



**UNIVERSITY OF THE
INCARNATE WORD®**

FEIK SCHOOL *of* PHARMACY

Student Handbook and Academic Catalog

2018-2019

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Table of Contents

Application of Bulletin.....	6
About the University.....	7
History of the University of the Incarnate Word	7
Mission of the University of the Incarnate Word	7
The Campus of the University of the Incarnate Word	8
UIW Executive Council	8
About the Feik School of Pharmacy.....	9
Feik School of Pharmacy Mission Statement.....	9
Feik School of Pharmacy Vision Statement.....	9
Accreditation Disclosure Statement	9
General Information	10
Admissions Information.....	10
Student Information Form	10
Admissions Criteria	10
Essential Technical Requirements for PharmD Students.....	10
Student Affairs Information.....	12
Mentoring/Student Teams	12
School Committees	12
Student Organization Policy.....	12
Student Travel Policy	13
Student Employment	14
General Substance Abuse Policy.....	14
Smoke and Tobacco Free Policy.....	14
Student Accident and Sickness Insurance.....	15
Blood Borne Pathogen and HIPAA Training	15
Student Incident/Injury Procedure and Policy.....	15
Background Check.....	16
Children and/or Dependents	16
Responsible Use of Technology Policy	17
Email Accounts.....	17
Telecommunication	17
Computers.....	17
Use of Electronic Devices during Assessments.....	17
Summary of UIW Responsible Use of University Computing Resources.....	17

Right of Privacy	19
Equal Opportunity.....	20
Student Services.....	20
Student Disability Services	21
Disability Accommodations.....	21
Pregnancy Accommodations	21
Title IX Information	21
Student Codes of Conduct	22
UIW Student Code of Conduct.....	22
FSOP Honor Code.....	22
Article I: Academic Matters.....	22
Article 2: Non-Academic Matters.....	23
FSOP Student Code of Conduct.....	25
Dress Code	26
Attendance Policy	28
Ceremony Policy	29
Classroom Etiquette Policy	29
Violation of Professional Conduct.....	30
Procedure for Investigating Allegations of Misconduct.....	30
Penalties Assessed by Faculty for Academic or Professional Misconduct within a Course.....	30
Professional Conduct Committee: Process	30
Professional Conduct Committee: Proceedings.....	31
Professional Conduct Committee: Penalties.....	32
Student Rights.....	33
Appeals Process	33
Grievance Procedure Policy	34
ACPE Complaint Policy	35
Academic Information	36
Matriculation and Graduation Information.....	36
General Matriculation Rules and Guidelines	36
Requirements for Graduation.....	36
Academic Progression.....	37
Academic Policy Statement	37
Letter Grading Policy.....	37
Appeals Process	38
Ineligibility for Continuation in the Program	39

Academic Appeals Process.....	39
Non-Academic Appeals Process.....	39
Supplemental Instruction Policy	40
Enrollment.....	40
Function	40
Schedule.....	40
Release from SI	40
Remediation Policy	41
Remediation Exclusion Criteria	41
Retaking of Courses Policy	41
Auditing of Courses Policy.....	41
Co-Curriculum Requirements	42
Assessment Program.....	43
Curricular Assessment.....	43
Knowledge Assessment.....	43
Programmatic Assessment.....	45
Curriculum.....	46
Goal of the Curriculum.....	46
Elective Policy.....	46
Academic Honors	46
FSOP Professional Outcomes	47
I. Acquire and apply the principles of pharmaceutical sciences to the profession of pharmacy.	47
II. Practice pharmacy in accordance with professional standards and the Pharmacists’ Patient Care Process.	47
III. Improve the quality of healthcare services for patients.....	47
Dual Degree Program.....	48
Terminology	48
Criteria for FSOP-SPS PharmD-MAA Dual Degree Program Admittance	48
Criteria for FSOP-SPS PharmD-MAA Dual Degree Program Progression	48
Academic Catalog.....	49
First Professional Year (P1)	49
Second Professional Year (P2)	51
Required Introductory Pharmacy Practice Experiences (IPPEs) – P2 Year	52
Third Professional Year (P3).....	53
Required Introductory Pharmacy Practice Experiences (IPPEs) – P3 Year	54
Elective Courses	54
Fourth Professional Year (P4)	56

Required Advanced Pharmacy Practice Experiences (APPEs) – P4 Year.....	56
Elective Advanced Pharmacy Practice Experiences (APPEs) – P4 Year.....	57
Experiential Education Information.....	58
Experiential Assignments.....	58
Experiential Requirements.....	59
Education Requirements.....	59
Health Requirements.....	59
Insurance Requirements.....	60
Miscellaneous Requirements.....	60
Handbook Updates.....	64

Application of Bulletin

The Feik School of Pharmacy (FSOP) Student Handbook and Academic Catalog addresses academic policies and professional conduct and standards. The FSOP Student Handbook governs academic policies, personal conduct and standards, and professional conduct and standards. It is the responsibility of each student to read, understand, and follow this Student Handbook.

The statements set forth in this handbook are for information purposes only and should not be construed as the basis of a contract between a student and the University of the Incarnate Word Feik School of Pharmacy.

While the provisions of this handbook will ordinarily be applied as stated, the school reserves the right to change any provision listed, including but not limited to academic requirements for graduation, without actual notice to individual students. Changes in the FSOP Student Handbook become effective immediately. Every effort will be made to keep students advised of any such changes. However, it is important that each student note that it is his/her responsibility to keep apprised of the contents of the FSOP Student Handbook and Academic Catalog.

About the University

History of the University of the Incarnate Word

UIW is one of the many outgrowths of the original Mission that brought the Sisters of Charity of the Incarnate Word to San Antonio in 1869. The Sisters' work began with the care of victims of a cholera epidemic and the establishment of the first hospital in the city, an institution recognized today as CHRISTUS Santa Rosa Health Care. Their ministry soon spread to the care of homeless children and to teaching. In 1881, they secured a charter from the state of Texas, which empowered them to establish schools on all levels.

In 1900, the Academy of the Incarnate Word, which had been established first in an area of San Antonio called Government Hill, was moved to the recently constructed Motherhouse of the Sisters of Charity of the Incarnate Word in Alamo Heights. College classes were added to the curriculum in 1909, and the name of the institution was changed to the College and Academy of the Incarnate Word. Both the college and the high school were affiliated with the Texas State Department of Education in 1918. The college was fully accredited by the Association of Colleges and Secondary Schools in 1925. The graduate division was added in 1950, and the school became co-educational in 1970. In 1996, it was recognized as a university. In 1998, the university was accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award doctoral degrees, in addition to bachelor's and master's degrees.

Mission of the University of the Incarnate Word

The first Sisters of Charity of the Incarnate Word, three young French women motivated by the love of God and their recognition of God's presence in each person, came to San Antonio in 1869 to minister to the sick and the poor. Their spirit of Christian service is perpetuated in the University of the Incarnate Word primarily through teaching and scholarship, encompassing research and artistic expression. Inspired by Judeo-Christian values, the university aims to educate men and women who will become concerned and enlightened citizens.

UIW is committed to educational excellence in a context of faith in Jesus Christ, the Incarnate Word of God. It promotes life-long learning and fosters the development of the whole person. The faculty and students support one another in the search for and the communication of truth. The university is open to thoughtful innovation that serves ever more effectively the spiritual and material needs of people. The curriculum offers students an integrated program of liberal arts and professional studies that includes a global perspective and an emphasis on social justice and community service.

The University of the Incarnate Word is a Catholic institution that welcomes to its community persons of diverse backgrounds, in the belief that their respective interaction advances the discovery of truth, mutual understanding, self-realization, and the common good.

The Campus of the University of the Incarnate Word

The main campus of the university is located on what was formerly the estate of noted San Antonio philanthropist, businessman and civil servant Col. George W. Brackenridge. His home, the Brackenridge Villa, listed on the National Registry of Historic Places, still stands on the campus.

The San Antonio River headwaters are nearby and the river flows through the main campus. At one time, the natural beauty as well as the clear spring water made it a favored campsite for American Indian tribes. Archeological studies have produced Paleo-Indian projectile points that date back 11,000 years.

Facilities located on the east side of the river include the Administration Building/Colbert Hall, which combines classrooms, administrative offices, and student residence facilities; the Genevieve Tarleton Dougherty Fine Arts Building and Auditorium; the Halligan-Ibbs Theatre; the AT&T and Bonilla Science Complex; the Wellness Center; Dubuis Hall and Clement Hall, both student residences; Marian Hall, which provides student housing, student center and dining hall facilities; the Elizabeth Huth Coates Theatre; the Sr. Charles Marie Frank Nursing Building; the Sr. Mary Elizabeth Joyce Building; the Gorman Business and Education Center; Incarnate Word House; the Agnese/Sosa Living/Learning Center; the Buckley-Mitchell Center; Office of Admissions; and the J.E. and L.E. Mabee Library, which houses the McCreless Art Gallery.

The river separates the main campus from the Gayle and Tom Benson Football Stadium; the Clarence Mabry Tennis Center; the Daniel J. Sullivan IV Baseball Field; the Alice P. McDermott Convocation Center; the Village of Avoca student apartment complex; the Hillside residence hall; Joeris Hall; the Ann Barshop Natatorium; the Burton E. Grossman International Conference Center, which provides meeting facilities fully equipped with simultaneous translation and computer capabilities, as well as housing for visiting foreign dignitaries and students; and the McCombs Center, home of the Stanley & Sandra Rosenberg Sky Room. In addition to the main campus in San Antonio, UIW also has several branch campuses in the greater San Antonio area, as well as, Corpus Christi, Texas, Mexico City, Mexico, and Heidelberg, Germany.

UIW Executive Council

Dr. Thomas Evans, President

Ms. Lisa Bazley, Vice President for Information Resources

Sister Kathleen Coughlin, CCVI, Vice President for Institutional Advancement

Dr. Denise Doyle, Provost Emeritus

Mr. Douglas B. Endsley, Vice President for Business & Finance

Ms. Cynthia Escamilla, Vice President and General Counsel

Mr. Marcos Fragoso, Vice President for International Affairs

Dr. David M. Jurenovich, Vice President for Enrollment Management & Student Services

Dr. Kathleen Light, Provost

Sr. Walter Maher, Vice President for Mission and Ministry

Dr. Cyndi Wilson Porter, Vice President for Extended Academic Programs

Mr. Michael Larkin, Chief of Staff

Dr. John Stankus, President of the Faculty Senate

About the Feik School of Pharmacy

Feik School of Pharmacy Mission Statement

The Feik School of Pharmacy is a learner-centered community dedicated to advancing the quality of healthcare in diverse populations.

Feik School of Pharmacy Vision Statement

Providing innovative pharmacy education and scholarship that advances healthcare practices.

Accreditation Disclosure Statement

The University of the Incarnate Word, Feik School of Pharmacy Doctor of Pharmacy program is accredited by the Accreditation Council for Pharmacy Education, 135 S. LaSalle Street – Suite 4100, Chicago, IL 60603-4810, (312) 664-3575; FAX (312) 664-4652, website www.acpe-accredit.org.

General Information

Admissions Information

Student Information Form

Each student in the Feik School of Pharmacy is required to complete the Student Information Survey each fall semester to be kept on file with Office of Student Affairs. The link will be distributed to incoming students during Jumpstart and each fall semester thereafter. This information must be kept current and it is the duty of each student to inform the Office of Student Affairs of all subsequent changes or additions. Changes of name, address, and telephone number(s) are extremely important and should be reported immediately.

Admissions Criteria

Applicants to the UIW Doctor of Pharmacy program must complete a pre-pharmacy course of study at an accredited college or university in the United States. The pre-pharmacy curriculum must compare in both content and comprehensiveness with the UIW pre-pharmacy program. Specific pre-professional curriculum requirements are available on the UIW website at www.uiw.edu/pharmacy.

- The admission process for a fall class is open from July of the preceding year through March of the entering year.
- All students, including UIW pre-pharmacy students, must apply for admission to the professional program.
- Application is made using the Pharmacy Admissions Application, available at www.pharmcas.org or at www.uiw.edu/pharmacy.
- Applicants must have official transcripts from all college courses taken, both undergraduate and graduate.
- Two letters of recommendation are needed.
- An official report of the Pharmacy College Admissions Test (PCAT) must be received prior to the close of the admissions period.
- Applicants must have a minimum of 2.5/4.0 in pre-pharmacy course work.
- An on-site interview (at the applicant's expense) is required for persons who are under consideration for admission.
- A critical-thinking assessment and writing sample will be taken during the time of the on-site interview.

Essential Technical Requirements for PharmD Students

The Feik School of Pharmacy is committed to enabling students with disabilities to complete the course of study of the Doctorate of Pharmacy (PharmD) program by providing reasonable accommodations consistent with the Americans with Disabilities Act (ADA). Accommodations that are determined to be unreasonable or jeopardize patient safety will not be granted. As an example, the use of a trained intermediary is not acceptable because of the inherent use of the observation and selection skills of the intermediary to judge and assess rather than those of the pharmacy student.

Pharmacy students must possess skills and abilities that allow them to complete the curriculum and practice the profession of pharmacy. The University of the Incarnate Word Feik School of Pharmacy has an ethical responsibility for the safety of patients for whom the student will come into contact with as a student and for whom the graduate will serve during his/her career. Patient safety becomes the guiding principle under which the school establishes requirements for physical, cognitive, and emotional capabilities of matriculating students and graduates. The technical standards include skills and abilities across the five domains: intellectual, communication, behavioral and social, sensory, and motor.

1. Intellectual: The student must maintain the ability to retain, comprehend, analyze, synthesize, integrate and apply information for problem-solving and clinical reasoning. This includes abilities to reason, calculate, analyze, measure and synthesize information in a variety of settings, including those which may be urgent with increased transient stress and distractions. Students must demonstrate ability to comprehend three-dimensional relationships, and to understand spatial relationships of structures, including anatomical structures.

2. **Communication:** The student must be able to communicate effectively, efficiently, appropriately, and in a sensitive manner with patients, caregivers, peers, staff, instructors and members of the healthcare team, both verbally and non-verbally. Verbal communication includes speaking, reading and writing. English is the primary language used for all educational activities, including classroom and clinical settings and students must be able to communicate verbally, in writing, and by reading in English. Non-verbal communication includes perceived behaviors, movements, postures and other physical characteristics which are interpreted as well as performed by the student.
3. **Sensory:** The student must be able to observe and interpret presented information. This will necessitate the functional use of vision, auditory, and somatic senses.
 - a. **Visual:** Candidates and students must have sufficient visual capabilities for the purposes of observation. Observation includes the ability to visualize educational demonstrations and laboratory activities related to basic sciences and clinical activities. This includes but is not limited to the ability to observe a partner and patient at varying distances and perform tasks in setting which may have visual distractions, such as crowds. Observation includes non-verbal communication and is enhanced by the functional use of the sense of smell.
 - b. **Hearing:** Students must have sufficient auditory ability to monitor and assess partners and patients for the purposes of acquiring necessary health information and working as a team in educational and health care settings. This includes skills such as auscultation, listening to devices, and responding to verbal calls for assistance in urgent health care situations. Students are expected to be able to perform skills where there is a certain degree of background noise.
 - c. **Tactile:** Students must have sufficient tactile sensory and proprioceptive abilities for the purposes of both gathering data in physical examinations and for practicing and performing medical procedures safely. This includes clinical skills such as palpation, percussion, aseptic technique and injection.
4. **Behavioral and Social:** Students must maintain the emotional health required for full utilization of their intellectual abilities, which include the exercise of good judgment, prompt completion of all educational and clinical responsibilities, and the development of mature, sensitive and effective professional relationships with patients. Students must be able to tolerate mentally and physically taxing workloads and adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, interest and motivation are all personal qualities that will be assessed during the admissions and educational processes.
5. **Motor:** Students should have sufficient motor function to coordinate both gross and fine motor movements, maintain equilibrium, and have the functional use of the sense of touch in an educational and pharmacy practice setting. This includes fine, gross and psychomotor (including observation) skills, as well as sufficient postural control and eye-hand coordination to perform clinical skills and tasks. Students should be able to execute motor movements reasonably required to provide general and emergency care to patients. Other activities which require sufficient motor activities include, but are not limited to: cardiopulmonary resuscitation, assessment of blood pressure and pulse, administration and compounding of medications.

All students admitted to the Feik School of Pharmacy should be able to independently demonstrate these abilities at the time of admission and throughout program matriculation. Students should perform a critical self-analysis to ascertain the degree of compliance with the technical requirements. Evidence of noncompliance should be communicated to the Office of Student Affairs immediately.

Student Affairs Information

Mentoring/Student Teams

Upon entering the Feik School of Pharmacy, students will be divided into teams. The Office of Student Affairs will assign a faculty mentor to each team of students. Faculty mentors are prepared to discuss career opportunities, FSOP academic policies, academic problems, the FSOP curriculum, electives, and personal circumstances. The Counselors in the Office of Student Affairs are also available to assist with any of these matters.

During each semester of the P1 year, the mentor will meet with the team once, in addition to scheduling an individual appointment with each mentee. During the P2 and P3 years, the mentor will schedule one team meeting and one individual meeting through the academic year. A student must meet with his/her mentor for the following situations:

- Each time the student is entered into supplemental instruction (SI) in the P1 year
- First time the student is entered into SI for in the P2 or P3 year

Additional individual meetings can be scheduled at the discretion of the student or the mentor at any time.

School Committees

The Feik School of Pharmacy has numerous operating committees in which the students actively participate. Availability is determined by class year. Students are either elected by their classmates or appointed by the Dean at the beginning of each academic cycle. Information regarding the roles and responsibilities are provided prior to elections and are also available upon request by the Office of Student Affairs.

Student Organization Policy

Chartering documents must be on file in the Office of Student Affairs for each organization. Any updates must be appropriately documented.

Every chartered FSOP Student Organization must submit any proposed events for approval through CardinalsSync at least two weeks in advance of the event. Fundraising and travel plans must be clearly identified as well as any room reservation needs or requests that include food. Items of concern will be discussed with the organization's leadership for adjustment and approval. Once an event is approved, organizations may email a jpeg marketing piece to the Office of Student Affairs for approval to post flyers within the building and on monitors.

Organizations that desire co-curricular or IPPE credit for events must submit the appropriate form and documentation at least one week prior to the event for approval.

Activities outside of class time scheduled to be held off-campus (local or long distance) require the student to complete the appropriate travel documents (see Student Travel Policy). Each student traveler must complete a separate form in its entirety prior to the event. The entire packet must be submitted to the Office of Student Affairs at least two weeks prior to the event. The organization adviser will receive and distribute any reimbursement. Students attending activities that require missing a class or an assignment must complete a Request for Excused Absence form (see Attendance Policy).

Every chartered FSOP Student Organization will be asked to participate in the Organization Fair held during FSOP New Student Orientation Week.

Each class senator and every chartered FSOP Student Organization president must participate as a member of the FSOP Student Government Association.

Student Travel Policy

For off-campus activities, please make note of the following procedures.

- If the student is attending the activity within the scope of a student organization:
 - Student must submit to the organization faculty advisor the following completed forms four weeks prior to the activity:
 - UIW Field Trip Release, Waiver of Liability, and Hold Harmless Agreement
 - Student Request to Travel form
 - Request for Excused Absence form signed by relevant course faculty
 - Within 3 days of returning to campus, student must submit to the organization faculty advisor a completed General Travel Expense Report for reimbursement. Expense reports not submitted within this timeframe risk the forfeit of reimbursement of approved expenses.

- If the student is attending an activity that is not within the scope of a student organization:
 - Student must have a FSOP faculty sponsor associated with the activity.
 - Student must submit to the faculty sponsor the following completed forms four weeks prior to the activity:
 - UIW Field Trip Release, Waiver of Liability, and Hold Harmless Agreement
 - Student Request to Travel form
 - Request for Excused Absence form signed by relevant course faculty
 - Within 3 days of returning to campus, student must submit to the faculty sponsor a completed General Travel Expense Report for reimbursement. Expense reports not submitted within this timeframe risk the forfeit of reimbursement of approved expenses.

- For any student participating in an activity not associated with an organization and without a faculty sponsor, the Assistant Dean of Student Affairs will approve all required forms as stated above.

In addition, please note the following UIW travel policies:

- UIW employees may not get involved in organizing the sharing of cars among students.
- If the off-campus trip is mandatory, and the nature of a class or program is such that the student has no expectation that attendance at an off-campus activity will be mandatory, the program outline or course outline and syllabus must provide a clear disclosure that off-campus trips are mandatory and that students are responsible for arranging their own transportation.
- Note that internships and practicums do not require a disclosure. These activities are not field trips because students are enrolled in those classes with the full expectation that personal travel will be required and that they must arrange their own travel.
- Off campus local errands for UIW by student employees are not permitted. All exceptions must be approved by the UIW General Counsel.
- UIW Employees may not provide transportation to students in the employee's personal vehicle.
 - Exception: If the UIW employee is in a situation where having a student as passenger in the employee's vehicle cannot be avoided and the student's involvement as a passenger is voluntary, then the employee must obtain a signed release from the student.

Undoubtedly, other situations may arise that are not explicitly covered here. You may contact the Office of Student Affairs for any of the forms. For questions, please see the Assistant Dean of Student Affairs.

Student Employment

Student employment in a pharmacy setting as a licensed pharmacy technician and/or a licensed pharmacy intern provides valuable experiences that enhance pharmacy knowledge and build relationships. Students should work with employers to ensure adequate time for academic success and may need to limit working hours during academic semesters. A student's academic schedule takes precedence over employment schedules, and students will not be given excused absences for employment obligations. The Feik School of Pharmacy may require student presence at nonscheduled events between 8 a.m. and 5 p.m. FSOP will provide at least one week of advanced notice for any nonscheduled events to allow students to provide notice to employers.

The school expects students will not work while they are enrolled in Introductory Pharmacy Practice Experiences (IPPEs) or Advanced Pharmacy Practice Experiences (APPEs). These courses require a full-time commitment (minimum 40 hours/week) that could occur outside usual daytime hours at the discretion of the student's preceptor.

General Substance Abuse Policy

Each student is subject to mandatory random drug screening during the Doctor of Pharmacy education program as requested by the Feik School of Pharmacy and/or the experiential site. When a FSOP student fails to successfully pass a drug screening test, they will be required to join the Texas Professional Recovery Network and abide by all rules and regulations sanctioned against them within this program. Students who fail a drug screening test must pass a follow-up drug screening test to continue in didactic and experiential courses. Upon a second unsuccessful drug screening test at any point during the student's enrollment at FSOP, the student will be dismissed from the Doctor of Pharmacy program. Refusal to submit to a test, or any other violation of the UIW substance abuse policy, will have disciplinary consequences up to and including dismissal from the Doctor of Pharmacy program. Refusal to submit to a drug screening test may result in legal and/or financial complications for the student.

To comply with the Drug Free Schools and Communities Act of 1989 and Amendments, students and employees of the University of the Incarnate Word are informed that strictly enforced policies are in place that prohibit the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state, and federal law while on any university property or at university activities. Sanctions imposed by the university may include disciplinary suspension and/or completion of an appropriate educational rehabilitation program.

The university affirms that illegal drug use is wrong and harmful. Use of illegal drugs and alcohol abuse by students and employees results in cognitive deficits, loss of productivity and other health risks. These risks include an increased incidence of accidents, which may result in death or permanent injury. Free, confidential counseling for alcohol and other drug abuse issues is available to students and employees through Counseling and Health Services. Other referral resources may include assessment, individual counseling, referral and case management through community agencies, sometimes for a fee. Educational programs and materials are also available.

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

Students are referred to the university's student handbook for a detailed explanation of this policy.

Smoke and Tobacco Free Policy

Smoking and the use of tobacco products shall not be permitted on UIW campuses in any enclosed place, including, but not limited to, all offices, classrooms, hallways, waiting rooms, restrooms, meeting rooms, community areas, performance venues and private residential space housing. Smoking and the use of tobacco products shall also be prohibited outdoors on all campus property, including, but not limited to, parking lots, sidewalks, paths, fields, sports/recreational areas, and stadiums, as well as in all personal vehicles while on campus. This policy applies to all students, faculty, staff, and other persons on campus, regardless of the purpose for their visit. For complete policy information, see <http://www.uiw.edu/safety/smoking-policy.html>.

Student Accident and Sickness Insurance

All full-time students are required to participate in the student accident and sickness insurance plan, unless proof of existing personal coverage is presented and a waiver is signed and presented to the Business Office.

This insurance plan protects the student 24 hours a day, whether at home, school, or while traveling. Coverage is also available for dependents. This coverage is in effect during the interim vacation periods. Participation in intercollegiate athletics is not covered. Insurance must be waived within 25 days after the published deadline stated in the respective course schedule. Insurance is automatically assessed against the student's account. The charges will not be removed unless a waiver with evidence of insurance is provided to the Business Office on or before the published deadline.

Blood Borne Pathogen and HIPAA Training

All students are required to review a Blood Borne Pathogen (BBP) Training presentation, a Health Insurance Portability and Accountability Act (HIPAA) presentation, and take the certifying exams **annually**. These exams verify the student understands the content of the presentations and will apply these guidelines throughout their curricular and extracurricular activities. Students are required to upload their BBP and HIPAA certificates to be verified by the FSOP Compliance Officer by the Friday before the start of classes in the fall each year.

Student Incident/Injury Procedure and Policy

- 1) Apply initial aid (i.e. stop bleeding, apply bandage, or wash infected area).
- 2) Immediately notify FSOP Compliance Officer (Mr. Rafael Gonzales; rgonza19@uiwtx.edu, office phone: 210-883-1165), and Preceptor/Supervisor/Faculty of the exposure.
 - a. Incident should not be handled as a normal worker's compensation claim through the Preceptor's agency. Any referrals for medical treatment must come from the University.
- 3) Fill out Incident/Injury Form (**Student & Preceptor/Faculty/Supervisor Responsibility**)
 - a. A copy of the Injury/Incident Form will be provided to the Office of Student Affairs (OSA) for all student files.
 - b. A copy of incident/injury form shall be provided to the Office of Experiential Programs if the incident occurred on rotation during an Introductory Pharmacy Practice Experience (IPPE) or Advanced Professional Pharmacy Experience (APPE).
 - c. Must be submitted within 48 hours of incident to FSOP Safety Officer. Failure to submit student form in timely manner may result in delay in processing or result in the student retaining responsibility for all health care charges.
- 4) Seek immediate medical attention if necessary
 - a. All needle stick injuries **must** be evaluated by a healthcare professional.
 - b. Students are encouraged to be evaluated at in-network urgent care facilities or an emergency room if the incident occurs **OFF CAMPUS**.
 - c. Students should be referred to Health Services for initial medical treatment if the incident occurs **ON CAMPUS**.
 - d. A healthcare referral form is available from the FSOP Safety Officer and is likely to reduce out of pocket expenses.
- 5) Identify and document any other persons or witnesses (**Student Responsibility**)
 - a. It is the student's responsibility to gather the names of a source patient, other persons involved in incident, or witnesses. Preceptors should be responsible for sharing medical records of patients with the student's health care provider if applicable. With regard to needle sticks, the information on the source individual's HIV and HBV testing must be provided to the evaluating healthcare professional. Also, the results of the testing must be provided to the exposed student. If consent cannot be obtained and is required by state law, the School and/or Agency must document in writing that consent cannot be obtained.

Background Check

All students are required to have a background check report on file in the Feik School of Pharmacy Office of Student Affairs. A background check is mandatory. Information on obtaining the initial background check is sent via email to each student who has accepted a seat in the incoming class. Information from the background check must be on file in the Office of Student Affairs in the Feik School of Pharmacy before the student can be seated in class. Additional background check information may be required by the Feik School of Pharmacy or external institutional partners prior to participation in experiential activities. Financial and other responsibilities for these additional background checks lie solely with the student.

According to Texas HB 1508 and the Texas Occupations Code 58.001, please be advised of the following:

- a. An individual who has been convicted of an offense may be ineligible for issuance of an occupational license upon completion of the educational program
- b. Each licensing authority that may issue an occupational license to an individual who completes an educational program must establish guidelines which state the reasons a particular crime is considered to relate to a particular license and any other criterion that affects the decisions of the licensing authority.
- c. Local or county licensing authorities may issue additional guidelines related to criminal history. Applicants should contact their respective local or county licensing authority for more details.
- d. A person may request a criminal history evaluation letter regarding the personal eligibility for a license issued by a licensing authority under Texas Occupations Code 53.102.

All applicants and students are encouraged to review all applicable eligibility requirements related to the respective occupational license. Questions related to eligibility requirements should be directed to the applicable licensing authority.

Potentially helpful agencies include the [Texas State Board of Pharmacy](#) and the [National Association of Boards of Pharmacy](#).

Children and/or Dependents

The pharmacy curriculum is a time-intensive, rigorous academic program that will require the student to balance their academic as well as their personal responsibilities. The Feik School of Pharmacy at the University of the Incarnate Word recognizes the importance of strong social support and encourages the students to maintain positive social support through their family and friends. In addition, students should actively participate in school-sponsored activities and take advantage of the comfortable learning environment that fosters professional learning and growing. The school works very hard to ensure that the learning environment is free from unnecessary distractions or disruptions and requires students to assist in achieving a positive learning environment.

The school recognizes the diversity of our student body and understands that many persons enrolled in the program may have responsibilities to/for their spouse and/or children. As a result, the school makes every effort to schedule the majority of the academic coursework within the times of 8 a.m. to 5 p.m. so students may also balance their personal obligations. For those academic courses and/or school activities that occur outside regular business hours, students will be provided advanced notice of the event so appropriate arrangements can be made by the students to attend. With respect to classrooms, labs or other structured learning environments, children and/or dependents (including infants, young children, or young-adult children) are not permitted to attend classes under any circumstance. The Feik School of Pharmacy does not provide childcare on-site, so students are strongly encouraged to obtain dependable childcare that will not interfere with their academic responsibilities. This policy does not apply to those Feik School of Pharmacy activities in which open invitations are extended to family, friends, and others.

Responsible Use of Technology Policy

See the UIW Student Handbook for the full Policy on Responsible Use of University Computing Resources at the University of the Incarnate Word.

Email Accounts

All pharmacy students are required to obtain and maintain regular use of a University of the Incarnate Word email account. Official communication of the Feik School of Pharmacy is conveyed via UIW email only. Failure to receive messages due to account inactivity is not an acceptable excuse for incompleteness of FSOP requirements distributed through email.

Telecommunication

Only electronic devices approved for use by the Feik School of Pharmacy are allowed in the classrooms, labs or other designated learning environments. Failure to adhere to these stipulations will result in confiscation of the device by faculty and/or subject to disciplinary action through the Professional Conduct Committee.

Computers

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

Use of Electronic Devices during Assessments

Beginning with the incoming class of 2021, the FSOP-issued laptop is the only approved electronic device that may be used during electronic assessments. For students in the classes of 2019-2020, the FSOP-issued PC laptop is the preferred electronic device; however, personal Mac computers may continue to be used during electronic assessments. FSOP discourages the use of Mac computers for electronic assessments secondary to a history of compatibility issues between Macs and ExamSoft software.

Students are not permitted to have any electronic devices capable of electronic messaging, image capture or video capture on their person(s) during assessments. These devices must be stored and may not be accessed during the assessment unless directed otherwise in the course syllabus.

Students are expected to use wired and/or wireless internet connections provided by UIW during assessments.

Summary of UIW Responsible Use of University Computing Resources

Account sharing is prohibited. You are responsible for all activity conducted within your account. Do not share your account information or password with anyone else. If you fail to safeguard your account information and/or engage in unauthorized account sharing, you may be subject to disciplinary action.

Use of UIW computing resources must be in accordance with UIW policies and codes of conduct. Files controlled by individual users are considered private. The ability to read, alter or copy a file does not imply permission is granted to others to do so. The university reserves the right to access and/or remove any files in violation of university policies. The ability to connect to or make use of other systems through the network does not imply the right to do so unless properly authorized by the owners of these systems. To do so without proper authorization will result in disciplinary action.

Commercial use is prohibited. Computing accounts are provided for UIW operational and academic use only. Commercial use of UIW computing resources is strictly prohibited. Accounts found being used for commercial and/or personal gain will be turned off. Electronic advertising using UIW computing resources is prohibited.

Digital Millennium Copyright Act Violations. The University of the Incarnate Word will comply in all respects with the Digital Millennium Copyright Act (DMCA). If you use your Internet connection to share copyrighted materials (files, programs, songs, videos/movies, etc.) without permission of the copyright owner(s), you are in violation of the DMCA. When we (UIW) discover or are informed by the copyright holder of a potential copyright violation, we are required by federal law to remove the copyrighted materials from the system in question. If we are unable to remove these materials for any reason, then we will terminate network access for the system in question until we are able to verify the removal of the infringed materials.

The network is a shared resource. The university reserves the right to limit the use of individual computing resources at any time when necessary to the maintenance of overall network operation. Network use or applications which inhibit or interfere with the use of the network by others are not permitted. (For example, using an IP address not registered to you, or running applications which use an unusually high portion of the bandwidth for extended periods of time, thus inhibiting the use of the network by others.) Use of the network must comply with all UIW policies.

Identity theft or forgery. Theft, forgery, or other misrepresentation of your identity via electronic or any other form of communication is prohibited. Prosecution under state and federal laws may also apply.

Physical modification to network resources. Do not modify or extend network services and wiring beyond the area of their intended use. This applies to all network wiring, hardware, and jacks. Any unauthorized modification or extension of network services may be subject to charges to the student's account.

No redirection of services. The UIW network may not be used to provide Internet access to anyone outside of the university community for any purposes. UIW-specific or commercially obtained network resources may not be retransmitted outside of the university community.

Prevent the spread of computer viruses. Computers using the UIW network must include operational antivirus software. Users should keep virus definition files up to date. The university reserves the right to remove infected or vulnerable computers from the network.

Right of Privacy

The University of the Incarnate Word ensures the confidentiality of student educational records in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA or the Buckley Amendment).

Students have the right to review their educational records for information and to determine their accuracy. Parents of dependent students, as defined by the Internal Revenue Service, have the same rights upon presentation of proof of the student's dependent status and a signed release of a student's academic record to parents form.

Privacy of Student Records

The University of the Incarnate Word maintains educational records for all current and former students who are officially enrolled at the university. Student records at the university are subject to the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. Students have the right to file a complaint with the U.S. Department of Education concerning FERPA compliance issues.

For complaints, please contact: Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Students have the right to inspect and review their educational records. All requests must be in writing to the UIW Registrar or the Assistant Dean of Student Affairs of the Feik School of Pharmacy and must identify the record(s) they wish to inspect. The UIW official contacted will make arrangements for access and notify the students of the time and place where the records may be inspected. If the UIW official contacted does not maintain the records, the official shall advise the student of the correct official to whom the request should be addressed. The response from the UIW official contacted shall be within 45 days of the receipt of the request for access.

The student may request an amendment to the educational record if he/she believes it is inaccurate or misleading. The amendment of the educational record does not pertain to the course grades assigned by the faculty. The student should write the initial request to the Assistant Dean of Student Affairs of the Feik School of Pharmacy to request the amendment. The request must clearly identify the portion of the record he/she wants changed, specifying why it is inaccurate or misleading. If the university does not amend the record as requested, the university will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment in a timely manner. Information regarding the hearing procedures will be provided to the student when the student is notified of the right to a hearing.

The University of the Incarnate Word will not disclose any personally identifiable information about students (except the directory information listed below) without the written consent of the student.

Directory information at the University of the Incarnate Word includes:

Name

Date and place of birth

Current or permanent address and phone number

Academic major

Classification

Participation in UIW activities or sports

Dates of attendance at UIW

Most recent or previous educational institution attended

Email address and photograph

Each student has the right to restrict the release of any or all this directory information by submitting a written request to the Office of Student Affairs. School officials with legitimate educational interests may have access to educational records, without the student’s consent, if the record is needed to fulfill their official responsibilities. School officials are identified as a person employed by the university in an administrative, supervisory, academic, research, or support staff position; a person or company with whom the university has contracted; a person serving on the Board of Trustees; or a student serving on an official committee or assisting another university official in the performance of his/her official tasks.

Equal Opportunity

The University of the Incarnate Word adheres to the principle of equal education and employment opportunity without regard to race, sex, color, creed, physical handicap, national origin, sexual orientation, or gender expression. This policy extends to all programs and activities supported by the university.

Student Services

The following university services are available for pharmacy students:

- | | |
|------------------------------|------------------------------------|
| Student Health Services | Alumni Relations & Planned Giving |
| Student Disability Services | Bookstore/Follett |
| Library | Campus Police |
| Personal Counseling Services | Career Services |
| Wellness Center | Help Desk |
| Natatorium | Learning Assistance Center |
| Student Engagement Center | Sodexo Food Service |
| Office of Financial Aid | Post Office |
| Campus Ministry | Parking - additional fees required |
| Office of Campus Life | |

Student Disability Services

Disability Accommodations

The University of the Incarnate Word is committed to providing a supportive, challenging, diverse and integrated environment for all students. In accordance with Section 504 of the Rehabilitation Act – Subpart E, Title III of the Americans with Disabilities Act (ADA), and Title III of the ADA Amendments Act of 2008 (ADAAA), the University ensures accessibility to its programs, services and activities for qualified students with documented disabilities. To qualify for services, the student must provide Student Disability Services with the appropriate documentation of his or her disability at the time services and/or accommodations are requested.

Pregnancy Accommodations

Under the Department of Education’s (DOE) regulations implementing Title IX of the Education Amendments of 1972, the University does not discriminate against any student on the basis of pregnancy or pregnancy related conditions.

To request reasonable accommodations for disability, temporary disability (e.g., injury, surgery) or pregnancy, please contact:

Student Disability Services
4301 Broadway CPO 295
Administration Building – Suite 51
San Antonio, TX 78209
(210) 829-3997
(210) 283-6329
www.uiw.edu/sds

Title IX Information

Unlawful discrimination has no place at the University of the Incarnate Word. It violates the University’s core values, including its commitment to equal opportunity and inclusion, and will not be tolerated. The University of the Incarnate Word prohibits sexual misconduct, that can include: (1) sex and gender based discrimination; (2) sexual and sex and gender based harassment (including a hostile environment based on sex or gender); (3) sexual assault; (4) sexual exploitation; (5) stalking; and (6) relationship violence (including dating and domestic violence). For more information, or to report an incident, please visit www.uiw.edu/titleix.

Student Codes of Conduct

UIW Student Code of Conduct

All students at the University of the Incarnate Word are bound by the University of the Incarnate Word Student Code of Conduct which can be viewed online through the University's Campus Life webpage. The FSOP Student Handbook takes precedence and governs academic policies and professional conduct and standards while the UIW Student Code of Conduct governs personal conduct. It is the responsibility of each student to read, understand, and follow this Student Handbook as well as the UIW Student Code of Conduct.

FSOP Honor Code

We, the students and faculty of the University of Incarnate Word (UIW) Feik School of Pharmacy (FSOP), recognize that pharmacy and its related professions are among the most noble and honorable callings to which one may aspire. These are professions that demand of their members the highest degree of professional competence, ethical behavior and morality. They require continuous educational development, constant personal and professional self-examination, and an ever-present awareness and sensitivity to human problems. It is the responsibility of every pharmacy related professional, from the day that his/her professional journey begins, to seek to achieve the highest aspirations and goals inherent in the profession; to exhibit honor and integrity in the use of his/her special skills for the betterment of humankind; and to act at all times in a manner that will instill public confidence in the profession. We therefore adopt this Honor Code in an attempt to set forth the minimum standards by which our conduct should be governed.

Article I: Academic Matters

A. General Statement

Recognizing that it is impossible and inadvisable to set forth with specificity a range of conduct that is prohibited, we nevertheless realize that questions arise occasionally with respect to what a student may or may not do about an academic matter. This Honor Code therefore sets forth the minimum standards of conduct with the hope and expectation that a UIW FSOP student will never approach, and certainly never fall below these minimum standards. It is the obligation of the students and faculty to participate in making the honor system viable by reporting violations of all academic matters.

B. Definition

An "academic matter" means any one of the following:

1. any activity which may affect a grade in a course,
2. any activity which in any way contributes to satisfaction of the requirements of a course, or requirements for graduation, or
3. co-curricular activities of an academic nature.

C. Prohibited Activities with Respect to Academic Matters.

D. UIW FSOP students shall not:

1. Use materials during an assessment other than those specifically authorized by the instructor. To avoid even the appearance of impropriety during an assessment, all books, notebooks, briefcases, and the like should be placed in the front or rear of the room (or a breakout room), as instructed by the instructor.
2. Use materials in any research or writing assignment which are specifically forbidden by the instructor. This includes reuse of student's own work.
3. Give, solicit, or receive information or assistance to or from any person or source during an assessment, makeup assessment or written assignment unless specifically authorized to do so by the instructor.
4. Submit modified or changed tests, answer sheets, or assignments for re-grading.
5. Use, construct, or circulate tests, reports of results, or answer sheets prepared for a course or any assessment.
6. Use electronic equipment in an unauthorized or improper manner during an assessment.
7. Engage in any form of plagiarism. Plagiarism is using the words or ideas of another source directly without proper acknowledgement of that source (i.e., footnotes and bibliography) including all types of commercial term paper preparation services. Ignorance is NOT an excuse. The student bears the responsibility to learn from the individual

instructor the procedure for acknowledging sources and indicating quotations as required for each assignment. Plagiarism also includes the unattributed use of any portion of a computer program or data file.

8. Submit counterfeit work; turning in, as one's own work, that which has been created, researched, or produced by someone else.
9. Knowingly and improperly change grades on transcripts, grade sheets, electronic databases, class reports, projects, or academically related documents.
10. Intentionally deface, remove without authorization, or secrete any material from the UIW Feik School of Pharmacy, Drug Information Center or any other library.
11. Collaborate with, knowingly help, or attempt to help another to violate a provision of the Honor Code.
12. Fail to report to the Professional Conduct Committee or Assistant Dean of Student Affairs any firsthand knowledge of any violation to any of the provisions of Article 1 of this Honor Code.
13. Willfully conceal or misrepresent information material to an investigation of any alleged violation of this Honor Code when the information is sought by the Professional Conduct Committee, faculty, Dean, or the Dean's designee.

Article 2: Non-Academic Matters

A. General Statement

UIW FSOP students are hereby informed that in their personal and professional lives they represent not only themselves, but also the Feik School of Pharmacy and the pharmacy profession. Therefore, while they have the right and freedom to exercise individual autonomy, they also have the responsibility to exercise that autonomy in a manner that will bring honor to themselves, their pharmacy school, and their chosen profession.

B. Prohibited Activities with Respect to Nonacademic Matters.

UIW FSOP students are subject to the same level of conduct as all UIW students:

- The UIW community is committed to fostering a campus environment that is conducive to academic inquiry, productive campus life, and thoughtful study and discourse. A community exists based on shared values and principles. These standards are embodied within a set of core values that include integrity, fairness, respect, community, and responsibility. UIW FSOP students who fail to exemplify these values are subject to campus conduct proceedings as described in the UIW Student Code of Conduct. Students are expected to read, understand, and take responsibility for the UIW Student Code of Conduct and be familiar with the proceedings for handling any violations of the UIW Student Code of Conduct.
- In addition to upholding the behaviors associated with the core values, UIW FSOP holds students accountable to other university policies described in the UIW Student Code of Conduct. UIW FSOP students should refer to the appropriate sections in the UIW Student Handbook for university policies regarding:
 - Student Right to Know and Campus Security Act of 1990
 - Alcohol & Drug Policy Overview
 - Policy on Parental Notification of Students in Violation of the UIW Alcohol and Drug Policy
 - Alcohol Policy
 - Illegal Drug Policy
 - Anti-Harassment Policy
 - Confidentiality
 - Religion/Association
 - Gambling Policy
 - Policy on Guest Speakers
 - Abusive Affiliation
 - HIV/AIDS Policy
 - Posting Policy
 - Sales and Solicitations
 - Sexual Misconduct

- Free Speech and Harassment
 - Confidentiality and Reporting Policy
 - Involuntary Student Withdrawal Policy and Procedure for Disruptive Behavior
 - Student Sales and Fundraising
 - Smoking Policy
 - Vendor Exhibitor Policy
 - Student Organizations
 - Student Complaint Policy
 - Responsible Use of Computer Resources
 - Intellectual Property Policy
 - Policy on Responsible Use of University Computing Resources
 - Policy on Electronic Mail (Email) Use
- Students residing in university housing are subject to the rules for all students who reside in university housing. All students are encouraged to study the sections concerning these violations in the current UIW Guidelines for Community Living in the Residence Halls.

In addition, the UIW FSOP student shall not:

1. Fail to conform his/her conduct to the ethical and moral standards of the pharmacy profession as articulated in the Student Code of Conduct.
2. Intentionally make misrepresentation on a resume or curriculum vitae concerning class rank, grades, academic honors, work experience, or any other matter relevant to job placement.
3. Purposely furnish false information.
4. Perpetrate any form of theft, forgery, falsification, or fraudulent use of university or worksite property.
5. Willfully conceal or misrepresent information material to an investigation of an alleged violation of this Honor Code when the information is sought by the Professional Conduct Committee, faculty, Dean or the Dean's designee.
6. Use or remove unauthorized prescription or nonprescription drugs or appliances from the site of a clinical rotation.
7. Use any official UIW logo or FSOP logo without written permission.
8. Post any visual images, post messages to any website, or use any other form of electronic transmission that depict UIW or the FSOP in a nonprofessional manner.

FSOP Student Code of Conduct

The UIW FSOP students and faculty have adopted the following code of conduct to guide ethical behavior in all settings where a student is representing the university. We feel that the magnitude of our responsibility as healthcare professionals necessitates the establishment of the highest standards of professional conduct.

This code of conduct represents general standards of behavior and illustrates ideals for which to strive. Specific infractions must be reported by students, preceptors, or faculty to the Assistant Dean of Student Affairs and the chair of the Professional Conduct Committee. The Professional Conduct Committee will be charged with the responsibility of promptly investigating alleged infractions of this code. It should also be understood that these general standards may not afford guidance in every conceivable situation or anticipate every possible infraction.

Professionalism is an expectation in the pharmacy profession and is taken as seriously as academic issues at the Feik School of Pharmacy. Failure to act in accordance with the FSOP Student Code of Conduct may impact progression in the program in the same way as other academic matters.

Students will be expected to hold themselves to these standards:

The student will not:

- Cheat.
- Lie.
- Alter or falsify academic, research or patient documents (both paper and electronic).
- Participate in academic activities, including patient care, having used nonprescribed psychotropic substances (including alcohol) or having inappropriately used prescribed substances.
- Engage in romantic, sexual, or other nonprofessional relationships with a patient or a patient's family member, even upon the apparent request of a patient or patient's family member.
- Engage in disruptive behavior in the classroom, clinic, hospital, or laboratory that might interfere with the learning, work or clinical care of others.
- Gain or provide unauthorized access to academic or administrative files, patient medical records, or research documents, via computer or any other means or method.
- Misrepresent him or herself as a licensed or certified health care provider.

The student will:

- Admit errors to his/her supervisor and not knowingly mislead others in the classroom, clinical setting or laboratory.
- Respond promptly to official communications from the school, comply with attendance policies for learning activities, and meet all FSOP mandatory deadlines.
- Engage in the responsible and ethical conduct of research.
- Treat patients or research subjects, their family members, and his/her colleagues with respect and dignity both in their presence and in discussions with others, and maintain appropriate privacy and confidentiality of patient communications and records.
- Recognize the limitations of his/her knowledge, skills, or physical or emotional state, and seek supervision, advice, or appropriate help before acting.
- Learn to recognize when his/her ability to function effectively is compromised, ask for relief or help, and notify the responsible person if something interferes with the ability to perform clinical or research tasks safely and effectively.
- Deal with fellow students, faculty, staff, administration and experiential colleagues in a considerate manner and with a spirit of cooperation, and avoid offensive language, gestures, or remarks while interacting with all persons encountered in a professional capacity regardless of race, color, ethnicity, religion, national origin, age, sex, gender identity, sexual orientation, disability or socioeconomic status.
- Take personal action to support equity and inclusivity in the learning environment. It is expected students will come forward if they witness violations of such standards.

- Maintain a neat and clean appearance, and dress in attire that is appropriately professional and safe for the patient population served or the learning activity.

NOTE: The above standards of conduct are based on the Code of Professional Conduct of the Duke University School of Medicine and have been adapted to meet the individual needs of the UIW FSOP.

Dress Code

Pharmacy is a profession that has as its mission the safe and effective use of drugs in patients. Students in the Feik School of Pharmacy are required to dress and act professionally at all times. The dress code is intended to contribute to the overall professional development of the pharmacy student. The purpose of the dress code is to make the student aware that there is a standard of professional dress that should be upheld to have a more effective transition into the professional world.

It is expected that students will be in dress code from 8:00am to 5:00pm.

Clothing items that are not allowed:

- hats (exception: headgear considered a part of religious or cultural dress)
- flip flops/athletic shoes
- shorts
- tank tops or athletic t-shirts
- clothing with holes or cuts
- clothing containing suggestive or inappropriate slogans
- denim jeans
- spandex, leggings, or tight-fitting stretch pants
- midriff-baring shirts
- low-rise or low-hung pants
- see-through, strapless, or spaghetti-strap tops
- hoodies or sweatshirts
- mini-skirts or short dresses

The following dress code will be enforced daily for professional pharmacy students in years P1-P4. It may also be required in pre-professional years 1 and 2 at the discretion of the faculty teaching those courses. Students who attend didactic classes, laboratory courses, or IPPE/APPE out of dress code will receive a professional conduct infraction, a copy of which will be kept in the Office of Student Affairs. If a student accrues two infractions within a semester, he/she will be scheduled for a meeting with the Professional Conduct Committee for recommendation on disciplinary action. Students with documented medical needs that require dress code alteration may request exceptions to the FSOP Office of Student Affairs in writing. Decisions on dress code alteration will be made on a case-by-case basis.

A UIW student identification card must be worn and visible at all times when in the Feik School of Pharmacy. Students who forget their UIW ID must wear a visitor pass obtained from the FSOP front desk. To replace lost and/or damaged ID cards, students must visit the Campus Life Office on UIW's main campus and pay a replacement fee of \$15.

Males: Appropriate attire for a male FSOP student is a dress shirt, tie, slacks, socks, and shoes. Accessories (e.g., ties, jewelry, belts, and footwear) must project a professional image. Under certain approved conditions, scrubs may be worn (see below).

Females: Appropriate attire for a female FSOP student is skirt and blouse, dress slacks and blouse, or basic dress/suit, and shoes. All skirts and dresses shall be worn at an acceptable length. Accessories (e.g., jewelry, belts, and footwear) must project a professional image. Under certain approved conditions, scrubs may be worn (see below).

The Feik School of Pharmacy discourages unconventional visible body piercing (tongue, nose, eyebrows, etc.), visible tattoos, and unconventional hair colors (orange, green, blue, etc.). We are cognizant of changes in clothing styles and are sensitive to these trends. Dress after-hours (both inside and outside the classroom), for formal presentations, and for professional ceremonies should continue to be conservative and professional. Extremely short or revealing apparel is not acceptable at any time.

- Scrubs and lab coats may be obtained from Classic Uniforms (see contact information that follows). Scrub tops must be red; scrub pants must be black.
- Clean athletic shoes may be worn with the scrub uniform.

Students who attend experiential educational experiences out of dress code may be considered absent by the preceptor and sent home to fulfill dress code requirements prior to returning to the practice site. When participating in assigned educational experiences, students are required to comply with the official experiential educational attire. If the experiential site has special attire or dress code requirements, the student must comply with the site's policies. Designated "jeans days" at FSOP do not apply to experiential education experiences unless the P4 is on-site at FSOP and has course faculty approval. Please refer to the Experiential Education Student Manual for additional information regarding the dress code for rotation experiences. The experiential educational attire should be worn over that described in the Feik School of Pharmacy dress code and consists of:

- Student nametag
- White lab coat with the official Feik School of Pharmacy insignia on the left arm (The lab coat should be bright white, clean, and wrinkle-free)

Both scrubs and lab coats are available for purchase at Classic Uniforms. Specific information regarding styles and individual sizes is on file at the store.

Classic Uniforms
8507 N. McCullough, Suite C11
San Antonio, TX 78216 (210)525-0200
www.classicuniforms.com

Item numbers:

Men's 35" Lab Coat (required for Laboratory Courses) #3166
Women's Full Length Lab Coat (required for Laboratory Courses) #3155
Men's Scrub Top #7502
Men's Scrub Pants #8550
Women's Scrub Top #8219
Women's Scrub Pants #8320
Men's Consultation Jacket (required for Clinical Activities) #3224
Women's Consultation Jacket (required for Clinical Activities) #3230

Casual Dress

Certain days throughout the semester may be designated as casual dress days. These days must be approved by the Assistant Dean of Student Affairs and may include casual Fridays, fundraising days, holiday dress days, and others. Acceptable dress for casual days may include jeans/leggings, collared shirts, and other business casual tops. Jeans worn on casual days must be in good taste and should not be frayed or tattered. Unless otherwise specified, t-shirts are not

acceptable casual dress unless they are FSOP school/organization t-shirts or UIW t-shirts. Clean tennis shoes or other casual shoes may be worn; however, flip-flops are not allowed.

Students on experiential rotations or in labs that require appropriate laboratory dress should dress appropriately for the course, regardless of designation of a casual dress day. When unsure, please use your best judgment to be appropriately dressed for the activities of your day.

Casual days may be assigned, revoked, or changed at the discretion of the FSOP administration.

Attendance Policy

Given the intense nature of the pharmacy curriculum, student engagement is essential to maximize the learning experience. On-time arrival and attendance for the full duration of the activity (e.g., class, lab, forum) are mandatory for pharmacy students. Any deviation may count as an excused or unexcused absence, as appropriate.

Classroom and Laboratory Attendance Policy

Course instructors will maintain documentable class attendance. The method of documenting attendance is at the discretion of course faculty. Attendance may be taken at any time during the class period.

Excused Absence

It is the prerogative of the faculty member to allow an excused absence.

Professional Activities

Institution-sponsored and/or institution-supported activities (e.g., professional activities related to student organizations) are authorized by a written statement from the Assistant Dean of Student Affairs. It is the responsibility of the student to obtain a request for excused absence form from the Office of Student Affairs and present the duly filled out form with documentation to the appropriate faculty person in the appropriate course(s). At this point, it is the discretion of the faculty to grant an excused absence. The faculty member should complete his/her portion of the form, initial the documentation, and return both to the student. It is the responsibility of the student to return the completed form (and other approval forms if travel is involved) with documentation attached to the appropriate faculty advisor a minimum of two weeks prior to the scheduled activity.

Personal Activities

Any absence not related to an institution-sponsored and/or institution-supported activity will be considered a personal activity. It is the responsibility of the student to obtain a request for excused absence form from the Office of Student Affairs and present the duly filled out form with documentation to the appropriate faculty person in the appropriate course(s). At this point, it is the discretion of the faculty to grant an excused absence. It is the responsibility of the student to return the completed form with documentation attached to the Office of Student Affairs a minimum of two weeks prior to a scheduled activity or within one week of their return from an unscheduled activity.

Class Absences for Religious Observances

The University of the Incarnate Word welcomes persons of diverse backgrounds and is therefore committed to providing reasonable accommodations for students wanting to attend religious observances and who will miss class. Students must inform instructors at least two weeks prior to attending a religious observance. Students use the form found in the FSOP Student Handbook to request accommodations from the instructor.

Unexcused Absence

A student accumulating two unexcused absences from a one- or two-credit class or three unexcused absences from a three or more credit class may receive faculty discipline up to and including course withdrawal.

A student may be issued a Professional Conduct Infraction after any unexcused absences.

The instructors may lower the course grade or require completion of an additional assignment, as stated in the syllabus, if a student is determined to be unexcused for any class, regardless of the course unexcused absence limit.

There are no unexcused absences allowed from laboratories. Consequences will be listed in the respective syllabi.

Introductory and Advanced Pharmacy Practice Experiences Attendance Policy

Attendance at the experiences is mandatory. See the General Guidelines for Experiential Education section for complete details.

Ceremony Policy

Attendance and participation in ceremonies listed on the FSOP Academic Calendar are required. Excused absences are only granted by the FSOP Dean. Failure to attend ceremonies will result in disciplinary action up to and including a one-semester delay in graduation.

Classroom Etiquette Policy

Food is not allowed in classrooms before, during, or after class. Food for personal consumption is allowed in breakout rooms; however, breakout rooms are not areas for general food storage or food preparation equipment (e.g., microwaves, toasters, coffeemakers). Drinks in closed containers with lids may be brought into non-laboratory classrooms. Any damage caused by spills is the responsibility of the person who spilled. Neither food nor drink ~~is~~are allowed in research, compounding, dispensing, or patient assessment laboratories.

Permission to bring food into classrooms for special events (e.g., organizational meetings) must be approved by the Associate Dean of Academic Affairs. If approved, food must be served in breakout rooms. Groups granted permission to bring food into the rooms are responsible for returning the rooms to a clean state. Failure to do so may result in loss of food privileges in the classroom.

To maintain classroom furniture, sitting on top of desktops or tables in classrooms or breakout rooms is not allowed.

Classroom podium electronics are only to be used for student organization or educational purposes. Use of classroom podium electronics require prior authorization of a student organization advisor or a faculty chaperone (e.g., for presentation practice).

Please lead by example and maintain a classroom environment that is conducive to learning for all students. During class, students should refrain from non-essential conversation and technological activities (e.g., text messaging, instant messaging, internet surfing, and working on material that is not related to the current class).

Violation of Professional Conduct

Procedure for Investigating Allegations of Misconduct

The Assistant Dean for Student Affairs is responsible for the administration of the School of Pharmacy's disciplinary system and serves as an ex officio member of the Professional Conduct Committee. This responsibility is exercised on behalf of the President of the university and entails the supervision of several bodies. Alleged violations of the FSOP Honor Code Code of Conduct or Civil Laws will be handled by the university policies as written in the FSOP and/or UIW Student Handbook.

When there is a written allegation of academic or professional misconduct by an FSOP student, investigation and appropriate actions will be pursued by the Professional Conduct Committee. Allegations of misconduct may be submitted by a student, a group of students, faculty, staff, or administration. Every effort will be made to maintain confidentiality.

The Professional Conduct Committee is composed of six faculty members (three members from each academic department), four pharmacy students (one from each class), the Assistant Dean for Student Affairs (ex-officio), and one additional qualified individual appointed by the Dean. This Committee serves as a hearing board for incidents of misconduct involving violations of the FSOP Honor Code and/or FSOP Student Code of Conduct. These include standards for academic, nonacademic, and clinical behavior.

Penalties Assessed by Faculty for Academic or Professional Misconduct within a Course

If an academic or professional conduct violation occurs within the scope of a course, the faculty has the option to deal with the incident as appropriate without forwarding to the Professional Conduct Committee. They may forward the case to the Professional Conduct Committee to consider additional penalties. They may also forward the case to the Professional Conduct Committee if no resolution is reached.

Before any penalty by a faculty member is assigned, the instructor must meet with the student about the violation in a timely manner. Notice of the meeting will be sent to the student by UIW/Cardinal email. Failure of the student to respond to the notification within five business days will result in the matter being referred to the Assistant Dean of Student Affairs. Any penalties assigned by the instructor must be confirmed in writing to the student, and copied to the Assistant Dean of Student Affairs and the Chair of the Professional Conduct Committee.

Professional Conduct Committee: Process

- **Step 1.** The written allegation is submitted to the Assistant Dean of Student Affairs and the Chair of the Professional Conduct Committee within 5 business days of the alleged misconduct or discovery of alleged misconduct. The Assistant Dean of Student Affairs and the Chair may request a meeting with the submitter(s) if clarification is needed.
- **Step 2.** The Assistant Dean of Student Affairs and the Chair of the Professional Conduct Committee will meet with the accused student within 3 business days after the matter was brought to the attention of the Assistant Dean of Student Affairs and Chair. At this meeting, the student will be informed of the allegation. The case can either be (A) settled or dismissed at this time by the Assistant Dean for Student Affairs and the Chair of the Professional Conduct Committee or (B) be referred to the Professional Conduct Committee for resolution. Documentation of the case will be placed in the student's file and in the FSOP conduct record held by the Assistant Dean of Student Affairs.
- **Step 3.** Referral to Professional Conduct Committee: If not settled or dismissed in Step 2, the Chair of the Professional Conduct Committee will schedule a meeting between the Committee and the accused student to occur within 5 business days. The individual submitting the allegation also will be invited to present the case to the Committee. Notice of the meeting will be sent to the student by UIW/Cardinal email.

Professional Conduct Committee: Proceedings

The written allegation and additional information collected during the process shall be presented by the Chair of the Professional Conduct Committee to the committee members. The accused student will then meet with the committee and be informed of the allegations and afforded an opportunity to defend him/herself. The accused student has the right to solicit advice and to offer witnesses to support his/her position. The accused student may request that a student or faculty member not sit in judgment if he/she feels that the vote may be biased or prejudiced as a consequence. Some substantiation of the claim may be required, and the final decision shall rest with the Assistant Dean of Student Affairs, who is then responsible for any substitution to the committee to ensure a quorum is present.

All sessions of the committee will be closed. The accused student(s) may request in writing that the hearings be open. The student may have one person (approved by the Assistant Dean of Student Affairs) present during the hearing. This person may not address the committee, speak on behalf of the student, question witnesses, or otherwise actively participate in the hearing.

No attorney shall be present, as this is not a court of law. In the case of a closed hearing, all persons present at the proceedings shall be bound to disclose no more than the committee does in its official report on the case. Revelation of such details shall be considered a violation of the FSOP Honor Code and FSOP Student Code of Conduct.

In the case of closed hearings, the testimony of each witness shall be given while the other witnesses are not present. In open hearings, the witnesses of both parties shall be present during the entire proceedings. The committee may allow introduction of evidence other than testimony of witnesses provided that the evidence is relevant to the question before the committee on any matter. The committee shall set rules for the conduct of all cases and all arrangements connected with the taking of evidence. Time frames for instigation of hearings and proceedings may be altered if circumstances warrant. Votes on all matters shall be a simple majority. Should additional information become available, the chair may reopen the case and ask the committee to consider the new information.

Deliberation and voting of the committee shall take place in private and remain confidential. If the committee determines that the student was in violation of the FSOP Honor Code and/or the FSOP Student Code of Conduct, it will impose penalties to the student. The decision of the committee will be written by the Committee Chair and the Assistant Dean of Student Affairs. The decision of the committee will also include the time period for which the student will be under the noted penalty. The student involved will be notified by UIW/Cardinal email within 5 business days of the final decision and any applicable penalties in writing by the Assistant Dean of Student Affairs. A copy of the final decision will be sent to the Dean. If the student wishes to contest the decision, the section entitled 'appeals process' will provide further guidance.

All minutes and evidence from the work of the Professional Conduct Committee shall be placed in the FSOP Professional Conduct Committee file maintained by the Assistant Dean of Student Affairs. Students have the right to examine the contents of their individual student file by appointment with the Assistant Dean for Student Affairs.

Professional Conduct Committee: Penalties

The Professional Conduct Committee may impose one or more of the following penalties for any of the violations:

- Separation: Separation is a state in which the student is not permitted to continue his/her program at the university. The student shall be withdrawn from all uncompleted courses in which he/she is currently enrolled. The student will not be permitted to re-enter the FSOP's educational programs.
- Suspension: Suspension is a temporary state of separation for a definite period from the university including the programs, facilities, and activities. The completion of the period of suspension does not guarantee reinstatement. The decision to readmit a student will be the responsibility of the Dean.
- Probation: Probation can be of three types: all probations require a written reflection paper focused on actions that led to the misconduct and what changes will take to prevent these behaviors from reoccurring.

1. Level One: probation for a stated period carrying with it a loss of eligibility for:

- holding or running for any FSOP elected office;
- representing the FSOP in any official capacity both on campus and away from campus;
- competing for FSOP honors and distinctions, including scholarships and awards.

Violation of the terms of Level One probation may result in extended probation, Level Two or Level Three probation, or in the suspension of the student. Note: Professional Conduct Committee may impose additional and/or separate probation requirements, as determined by a voting majority of committee members present at the meeting.

2. Level Two: probation for a stated period carrying with it a loss of eligibility for:

- active membership in any FSOP-sponsored organization
- A student who is placed on Level Two probation will automatically be placed on Level One probation.

Violation of the terms of Level Two probation may result in extended probation, Level Three probation, or in the suspension of the student. Note: Professional Conduct Committee may impose additional and/or separate probation requirements, as determined by a voting majority of committee members present at the meeting.

3. Level Three: probation for a stated period carrying with it a loss of eligibility for:

- at any and all FSOP-sponsored activities.
- A student who is placed on Level Three probation will automatically be placed on Level One and Level Two probation.

Violation of the terms of Level Three probation may result in extended probation or in the suspension of the student. Note: Professional Conduct Committee may impose additional and/or separate probation requirements, as determined by a voting majority of committee members present at the meeting.

Any assessed penalty and the length of the penalty will be communicated by the Assistant Dean for Student Affairs to FSOP faculty, staff, and administrators. For probation, upon receipt of the communication by the Assistant Dean for Student Affairs, respective faculty, staff, and/or administrator will enforce actions that fall within their purview.

Student Rights

With respect to violation of the student Honor Code, a student of UIW FSOP is guaranteed the following rights:

- The right to a reasonable amount of time to prepare for his/her hearing;
- The right to a prompt hearing;
- The right of being presumed innocent until proven guilty;
- The right to solicit advice;
- The right to appeal;
- The right to expect that the Professional Conduct Committee will deal with his/her case in a confidential manner.

Appeals Process

A student has a right to appeal any decision reached by the Professional Conduct Committee. Students will receive the decision of the Professional Conduct Committee by UIW/Cardinal email from the Assistant Dean of Student Affairs, and from that time, students will have three business days to submit a written appeal to the Dean's office.

Grievance Procedure Policy

The Feik School of Pharmacy student grievance procedure represents the mechanism whereby any student may obtain a review of a complaint of alleged unfair treatment with immunity from disciplinary action or retaliation. The grievance procedure shall not be used to question a rule, policy, or procedure established by an authorized faculty or administrative body. Rather, a person or persons shall use this procedure for a hearing and due process if they believe that a rule, policy, or procedure has been applied in an unfair or inequitable manner, or that there has been unfair or improper treatment. It is expected that the student shall present the grievance in a professional manner.

Grievances may be either grade-related or non-grade-related. Matters related to grading disputes shall include issues regarding grades earned for individual course assignments or assessments. A final course grade is not eligible for dispute, unless an error is believed to have occurred in the final calculation of the grade, as outlined in the course syllabus.

Prior to a grievance being filed, an attempt at informal resolution must occur between the student and the instructor(s).

Students must set an appointment via email with the instructor(s) within **two** working days of incident/grade notification (i.e., two days after reconsideration period if applicable per course syllabus). In the meeting request, the student should inform the instructor about the nature of the meeting.

After the meeting with the student, instructor(s) have **two** working days to respond to the student concern via email. If a student does not feel the concern has been resolved, the student may initiate the formal grievance process, as outlined below.

Step 1: Consult with the Assistant Dean of Student Affairs.

Within **two** working days of response from instructor(s), the student shall submit the appointment email correspondence with faculty response and a signed, written statement to the Assistant Dean of Student Affairs summarizing the grievance. At the time of statement submission, the student should meet with Assistant Dean of Student Affairs to discuss the situation. Issues not discussed with the instructor(s) will not be considered. After receiving the statement from the student, the Assistant Dean of Student Affairs will share the statement with the instructor, the appropriate Department Chair, and the Associate Dean of Academic Affairs. The Assistant Dean of Student Affairs may request documentation relating to the student/instructor meeting. If he/she chooses, the instructor may respond to the student statement in written form to the Assistant Dean of Student Affairs within **one** working day.

Step 2: Grievance review and decision.

The Associate Dean of Academic Affairs will consult with the Assistant Dean of Student Affairs and the appropriate Department Chair to come to a decision regarding the grievance. Within **three** working days of receiving the signed, written statement from the student, the Associate Dean of Academic Affairs will communicate a written decision to the student, the instructor(s), the appropriate Department Chair, and the Assistant Dean of Student Affairs. If a student does not feel the grievance has been resolved, the student's final option is an appeal to the Dean.

Within **two** working days of response from the Associate Dean of Academic Affairs, the student may submit a signed, written appeal to the Dean. The only basis for appeal is that a substantial mistake of fact occurred, a fundamental misrepresentation of official policies is evident, or a significant procedural defect took place. The Dean will make the final decision regarding the matter. The student shall be notified in writing of the Dean's decision. The decision of the Dean is final, and there shall be no further appeal.

ACPE Complaint Policy

ACPE has an obligation to assure itself that any institution that seeks or holds a preaccreditation or accreditation status for its professional program(s) conducts its affairs with honesty and frankness. Complaints from other institutions, students, faculty, or the public against a college or school of pharmacy, including tuition and fee policies, and as related to ACPE standards, policies or procedures, shall be placed in writing in detail by the complainant and submitted to the ACPE office. The complaint shall be submitted to the institution for response. Requests for confidentiality shall be respected to the extent any such information is not necessary for the resolution of the complaint.

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

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

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

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

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

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

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

Academic Information

Matriculation and Graduation Information

General Matriculation Rules and Guidelines

- Student attendance in classes is compulsory. See Attendance Policy.
- Students are required to stay updated on school/class activities by checking email, Blackboard, bulletin boards/display monitors, and postal mail on a daily basis.
- Students are required to follow the dress code of the school as an integral part of their training and professionalism.
- Experiential programs, including introductory and advanced pharmacy practice experiences, may be provided off-campus. The site may be in an area distant from UIW and San Antonio. Students are responsible for their transportation and possible relocation to their assigned site and for their own housing during this period.
- A minimum GPA of 2.0 is required to graduate from the Feik School of Pharmacy at the University of the Incarnate Word.
- The faculty of the Feik School of Pharmacy reserves the right to revise the curriculum at any time to ensure that students acquire the most current and relevant training possible. If curricular changes become necessary, every effort will be made to apprise students of the changes made and how these changes impact their course of study. In all cases, however, the production of well-prepared graduates will prevail as the dominant concern.
- The Feik School of Pharmacy will graduate only those students it deems ready to accept morally, ethically, and professionally the practice of pharmacy, and consequently reserves the right to withhold the recommendation for graduation of any student who does not conform to those standards of readiness.
- Students are required to enroll in and complete courses in sequence, adhering at each level to all prerequisites. No student will be permitted to take courses out of sequence or enroll in a course without having satisfied the prerequisites.
- A student may be dismissed from the program, after due process, by reason of conduct unbecoming of a professional student.
- A student may be dismissed from the program, after due process, due to violations of the Feik School of Pharmacy Academic Progression Policy.

Requirements for Graduation

The institutional requirements for the Doctor of Pharmacy degree are listed here. A student should meet these requirements with normal progression through the program.

- Minimum completed credit hours (as designated in each respective degree plan) including 6 credit hours of Introductory Pharmacy Practice Experiences (IPPE) [at least 300 supervised clock hours] and 36 credit hours of Advanced Practice Pharmacy Experience (APPE) [at least 1500 supervised clock hours]
- Minimum GPA of 2.0
- All coursework must be completed within six calendar years after matriculation.

Additionally, the student must resolve all financial obligations with the university and complete exit procedures through the offices of the Dean, the Associate Dean of Academic Affairs, and the Assistant Dean for Student Affairs.

Academic Progression

Academic Policy Statement

Failure to maintain good academic performance will result in action by the Academic Standards Committee regarding a student's standing within the program.

The Feik School of Pharmacy is offered in a modified block format that assimilates pharmaceutical and basic sciences into a unique format. Although this curriculum results in studies that cover the standard outcomes and more, the pattern is not easily comparable to other schools. Therefore, at this point, there are no advanced standing admission opportunities for applicants who have not matriculated in the Feik School of Pharmacy. This issue will be revisited periodically to determine whether the current position remains the most productive for the school.

In addition to the University of the Incarnate Word Academic Regulations, the Academic Standards Committee will use the following rules when intervention is required. It should be noted that the committee may also intervene at times other than specifically stated below if it is deemed necessary in order to ensure the academic integrity of the Feik School of Pharmacy program.

Letter Grading Policy

The standard grading scale of "A, B+, B, C+, C, D, F" is used in awarding grades within the Feik School of Pharmacy. IPPEs are graded on a pass or fail basis. A final grade of "pass" or a letter grade of "C" or better is required for acceptable progression in a course, IPPE, or APPE*. A final grade of "fail" or a letter grade lower than a "C" will result in an academic infraction.

All letter grades will be awarded according to the following scale*:

Percentage	Letter grade	Quality points
100 to 90	A	4.0
89 to 87	B+	3.3
86 to 80	B	3.0
79 to 77	C+	2.3
76 to 70	C	2.0
69 to 65	D	1.0
64 and below	F	0.0

*NOTE: APPEs grades are denoted A, B, C, F.

Acceptable Progress

A minimum grade of C or pass is required for the satisfactory completion of all pharmacy courses. Completion of all courses in each professional year is required prior to progression to the subsequent professional years.

All didactic course work must be satisfactorily completed prior to beginning the fourth professional year.

A final course grade of “D” or “F” or “fail”

A final course grade of “D” or “F” or “fail” is considered an academic infraction. “D” grades must be removed either through remediation (see Remediation Policy) or by retaking the course in order for a student to progress to the subsequent professional year of the program. “F” or “fail” grades require the student to retake the course at the next regularly scheduled full offering of the course.

Course Withdrawal

A withdrawal from a course which is granted pursuant to a student’s request will count as an academic infraction. Withdrawal from a course at the request of the Office of Student Affairs will not count as an academic infraction. In the case of any withdrawal, a student must retake the course during the next regularly scheduled full offering of the course.

A final course grade of “IP” (In Progress)

In a case in which a final grade of “IP” is warranted, the student and the instructor will, before the time grades are submitted, agree upon the time frame (up to a maximum of one semester) and requirements necessary for removal of the “IP” grade. Approval by the Associate Dean of Academic Affairs is required for issuance of an “IP” grade. If all requirements for removal of the “IP” grade are not met within the allotted time, the “IP” grade will be converted to a grade of “F” or “fail” resulting in an academic infraction.

NOTE: Successful completion of remediation or successful retake of a course allows for academic progression; however, it does not eradicate the original academic infraction.

Appeals Process

A student has a right to appeal any decision reached by the Academic Standards Committee. Students will receive the decision of the Academic Standards Committee by UIW/Cardinal email from the Associate Dean of Academic Affairs, and from that time, students will have three business days to submit a written appeal to the Dean’s office.

Ineligibility for Continuation in the Program

If a student obtains a third academic infraction at any time in the program, regardless of professional year in the program (P1 – P4), he/she will be ineligible to continue in the program.

Failure to meet requirements for success on the FSOP Benchmark Exam, as described below under “Assessment Program” will result in ineligibility for continuation in the program.

Students are permitted only one academic infraction for an experiential course during the P4 year. If a student receives a second academic infraction during an experiential course in the P4 year, he/she will be ineligible to continue even if no previous infractions were issued throughout the program.

The didactic component of the P4 year includes pharmacotherapy conference and pharmacotherapy seminar. A student receiving an academic infraction during these courses may be eligible for remediation; however, this remediation will count as an academic infraction in a manner similar to other didactic infractions throughout the curriculum.

At any time, if a student receives two academic infractions in the same course, he/she will be ineligible to continue in the program.

Ineligibility to continue in the program, for any of the reasons stated above, will result in dismissal from the Feik School of Pharmacy.

NOTE: Successful completion of remediation or successful retake of a course allows for academic progression; however, it does not eradicate the original academic infraction.

Academic Appeals Process

A student who is academically ineligible to continue in the program may ask for reconsideration through the academic appeals process. Following notification of academic ineligibility, a student has five working days to appeal the decision in writing to the Dean and request an appointment with the Dean. The Dean will make the final decision regarding the appeal. The student shall receive written notice in a timely manner of the Dean's decision. The student is not eligible for any further appeal at UIW.

Review of Examinations

Students will have ample opportunity to review their course examinations materials in a reasonable time, as defined by the course syllabus, after the examination has been graded and scores have been recorded. Students may be allowed to keep copies of examinations, in either paper or electronic form, at the discretion of the course instructor(s).

Non-Academic Appeals Process

Within five working days of receipt of the notification to the student, he/she may appeal the decision of ineligibility in writing to the Dean and request an appointment with the Dean. The Dean will make the final decision regarding the appeal. The student shall receive written notice in a timely manner of the Dean's decision. The student is not eligible for any further appeal at UIW.

Supplemental Instruction Policy

Supplemental Instruction (SI) is a system designed to be proactive towards the success of students. A student in academic difficulty will be assigned to SI by the faculty of the course. The intent of the SI sessions is to remove any deficiencies in material from past examinations and to prepare the student for future examinations.

Enrollment

A student is automatically enrolled by faculty in SI after receiving a grade below 70 on an examination, or by specific enrollment criteria listed on the course syllabus.

-or-

Any time during the course at the discretion of the faculty.

-or-

Assigned by the Academic Standards Committee.

Function

Sessions will be prepared by the faculty to provide the student with a meaningful learning experience. SI sessions will involve review of previous or current material with the faculty.

Schedule

The School of Pharmacy schedule has time allocated for SI. The student must report to the designated room at the time assigned by the faculty. Attendance at all SI sessions is mandatory. Absence must be documented using the same procedure exercised for absence from class. More than one unexcused SI absence may result in disciplinary action up to and including ineligibility for remediation for the course.

Release from SI

Any time the faculty feels the student has improved performance

-or-

Upon request by the student with approval of the faculty

Remediation Policy

Remediation is an abbreviated program of restudy tailored to the needs of the students and may be offered only after an individual assessment of the student's course performance, consideration of statements made to the Academic Standards Committee, and evaluation of the situation by the school administration. Remediation is not guaranteed. The content and format of the remediation is at the discretion of the faculty. During a student's remediation period, a student may not be enrolled in another FSOP course (including FSOP and non-FSOP electives).

During the summer, the student who has been granted remediation will meet with the faculty for a specified period of time as assigned by the faculty. The remediation program will not be a complete re-teaching of the course, but rather a focused program that may include readings, assignments, practice problems, and discussions with the faculty. The remediation will be designed by the faculty for self-study by the student. In order to successfully complete remediation, the student must demonstrate competency in the course materials.

The highest replacement grade in a remediated course is a "C" which replaces the original "D". If the student is unsuccessful in remediation, the student must retake the courses at the next scheduled offering. Unsuccessful remediation does not result in an additional academic infraction but may delay progression.

Remediation Exclusion Criteria

- If more than 6 credits of course work or more than 2 courses need to be remediated, no remediation will be offered, and the student must retake the courses at the next scheduled offering.
- A student may not remediate a "D" in a course if they receive an "F" in another course in the same year. Both courses must be retaken at their next scheduled offering.
- A student may not remediate a course after exceeding the number of allowed unexcused absences in a course.

Retaking of Courses Policy

- A student may request to retake a course in which a "D" is received. The request must be approved by the faculty of the course and the Academic Standards Committee.
- The faculty of the course and/or the Academic Standards Committee may recommend to the school administration that a student retake a course instead of remediation.
- A student must retake a course at its next scheduled offering if an "F" or "fail" is received. Remediation will not be offered.
- A student must retake a course if an "IP" is converted to an "F" or "fail". Remediation will not be offered.
- Courses in which the student received a course grade of "C" or higher may not be retaken for credit.
- For any reason when a course is retaken, the new course grade replaces the original "D" or "F" grade and is used in GPA calculations.

Auditing of Courses Policy

Auditing of courses is not allowed; however, access to Blackboard may be given by the Associate Dean of Academic Affairs to students not enrolled in the course. Decisions will be made on a case-by-case basis.

Co-Curriculum Requirements

Co-curricular activities and experiences are designed to complement, augment, and/or advanced what is learned in the formal didactic and experiential pharmacy curriculum (ACPE Guidance for Standards 2016). FSOP aims to further develop co-curricular offerings and student reflection with activities that deepen understanding of the profession, ensure opportunities for students to document competency in affective domain-related expectations, and advance the professional development of students.

Categories of co-curricular activities include:

- Education of pharmacy professionals
- Education of and service to the public
- Cultural sensitivity and social awareness
- Self-awareness
- Leadership and advocacy
- Professionalism
- Innovation and entrepreneurship

Requirements for Co-Curricular Activities, By Year (starts with P1 class in fall 2017)

	P1	P2	P3
Education of Pharmacist			
Education of Public			
Cultural Sensitivity/Social Awareness			
Self-Awareness			
Leadership and Advocacy			
Professionalism			
Innovation and Entrepreneurship			
Yearly Activities Required	Complete 7 activities from at least 4 categories	Complete 4 activities from at least 3 categories	Complete 4 activities from at least 3 categories
Cumulative Requirement		<i>By the end of P2 year 5 categories should have at least 1 activity</i>	<i>By the end of P3 year, you must have at least 1 activity in each category</i>

Stakes for Completion of Co-Curricular Activities and Reflections

- The co-curricular coordinator will email out “progress reports” to students (reminding them of what has been entered into CardinalsSync for their co-curricular activities) by February 1.
- Mentors will follow up and ensure completion of the requirements by April 15th.
- Mentors will communicate those findings to the co-curricular coordinator who will then advise any students who are missing completion that they will be called before the Associate Dean for Academic Affairs.
- If the student does not complete the activities and reflections by June 1, he/she will not be allowed to progress through the program until all activities are up to date.

Assessment Program

The assessment program at the Feik School of Pharmacy consists of curricular, knowledge, and program assessment, each with multiple components. The purpose of this multifaceted assessment program is to improve student learning, evaluate the curriculum, and demonstrate to outside constituencies the competency of the students to practice pharmacy and improve the learning/working environment.

Curricular Assessment

Student progress toward achievement of the professional and general outcomes of the Feik School of Pharmacy is evaluated using ExamSoft outcomes data and course embedded assessments (CEAs).

CEAs are used to assess professional and general outcomes within the curriculum. A CEA can be a skill-based activity, quiz, exam, OSCE, etc. Each required didactic course will have CEAs to measure at least 1 professional and 1 general outcome. Although the assessment will likely contribute to the final grade a student earns in the course (as detailed in the course outline), the student may pass a CEA and fail the course, or fail the CEA and pass the course. The CEA grade will be reported to the Office of Academic Affairs. Professional outcomes also will be assessed through ExamSoft tagged activities.

Knowledge Assessment

Benchmark and PCOA Exams (Spring 2018)

Year	Progressive Areas of Knowledge	Passing Score	Administration Date
P1	<i>Benchmark Exam</i>		April/May
	Drugs <ul style="list-style-type: none"> ○ Generic Name ○ Brand Name ○ Pharmacologic Category ○ Common Indications 	≥70%	
	Calculations	≥70%	
	<i>No PCOA Exam</i>		
P2	<i>Benchmark Exam</i>		April/May
	Drugs <ul style="list-style-type: none"> ○ Generic Name ○ Brand Name ○ Pharmacologic Category ○ Common Indications ○ Essential Knowledge 	≥70%	
	Calculations	≥70%	
	<i>PCOA Exam</i>		April/May
P3	<i>Benchmark Exam</i>		April/May
	Drugs <ul style="list-style-type: none"> ○ Generic Name ○ Brand Name ○ Pharmacological Category ○ Common Indications ○ Essential Knowledge 	≥70%	
	Calculations	≥70%	
	<i>PCOA Exam</i>	≥25 th percentile	January/February

Benchmark Exam

- Students in their P1, P2, and P3 years are required to pass the FSOP Benchmark Exam prior to progression to the next academic year. If a student is unsuccessful on the first attempt, scoring <70% on either the drug or calculations section, there will be two additional attempts for the student to pass the Benchmark Exam prior to July 1st.* The first two unsuccessful attempts do not count as academic infractions; however, a third unsuccessful attempt does count as an academic infraction. If a student is unsuccessful on the first three attempts, a fourth and final administration will take place in August.
- In the situation where a P3 student must take the fourth and final administration of the Benchmark Exam, the student will not be enrolled in Advanced Pharmacy Practice Experience (APPEs) until successful completion of the Benchmark Exam. If the P3 student is successful on the fourth and final administration, the student will be enrolled in APPEs; however, graduation will be delayed.
- If a P1, P2, or P3 student is not successful on the fourth and final administration of the Benchmark Exam, the student will be dismissed from the program, regardless of the total number of academic infractions accumulated at this point.

*If a student scores < 70% on either the drug or calculations section, they must retake both sections on the next attempt.

PCOA Exam

- P2 and P3 students with high PCOA scores may be eligible for scholarships.
- For the P3 PCOA exam, students scoring at or below the 25th percentile will be required to participate in a longitudinal intervention plan, as determined by the FSOP Assessment Committee.

Programmatic Assessment

A total quality management approach using systematically-measured benchmarks is used to identify and improve areas in the school's learning and working environment. The assessments are done using online student evaluations, LEAD (Learning, Education, Assessment, and Development) Teams, the Year End Survey and the AACP Faculty, Graduation, and Preceptor Surveys.

Online Student Evaluations

In each course offered through the Feik School of Pharmacy, students are given the opportunity to evaluate both the faculty member who taught the course and the structure and content of the course. The evaluations are online and are completed within a specified time. Feedback from the student evaluators is anonymous to the faculty member(s) being evaluated. The evaluations are reviewed by the chairs, Associate Dean of Academic Affairs, and Dean.

LEAD (Learning, Education, Assessment, and Development) Teams

The Feik School of Pharmacy has implemented a focus group initiative called LEAD (Learning, Education, Assessment, and Development) Teams. The purpose of this program is to gather program and course-specific information and help foster communication among students, faculty, and administration, to work toward positive changes in the FSOP learning environment. A LEAD Team representative is elected from each of the student/mentoring teams established at orientation. LEAD Team representatives meet once per five-week block with a facilitator to discuss what is or is not working within the learning environment of the Feik School of Pharmacy. Feedback from the LEAD Team meetings is summarized by the facilitator and directed to the appropriate course coordinators for further discussion and consideration. This provides a regular, systematic means of collecting student feedback for purposes of continuous quality improvement in the FSOP learning environment.

Year End Survey and AACP Alumni, Faculty, Graduating Student, and Preceptor Surveys

In addition to the assessment tools outlined above, the Feik School of Pharmacy also administers an anonymous annual year-end survey. Data from this survey is reviewed by the Assessment Committee, administration, and students. AACP surveys are administered to the respective groups. The Assessment Committee reviews this data after each survey has closed. The information from all the surveys is used to guide curricular and policy changes within the school.

Curriculum

Goal of the Curriculum

The goal of the curriculum is to produce pharmacists capable of practicing in multi-lingual and multi-cultural settings using a sound scientific foundation, evidence-based therapeutic principles, current administrative practices, and technological advances to optimize medication therapy and patient outcomes in a compassionate, legal, and ethical manner. The curriculum will instill in the practitioner the knowledge, skills and attitudes required to think critically and communicate effectively, and to lead and advance the profession by embracing change, collaborating with other health care professionals, and continuing to learn throughout their lives.

Elective Policy

A student is required to take a minimum of six credits of electives. Electives must be successfully completed by the end of their P3 year. Previous courses taken as a prerequisite or for fulfillment of another degree cannot be used to fulfill this elective requirement. A minimum of three credit hours must be FSOP electives. The remaining 3 credits may be taken at FSOP or through other UIW educational offerings. No student will be allowed to begin P4 rotations until electives have been completed.

FSOP electives should have at least six students enrolled to be held. Electives with fewer than six students must be approved by the Associate Dean of Academic Affairs.

Students who would like to take a non-FSOP elective must seek approval of the Associate Dean of Academic Affairs. Student requests for a non-FSOP elective should be delivered to the Associate Dean of Academic Affairs through UIW/Cardinal mail and must include course information and a statement from the student outlining how the non-FSOP elective will contribute to their professional education. A list of suggested UIW electives will be posted prior to registration to assist students. Non-FSOP undergraduate elective grades do not count toward a student's professional GPA.

Registration for electives will follow the procedures of the university and the FSOP Office of Student Affairs.

If a student takes an elective outside the School of Pharmacy, he/she is responsible for transportation and is expected to return on time for pharmacy classes. The student is responsible for any additional fees associated with a non-FSOP course.

Academic Honors

The Office of Student Affairs compiles a list of students who have demonstrated their academic excellence by achieving an outstanding grade point average. Placement on the Dean's List is based on academic achievement during a semester.

To qualify for the Dean's List, a student must meet all of the following criteria:

- currently enrolled as a full-time student within the Feik School of Pharmacy
- has no current grades of "incomplete"
- has a GPA of 3.5 or above

FSOP Professional Outcomes

Professional Practice Outcomes

- I. Acquire and apply the principles of pharmaceutical sciences to the profession of pharmacy.**
 - a) Integrate biochemical, immunological, and physiological principles and apply to normal and abnormal states.
 - b) Evaluate the physicochemical properties of drug substances.
 - c) Evaluate the availability, delivery, stability, and degradation of dosage forms.
 - d) Prepare extemporaneously-compounded sterile and non-sterile dosage forms.
 - e) Apply calculations to prepare, dispense, administer, and evaluate stability of dosage forms.
 - f) Interpret and apply the pharmacokinetic principles of absorption, distribution, metabolism, and excretion.
 - g) Apply pharmacodynamics principles to explain the mechanisms of action, therapeutic uses, indications, and contraindications of drug substances.
 - h) Explain drug toxicity, adverse drug reactions, side effects, and drug-induced illnesses using pharmacological principles.
 - i) Analyze the chemical structure and SAR of drug substances for pharmacokinetic and pharmacodynamic effects.
 - j) Evaluate the interactions of drug substances with active/inactive ingredients, foods, and supplements.

- II. Practice pharmacy in accordance with professional standards and the Pharmacists' Patient Care Process.**
 - a) Interpret or perform appropriate patient assessments.
 - b) Triage a patient to the appropriate level of care.
 - c) Analyze drug information and scientific literature.
 - d) Design individualized therapeutic regimens that are evidence-based, safe, and effective.
 - e) Package, label, store, handle, and administer drugs according to appropriate standards and guidelines.
 - f) Communicate effectively with patients, caregivers, and members of an interprofessional healthcare team.
 - g) Monitor patient responses in a practical manner to optimize outcomes.
 - h) Use clinical reasoning skills to solve drug therapy problems.
 - i) Document clinical recommendations and interventions.
 - j) Comply with ethical standards and legal regulations related to pharmacy practice.

- III. Improve the quality of healthcare services for patients.**
 - a) Support community healthcare needs with patient-centered education and service.
 - b) Promote health, wellness, and disease prevention.
 - c) Explore advocacy and leadership opportunities to advance healthcare and the profession of pharmacy.
 - d) Advance patient care through interprofessional education and collaborative practice.
 - e) Manage pharmacy operations, human resources, and medication use systems
 - f) Use pharmacoeconomic principles to ensure cost-effective therapies.
 - g) Use reflective self-awareness to improve cultural sensitivity and social awareness.
 - h) Promote innovation and entrepreneurship to improve patient care and its delivery.

General Outcomes

GO1. Communication: The student should be able to transmit ideas and information through situation-appropriate verbal, nonverbal, and written methods that are clear, concise, accurate, and logical.

GO2. Computations: The student should be able to use calculations to evaluate clinical parameters, safely and accurately prepare, dispense and administer medications, perform business math and bio-statistical analyses.

GO3. Computer Skills: The student should be able to use technology to facilitate communication, research topics, organize time, and manipulate and graph data.

GO4. Critical Thinking: The student should be able to think critically to answer questions or solve problems.

GO5. Citizenship: The student displays citizenship by the legal, moral, and ethical attitudes and behaviors consistent with the Incarnate Word, Jesus Christ.

Dual Degree Program

*University of the Incarnate Word Feik School of Pharmacy Masters of Art in Administration: Healthcare Administration
Dual Degree Program Admittance and Progression Criteria*

Terminology

- FSOP – Feik School of Pharmacy
- SPS – School of Professional Studies
- MAA – Masters of Art in Administration
- GPA – grade point average

Criteria for FSOP-SPS PharmD-MAA Dual Degree Program Admittance

- Successful completion of P1 year
 - FSOP GPA \geq 3.0
 - No academic infraction during P1 year
- Bachelor's degree preferred
- No GRE required

Criteria for FSOP-SPS PharmD-MAA Dual Degree Program Progression

- Maintain individual FSOP curriculum GPA \geq 3.0 and MAA curriculum GPA \geq 3.0
- SPS criteria
 - GPA \geq 3.0 required to graduate with MAA degree
 - "C" Grade
 - A "C" grade denotes less than satisfactory performance
 - Students who earn a grade of "C" may repeat the course for a higher grade. The higher grade is used to compute the GPA; however, both grades will appear on the transcript. No more than two courses may be repeated, and no course may be repeated more than once.
 - A student will be removed from the program if a grade of "C" is received in more than two courses regardless of the cumulative GPA.
 - "F" Grade - A student will be removed from the program if a grade of "F" is received in one course.
 - Readmission
 - Once removed from the MAA program, a student who wishes to be re-instituted must apply for re-admission to the MAA program. A student dismissed from the MAA program must wait at least one year before reapplying to the program.
- FSOP Criteria
 - If a grade $<$ "C" is earned in an FSOP course, the student will be dismissed from the FSOP-SPS PharmD-MAA Dual Degree Program. On dismissal, he or she will be advised by the School of Professional Studies about continuation in the MAA program and the additional tuition required.
 - Students will continue to follow FSOP progression rules.

Academic Catalog

First Professional Year (P1)

PHAR 3122: Pharmaceutics II – 1 credit

This course introduces the professional student to dosage form design and preparation, both from manufacturing and compounding perspectives. The focus of this course is non-sterile liquid dosage forms including solutions, suspensions, and emulsions. The course will include instruction regarding the preparation and evaluation of these dosage forms, including common vehicles and excipients used in these processes.

PHAR 3123: Pharmaceutics III – 1 credit

This course applies fundamental biological and physicochemical principles important for the formulation, preparation, stability, and performance of sterile dosage forms and biopharmaceuticals. Primary topics will include the characterization and formulation of drug products derived from biological molecules, compounding of sterile dosage forms and an introduction to aseptic technique.

PHAR 3125: Pharmaceutics Lab I – 1 credit

The student pharmacist will develop basic knowledge and skill in the design and preparation of safe and effective liquid dosage forms for topical and oral routes of administration through relevant examples drawn from basic science and contemporary professional practice.

PHAR 3127: Pharmaceutics Lab II – 1 credit

This laboratory based course is designed to develop basic knowledge and skills in the design and preparation of safe and effective dosage forms for various routes of administration through relevant examples from basic science and contemporary professional practice.

PHAR 3150: Ethics and Life Issues – 1 credit

Ethics and Life Issues is an introductory study of current and relevant topics impacting health care with attention to the development of a framework for ethical decision-making.

PHAR 3157: Drug Information – 1 credit

This course introduces students to medical and drug information sources for consumers and professionals. Individual and group activities will provide students with experience in determining the most appropriate and up-to-date information sources for the education of patients and health care professionals. Emphasis will be placed on writing skills, critical thinking, and problem-solving skills necessary to formulate and answer drug information questions.

PHAR 3170: Introduction to Pharmacy – 1 credit

The course is designed to introduce the doctor of pharmacy student to the profession of pharmacy. This course introduces the history and development of pharmacy and pharmacy education in the United States, the concept of pharmaceutical care, and the role of the pharmacist. This course further provides the student with the basis of medical terminology and abbreviations.

PHAR 3221: Pharmaceutics I – 2 credits

This course builds on general and organic chemistry to identify and apply physicochemical principles of drug molecules important for the formulation, preparation, stability, and performance of pharmaceutical dosage forms. Primary topics include the application of solubility principles, acid-base chemistry, and chemical kinetics to drug molecules.

PHAR 3224: Pharmaceutics IV – 2 credits

This course provides an in-depth study of the preparation and evaluation of several types of dosage forms as well as an introduction to some novel and advanced dosage forms. Primary topics will include the application of physiochemical and biopharmaceutical principles to the formulation, manufacture, and stability of solid dosage forms and transdermal dosage forms.

PHAR 3226: Pharmacy Calculations – 2 credits

This course introduces the professional student to the mathematics encountered in the practice of pharmacy to ensure patient safety. Pharmacy math focuses on getting the correct drug dose to each patient in a manner that is documented, clearly organized, and formatted for review. Topics include reading, interpreting, and processing prescription orders, unit systems and conversions, the calculation of doses and other calculations involved in pharmacy practice.

PHAR 3232: Applied Pharmacy Care (APC) I – 2 credits

This is one course in a six-course series that will focus on the application of the pharmacists' patient care process, pharmaceutical knowledge and professional competencies such as patient interviewing, medication histories, medication reconciliation, SBAR, motivational interviewing, patient counseling and inter-professional communication.

PHAR 3237: Applied Pharmacy Care (APC) II – 2 credits

This is one course in a six-course series that will focus on the application of pharmacists' patient care process, pharmaceutical knowledge and professional competencies to solve patient/medication related issues, such as patient and medication history taking, health screenings, shadowing opportunities with unique pharmacy practice models, OTC product recommendation and patient counseling.

PHAR 3416: Biochemistry – 4 credits

This course in biochemistry encompasses the study of physiological processes at a molecular level. The course will focus on the structure, properties, and functions of bio-macromolecules and their building blocks—amino acids, carbohydrates, nucleotides and fatty acids. Major anabolic and catabolic pathways will be discussed. Enzyme kinetics, inhibition, and regulation will be presented. The course will introduce students to therapeutic agents that act on biochemical targets for treatment of diseases.

PHAR 3353: Pharmacy and the Health Care System – 3 credits

This course describes the U.S. Health Care system and the role of the pharmacist in the social, economic, and political aspects of this dynamic system. This course provides an overview of issues related to healthcare costs, quality, and access, as well as the appropriate identification and management of risks related to the practice of pharmacy.

PHAR 3417: Medical Microbiology and Immunology – 4 credits

This course will review essential microbiology concepts with focus on essential infectious disease agents relevant to Pharmacy. Topics will include basic microbial nomenclature, microbial structure, virulence factors and mechanisms of tissue damage. The second focus of the course is on fundamentals of immune system, host-pathogen interactions, and immune mechanism to fight infection and implications of the immune system and its application to transplantation. The course will integrate fundamental concepts into Clinical Pharmacy cases.

PHAR 3410: Physiology I – 4 credits

First semester of a two-semester course designed to emphasize basic physiological principles and regulatory processes involved in maintaining homeostasis within the human body. Content will focus on structure and function from the level of cells to whole body systems. Topics include the physiology and structure of membranes, cells, and tissues, and of the nervous, skeletal, muscular, and cardiovascular systems. This course will be taught from an integrative point of view as many concepts will overlap among systems.

PHAR 3515: Physiology II – 5 credits

Second semester of a two-semester course designed to emphasize basic physiological principles and regulatory processes involved in maintaining homeostasis within the human body. Content will focus on structure and function from the level of cells to whole body systems. Topics include the physiology and structure of the renal, respiratory, acid-base, digestive, endocrine, and reproductive systems. This course will be taught from an integrative point of view as many concepts will overlap among systems.

PHAR 5274: FSOP Immunization Training – 2 credits

This course will provide students with the necessary skills to identify a patient's need for immunizations as well as provide the immunizations and education. In addition, the student will be able to administer cardiac life support in case of an emergency.

Second Professional Year (P2)

PHAR 4152: Principles of Public Health for Pharmacists – 1 credit

This course will prepare students to identify public health issues and to evaluate current trends in the care of patient populations at risk for a variety of diseases.

PHAR 4221: Basic Pharmacokinetics – 2 credits

Basic Pharmacokinetics is the study of drug absorption, metabolism, distribution, and excretion subsequent to administration. Basic equations and their underlying assumptions will be examined and applied to enable the student to predict drug concentrations in the body, determine appropriate dosing intervals, and predict the elimination of drugs from the body.

PHAR 4232: Applied Pharmacy Care (APC) III – 2 credits

This is one course in a six-course series that will focus on the application of the pharmacists' patient care process, pharmaceutical knowledge and professional competencies to solve patient/medication-related issues such as sterile preparation and aseptic technique, prescription dispensing and clinical reasoning.

PHAR 4237: Applied Pharmacy Care (APC) IV – 2 credits

This is one course in a six-course series that will focus on the application of the pharmacists' patient care process, pharmaceutical knowledge, and professional competencies to solve patient/medication-related issues, including patient assessment techniques, case presentations, and objective structured clinical examinations (OSCEs).

PHAR 4245: Pharmacotherapeutics IV – Renal Disorders and Electrolytes/Fluids – 2 credits

This is the fourth of twelve courses that are sequenced to run consecutively for four semesters. Pharmacotherapeutics will cover pathophysiology, medicinal chemistry, pharmacology, and therapy of renal diseases and electrolyte and fluid management in a team-taught, multidisciplinary approach. The course will cover basic scientific principles and disease state management based on organ systems. The students will have the opportunity to learn, apply, and integrate knowledge from the four disciplines.

PHAR 4247: Pharmacotherapeutics VI – Pulmonary Disorders – 2 credits

This is the sixth of twelve courses that are sequenced to run consecutively for four semesters. Pharmacotherapeutics will cover pathophysiology, medicinal chemistry, pharmacology, and therapy of pulmonary diseases in a team-taught, multidisciplinary approach. The course will cover basic scientific principles and disease state management based on organ systems. The students will have the opportunity to learn, apply, and integrate knowledge from the four disciplines.

PHAR 4255: Pharmacy Law – 2 credits

This course will provide a basis for the legal practice of pharmacy and begin the student's preparation for the Multistate Pharmacy Jurisprudence Licensing Examination (MPJE). The course will explore the details of both federal and state pharmacy law.

PHAR 4258: Medical Literature Evaluation – 2 credits

This course will provide students with the opportunity to interpret the results of various clinical trial designs and apply the outcomes of these studies to individual patients or subgroups of patients in order to make rational decisions concerning drug therapy.

PHAR 4340: Introduction to Clinical Reasoning – 3 credits

This introductory course will teach clinical reasoning skills that serve as the foundation for the pharmacotherapeutic sequence of courses. This course will use a team-taught approach to develop a process for clinical problem-solving. The course will incorporate faculty from various areas of practice to emphasize the applicability of this clinical thought process throughout pharmacy practice. Students will have the opportunity to analyze information.

PHAR 4342: Pharmacotherapeutics I – Introduction to Medicinal Chemistry – 3 credits

This is the first of twelve courses that are sequenced to run consecutively for four semesters. The introduction to Medicinal Chemistry course will present drugs as organic molecules with emphasis on physicochemical properties and their impact on pharmacokinetic and pharmacodynamic properties.

PHAR 4344: Pharmacotherapeutics II – Introduction to Pharmacology – 3 credits

This is the second of twelve courses that are sequenced to run consecutively for four semesters. The introduction to pharmacology course will present principles of basic pharmacology, toxicology and pharmacogenomics and their application to drug action.

PHAR 4346: Pharmacotherapeutics III – DEENT Disorders (Derm., Eye, Ear, Nose & Throat) – 3 credits

This is the third of twelve courses that are sequenced to run consecutively for four semesters. Pharmacotherapeutics will cover pathophysiology, medicinal chemistry, pharmacology and therapy of diseases of the skin, eyes and ears, cough, cold, flu and allergy in a team-taught, multidisciplinary approach. The course will cover basic scientific principles and disease state management based on organ systems. The students will have the opportunity to learn, apply and integrate Remembering from the four disciplines.

PHAR 4351: Pharmacy Management and Leadership – 3 credits

This course is designed to build students' practice management and leadership abilities. This course familiarizes pharmacy students with the basic principles, terms, and functions of pharmacy management and leadership that must be undertaken in every pharmacy practice setting.

PHAR 4543: Pharmacotherapeutics V – Cardiovascular Disorders – 5 credits

This is the fifth of twelve courses that are sequenced to run consecutively for four semesters. Pharmacotherapeutics will cover pathophysiology, medicinal chemistry, pharmacology, and therapy of cardiovascular diseases in a team-taught, multidisciplinary approach. The course will cover basic scientific principles and disease state management based on organ systems. The students will have the opportunity to learn, apply, and integrate knowledge from the four disciplines.

Required Introductory Pharmacy Practice Experiences (IPPEs) – P2 Year

PHAR 4361 – Community Introductory Pharmacy Practice Experience (IPPE) – 3 credits

The Community Introductory Pharmacy Practice Experience is the first part of a two-part series of an introduction to the formal internship experience. The course serves as the basis for the Advanced Pharmacy Practice Experiences. Students will apply knowledge and skills obtained in the classroom and laboratory to a pharmacy setting under the supervision of a licensed pharmacist.

Third Professional Year (P3)

PHAR 4222: Clinical Pharmacokinetics – 2 credits

This course allows students to evaluate patient characteristics and apply pharmacokinetic principles when designing, monitoring, and modifying therapeutic regimens to result in safe and effective pharmacotherapy.

PHAR 5154: Introductory Pharmacy Practice Experiences (IPPE) Laboratory – 1 credit

The laboratory serves to prepare the student for Advanced Pharmacy Practice Experiences and to apply knowledge and skills obtained in the classroom and laboratory to various pharmacy settings. In the 15 weeks (45 hours) of the laboratory, students will participate in various experiential activities such as medication therapy management (MTM), community service learning (CSL), counseling, drug information responses, and provision of long term care pharmacy services (GRACE Program). This is a required laboratory and it must be completed before progressing to the P3 Spring Semester.

PHAR 5146: Pharmacotherapeutics IX – Skeletal/Muscular Disorders – 1 credit

This is the ninth of twelve courses that are sequenced to run consecutively for four semesters. Pharmacotherapeutics will cover pathophysiology, medicinal chemistry, pharmacology, and therapy of diseases of the skeletal and muscular systems track in a team-taught, multidisciplinary approach. The course will cover basic scientific principles and disease state management based on organ systems. The students will have the opportunity to learn, apply, and integrate knowledge from the four disciplines.

PHAR 5232: Applied Pharmacy Care (APC) V – 2 credits

This course will focus on the application of the pharmacists' patient care process, pharmaceutical knowledge, and professional competencies to solve patient/medication-related issues. Activities include journal club presentations, case presentations, therapeutic intervention documentation, patient communication skills, and interprofessional communication.

PHAR 5237: Applied Pharmacy Care (APC) VI – 2 credits

This is one course in a six-course series that will focus on the application of the pharmacists' patient care process, pharmaceutical knowledge and professional competencies to solve patient/medication-related issues such as journal clubs, case presentations, clinical evaluation and documentation.

PHAR 5245: Pharmacotherapeutics XI - Gastrointestinal Disorders – 2 credits

This is the eleventh of twelve courses that are sequenced to run consecutively for four semesters. Pharmacotherapeutics XI will cover pathophysiology, medicinal chemistry, pharmacology, and therapy of gastrointestinal diseases in a team-taught, multidisciplinary approach. The course will cover basic scientific principles and disease state management based on organ systems. The students will have the opportunity to learn, apply, and integrate knowledge from the four disciplines.

PHAR 5249: Medication Therapy Management

This course teaches students the basics of implementing Medication Therapy Management (MTM) in the pharmacy setting and provides the APhA MTM Certification.

PHAR 5250: Pharmacoeconomics, Quality and Safety – 2 credits

Students will apply the principles of pharmacoeconomics to real-world scenarios. Quality improvement, safety, and decision analysis will be reviewed and evaluated. Emphasis will be placed upon cost-effective use of drugs and improving quality and safety in pharmacy practice.

PHAR 5347: Pharmacotherapeutics XII – Neoplastic Disorders – 3 credits

This is the twelfth of twelve courses that are sequenced to run consecutively for four semesters. Pharmacotherapeutics will cover pathophysiology, medicinal chemistry, pharmacology, and therapy of cancers in a team-taught, multidisciplinary approach. The course will cover basic scientific principles and disease state management based on organ systems. The students will have the opportunity to learn, apply, and integrate knowledge from the four disciplines.

PHAR 5443: Pharmacotherapeutics X – Psychiatric and Neurological Disorders – 4 credits

This is the tenth of twelve courses sequenced to run consecutively for four semesters. Pharmacotherapeutics will cover pathophysiology, medicinal chemistry, pharmacology and therapy of central nervous system disorders including headache, seizure, neurobehavioral development, movement, and psychiatric disorders, as well as pathologies associated with drugs in a team-taught, multidisciplinary approach. The course will cover basic scientific principles and disease state management based on organ systems. Students will have the opportunity to learn, apply and integrate knowledge from the four disciplines.

PHAR 5444: Pharmacotherapeutics VIII – Endocrine Disorders – 4 credits

This is the eighth of twelve courses that are sequenced to run consecutively for four semesters. Pharmacotherapeutics will cover pathophysiology, medicinal chemistry, pharmacology, and therapy of endocrine diseases including diabetes, dysthyroidism, reproductive disorders and hormonal imbalances in a team-taught, multidisciplinary approach. The course will cover basic scientific principles and disease state management based on organ systems. The students will have the opportunity to learn, apply, and integrate knowledge from the four disciplines.

PHAR 5542: Pharmacotherapeutics VII – Infectious Diseases – 5 credits

This is the seventh of twelve courses that are sequenced to run consecutively for four semesters. Pharmacotherapeutics will cover pathophysiology, medicinal chemistry, pharmacology and therapy of infectious diseases in a team-taught, multidisciplinary approach. The course will cover basic scientific principles and disease state management based on organ systems. The students will have the opportunity to learn, apply and integrate knowledge from the four disciplines.

Required Introductory Pharmacy Practice Experiences (IPPEs) – P3 Year

PHAR 5361: Institutional Introductory Pharmacy Practice Experience

The Institutional Introductory Pharmacy Practice Experience (IPPE) is the second of a two-part series of an introduction to the formal internship experience. The course serves as the basis for the Advanced Pharmacy Practice Experiences. Students will apply knowledge and skills obtained in the classroom and laboratory to a pharmacy setting under the supervision of a licensed pharmacist.

Elective Courses

Elective availability is subject to change. Additional electives may be available at the time of registration.

PHAR 5170: Applied Biblical Studies: Pentateuch – 1 credit

Applied Biblical Studies I (Pentateuch) will examine the first five books of the Bible (Genesis, Exodus, Leviticus, Numbers, Deuteronomy). The student will have the opportunity to learn and apply biblical teachings to the student's personal life and the practice of pharmacy.

PHAR 5171: PCCA Compounding – 1 credits

This elective course introduces students to the basics of contemporary pharmacy compounding.

PHAR 5175: Alcohol and Drugs of Addiction – 1 credit

This is an introductory course outlining the physical, economic, social, and legal issues associated with alcoholism and drugs of abuse.

PHAR 5178: Applied Biblical Studies: Gospels – 1 credit

This course will examine the first four books of the New Testament (Matthew, Mark, Luke, John). The student will have the opportunity to learn and apply biblical teachings to the student's personal life and the practice of pharmacy.

PHAR 5180: Medical Missions – 1 credit

Medical Missions examines the philosophy, history, opportunities, and best practices of medical missions. The course is designed to prepare the student to participate in a medical mission trip.

PHAR 5181: Medical Missions Experience – 1 credit

Medical Missions Experience allows the student to apply the foundations of medical missions in a medical mission environment.

PHAR 5185: Geriatric Pharmacotherapy and Perspectives in Aging – 1 credit

This course is an overview of common pharmacological, ethical, and health-systems concerns related to aging. The goal is to develop evidence based clinical skills and decision-making processes relevant to geriatric care.

PHAR 5186 | PCCA Veterinary Compounding Laboratory – 1 credit

This course introduces students to the basics of veterinary pharmacy compounding.

PHAR 5199, PHAR 5299 or PHAR 5399: Directed Studies in Pharmacy Sciences – 1-3 credits

This course provides an opportunity for qualified pharmacy students to engage in specialized study or investigative work in pharmaceutical, social/administrative, or clinical sciences with specific faculty.

PHAR 5272: Research Methods in Pharmaceutical Sciences – 2 credits

This course is designed to expose the student to an overview of several scientific research methods. The course will introduce literature search, hypothesis development and testing, experimental design and execution, and data analysis and interpretation.

PHAR 5273: Women's Health Issues – 2 credits

This course will present an overview of the major health issues involved in providing healthcare to women of all ages.

PHAR 5282 — The Yin and Yang of Natural Dietary Supplements – 2 credits

This course will provide information on the use of natural dietary supplements and possible dietary supplement-drug interactions. Topics covered will include pattern of dietary supplements use, mechanism of action, possible drug-drug interactions, and adverse drug reactions. The goal of the course is to provide broad knowledge of dietary supplements and possible dietary supplement-drug interactions. The student will learn counseling techniques for patients who use dietary supplement(s).

PHAR 5283: Prevention and Management of Drug-Induced Diseases – 2 credits

This elective course is designed to enhance students' knowledge and skills in providing medication management with a focus on the prevention of drug-induced diseases and adverse drug reactions.

PHAR 5284: Advanced Compounding – 2 credits

This elective course will provide advanced training in the art, science, and technology of pharmaceutical compounding.

PHAR 5285: Non-FSOP Immunization Training – 2 credits

This course will provide students with the necessary skills to identify a patient's need for immunizations as well as provide the immunizations and education. In addition, the student will be able to administer cardiac life support in case of an emergency.

PHAR 5378: An Interdisciplinary Approach to Palliative Care and End of Life Issues – 3 credits

This course emphasizes understanding of the physical, psychological, spiritual/existential aspects of palliative care, management of symptoms of progressive chronic conditions (such as pain control, nausea and vomiting, constipation, and malnutrition), and understanding of the role different healthcare providers can play in palliative care.

PHAR 5385: Veterinary Compounding – 3 credits

This elective course trains the student in comprehensive veterinary pharmacotherapy and applications to compounding for veterinary patients.

Fourth Professional Year (P4)

PHAR 6199: Pharmacotherapy Conference – 1 credit

Pharmacotherapy Conference is a longitudinal, capstone course that bridges the students' didactic pharmacotherapy knowledge and clinical practice experiences. Pharmacotherapy Conference includes the interpretation, assessment, and evaluation of patient cases and written exams for multiple disease states and medications. The students present individualized medication treatment plans for patient cases verbally and in writing.

PHAR 6301: Pharmacotherapeutic Seminar – 3 credits

This course will use student-led patient presentations and question and answer sessions to integrate the pharmaceutical care knowledge and problem-solving skills gained in the didactic portion of the curricula with the knowledge gained during their Advanced Pharmacy Practice Experiences (APPEs).

Required Advanced Pharmacy Practice Experiences (APPEs) – P4 Year

PHAR 6650: Community Pharmacy – 6 credits

The Community Care Advanced Pharmacy Practice Experience is one of seven Advanced Pharmacy Practice Experiences in the fourth professional year. The course is designed to further develop the student's knowledge and understanding of pharmacy practice in a community care pharmacy setting under preceptor supervision.

PHAR 6652: Hospital/Health-System Pharmacy – 6 credits

The Hospital/Health-System Advanced Pharmacy Practice Experience is one of seven Advanced Pharmacy Practice Experiences in the fourth professional year. This course is designed to further develop the student's knowledge and understanding of pharmacy practice in a hospital or health-system pharmacy under the supervision of a preceptor.

PHAR 6654: Ambulatory Care – 6 credits

The Ambulatory Care Advanced Pharmacy Practice Experience is one of seven Advanced Pharmacy Practice Experiences in the fourth professional year. The course is designed to further develop the student's knowledge and understanding of pharmacy practice for chronically-ill patients in an ambulatory care pharmacy setting under the supervision of a preceptor.

PHAR 6656: Acute Care/General Medicine – 6 credits

The Acute Care – General Medicine Advanced Pharmacy Practice Experience is one of seven Advanced Pharmacy Practice Experiences in the fourth professional year. The course is designed to further develop the student's knowledge and understanding of pharmacy practice for general medicine patients in an acute care pharmacy setting under the supervision of a preceptor.

Elective Advanced Pharmacy Practice Experiences (APPEs) – P4 Year

PHAR 6660: Patient Care Elective – 6 credits

The Patient Care Elective Advanced Pharmacy Practice Experience is an optional Advanced Pharmacy Practice Experiences in the fourth professional year. This elective course is designed to further develop the student's knowledge and understanding of pharmacy practice by providing direct patient care in a specific area under the supervision of a preceptor. Potential opportunities may include but are not limited to Adult Medicine, Cardiology, Compounding, Hematology/Oncology, Independent Pharmacy, Critical Care, Long-term Care, Medical Missions, and Rehabilitation Medicine.

PHAR 6670: Non-Patient Care Elective – 6 credits

The Non-Patient Care Elective Advanced Pharmacy Practice Experience is an optional Advanced Pharmacy Practice Experience in the fourth professional year. This elective course is designed to further develop the student's knowledge and understanding of pharmacy practice in a non-patient care setting under the supervision of a preceptor. Potential opportunities may include but are not limited to Research, Academia, and Management or Regulatory experiences.

Experiential Education Information

Experiential Assignments

Introductory Pharmacy Practice Experience (IPPEs)

The pharmacy student will be assigned the appropriate number and type of introductory experiences according to the student's education level by the Office of Experiential Programs. The introductory experiences will begin the first professional year and conclude the third professional year. The experiences will be a combination of pharmacy organization involvement, laboratory exercises, service learning, health fairs, pharmacy observations and tours, shadowing of a fourth-year pharmacy student, community pharmacy practice experience, and institutional/hospital pharmacy practice experience. For the community and hospital/institutional experiences, sites are assigned using appropriate computer software and will primarily depend upon the availability of facilities and preceptors. Student preferences will be taken into consideration. Students will be assigned to a community pharmacy for 120 hours during the summer semester of the second professional year and to an institutional/hospital pharmacy for 120 hours during the summer semester of the third professional year. Experiences may occur at any time during the week. The combined 240 hours provides both community and institutional/hospital experience. An additional 60 hours of IPPE credit is embedded in didactic coursework for a total of 300 IPPE hours. In addition to IPPE experience opportunities completed in San Antonio, the community pharmacy practice introductory experience and the hospital/institutional pharmacy practice introductory experience may be obtained outside of San Antonio provided all of the proper requirements are satisfactorily completed a reasonable time in advance of the experience as determined by the Assistant Dean of Experiential Programs. The necessary forms for site and preceptor approval (Experiential Education Site Form, Proposed Contract, Preceptor Application, etc.) are available by contacting the Office of Experiential Programs. The Assistant Dean of Experiential Programs retains final approval authority. The Assistant Dean of Experiential Programs reserves the right to change a rotation schedule for any student at any time. All experiential education assignments, regardless of a student's circumstances and experiences, must be satisfactorily completed. Failure to successfully complete any experience will require repeating the experience or an appropriate experience and achieving successful completion. Poor performance may require alteration of the student's future experiences. Failure may lead to dismissal from the pharmacy program without graduation or delayed graduation.

Advanced Pharmacy Practice Experience (APPEs)

The pharmacy student will be assigned the appropriate number and type of advanced experiences according to the requirements of the Feik School of Pharmacy, the Texas State Board of Pharmacy (TSBP), and the Accreditation Council for Pharmacy Education (ACPE) by the Office of Experiential Programs. Experiences may occur at any time during the week. In addition to being completed in San Antonio, Advanced Experiential Education may be assigned outside of San Antonio provided all of the proper requirements are satisfactorily completed in a reasonable time in advance of the experience as determined by the Assistant Dean of Experiential Programs. The necessary forms for site and preceptor approval (Experiential Education Site Form, Proposed Contract, Preceptor Application, etc.) are available by contacting the Office of Experiential Programs.

The site assignments will be assigned using appropriate computer software and will primarily depend upon the availability of facilities and preceptors. Student preferences will be taken into consideration. The Assistant Dean of Experiential Programs retains final approval authority. The Assistant Dean of Experiential Programs reserves the right to change the schedule for any student at any time. All experiential education assignments, regardless of a student's circumstances and experiences, must be satisfactorily completed. Failure to successfully complete any experience will require repeating the experience or an appropriate experience and achieving successful completion. Poor performance in an experience may require alteration of the student's future experiences. Failure may lead to dismissal from the pharmacy program without graduation or delayed graduation.

Experiential Requirements

Education Requirements

Health Insurance Portability and Accountability Act of 1996 (HIPAA)/Confidentiality

During the experiences, the student will be exposed to protected health information. The student must not violate HIPAA. During the experiences, the student will also be exposed to a facility's confidential proprietary information. The student will not disclose or improperly utilize a facility's confidential information. If a facility requires the student to complete a HIPAA/Confidentiality form prior to the experience initiation, the student must complete and sign the form before beginning the experience. Each student is required to successfully complete HIPAA and confidentiality training acceptable to the Feik School of Pharmacy before beginning the introductory experience. Acceptable proof of completion must be submitted to the Office of Experiential Programs and the Office of Student Affairs. The student is responsible for obtaining required education. Any HIPAA or confidentiality violation may result in immediate termination of the experience, failure of the experience, dismissal from the doctor of pharmacy program, and/or legal and financial implications for the student(s).

Cardiopulmonary Resuscitation (CPR)

Each student is required to complete the American Heart Association Basic Life Support for Healthcare Provider (CPR and AED) Program or equivalent prior to IPPE initiation and maintain certification throughout the doctor of pharmacy program. Acceptable proof of completion must be submitted to the Office of Experiential Programs. The student is responsible for obtaining required education.

Occupational Safety and Health Administration (OSHA)

Each student is required to successfully complete OSHA Blood Borne Pathogen training acceptable to the Feik School of Pharmacy before beginning introductory experiences. Acceptable proof of completion must be submitted to the Office of Experiential Programs and the Office of Student Affairs. The student is responsible for obtaining required education and renewing it annually.

Additional Education Requirements

Facilities and/or the Feik School of Pharmacy may require additional education.

Health Requirements

Immunizations

Each student is required to provide proof of the following three months prior to the introductory experience:

- DPT immunity
- MMR immunity
- Tetanus vaccine (within 10 years)
- Hepatitis B immunity
- Varicella Zoster (Chicken Pox) immunity
- PPD Testing (annually) or chest x-ray as appropriate.

Unless medically prohibitive, students are required to obtain PPD testing annually. Frequent testing may be required. A positive PPD test will require appropriate follow-up testing and treatment accompanied by the appropriate documentation by the student's physician. Additional immunization/immunity requirements may be added. The student is responsible for meeting the health requirements before deadlines, before the beginning of the experience, and maintaining requirements during the doctor of pharmacy program.

Drug and Alcohol Screens

Each student is required to successfully pass the prescribed screens prior to the initiation of the introductory experiences and at any subsequent time. Each student is subject to mandatory and random drug screening during the doctor of pharmacy education program as requested by the Feik School of Pharmacy and/or the facilities. If a facility requires the student to complete a drug and/or alcohol test, the student must successfully pass the required screen(s). The student may be required to submit results of the screen(s) to the Office of Experiential Education before beginning the experience and make them available to the site(s). The student is responsible for meeting the requirements and any fees. Any alcohol or drug violation may result in immediate termination of the experience, failure of the experience, dismissal from the doctor of pharmacy program, and/or legal and financial complications for the student.

Physical Examination

Each student is required to successfully pass a physical examination annually prior to beginning experiential education. The student is responsible for meeting the requirements.

Additional Health Requirements

Facilities and/or the Feik School of Pharmacy may require additional health requirements.

Insurance Requirements

Health Insurance

Each student is required to obtain and maintain health insurance. Acceptable proof must be submitted to the Office of Experiential Programs prior to participating in experiential education. The student is responsible for obtaining and maintaining the required coverage and documentation.

Additional Insurance Requirements

Facilities and/or the Feik School of Pharmacy may require additional insurance requirements.

Miscellaneous Requirements

Attendance

Experience attendance is mandatory. There are no excused absences. If a student is unable to safely travel to an experience site, the student must immediately notify the preceptor and the Office of Experiential Programs that he/she will be absent. Absence due to illness must be accompanied by a physician's written explanation. The physician may not be related to the student. If a student misses any hours, those hours must be made up according to the preceptor's scheduled arrangement. The student's preceptor, at the preceptor's discretion on a case-by-case basis, may make special arrangements to accommodate the student's absence under special circumstances. If the experience ends prior to the hours being made up, the student's final experience grade will be decreased by one letter grade for each portion of a four-hour absence, regardless of the reason. For example, a student's grade will be decreased two letter grades if the student does not make up a four hour and one-minute absence. Although reasonable efforts may be made to promote successful experience completion, experience hours must be made up to avoid grade adjustment and the student is not guaranteed successful experience completion.

Tardiness is unacceptable and inexcusable. If a student is unable to safely travel to an experience site and arrive on time, the student must immediately notify the preceptor and the Office of Experiential Programs that he/she will be tardy. A student's final experience grade will be decreased by one letter grade for each portion of two times tardy. For example, if a student is tardy three times, the student's final experience grade will be decreased by two letter grades. The student is required to make appropriate allowances for parking, traffic, distances, weather, and any other circumstances. The

student's preceptor, at the preceptor's discretion on a case-by-case basis, may make special arrangements to accommodate the student's tardiness under special circumstances.

Each student is responsible for the preceptor completing the attendance record. The Texas State Board of Pharmacy requires each student to obtain a specified number of internship hours. Students are prohibited from interning more than 50 hours per week. The total minimum hours for the three-week rotation are 120 and the maximum is 150. The total minimum hours for the six-week rotation are 240 and the maximum is 300. The preceptor and/or the Feik School of Pharmacy determine the days and times, including morning, evening, night, and/or weekend hours.

Grading

Grades will be determined according to the syllabus. Reports and forms must be submitted appropriately and according to time guidelines contained in each syllabus (i.e. mid-term and final evaluations, assignments, time and attendance reports, etc.). The student will be formally evaluated at the mid-point and conclusion of the experiences. The mid-point evaluation will be used to guide the preceptor and student in the successful completion of the experience. The student is responsible for ensuring the preceptor of record provides the required forms to the Office of Experiential Programs. Final grades will not be released until all forms are submitted, evaluated, and processed.

Evaluations

The student will evaluate both the preceptor, rotation, and site at the conclusion of the experience. Periodically, a representative of the Office of Experiential Programs will visit the experiential sites to evaluate the development of the student, site, preceptor, and program and to assess the strengths and weaknesses of the program with regards to curricular content. The student must submit the evaluations to the Office of Experiential Programs prior to grade submission to the UIW Registrar's Office. Continued evaluation submission delinquency may result in repeating the experience or an appropriate experience, alteration of the student's future experiences, delayed graduation, and/or dismissal from the pharmacy program without graduation.

Withdrawal

If a student must withdraw from an experience, the entire experience must be repeated.

Failure

If a student fails an experience for any reason, the entire experience or an acceptable experience must be completed in its entirety. No credit from the failed experience will be applied to the new experience.

Supervision

The student is directly responsible to the preceptor. The student must not violate the Texas State Board of Pharmacy rules and regulations and the facility's and school's policies. The Feik School of Pharmacy Grievance Policy is to be followed to resolve both non-grading and grading grievances.

Preceptor Contact

Students may not contact entities (i.e., sites, facilities, companies, organizations, preceptors) that are contracted with UIW FSOP regarding availability or preselection for IPPE and/or APPE. A list of contracted entities is available in the library document section of www.rxpreceptor.com. UIW FSOP preceptors may also be found on www.rxpreceptor.com. UIW FSOP faculty may not be contacted. Once a non-contracted entity becomes contracted, a student may no longer contact that entity or anyone associated with that entity.

Students may contact entities that are not under contract. Students participating in an out-of-state IPPE / APPE may contact contracted and non-contracted entities. The Office of Experiential Programs will only contact a maximum of two

entities per student once the student provides all contact information and written confirmation detailing the willingness to accept a student for IPPE/APPE from the entity. Written confirmation is due on December 1 of the current academic year prior to IPPE / APPE assignments.

Each student must contact their assigned preceptor a minimum of two weeks prior to the beginning of each experience and provide the preceptor with a Letter of Introduction and student portfolio access instructions. The required information may be electronically sent to the preceptor. If the preceptor lacks computer access, the information may be mailed or delivered in person to the preceptor. The student must also contact the preceptor by phone two weeks prior to the beginning of each experience. It is the student's responsibility to obtain any required information necessary to begin the experience (i.e. location, parking, time schedule, preliminary assignments, identification, etc.) and successfully complete all orientation requirements.

Background Checks

Each student is required to complete a background check prior to admission to the Feik School of Pharmacy. Any prior violations that could result in preventing the acquisition of an intern license must be first addressed with the Texas State Board of Pharmacy. The inability to obtain an intern license will preclude a student from matriculating into the doctor of pharmacy program. The Feik School of Pharmacy and/or facilities may require additional background checks. The Texas State Board of Pharmacy consistently performs background checks on pharmacy interns. Any violation may result in immediate termination of the experience, failure of the experience, dismissal from the doctor of pharmacy program, and/or legal and financial complications for the student(s).

Licensure

Each student is required to obtain as early as legally allowed and maintain a pharmacist-intern license from the Texas State Board of Pharmacy in accordance with the Texas State Board of Pharmacy regulations. The license must be properly displayed. Each student must provide the Office of Experiential Programs a copy of the intern license prior to experiences.

If a student performs an internship in a state other than Texas, it is the student's responsibility to obtain and maintain an intern license from that state in addition to Texas. The student must not violate any guidelines, laws, policies, and/or regulations.

Compensation

Each student is prohibited from receiving compensation from the experiential site. The student is not considered an employee of the facility or school.

Dress Code

Each student must continue to follow the Feik School of Pharmacy's dress code unless the facility specifically requires exceptions. The student is responsible for the preceptor submitting the request for dress code exceptions. In addition to the Feik School of Pharmacy's dress code, each student is to wear a clean, neat, short lab jacket. The jacket must provide student and school identification.

Transportation

Transportation is the sole responsibility of the student. This includes local and distance experiences.

Fees

Room and board is the sole responsibility of the student. This includes local and distance experiences. All additional expenses such as parking, seminar fees, experience fees, etc., are the student's responsibility.

Contract / Agreement Signing

The student will be required to sign any and all policies, procedures, agreements, contracts, etc. when required by the facilities.

Contact Information

Each student is required to update the Office of Experiential Programs concerning the student's current and permanent contact information. This includes address (mailing and resident address, if different), phone number, cell phone number, email address, and name changes. Correct information will help facilitate efficient contact as needed. Each student is required to continuously check official UIW email. Official correspondence is frequently sent via email. The student is responsible for all communication.

Documentation

The student is responsible for obtaining copies of all documents prior to submission to the Office of Experiential Programs. Copies will not be provided for the student from the Office of Experiential Programs.

Handbook Updates

- March 19, 2018
 - Added Casual Dress policy
 - Student Affairs Information → Student Codes of Conduct → Dress Code
 - Updated Grievance Procedure Policy (approved 12/15/2017)
 - Student Affairs Information → Grievance Procedure Policy
- August 11, 2018
 - Updated Benchmark Exam policy (approved 8/1/2018)
 - Academic Information → Assessment Program → Knowledge Assessment → Benchmark Exam
 - Updated FSOP Professional Outcomes (approved 4/18/2018)
 - Curriculum → FSOP Professional Outcomes