School of Pharmacy
Student Manual

Preparing pharmacists for diverse roles in health care through education, service, partnerships, advocacy and research
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General Information

FDU Mission
Fairleigh Dickinson University is a center of academic excellence dedicated to the preparation of world citizens through global education. The University strives to provide students with the multidisciplinary, intercultural and ethical understandings necessary to participate, lead and prosper in the global marketplace of ideas, commerce and culture.

Maxwell Becton College of Arts and Sciences Mission
The mission of the Maxwell Becton College of Arts and Sciences (Becton College) is to develop the intellectual, creative and career potential of our diverse, multicultural student body by offering a demanding curriculum, with an emphasis on honors programs, in a caring and supportive environment. Becton College is committed to being a superior teaching institution.

Value Statement
As a community of learning, Fairleigh Dickinson University is committed to an educational environment that fosters growth and development, social justice, understanding among people and enrichment for all who study and work at the University.

FDU CARES
Community: We have an educational community that is diverse and demonstrates creativity, enthusiasm and responsibility.
Advantage: We strive to provide the values of education and the opportunity for personal growth and enrichment.
Respect: We care about one another and ourselves and are committed to treating all people with civility and consideration.
Ethics: We believe everyone’s rights and freedoms should be respected and that we must act with integrity and accountability.
Support: We endeavor to provide an environment for success based on cooperation, communication and caring.

Brief History
Founded in 1942 by Dr. Peter Sammartino and his wife, Sylvia (Sally), Fairleigh Dickinson University has grown into the largest private university in New Jersey. More than 12,000 students from 44 states in the nation and 80 other countries are enrolled on the University’s two campuses in northern New Jersey and its overseas campuses in Wroxton, England, and in Vancouver, British Columbia, Canada. Beginning as a two-year junior college, Fairleigh Dickinson expanded to a four-year curriculum in 1948 to fill the need for higher education in northern New Jersey. In 1954, the first graduate program, a master’s degree in business administration, was offered, and Bergen Junior College was purchased as a second campus in Teaneck (Metropolitan Campus). In 1956, Fairleigh Dickinson gained University status and, one year later, the 178-acre Vanderbilt-Twombly estate was acquired to serve as the Madison location (College at Florham).

FDU became the first American university to own a campus in England when it acquired Wroxton College from Trinity College, Oxford University. Opened in 1965, Wroxton College offers American students an array of graduate and undergraduate programs as well as an enriching cultural experience. Formerly a 13th-century abbey, Wroxton College is now a beautifully restored and modernized Jacobean mansion.

Recognizing that the student profile on most U.S. campuses is changing dramatically, the University’s New College of General and Continuing Studies, now known as Anthony J. Petrocelli College of Continuing Studies, was formed in April 1998 to address the special educational needs of non-traditional students, including adult learners.

In 2000, the Board of Trustees adopted a newly focused mission to prepare students for world citizenship through global education.

FDU-Vancouver, which opened in 2007, offers undergraduate students one of the few opportunities to earn an American college degree while studying in Canada. Because more than 30 percent of Vancouver’s residents hail from China and Southeast Asia, FDU-Vancouver is particularly attractive to international students from China, Southeast Asia and Pacific Rim countries, but it is open to students from around the world.

Each of the University campuses has developed a unique character and vitality. Students benefit from studying at a comprehensive University that offers a wide range of programs and courses, but they also enjoy an atmosphere of warmth and personal attention usually found at much smaller institutions.

Today, FDU offers nearly 100 degree programs at the associate, baccalaureate, master’s and doctoral levels. Its wide range of offerings, coupled with the depth and expertise of its faculty, has Fairleigh Dickinson University poised to serve the citizens of New Jersey and beyond.

College at Florham
The College at Florham, located in Morris County, N.J., bridges the towns of Florham Park and Madison. The campus consists of 178 acres, part of Florham, the former country estate of early 20th-century socialites Florence Vanderbilt and Hamilton Twombly. Florham is a contraction of the first names of the couple. The campus has been in existence since 1958.

The College at Florham is primarily a residential campus, supported by a strong student life program. The campus has active fraternities and sororities, diverse student activities and dynamic Division III and intramural athletic programs. Resident undergraduate students are joined in class by undergraduate commuter and adult and certificate students. Along with graduate students, they utilize first-class educa-
tional resources that are either retrofitted into the campus’s distinctive and appealing original structures or set in state-of-the-art buildings, several constructed within the last decade.

**Historic Landscape and Architecture**

Frederick Law Olmsted, renowned designer of New York City’s Central Park, planned Florham’s landscape. The surviving principal buildings, designed in the Georgian Revival style by the firm McKim, Mead and White in the 1890s, have been adapted for educational uses. The 100-room mansion (now Hennessy Hall), centerpiece of the campus, is the work of Stanford White and is similar in design to the 17th-century addition to King Henry VIII’s Hampton Court Palace in England. Most of the interior decoration, such as the staircases and fireplaces, are of Italian marble, worked by craftsmen brought from the same country. In addition to classrooms and offices, the mansion holds a chestnut-paneled billiard room (now Hartman Lounge) and the magnificent Lenfell Hall drawing room.

**Nature**

The campus lies on a picturesque ridge; the terminal moraine of the last major glaciation of 10,000 years ago. A diverse collection of specimen trees adds interest and beauty to the scenery. Many large white oaks, some more than 150 years old, shade some areas, and “Fossil Tree Hill” has fine specimens of the ginkgo and the dawn redwood (*metasequoia*). Wildlife is protected on the grounds, and deer, wild turkey and particularly groundhogs are frequently seen. More than 100 species of birds have been listed for the campus. The Periodical Cicada (*magicicada septendecim*) makes a spectacular appearance every 17 years, but is not due again until the summer of 2013.

**In Brief**

There are more than 2,600 undergraduate and 1,500 graduate students attending the College at Florham. Minority students comprise about 10 percent of the student population.

Sports include men’s Division III programs in baseball, basketball, cross country, football, golf, lacrosse, soccer, swimming and tennis; women’s Division III programs in basketball, cross country, field hockey, golf, lacrosse, soccer, softball, swimming, tennis and volleyball; and intramural sports in aerobics, basketball, bowling, flag football, golf, karate, racquetball, softball, street hockey, tennis, Timex fitness week and volleyball.

Three out of every four freshmen live in campus housing. First-year students generally are assigned housing in the Twomblies, two traditional-style residence halls with double rooms and a common bath. Upperclass students live in The Village, Park Avenue Residence Hall, featuring apartment-style suites, and the Rutherford Residence Hall.

Campus activities include an active Greek community with national social fraternities and sororities, as well as a national service fraternity. The campus theater produces student-writen and directed plays, as well as student productions of major plays.

The Academic Support Center is housed in the residence hall complex, offering easy access to free tutoring, word-processing support and special seminars.

**Graceful Buildings Old and New**

Hennessy Hall (The Mansion) is the centerpiece of the campus. This 100-room Georgian-style masterpiece was designed in the 1890s by Stanford White, and replicates a wing in Henry VIII’s Hampton Court. Most of its interior decorations (such as staircases and fireplaces) are in Italian marble, worked by craftsmen brought from the same country. The mansion also holds the chestnut-paneled Hartman Lounge (the former billiard room) and Lenfell Hall, then a ballroom and drawing room, now used for meetings and special events.

Today, Hennessy Hall contains classrooms and administrative offices. Visitors to campus also would not want to miss the Italian and Clowney Gardens located along the sides and back of Hennessy Hall.

The Roberta Chiavello Ferguson and Thomas George Ferguson Recreation Center includes a gymnasium with three full-size basketball courts and seating for 2,000 spectators, an elevated jogging track, eight-lane competition swimming pool, racquetball courts, weight rooms and fitness center.

The John and Joan Monninger Center for Learning and Research includes the campus library and sunny Orangerie, which originally provided the Florham estate with fresh citrus fruit through much of the year. The center has extensive holdings supportive of the campus academic mission and interlibrary loan arrangements with the other FDU New Jersey campus and with library resources nationwide. The Science Building was adapted from the former garage and stables of the estate.

Rutherford Hall, named for the University’s first campus and the newest College at Florham residence hall, opened in September 2003. Approximately 300 upperclassmen enjoy spacious double bedrooms with private bathrooms.

The Stadler, Zenner, Hoffmann-La Roche Academic Building features 20 state-of-the-art classrooms wired for computers and offering interactive-television capabilities, seminar and conference rooms, a psychology laboratory and a student/faculty lounge, which includes a Nathan’s snack bar.

**Alma Mater**

**Goodhart–Davis**

Praise to thee, O Alma Mater, faithfully we sing,
Hear our joyful voices ringing, Fairleigh Dickinson.
Campus halls, that oft recall us, memories will bring,
Campus lights will ever guide us, when the day is done.

**Chorus**

Alma Mater, we will cherish, each day of the years,
We were privileged to spend here, tho’ our parting nears.
Mission
The mission of the School of Pharmacy is the education and preparation of pharmacists, who will make a difference in the health of individuals and populations through the practice of pharmacy and leadership roles in related health care fields, recognizing the needs of the individual as a person not defined by their disease and realizing their responsibilities to a global society.

The mission is achieved within a culture of integrity, adaptability, collaboration and respect by:

• Offering a variety of degree programs, combining the doctor of pharmacy degree with a range of master’s degrees, and by facilitating the establishment of postdoctoral residencies and fellowships.

• Embracing leaders, faculty and partnerships who model the professional future encompassing patient care, technology, global education and research.

• Providing students a unique and varied classroom, online and practice learning experience.

• Preparing students to take leadership roles across the health care continuum in clinical-practice settings, health care institutions, academia, research environments, government agencies, nongovernmental organizations, biotechnology and pharmaceutical industries, communication agencies and information technology companies among others that align with their degree programs.

• Embracing collaborative and multidisciplinary research within health care system and industry models and opportunities to improve and impact health disparities locally, nationally and globally.

• Incorporating new technologies and topics while revising concepts relative to future practice into the blueprint for the curriculum.

• Assisting in the evolution of students into health care leaders committed to using cutting-edge technologies and innovating practice advancements.

Vision
Defining the pharmacist for the 21st century through education, service, partnerships, advocacy and research.

Commitment
The School of Pharmacy leadership is committed to offering a wide range of options to prepare students for the practice of pharmacy in the 21st century and beyond. Every student enrolled within the doctor of pharmacy program entering with a baccalaureate degree will have the opportunity to pursue a concurrent master degree. These master degree programs prepare students for a world of new horizons beyond the traditional realms of pharmacy through the opportunity to develop a broad expertise that spans across many health care fields. All programs of study can be completed without additional time in the program, allowing students to maximize their potential without additional years of commitment beyond the four professional years.

Program Outcomes
Preparing Expert Professionals Beyond Medication Safety
The professional graduate curriculum within the program will include classroom, online, laboratory and practice experience courses to educate the next generation of leaders in pharmacy to embrace the future. Students completing the doctor of pharmacy degree program at FDU will demonstrate competencies in the following areas:

1. Critical thinking, data analysis and problem solving.
2. Communication skills, in the real and virtual worlds.
3. Safe medication practices and medication-therapy management.
4. Technology and health care informatics.
5. Management skills.
8. Bioethics and organizational ethics.
9. Pharmacogenomics and other relevant molecular diagnostics.
10. Illness and its impact on humans.

Curriculum
The curriculum will combine classroom learning enhanced by the use of advanced technology, online and practice experience courses to increase active learning and provide time for managing learning opportunities. Courses that provide integration of topics in basic sciences, pathophysiology, pharmacology, pharmaceutics, therapeutics and patient care will be the foundation of the curriculum. Courses that include topics to advance a student’s knowledge and skills in human behaviors, communication, informatics, data analytics, medication safety, leadership and individualized patient care are at the heart of the FDU curriculum.

FDU Accreditation
Fairleigh Dickinson University is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools and licensed by the New Jersey Commission on Higher Education.

School of Pharmacy Accreditation
Fairleigh Dickinson University has been a member of the Middle States Council for Higher Education since 1948 and was last reaffirmed by this organization in 2006, with a 10-
year reaffirmation offered during the last review conducted. In May 2009, Fairleigh Dickinson University leadership filed a Substantive Program Change report to Middle States requesting authorization to grant the doctor of pharmacy degree. In September 2009, the University was granted authorization to offer the doctor of pharmacy as one of its degree offerings.

Simultaneously, the University leaders sought approval from the state of New Jersey through its educational governing body, the New Jersey Presidents’ Council (NJPC) for approval to award the doctor of pharmacy degree. An application was filed with the Academic Issues Subcommittee of the NJPC in April 2009 and was subsequently approved by the Academic Issues Subcommittee and then by the NJPC at large during their June 2009 meeting.

The School of Pharmacy’s doctor of pharmacy program has applied for accreditation status by the Accreditation Council for Pharmacy Education, 20 North Clark Street, Suite 2500, Chicago, IL 60602-5109, (312) 644-3575; fax (312) 644-4652, website www.acpe-accredit.org. For an explanation of the ACPE accreditation process, consult the Office of the Dean or ACPE (www.acpe-accredit.org).

**Oath of Student Pharmacists**

The revised Oath was adopted by the American Association of Colleges of Pharmacy (AACP) House of Delegates in July 2007 and has been approved by the American Pharmacists Association.

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

- I will consider the welfare of humanity and relief of suffering my primary concerns.
- I will apply my knowledge, experience and skills to the best of my ability to assure optimal outcomes for my patients.
- I will respect and protect all personal and health information entrusted to me.
- I will accept the lifelong obligation to improve my professional knowledge and competence.
- I will hold myself and my colleagues to the highest principles of our profession’s moral, ethical and legal conduct.
- I will embrace and advocate changes that improve patient care.
- I will utilize my knowledge, skills, experiences and values to prepare the next generation of pharmacists.

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

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**Pledge of Professionalism**

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

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

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

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

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

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

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

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

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School of Pharmacy
Academic Regulations

Academic Integrity Policy
Please refer to the Academic Integrity Policy at www.fdu.edu/studentlife/2011florham/1319.pdf

Academic Intervention and Remediation
Any student failing an exam or assignment within a course will be required to attend the course instructor’s in-person or virtual office hours within 10 days of the return of failing grade. The student will work with the faculty member to assemble a plan of action for remediation that may include, but is not limited to:
1. One-on-one meetings with the faculty member to review topics of difficulty and go over the assignment in question;
2. The faculty member will assign a peer learning assistant to aid a student in one-on-one tutoring outside of the scheduled course meetings;
3. Referral to the College at Florham Academic Support Center for help in areas appropriate to its purview (including writing help, basic math skills and some foundational science assistance); and
4. Development of a study plan to supplement course work with additional assignments, review and resources.

Academic Load
Academic course load will be determined in consultation with a student’s program adviser.

Academic Probation
If a student’s grade point ratio (GPR) falls below 2.75, he/she will be placed on academic probation. Students on academic probation will be required to do the following during the first three weeks of the subsequent semester:
1. Meet with their adviser to discuss their course of action for returning to academic good standing;
2. Meet with the executive associate dean to discuss the requirements for program completion and address appropriate strategies and resources for enhancing course work performance; and
3. If enrolled in a concurrent degree program, de-matriculate from the master course of study until returning to an overall GPR of 3.00 or above.

Academic Warning
Students are expected to monitor their own progress and academic standing in the courses they take. This will enable them to assure their own compliance with program requirements and their maintenance of acceptable grades. Based on examination results or other course assignment grades, an effort will be made by the faculty member responsible for a particular course to notify a student who is doing unsatisfactory work. In response to such notification, the student is expected to meet with the faculty member. Even in the absence of a notice, whenever a student feels the need for academic guidance, he/she is encouraged to contact the instructor of the particular course.

Attendance Policy
Students are expected to attend — on time — each and every pharmacy course in which they are enrolled, as attendance and participation are essential to academic progress. Individual instructors may include attendance and class participation in the determination of the final grade. Each instructor will announce his/her grading policies at the beginning of the semester in each course, making clear the weight to be given to attendance and participation in grade determination.

Students must register for the pharmacy courses before the start of classes. Students who are not registered in a pharmacy course by the first day of class will not be admitted to the course. Only registered students are permitted into the classroom — children, guests, pets (except service dogs), etc., are specifically excluded unless written permission is given by the assistant dean of student affairs and community engagement.

Background/Security Checks and Drug Screening
Before entering the School of Pharmacy, students will be required to sign a statement of acceptance of the terms and conditions of this Background/Security Checks and Drug Screening Policy. Students may not attend classes until this statement is signed.

Affiliated hospitals and other health care organizations operating under the Joint Commission of Accreditation of Healthcare Organizations require criminal background checks and/or drug screenings for all individuals who have direct contact with patients, including pharmacy students placed in early/Introductory Pharmacy Practice Experience (IPPE) and/or Advanced Pharmacy Practice Experience (APPE) assignments at these sites.

Enrolled students in the School of Pharmacy must annually (and at other times as requested in writing by the University, a hospital or health care organization) satisfactorily complete (submit to and pay for) a criminal background check from Certiphi and/or drug screening from approved vendors, prior to participating in IPPE and/or APPE assignments at these sites.

Students will be personally responsible for obtaining background checks and drug screenings (including costs) which are required for entry into the School of Pharmacy as well as all IPPEs and APPEs for progression and completion of
the School of Pharmacy program. Background checks will be requested by the student upon admission. Results must be submitted directly to the School of Pharmacy, Office of Admissions. A drug screening will be required prior to the beginning of the first IPPE. Additional screenings will be randomly requested every year thereafter. Drug-screening results must be forwarded to the Office of Experiential Education who will notify IPPE and APPE health care affiliates. Students with disqualifying criminal conviction(s) and/or drug-screening resultswill be advised by the director of admissions. Discrepancies and convictions that may deter entry and/or progression in the pharmacy program will be discussed with the student by the director of admissions in conjunction with the Office of Experiential Education.

Certiphi Screening, Inc. has been selected by the American Association of Colleges of Pharmacy (AACP) as its partner in the provision of a centralized student-screening program for its member institutions. As a member of AACP, Certiphi provides customized background-screening services solely to colleges, universities and health care organizations nationwide. AACP has developed a centralized student background-check program collaboratively with Certiphi® that is designed to streamline the background-check process for both schools and students; to lower the cost to student pharmacists; and to help experiential-practice sites ensure patient safety and compliance with state law and Joint Commission standards regarding student screening.

The AACP student background-check program will run through PharmCAS, AACP’s centralized application system and will allow the School of Pharmacy to select the background-check information needed. The School of Pharmacy director of admissions will work collaboratively with Certiphi to upload the School of Pharmacy students into the Certiphi database for background checking.

In addition to the foregoing, students will be subject to a background check if there is a break in their enrollment. A break in enrollment is defined as nonattendance of one long-term semester (fall or spring) or more. The above information is verifiable through the School of Pharmacy. Students are responsible for the provision of background checks to all introductory pharmacy practice experience (IPPE) and advanced pharmacy practice experience (APPE) sites as required. The student can go online and release their information to their respective IPPE or APPE practice-experience sites within the designated timeline as directed by the Office of Experiential Education.

The criminal background check will review a person’s criminal history seven years prior to the date of application. The check will include the cities and counties of all known residences. The following criteria will be included:

- Social Security number validation
- Felony convictions
- Misdemeanor convictions or felony adjudications involving crimes against persons (physical or sexual abuse)
- Misdemeanor convictions related to moral turpitude (prostitution, public lewdness/exposure, etc.)
- Felony deferred adjudications for the sale, possession, distribution or transfer of narcotics or controlled substances, and involving crimes against persons (physical or sexual abuse)
- Registered sex offenders
- Office of Inspector General of the U.S. Department of Health and Human Services List of Excluded Individuals/Entities
- U.S. General Services Administration List of Parties Excluded from Federal Programs
- Employee Misconduct Registry
- U.S. Treasury, Office of Foreign Assets Control (OFAC), List of Specially Designated Nationals (SDN) search. Applicable State Exclusion list, if one.

### Candidacy for a Degree

A Declaration of Candidacy form, accompanied by an appropriate fee, must be filed in the Office of Enrollment Services no later than eight months preceding graduation. Filing dates must be obtained from the Office of Enrollment Services. Degrees are awarded September 1, February 1 and the day of commencement in May.

### Certificate of Physical Examination

A certificate/proof of a physical examination performed within three months of the start of the first IPPE will be required for all students. The cost of the physical will be incurred by the student and certification of physical examination will need to be submitted to the Office of Student Affairs at least a month prior to the start date of their community IPPE. The first IPPE is scheduled in June of the first year.

### Clery Act

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act, FDU’s Department of Public Safety reports information relating to crime statistics and security measures to the appropriate government agencies. These statistics are also open for public inspection. Current and prospective students, University employees and job applicants are also advised of the availability of these reports. The University will provide a paper copy of the report upon request. Visit the following link for more information: [http://view.fdu.edu/default.aspx?id=4186](http://view.fdu.edu/default.aspx?id=4186).

### Course Remediation

Due to the nature of the program, it is critical that students develop a level of mastery within a course of study prior to his/her progression within the program. In the event that a student earns a failing grade for a course, a course of reme-
Radiation will be provided to the student in the period following the completion of the course. For fall-term courses, the remediation will take place during the first three weeks in January, while for spring-term courses, remediation will occur during the final three weeks of May. Faculty will provide students in-person and online assistance to clarify and rectify course material within the course of study, allowing for small group and one-on-one interactions which provide students the ability to interact with the faculty member to assist in processing and understanding material. At the end of the remediation period, students will be given an assessment to determine their mastery of the course material. If a student passes this assessment with a score that allows for a passing grade to be issued, the student will receive a passing grade of no higher than a C for the course. If a student is still unable to pass the final assessment and exhibit a comprehensive understanding, the student will be required to re-enroll in the course.

If the course failure is an Introductory or Advanced Pharmacy Practice Experience (IPPE or APPE), there will be no remediation provided. The student must re-enroll in the appropriate course and complete it before moving on in the practice experience sequence.

Course Requirements, Late Assignments and Examinations

Each student is responsible for meeting the requirements as defined in each course policy distributed at the beginning of each semester. All written material must be handed in on or before the date assigned. Failure to do so (unless prior permission is given by the instructor) will affect the grade for that assignment. If a student misses an examination, the student must make arrangements with the instructor to take the examination within the time frame set forth by the instructor. Failure to do so will result in a zero for the exam.

Cumulative Grade Point Ratio

The student must maintain a cumulative grade point ratio of 2.75 (on a 4.00 scale) throughout the program. Student progress is evaluated at the end of each semester.

Degree Requirements

1. Students must complete all required credits for the School of Pharmacy program.
2. A cumulative GPR of at least 2.75 is required for graduation from the School of Pharmacy.
3. All graduate programs have an exit requirement for graduation. Students should meet all exit requirements prior to graduation.
4. A graduate program of study must be completed within a period of seven years from the time the student first registers in the School of Pharmacy.

Dress Code

Students in the School of Pharmacy must maintain a neat and clean appearance befitting students attending a professional school. Therefore, attire should convey a professional appearance in classes, laboratories or on a pharmacy-related experience. Refer to the course syllabus for specific details. Students must wear their white clinical jackets during labs and at experiential sites unless otherwise instructed by their preceptors.

Electronic and Other Mobile Devices

The University recognizes that students possess electronic devices with video, camera or voice-recording capabilities. In support of each individual’s reasonable expectation of privacy, the copyright and intellectual property laws, the use of these cellular phone features by FDU students must be in conjunction with expressed consent. Students are expressly forbidden to video, use camera or voice recordings without the express consent of the subject(s) being photographed or recorded. Any student whose use of his/her electronic devices violates another’s reasonable expectation of privacy or produces any media as a result of the cellular phone capabilities without express consent may be found in violation of this policy. Violations of this policy may lead to disciplinary action.

Email

All entering students are issued a University email account. Important college and University information will be sent using these email accounts; therefore, it is important for students to check their accounts at least once each day. Any official University business being sent by email will be sent to the student’s FDU email address. Students must use their FDU email address for email correspondence within the University.

Students are expected to maintain professional behavior in all email correspondence. All students must comply with the University’s acceptable use of computer and email.

Food in Academic Settings

Other than bottled water, food and drinks are not permitted in classrooms or laboratories.

Grading Policy

Letter grades will be assigned by course instructors (coordinators) based on student performance. The University Grade System can be found at http://view.fdu.edu/default.aspx?id=8117
**Identification**

Students must have identification cards with them at all times. Identification will be issued by the University and must be available while on campus and during IPPEs and advanced-practice courses.

**Immunization Requirements**

Requirements over and above the immunization schedule (see below) are mandated by affiliated healthcare institutions at which students have direct patient contact during their student pharmacist-practice experiences. See the requirements below.

**Leave of Absence**

A leave of absence allows students to interrupt their graduate studies if necessary. A leave of absence is granted for one semester with the privilege of renewal for one more consecutive semester. Request for a leave of absence must be approved in writing by the student’s adviser and the executive associate dean of academic affairs. (Information on procedures for requesting a leave of absence is available from the Office of Enrollment Services.) Students wishing to renew their leave of absence must also do so in writing.

Students who have been granted a leave of absence will be maintained as students in good standing during the semester in which a leave of absence is taken but will be discontinued from graduate study unless the students register the semester following a leave of absence or request and is granted an extension of the leave of absence.

**Photography, Recordings and Video Taping**

Photography is not allowed in the classrooms or laboratories without permission from the instructor or School of Pharmacy leadership.

Students wishing to record lectures should obtain consent from the instructor. In order to facilitate student learning, recordings will be made of classes that meet in the lecture halls or other rooms. Students will then be able to review and study the material presented. These recordings are intended as a supplement to the educational process, and are not a substitute for class attendance, class readings, assignments or projects. They may not be used as a basis for challenging student assessments.

Regularly scheduled lectures/class meetings will be recorded. No other recording of classes (including audio and/or video) may occur without permission from the school leadership. Faculty will be able to view and edit the recordings from their lectures but will not be able to view or edit recordings from other instructors. Students will be able to view recordings only for courses in which they are currently enrolled.

**Immunization**

**Schedule for Pharmacy Students**

<table>
<thead>
<tr>
<th>Immunization</th>
<th>Schedule for Pharmacy Students</th>
<th>Special Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measles/Mumps/Rubella</td>
<td>3-vaccination series. Two doses administered since January 1, 1968</td>
<td>The student may submit his/her entire childhood immunization history; a separate document for this series alone is not required.</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>3-vaccination series OR serologic confirmation of immunity to hepatitis B virus (titer)</td>
<td>First shot by May 30, second shot by June 30, third shot by November 30 One month must elapse between the first and second shots. Five months must elapse between second and third shots.</td>
</tr>
<tr>
<td>Tetanus/Diphtheria</td>
<td>One vaccine within the past 10 years</td>
<td>If the 10-year period expires while the student is enrolled in the pharmacy program, the student will be required to receive the vaccination.</td>
</tr>
<tr>
<td>Tuberculosis/PPD Mantoux</td>
<td>Annually: Between June 1 through the fourth class day of P1, P2 and P3 years For the P4 year, done at the end of the P3 year, between May 1–15</td>
<td>The test must be performed in the U.S. and the results must be shown in millimeters (mm). A chest x-ray will not be accepted as a substitute for this test. If the skin test is positive, additional steps are required. Contact the Student Affairs Office. The TB Gold Test is also accepted.</td>
</tr>
<tr>
<td>Varicella (chicken pox)</td>
<td>2-vaccination series OR serologic confirmation of immunity to varicella virus (titer)</td>
<td>Previous immunization dates OR a titer is sufficient. Physician or parent note indicating previous disease is NOT acceptable.</td>
</tr>
</tbody>
</table>

*Although not mandated at this time, students may be required, either by the School of Pharmacy or a practice site, to receive an annual flu vaccination or a vaccination against other epidemic or pandemic outbreaks.*
Progression in the Pharmacy Program

Students must achieve a grade of C or higher on average in order to pass the course and enter the next course(s) in the sequence. The weights assigned to the tests, papers, and other assignments making up the course grade are determined by the instructor of each course and set forth in the course syllabus. Students who fail to achieve a minimum cumulative grade point ratio (GPR) of 2.75 at the end of any semester will be placed on academic probation until they repeat the course and achieve a cumulative GPR of 2.75 or higher. A course can be repeated only once. A cumulative GPR of 2.75 must be attained by all graduate students prior to graduation.

A student will be subjected to academic review from the pharmacy program if the student fails to:

1. Maintain a cumulative GPR of 2.75,
2. Attend class or
3. Maintain continuous registration

Fairleigh Dickinson University, through its various faculties or appropriate committees, reserves the discretionary right to suspend or dismiss any student from the University for failure to maintain a satisfactory academic record, acceptable personal behavior, acceptable standards of academic conduct, accepted standards of practice in a clinical agency or satisfactory standards of health.

More information of the University’s right to discipline students and their rights of appeal or to file a grievance can be found in the Student Handbook.

Social Media and Personal Websites

The School of Pharmacy recognizes that team members may use social media to participate in discussions. If an individual chooses to identify himself/herself as a pharmacy student while participating in social media discussions, he/she must do so within the guidelines of this policy.

However, students should be aware that the improper and inappropriate use of social media can pose tremendous risks to both the School of Pharmacy and the University, including:

- Disclosure of any confidential material, including but not limited to: academic course content, student or faculty personal information, patient records or other information in violation of Health Insurance Portability and Accountability Act (HIPAA) policy (for a better understanding of HIPAA policies and regulations, see the appropriate documents within the School of Pharmacy). If a student is unsure of whether a potential posting is in violation of this policy, consult the Office of Student Affairs before making information public.
- Infringement of third-party intellectual property rights,
- Harassment,
- Privacy violations and
- Potential damage to reputation and brand.

Social media refers to the external online tools used to share content, profiles, opinions and experiences. Social media tools include, but are not limited to:

- Professional networking sites (e.g., LinkedIn, Plaxo);
- Social networking sites (e.g., Facebook, MySpace, Bebo, Friendster);
- Video- and photo-sharing websites (e.g., Flickr, YouTube);
- Micro-blogging sites (e.g., Twitter);
- Personal websites and blogs; and
- Forums and discussion boards (e.g., Yahoo! Groups, Google Groups, Yelp).

Guidelines for Posting and Reposting Material

Be honest. If students are blogging about their work at FDU, they should use their real names, identify their roles within the school and be clear about their roles. Do not pretend to be an acting pharmacist. Also, students should state that their opinions are their own and do not represent those of the School of Pharmacy or Fairleigh Dickinson University.

Do not share confidential information.

Write what they know. Just by identifying themselves as student pharmacists, they are creating perceptions about their expertise. Be sure that all content associated with students is consistent with their work and the School of Pharmacy.

What students write is their responsibility. Participation on behalf of the school is not a right but an opportunity, so treat it seriously.

Think before posting anything. If students are about to publish something that makes them even the slightest bit uncomfortable, take a minute to review these guidelines and determine what needs to be changed, then fix it.

Use discretion when posting on social media platforms. Any social media access at the student’s site should be conducted in accordance with policies and regulations set forth by the site itself. It is recommended that no social media updates be conducted while in the classroom or on site.

Respect everyone. Do not post anything that would be found offensive or intimidating to others, including but not limited to ethnic slurs, sexual innuendos, discriminatory comments, insults, threats or obscenity.

Defer to media relations when needed. Defer to appropriate sources when needed. If students are asked to speak on behalf of the school or University, consult the Division of Student Affairs prior to making a formal comment.
Compliance with Related Policies and Agreements

Students must not

• Violate the School of Pharmacy security policies (for example, never access private, password-protected sites without permission);
• Violate the School of Pharmacy confidentiality and proprietary rights policies;
• Violate the School of Pharmacy Intellectual Property policy;
• Circumvent the School of Pharmacy Ethics Policy Statement or Pharmacy Code of Conduct;
• Defame the School of Pharmacy or its affiliates, customers, clients, business partners, suppliers, vendors or other stakeholders;
• Harass or threaten others;
• Violate policies prohibiting unlawful discrimination against current or potential students; and
• Violate the School of Pharmacy or HIPAA privacy policies (for example, never disclose patient or team member medical/health information).

Student Grievances

If a student has a grievance concerning issues other than grades that he/she wishes to pursue, the following protocol should be followed.

If the grievance involves another student, refer to the Student Handbook. If it involves an employee of the University — faculty or staff or a University vendor, contact the University’s human resources department at 201-692-2072.

American Council on Pharmaceutical Education (ACPE) Complaint Policy

Students in the School of Pharmacy wishing to file a complaint can do so at any time. It is recommended, however, that students make every effort to solve problems informally, using this guide as a reference.

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

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

The procedure shall provide for treatment of complaints in a timely manner that is fair and equitable to all parties. The complainant shall be advised of the decision or action as soon as possible. When the 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, the ACPE finds an institution has engaged in unethical conduct or that its integrity has been seriously undermined, the ACPE will either:

Request that the institution show cause, within a stated time period, why adverse action should not be taken, or

In extreme cases, immediately discontinue its relationship with the institution by denying or withdrawing pre-accreditation 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, the 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 above.
The 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, access the complaint form online or email: csinfo@acpe-accredit.org.

**Suspension or Termination from the Doctor of Pharmacy Program**

Following two semesters or more on academic probation, a student may be suspended or terminated from the doctor of pharmacy program. Action of suspension or termination will be determined following evaluation of in-class performance and a determination by a committee consisting of the student’s academic adviser, the assistant dean for student affairs and the executive associate dean. If a student is not seen to be progressing through the program toward successful completion, he/she may be suspended or terminated from the program following a formal hearing with this committee.

**Technical Standards for the School of Pharmacy**

All students entering into the School of Pharmacy must meet all of the eligibility requirements for admission. Because of the nature of the program, in addition to the academic requirements of the program, several additional requirements have been set in place to assure that students receive the highest quality educational experience while simultaneously assuring the safety of their patients and the general public. All students entering into the School of Pharmacy must have:

1. An up-to-date record of immunizations on file with the School of Pharmacy’s Office of Student Affairs.

   Because students will be practicing in a number of different public health settings, immunization is of critical importance to prevent the spreading of certain communicable diseases. For a list of required immunizations, you may consult the assistant dean of student affairs and community engagement or a member of the Office of Student Affairs.

2. A successful criminal background check.

   All students must authorize the school to perform a criminal background check prior to admission into the school. All students may be subject to additional background checks as the requirements of the school or its practice-experience providers dictate. The results of the background check(s) may be shared with the school’s practice-experience providers. A student’s eligibility to enroll in, or to be disqualified from, the program will be made on an individual basis. No single type of offense will be used as an automatic rescission of acceptance or reason for dismissal. However, the school may rescind an offer of admission to the program if an applicant’s criminal history check reveals that the applicant has committed a serious offense. Serious offenses include, but are not limited to, felonies, drug offenses, forgery, assault, abuse and neglect.

3. Regular access to transportation.

   As part of their program, students will regularly travel to off-site practice experiences throughout New Jersey and the region. For this reason, it is essential that a student has regular, on-demand access to transportation to complete the practice experience component of the program.

4. Health care insurance.

   All students are required to possess and maintain a health care insurance policy during their enrollment in the program. Additionally, due to the interactive, critical and technical nature of pharmacy, there are several additional criteria that a candidate must meet in order to successfully complete the classroom, laboratory and practical aspects of the program.

   1. Sensory and Observational

      Students enrolled in the program must be able to:
      - Observe and perform basic experiments and demonstrations;
      - Demonstrate an ability to communicate proficiently in written and spoken English with both patients and other health care professionals;
      - See and discern colors, shapes and sizes for the effective identification of different medications and dosage forms;
      - Hear, with or without assistive devices, to gather patient information and successfully interact with the patient and other health care professionals;
      - Proficiently observe, elicit and communicate information with a diverse population of patients; and
      - Have the capacity to infer and gather implied information from patients as part of their assessment abilities.

   2. Mobility

      Students must have the capacity to:
      - Demonstrate fine and gross motor skills and coordination for the purposes of preparing, compounding and administering medications, interacting with and caring for patients and operating equipment essential to the practice of pharmacy;
      - Show an ability to function and maneuver within a practice setting, demonstrating the necessary dexterity, stamina, stability and mobility while standing, sitting and
walking (either alone or assisting a patient in need of support);
• Stand on their feet for an extended period of time;
• Move or position a patient in a manner which facilitates physical assessment or diagnosis; and
• Exhibit prolonged mental and physical stamina within a stressful environment and high volume of workload.

3. Cognition
All students must be able to:
• Assess, measure, calculate and analyze and process relevant data and facts for the purposes of problem solving and decision making;
• Concentrate for extended periods of time, often in the presence of distractions and high levels of volume;
• Demonstrate the ability to multitask in a stimulating and stressful environment; and
• Show the ability to solve problems involving scientific principle and observation with proficiency and accuracy.

4. Behavioral
Students within the program must:
• Possess the emotional health and stability to fully utilize their intellectual abilities and must exercise good decision-making and sound judgment skills at all times;
• Demonstrate the ability to work focused and poised in emergency situations for the safety of their patients and the general public;
• Have the ability to respond effectively to constructive criticism and evaluation of performance;
• Must respect the Oath of a Pharmacist and adhere to the code of ethics stated therein; and
• Always maintain a level of professionalism and respect for faculty, colleagues and patients.

Enrolled students who are unable to meet one or more of the foregoing standards are subject to dismissal from the school.

If a student is unable to meet one or more of the foregoing standards due to a temporary condition, the school shall make every reasonable effort to accommodate this temporary condition.

A student with a medically diagnosed disability may function in the program as long as the condition is under sufficient control to allow meeting the above listed standards with or without reasonable accommodation. Reasonable accommodation means services provided to individuals with documented disabilities that remove or lessen the effect of disability-related barriers. Individuals with documented disabilities who think they may be unable to satisfy one or more of the foregoing standards due to their disability should contact the Office of Student Affairs to discuss if reasonable accommodations to meet the school’s Technical Standards can be made. Reasonable accommodations are only available to individuals with medically diagnosed documented disabilities.

Visitors
Students are welcome to bring guests to the campus but must assume responsibility for the conduct of their guests and must accompany them at all times. If a guest is asked to leave a specific area of the campus, it is the responsibility of the student host to cooperate with the University official making the request. The University reserves the right to exclude all guests from any area on campus in times of impending or actual crises or emergencies, such as hurricanes, campus disruptions or bomb threats and to exclude any guest(s) from any area of the campus for any reason the University deems appropriate.
Portions of this manual were modeled after Fairleigh Dickinson University-related documents and Walgreens’ social media standards.