, blouses, sweaters.
- Closed-toe shoes, dress flats and sandals, and clean sneakers.
- Blazer or suit jacket (optional but required for formal events).
- Tie (optional but required for formal events).
- SUSOP-branded scrubs or non-branded scrubs in approved colors. Must be worn as a pair (top and bottom). *T-shirts, sweatshirts, hoodies, are not permitted as tops with bottom scrubs.

Not Acceptable Attire:
- Denim or jeans of any kind.
- T-shirts or casual tops.
- Sweatshirts or hoodies.
- Shorts.
- Leggings, yoga pants, sweatpants, or athletic wear.
- Skirts or dresses (no more than 2-4 inches above the knee).
- Pajama-style outfits or loungewear.
- Revealing clothing (e.g., low-cut tops, crop tops, off-the-shoulder blouses).
- Flip-flops, casual sandals, crocs, beach or shower shoes, or bare feet.
- Baseball caps, stocking caps, hoods, beanies, or hats with brims worn indoors. Head coverings, considered a part of religious or cultural dress, and for medical reasons, are permitted.

B. **Clinical Activity/ Laboratory:** Students should refer to the Laboratory/Clinical Activity Syllabi for specific dress code requirements in these settings. Generally, SUSOP laboratory **approved scrubs** should be worn during all laboratories and clinical activities. In some cases, white laboratory coats may be required.

General Requirements:
- ***SUSOP scrubs in approved color(s).***
- Closed-toe and closed-back (no crocs) shoes must be worn at all times in laboratories.
- Long hair must be tied back.
- Nails must be short and clean.
- Avoid jewelry that can be caught in rotating lab equipment.
- Goggles must be worn when required, especially if wearing contact lenses.
- White laboratory coats may be required at the discretion of the course coordinator.

C. **Flex Days (Tuesdays and Fridays, except for lab):** Students may wear **casual** attire that is clean, appropriate, and not revealing. Comfort is encouraged, while still maintaining a respectful environment.

Acceptable Attire:
- Casual tops (T-shirts, polos, sweatshirts, hoodies).
- South University, SUSOP, and Student Organizations tops are highly encouraged.
- Shirts and T-shirts must be free of pictures or writing that is discriminatory or derogative in nature.
- Denim or Jeans (must be free of holes, rips, and tears).
- SUSOP-branded scrubs or plain scrubs (royal blue and black preferred). *T-shirts, sweatshirts, hoodies, are permitted as tops with bottom scrubs.
- Casual sneakers, closed-toe shoes, , dress flats, and dress sandals.

Not Acceptable Attire:
- Tank tops, crop tops, spaghetti strap tops, off-the-shoulder shirts.
- Leggings, yoga pants, sweatpants, or athletic wear.
- Skirts or dresses (more than 4 inches above the knee).
- Sweatpants, pajama-style outfits, or loungewear.
- Shorts.
- Ripped or distressed jeans.
- Tight, revealing, or see-through clothing.
- Flip-flops, beach or shower shoes, crocs, or bare feet.
- Baseball caps, stocking caps, hoods, beanies, or hats with brims worn indoors. Head coverings, considered a part of religious or cultural dress, and for medical reasons, are permitted.

Experiential/Clinical Settings: Experiential and clinical settings include introductory and advanced rotations and other professional activities sponsored or required by the school. Students should begin every experiential rotation/clinical experience in **professional attire**. However, depending upon the activities and expectations of the site, preceptors may modify dress code requirements depending on the demands of the site/practice (see Experiential Education Preceptor/Student Handbook, Professional Conduct and Dress Code). Students that do not adhere to the professional expectations of the school and/or partner site will be asked to leave the site or activity.

Compliance: Non-compliance and the violation of the dress code may result in:
- Removal from class, lab, or practice site.
- Referral to the SUSOP Office of Student Affairs and/or Professionalism Standards Committee.
- Documentation in the student professionalism file.
- Required professionalism in education course(s).

Please refer to the Code of Professional Behavior in the Student Handbook for more information on professionalism policies and procedures.

Note for Reference:
Students are encouraged to dress with the expectations of future colleagues and patients in mind when selecting attire for any academic or professional activity. If there are any questions about what is

considered appropriate, students should reach out to the Associate Dean of Student Affairs for guidance. This is not an exhaustive list of attire, and may be modified at any point.

NON-DISCRIMINATION POLICY – SOUTH UNIVERSITY

South University does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, gender identity or expression, disability, age, religion, marital status military status, genetic marker, or any other characteristic protected by state, local or federal law, in our programs or activities. South University provides reasonable accommodations to qualified individuals with disabilities. South University will not retaliate against persons bringing foreword allegations of harassment or discrimination. The Interim Dean for South University School of Pharmacy, Savannah has been designated to handle inquiries and coordinate the school's compliance efforts regarding the Non-Discrimination Policy. For additional information contact Interim Dean Adegoke Adeniji at aadeniji@southuniversity.edu or 912.201. 8157.

CO-CURRICULAR ACTIVITIES
PERSONAL PROFESSIONAL DEVELOPMENT PROGRAM

Doctor of Pharmacy students are expected to display personal and professional growth inside and outside the curriculum. The SUSOP has developed the Personal Professional Development (PPD) program, which is guided by the Curricular Outcomes and Entrustable Professional Activities (COEPA). The goal of the PPD program is to help students achieve and document growth in a variety of professional areas.

To successfully complete the PPD requirements of the program students must complete 12 hours of community services and the educational activities in each of the PPD outcomes listed below:

Personal Professional Development (PPD) Outcomes

1. **COMMUNITY SERVICE:** Be of service to others by honoring the ideals of the SUSOP SERVICE Prescription.
2. **INTERPROFESSIONAL COLLABORATION (COLLABORATOR)** – The graduate is able to actively engage and contribute as a healthcare team member by demonstrating core interprofessional competencies (COEPA2.1.h).
3. **ADVOCACY (ADVOCATE)** – The graduate is able to promote the best interests of patients and/or the pharmacy profession within healthcare settings and at the community, state, or national level (COEPA2.1.f).
4. **COMMUNICATION (COMMUNICATOR)** – The graduate is able to actively engage, listen, and communicate verbally, nonverbally, and in writing, when educating or interacting with an individual, group, or organization (COEPA 2.1.c)
5. **CULTURAL AND STRUCTURAL HUMILITY (ALLY)** – The graduate is able to mitigate health disparities by considering, recognizing, and navigating cultural and structural factors (e.g., social determinants of health, diversity, equity, inclusion, and accessibility) to improve access and health outcomes (COEPA 2.1.d).
6. **EDUCATION (EDUCATOR)** – Educate all audiences by determining the most effective and enduring ways to impart information and assess understanding.
7. **INNOVATION/ENTREPRENEURSHIP (INNOVATOR)** – Engage in innovative activities by using creative thinking to envision better ways of accomplishing professional goals.
8. **LEADERSHIP (LEADER)** – The graduate is able to demonstrate the ability to influence and support the achievement of shared goals, regardless of one's role (COEPA 2.1.j)
9. **PROBLEM SOLVING PROCESS (PROBLEM-SOLVER)** – The graduate is able to use problem solving and critical thinking skills, along with an innovative mindset, to address challenges and to promote positive change (COEPA 2.1.b).
10. **SELF-AWARENESS (SELF-AWARE)** – The graduate is able to examine, reflect on, and address personal and professional attributes (e.g., knowledge, metacognition, skills, abilities, beliefs, biases, motivation, help-seeking strategies, and emotional intelligence) that could enhance or limit growth, development, and professional identity formation (COEPA 2.1.k).
11. **RESEARCH/SCHOLARSHIP (RESEARCHER)** Hands-on engagement in the practice or clinical, laboratory or epidemiological, or academic research.
12. **PROFESSIONALISM (PROFESSIONAL)** – The graduate is able to exhibit attitudes and behaviors that embody a commitment to building and maintaining trust with patients, other health care providers, and society (COEPA 2.1.l).

The following COEPAs are developed through the didactic and experiential curriculum and do not need to be completed through the PPD program.

2.1.a SCIENTIFIC THINKING (LEARNER) – The graduate is able to seek, analyze, integrate, and apply foundational knowledge of medications and pharmacy practice (biomedical; pharmaceutical; social, behavioral, and administrative; and clinical sciences; drug classes; and digital health).
2.1.e PERSON-CENTERED CARE (PROVIDER) – The graduate is able to provide whole person care and comprehensive medication management to individuals as the medication specialist using the Pharmacists' Patient Care Process.
2.1.g MEDICATION-USE PROCESS STEWARDSHIP (STEWARD) – The graduate is able to optimize patient healthcare outcomes using human, financial, technological, and physical resources to improve the safety, efficacy, and environmental impact of medication use systems.
2.1.i POPULATION HEALTH AND WELLNESS (PROMOTER) – The graduate is able to assess factors that influence the health and wellness of a population and develop strategies to address those factors.

Selection and Documentation of Personal Professional Development (PPD) Outcomes
All students must complete the following with appropriate documentation:

- **Outcomes #1 (Community Service)** – Complete 12 hours of service in area of the student's choice over Quarters 2-9 of the program. Examples of activities related to Outcome #1:
    - Participation in any philanthropic fundraising event
    - Volunteer time to assist at a local food bank or homeless shelter

- **Outcome #2A (Interprofessional Collaboration/Didactic)** – Actively participate in four (4) structured, didactic activities occurring in Q1-Q9.

- **Outcome #2B (Interprofessional Collaboration/IPPE)** – Document 2 activities of the student's choice while completing the two (2) required Introductory Professional Practice Experiences (IPPEs) in Q5. The activity should be between the pharmacy student and non-pharmacy healthcare professional, such as a nurse, physician, dentist, social worker, counsellor, physical therapist, or dietician. ***The activity should be a specific encounter with the healthcare professional.*** Examples of IPPE activities related to Outcome #2:
    - Shadowing a physician or nurse practitioner during patient rounds-
    - Participating in an Immunization Clinic, Health Fair or outreach activity
    - Discuss a specific patient care plan or clarify a specific medication order with another health care provider

- **Outcome #2C (Interprofessional Collaboration/APPE)** – Four (4) activities of the student's choice while completing the seven (7) required Advanced Professional Practice Experiences (APPEs) in Q10-Q12. The activity should be between the pharmacy student and non-pharmacy healthcare professional, such as a nurse, physician, dentist, social worker, counsellor, physical therapist, or dietician. ***The activity should be a specific encounter with the healthcare professional.*** Examples of APPE activities related to Outcome #2:
  - Provide a drug information in service for nursing staff or medical residents
  - Participate in an interprofessional patient care rounds in a health system setting
  - Discussion of a specific patient care plan or clarify a specific medication order with another health care provider
  - View a medical/surgical procedure performed by a nurse, nurse practitioner, CRNA, physician, etc.
  - Compile and present epidemiologic research to other practitioners related to local health issues/disparities in practice

All students must document at least one activity for the remaining PPD outcomes.

- Outcome #3 **ADVOCATE** example(s): Participate in "Day at the Dome" or another professional advocacy activity.
- Outcome #4 **COMMUNICATOR** example(s): Participate in a Health Fair, develop a newsletter article, present a journal club or in-service.
- Outcome #5 **ALLY** example(s): Participate in Taste of South, participate in a health fair or event aimed at caring for an underserved or specific patient population.
- Outcome #6 **EDUCATOR** example(s): Present an in-service or journal club; answer a drug information question.
- Outcome #7 **INNOVATOR** example: Participate in PHA5353 Pharmacy Practice Management project.
- Outcome #8 **LEADER** example(s): Serve as a student organization officer, an admissions interview panel member, or a class officer.
- Outcome #9 **PROBLEM-SOLVER** example(s): Develop a new process or update an existing process for a student organization, health fair, pharmacy process, or develop a business plan for PHA5353 Pharmacy Practice Management.
- Outcome #10 **SELF-AWARE** example(s): Complete Strength Finders, TIAS Inventory, or similar assessment.
- Outcome #11 **RESEARCHER** example(s): Hands-on engagement in the practice or clinical, laboratory or epidemiological, or academic research.
- Outcome #12 **PROFESSIONAL** example(s): Participate in White Coat Ceremony, career development program, attend a grand rounds or professional presentation, represent the school or university at an event.

PPD reflections (i.e. outcomes documentation) are reviewed and approved by staff/faculty. In the event that an activity or documentation is not approved for any reason, the student will receive a correspondence and justification. The student can take subsequent action to address the reason for rejection of the activity or documentation. Students are responsible for monitoring their Brightspace Course shell to ensure PPD activities and documentation are complete and approved within the deadlines established.

To document completion of any activity and an associated outcome(s), the student must complete an activity, provide evidence of completing the activity, and justify the association and level of achievement to an outcome(s) via reflection documentation. All documentation must be uploaded into the Brightspace Course shell so staff/faculty may review for approval.

All PPD experiences must be documented in the Brightspace Course shell within 10 days of completing the experience. Failure to complete all PPD requirements within the established deadlines will result in delayed graduation.

In the case of extenuating circumstances, a student may appeal in writing to the Office of the Dean in order to have certain components of the program waived solely at the discretion of the Dean of the School or designee.

Personal Professional Development (PPD) Documentation Form	
What is the name of the experience?	
What is the date you participated?	
How is your participation in the event verified?	

For the following questions, please write a short paragraph in complete sentences.

• Briefly describe the role you played and what you spent your time doing.	
• Describe your goals for the project and describe how you met them or why you did not meet the goal(s).	
• Describe the communication skills, active listening skills, and empathy you utilized.	
• Explain how this experience can be applied to your preparation for your pharmacy career? When answering the question, consider the following: Did you learn something new? Did this experience solidify your values? Did this experience confirm your career path? Did this experience enhance your ability to be a good pharmacist?	

COMMUNITY SERVICE

In order to meet community service co-curricular requirements, pharmacy students must complete four (4) hours of community service their first didactic year and eight (8) hours their second didactic year per the schedule below. Service hours may be completed and submitted earlier than the deadline. Hours may be broken up over multiple days or done at one time.

First Year	Quarters 2-4	4 hours by May 1
Second Year	Quarters 6-7	4 hours by March 1
Second Year	Quarters 8-9	4 hours by July 1

Procedure:
- Submit one (1) form for each individual service learning activity.
- Submit all forms by the deadline to the student affairs office.

Didactic IPE: School of Pharmacy students are required to attend a total of 4 IPE events during the didactic portion of the curriculum. The typical structure of this phase includes virtual break-out sessions of students to discuss assigned topics. Break-out sessions are facilitated by a faculty member. Didactic IPE events are organized by the South University Interprofessional Health Science Leadership Council (IPHSLC). The School of Pharmacy also provides didactic IPE events, including the multi-university IPE event with Texas Tech University. This IPE program provides opportunities for students to interact with physicians and medical students early in the curriculum. Students are required to participate in at least one of these events, but the goal is to plan two events with Texas Tech for each cohort. There are also supplemental activities available, which often include on-campus events with other health programs such as PA and AA.

Experiential IPE: As part of the Introductory Pharmacy Practice Experiences (Quarter 5) and Advanced Pharmacy Practice Experiences (Quarter 10-11-12) students complete IPE activities as a part of their experiential rotations.

- Quarter 5 (IPPE) – as part of their IPPE experiences, students are to participate in no less than two (2) IPE activities. For each activity, the student is to submit a reflection in Bright Space.
- Quarters 10, 11, and 12 – as part of their APPE experiences, students are to participate in a total of no less than four (4) IPE activities. For each activity, the student is to submit a reflection in Bright Space.

Reflections are reviewed by Experiential Education members to be accepted or sent back to the student for completeness.

In addition to reviewing reflections documented in Brightspace, students are assessed by preceptors on the IPE Team Member Domain on midpoint and final evaluations. At the same time, the students complete a self-evaluation and preceptor/site evaluation in which they grade their IPE activity involvement. To assist the student, a list of medical professionals is provided to indicate which profession they have interacted with and how many times.

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 in the School of Pharmacy are encouraged to meet with the *Associate/Assistant* 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 the School of Pharmacy. All student activities and fund-raising activities require the prior approval of the *Associate/Assistant* Dean of Student Affairs.

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.

Academy of Students of Pharmacy (APhA/ASP)
- ASP is the student branch of America's oldest and largest association of pharmacists, the American Pharmacists 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 5,000 students are members of the ASHP Pharmacy Student Forum. Members receive career information, resources, residency information and matching. Student line (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.

Christian Pharmacists Fellowship International (CPFI)
- Christian Pharmacists Fellowship International is a worldwide ministry of individuals working in all areas of pharmaceutical service and practice. Student chapters are found at Schools of Pharmacy across the country.
- The organization's mission is to provide fellowship to students going through the program and challenge and promote spiritual growth.

Georgia Pharmacy Association (GphA)
- To advance student pharmacist involvement in state advocacy, leadership, and service.

Industry Pharmacists Organization (IPhO)
- IphO Student Chapters are dedicated to enhancing student pharmacists' understanding of the pharmaceutical industry by: 1. Raising awareness of the roles that industry pharmacists play in drug development, appropriate medication use, and other aspects of industry. 2. Creating opportunities for student pharmacists to connect with industry pharmacists. 3. Providing opportunities to participate in industry-focused scholarly activity. 4. Collaborating with IphO National to create and distribute industry-focused resources and materials that are targeted to student pharmacists. 5. Working with IphO National and local pharmacy school faculty/administration to promote access to industry-focused internship and other experiential opportunities.

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.

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.

Multicultural Pharmacists Organization (MPSO)
- To educate and advocate for health and social disparities, along with celebrating cultural, religious, and ethnicity diversity.
- This organization serves as a safe place for pharmacy students to gather and to teach others about cultural competency and sensitivity.

National Community Oncology Dispensing Association (NCODA)
- The National Community Oncology Dispensing Association, Inc. is a grassroots, not-for-profit organization, funded to strengthen oncology organizations with medically integrated dispensing services.
- NCODA is addressing the growing need for MID cancer clinics to improve operations at the pharmacy level in order to deliver quality and sustainable value to all stakeholders involved in the care of cancer patients receiving oral therapy.

National Community Pharmacist Association (NCPA)
- The NCPA serves the pharmacist owners, managers, and employees of independent pharmacists across the country are dedicated to the continuing growth and prosperity of independent community pharmacy in the United States.
- NCPA is a national pharmacy association representing the professional and proprietary interests of independent community pharmacists and will vigorously promote and defend those interests.
- This organization provides important announcements, resources and news concerning the student who is interested in independent pharmacy practice.

Pediatric Pharmacy Organization (PediaRays)
- Our mission is to enhance the knowledge of pediatric pharmacy within the Savannah community. To expose students to the clinical complexities that pediatric pharmacists undergo. To prepare all interested parties with an opportunity to fine tune their skills in a pediatric setting and prepare them for postgraduate opportunities.
- Our purpose is to enhance student pharmacist understanding of pediatric pharmacy practice and the pharmacist's role for pediatric medical care by: (a) providing pediatric specific volunteering opportunities to students to better expose and prepare them for future postgraduate training and (b) having experts in the field as guest speakers at our meetings to enhance our didactic learning of pediatric pharmacy.

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.

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.

The SUSOP Newsletter
- The mission of the SUSOP Newsletter is to provide a collaborative platform for currently enrolled students to create, publish, and distribute high-quality newsletters. These newsletters shall reflect the diverse activities and achievements of the South University School of Pharmacy community.

EXPERIENTIAL EDUCATION

The Professional Experiential Education Program (PEEP) provides Doctor of Pharmacy students a structured, intense supervised program of participation in the practice of pharmacy. Students have opportunities to gain experiences in problem solving and providing patient care services while applying the basic and pharmaceutical sciences learned in the classroom and practice laboratories. Through the PEEP, the student has the opportunity to continue to mature while moving through the continuum from student to practitioner. Under the supervision of faculty and selected preceptors, the student has the opportunity to learn to make decisions based on evidence based professional knowledge and judgment. Broad exposure to as many pharmacy activities as possible, as well as significant personal study and reflection, can help to facilitate this transition.

For more information on the Experiential Education Program please consult the Student/Preceptor Experiential Education Handbook online.

PHARMACY INTERN LICENSURE

All students are required to apply for and maintain an active *Georgia Pharmacy Intern License*. The School of Pharmacy Office of Experiential Education will provide information on how to apply for a pharmacist intern licensure. Additional requirement to participate in the experiential portion of the Pharm.D. curriculum is outlined in the School of Pharmacy Introductory Pharmacy Practice Experience (IPPE) and Advanced Pharmacy Introductory Pharmacy Practice Experience Manuals available at: https://www.southuniversity.edu/savannah/pharmacy-pharmd.

EXPERIENTIAL COURSES

The PEEP requires the satisfactory completion of three academic quarters of part-time early observational introductory experience, one quarter of Introductory Pharmacy Practice Experience (IPPE) experience in the PY2 year (Quarter 5), followed by three academic quarters of Advanced Pharmacy Practice Experience (APPE) in Quarters 10, 11, and 12.

Each IPPE and APPE experience is evaluated using the Patient Care Ability Profile (PCAP) evaluation tools. In addition, each PCAP evaluates the student based on the Entrustable Practice Activities (EPAs) which further link to the Pharmacy Patient Care Profile (PPCP) and the Cape Outcomes.

PY1 Observational Experience (second, third, and fourth quarters)
2nd Quarter (Fall):
- **PHA4287 Introductory Pharmacy Practice I –** *1 credit hour*
  The introductory Pharmacy Practice I is designed to expose the student to the practice of pharmacy in community pharmacy practice sites. This course aims to expose the students through a combination of lectures, group discussions, and interactive activities; students will develop a rudimentary understanding of the complexities surrounding pharmacy operations. In an observational setting, the student will primarily focus on distributive functions and advocacy but may include, at an introductory level, direct patient care (e.g., administration of immunizations, health-related screenings, self-care, medication therapy management services, and collaborative practice), pharmacy operations management, and personnel management.

3rd Quarter (Winter):

- **PHA4288 Introductory Pharmacy Practice II-** *1 credit hour*
  The introductory Pharmacy Practice II is designed to expose the student to the advocacy of the pharmacy profession. This course aims to expose the students to advocacy through a combination of lectures, group discussions, and interactive activities.

4th Quarter (Spring):

- **PHA4289 Introductory Pharmacy Practice III –** *1 credit hour*
  The introductory Pharmacy Practice III is designed to expose the student to pharmacy practice in an institution. This course aims to expose the students to the practice of pharmacy in an institution setting through a combination of lectures, group discussions, and interactive activities; students will develop a rudimentary understanding of the complexities surrounding pharmacy operations as independent pharmacy practitioners. In an observational setting, the student will primarily focus on distributive functions but may include, at an introductory level, direct patient care (e.g., administration of immunizations, health-related screenings, self-care, medication therapy management services, and collaborative practice), pharmacy operations management, and personnel management.

PY2 Introductory Pharmacy Practice Experiences (fifth quarters)

5th Quarter (Summer):

- **PHA4280 Community Professional Practice Experience**- *8 credit hours*
  The introductory community pharmacy practice rotation is designed to expose the student to a variety of patient care services in the community pharmacy practice site. The goal of the rotation is to teach the student to integrate basic pharmacy related concepts to patient care as an independent practitioner in an outpatient pharmacy setting. The primary focus should be on distributive functions but should include at an introductory level direct patient care (e.g., administration of immunizations, health-related screenings, self-care, medication therapy management services, and collaborative practice), pharmacy operations management, and personnel management.

- **PHA4281 Institutional Professional Practice Experience**- *8 credit hours*
  The introductory institution pharmacy practice rotation is designed to expose the student to the inpatient drug distribution facility of a hospital or other institutional health care setting. The goal of the rotation is to teach the student to integrate basic pharmacy related concepts to pharmacy practice in the inpatient setting and to provide a basic understanding of how distributive, clinical, and administrative aspects of pharmacy practice are intertwined.

PY4 Advanced Pharmacy Practice Experiences (36 weeks in duration)

10th, 11th, and 12th Quarters (Fall/Winter/Spring Quarters):

Core Rotations:

- **PHA6525 APPE I: Advanced Community Rotation**- *8 credit hours*
  Advanced community pharmacy experiences provide comprehensive, evidence-based, individualized, patient-centered care to a diverse population in the outpatient setting. Pharmacists are expected to be accountable for the patient's drug therapy outcomes and work collaboratively with other healthcare professionals. This experience is distinguished from introductory community pharmacy experiences through greater emphasis on direct patient care (e.g., administration of immunizations, health-related screenings, self-care, medication therapy management services, and collaborative practice), pharmacy operations management, and personnel management while still participating in patient counseling and distributive functions. (minimum 200 contact hours).

- **PHA6526 APPE II: Ambulatory Care Rotation-** *8 credit hours*
  Ambulatory care experiences provide evidence-based, patient-centered collaborative care in the outpatient setting to meet the medication management needs of patients in the treatment of chronic disease. These pharmacists promote health and wellness, disease prevention and education, and medication management of chronic illnesses such as diabetes, hypertension, coronary artery disease / dyslipidemia, asthma / chronic obstructive pulmonary disease, and heart failure. Other chronic diseases encountered by the ambulatory care pharmacist may include chronic kidney disease, chronic infectious diseases, and other chronic diseases responsive to infusion therapy that do not require hospitalization. Pharmacist delivered ambulatory care occurs in institutional health system-based clinics, community-based clinics, government-funded clinics, and managed care organizations as well as the community pharmacy setting where comparable care is provided, (minimum 200 contact hours).

- **PHA6527 APPE III: Inpatient General Medicine Rotation- 8 credit hours**
  General medicine (acute care) experiences provide comprehensive, evidence-based, individualized, patient-centered care to adult inpatients typically located on a general medicine floor. Pharmacists are expected to be accountable for the patient's drug therapy outcomes and practice as an integrated member of the inter-professional health care team. Typical patients present with the following medical problems: cardiac, pulmonary, renal, hepatic, neurologic, gastrointestinal, endocrine and infectious diseases. The experience incorporates all elements of care from medication reconciliation, medication therapy recommendations and monitoring, discharge counseling, and transitions of care, (minimum 200 contact hours).

- **PHA6528 APPE IV: Advanced Institutional Rotation- 8 credit hours**
  Advanced institutional pharmacy experiences provide comprehensive, evidence-based, individualized, patient-centered care to a diverse population in the institutional health-system setting. Pharmacists are expected to be accountable for the patient's drug therapy outcomes and work collaboratively with other healthcare professionals. This experience is distinguished from introductory institutional pharmacy experiences through greater emphasis on broad-based operational duties, regulatory compliance, medication procurement, and formulary and personnel management while still participating in distributive functions (e.g. sterile and non-sterile compounding, dispensing technologies).

- **Electives Rotations: (Choose 3)**
  - PHA6529 APPE V: Elective – Institutional Care Rotation I – *8 credit hours*
  - PHA6530 APPE VI: Elective – Institutional Care Rotation II – *8 credit hours*
  - PHA6531 APPE VII: Elective – Institutional Care Rotation III – *8 credit hours*
  - PHA6532 APPE VIII: Elective – Community Care Rotation I – *8 credit hours*
  - PHA6533 APPE IX: Elective – Community Care Rotation II – *8 credit hours*
  - PHA6534 APPE X: Elective – Community Care Rotation III – *8 credit hours*
  - PHA6535 APPE XI: Elective – Non-Patient Care Rotation – *8 credit hours*
  - PHA6536 APPE XII: Elective – Administrative Rotation – *8 credit hours*
  - PHA6537 APPE XIII: Elective – Drug Information Rotation – 8 credit hours

- **Review:**
  - PHA6000 Essential Knowledge of Practice Review I *3.5 credit hours*
  - PHA6010 Essential Knowledge of Practice Review II *3.5 credit hours*

- PHA6020 Essential Knowledge of Practice Review III *3.5 credit hours*

- One additional elective is available and will add one credit to the program for a total of 221.5 credit hours
    - PHA6339 Grand Rounds (optional additional elective) *1 credit hour*

See Preceptor/Student Experiential Handbook for policies and procedures.

UNIVERSITY WIDE SERVICES
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, in the Pharmacy building should submit their notices to the Assistant/Associate Dean of Student Affairs for the School of Pharmacy for approval. Postings may be removed after thirty days.

COMPUTER LABS

South University is proud to offer wireless access on campus along with two (2) computer labs, rooms 106/107, that are utilized to teach classes. The computer labs house Windows-compatible multimedia computers with Internet access and laser printing capability. The library also maintains a computer lab that is available during the hours that the library is open. The SUSOP Admissions Office has a printer that may be used for student printing. Priority for computer use goes to academic classes and tutoring first and then South University students. See the Code of Conduct section in the South University Student Handbook for guidelines on computer use (https://catalog.southuniversity.edu/conduct-and-behavior-policies).

COUNSELING

We are excited to announce a new counseling and mental health service provider for South University students, *Be Well at South*! Through *Be Well at South*, students have access to mental health resources at no additional charge, 24 hours per day/ 7 days per week. With *Be Well at South*, all students have access to:
- 24/7/365 mental health services line for in-the-moment support from counselors and connections to resources, regardless the time of day or location. **Call 833-434-1217 to reach the 24/7 support line.**
- **Telehealth** or **in-office** face to face counseling sessions with a local provider. These are available to you regardless of the student's location and no insurance is necessary.
- **The Wellness Hub**, which includes articles and videos on mental health and wellness topics, including: mental and emotional health, fitness and nutrition, academic performance, stress management, healthy relationships and more. To access the Wellness Hub, go to bewellatsouth.com or download the CampusWell app at campuswell.com/get-the-app
- Students seek counseling and mental health services for a variety of reasons through their academic journey. *Be Well at South* clinicians are prepared to assist our students by phone, tele-counseling or in-person services. If you are in contact with a student in need of support, please refer to *Be Well at South* at **833-434-1217**. Students in crisis should be directed to call *Be Well at South* or **911**.

DISABILITY SERVICES

South University Disability Services ensures students with disabilities equal access to the college's educational programs, opportunities and activities. Qualified students requesting reasonable and appropriate accommodations receive services to eliminate physical, programmatic and attitudinal barriers that may arise with disabilities.

Students who seek reasonable accommodations should notify the Dean of Student Affairs at their campus location. Students will be asked to submit medical documentation of the need for accommodation to the campus Dean of Student Affairs. Classroom accommodations are not retroactive, but are effective only upon the student sharing approved accommodations with the instructor. Therefore, students are encouraged to request accommodations as early as during the Admissions process to allow for time to gather necessary documentation. If you have further questions, contact the Assistant/Associate Dean of student Affairs, Alessandra Tavoloni at atavoloni@southuniversity.edu or (912) 201-8126.
*Complaints will be handled in accordance with the school's Internal Grievance Procedure for Complaints of Discrimination and Harassment included in this section of the Academic Catalog.

ELECTRONIC RESOURCES

Electronic textbooks and resources are available through several portals including the *South University Library* and the *Digital Bookshelf.* To access the Digital bookshelf, go to the corresponding Bright Space course and select "Textbook" at the top of the screen. If an electronic textbook is available for that course, the link to that text will be located under this tab.

eBooks

- Digital Bookshelf
- Access your eBooks with your computer, tablet and smartphone devices
  - Create a Digital Bookshelf account using a computer
  - Download the Vital Source Bookstore App for Android (Google Play) and Apple (iTunes) Devices

The South University Library has a number of electronic resources, including specific databases for the pharmacy program. To access the pharmacy library website, visit https://southuniversity-libguides-com.su.idm.oclc.org/home and select "Pharmacy Resources".

EMERGENCY NOTIFICATION

Students are strongly encouraged to subscribe to South University's electronic emergency notification system, known as *My Campus Alert.* In an emergency, *My Campus Alert* will enable authorized college officials to reach members of the campus community through mechanisms other than regular college email and telephones. The system can transmit short notifications by email to any outside email address, by text message to a cell phone, or by voice message to an off-campus telephone. The information in the emergency notification system will be used primarily to contact you in case of a campus emergency, a weather emergency, an evacuation due to a natural disaster, or some other urgent situation that requires rapid, wide-scale notification of our campus community. Students may set up their accounts on the *Inside South University – My Campus* portal.

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 (https://catalog.southuniversity.edu/financial-aid) 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

Students are required to maintain health insurance and coverage for their well-being.

LIBRARY SERVICES – SOUTH UNIVERSITY, SAVANNAH

The South University, Savannah Library is located on the southeast corner of the campus. It faces the student parking lot and borders Waters Avenue. The hours of operation are Monday-Friday 8:00 a.m. – 4:30 p.m. or as posted on https://southuniversity-libguides-com.su.idm.oclc.org/savannah.
The South University libraries provide scholarly resources and information services to support the curriculum and programs of the University, foster academic and professional research by the University community, and facilitate critical thinking and life-long learning by students.

South University libraries provide comfortable seating and study space for students, wireless capabilities for laptop network connectivity, and reference and interlibrary loan services. The open-stack book collection provides access to reference and circulating materials, program-specific resources to support class assignments, tutorial aides, and current events and recreational reading.

The Savannah campus library has many print book titles and over 300,000 e-books. Access to additional journals, newspapers, e-books, and other materials is provided through over 106 electronic databases. New students may 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. If a card is lost, the student should report the loss to the Career Services office who manages the ID cards as soon as possible. Most materials may be checked out for a quarter. Students will be fined for overdue reserves or audiovisuals and charged a replacement fee for all materials that are not returned. Reference materials 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 and posted on signs.

Duplicating services, interlibrary loan and printing services are available in the library, as well as access to the Internet, Microsoft Office Suite, and individual reference services.

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 main campus through the South University Administration Office. 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.

STUDENT IDENTIFICATION CARDS

Student ID photos are taken during orientation or interviews, 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 access cards to the buildings.

There is no charge for the initial student ID. Students who lose their IDs may obtain a replacement for a fee of $10.00 per occurrence. Replacement cards can be obtained through the South University Administration Office. 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 on the first floor of the pharmacy building. Vending machines with snacks and drinks are available. Microwaves and refrigerators are available for student use.

TECHNOLOGY SUPPORT

South University students have access to Technical Support by calling: **866-848-5515** to receive personalized assistance from a live tech support representative, *Monday through Saturday, from 8 am to 10 pm ET*. If preferred, or outside the listed hours, technical support is also available by e-mailing the technology support group at suithelp@southuniversity.edu. Please allow 24-48 hours for e-mail response.

Technical Support is available for the following:
- Office 365 and Outlook support
- *My Campus* Student Portal username or password problems and navigation
- *Digital Bookshelf* and other digital resources setup and navigation
- Online classrooms (BrightSpace) or electronic file upload assistance
- Hardware requirements, software requirements, and computer configuration
- Operating system and browser issues

Students experiencing trouble with campus computers, printers, or the wireless network, should submit a ticket through the SUITS (South University Information Technology Services) system at inside.SouthUniversity.edu.

TRANSCRIPT REQUESTS

South University has partnered with Parchment (a 3rd party vendor) for students and alumni to make secure transcript requests. This platform makes it easy to place your order through a guided process, and it also outlines delivery options (E-Transcript, standard mail, Fed Ex, etc.) and required fees. Status updates will be sent to the email address that you provide and make tracking your order easier online.

To get started please visit: https://www.southuniversity.edu/about/transcript-requests.

Transcript Fee: The charge for official copies of transcripts is $10 each.

VETERANS AFFAIRS

Assistance for veterans is available by contacting the veteran affairs coordinator in the financial aid office and the VA Benefits and State Grants Coordinator. 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.
- **A debt is established on the student for tuition/fees/Yellow Ribbon when:**
- The student withdrew after the first day of the term (FDOT)
- The student reduced hours whether the reduction occurred before or during the term
- If the student attended more than one (1) day of any of the classes certified and a payment has been issued, any debt created by the withdrawal should be charged to the student
- The school submitted a change in enrollment (1999b) and reported a reduction in tuition, fees, and/or Yellow Ribbon due to student action reducing or terminating training
- If a student drops a course and adds a course so that there is no net change in training time, any change to tuition, fees, and/or Yellow Ribbon is a student debt

School of Pharmacy

South University School of Pharmacy
2025-2026 Student Handbook Acknowledgement

I, _____, have read the information contained within the South University, School of Pharmacy Student Handbook. I understand my obligation to successfully complete all didactic requirements in the outlined time frame.

I fully understand this information and hereby agree to abide by the School of Pharmacy policies and procedures contained within the South University School of Pharmacy Student Handbook.

Additionally, I agree to abide by all rules and regulations as set forth in the South University Academic Catalog, and South University Student Handbook.

I understand the outlined requirements for graduation from the South University School of Pharmacy.

The South University School of Pharmacy reserves the right to modify curriculum requirements as necessary to ensure the academic integrity of its program. Students will be notified of any changes in curriculum or program requirements prior to implementation.

Student Signature: _____   Date: _____
Printed Name: _____