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The Roosevelt University *Pharmacy Student Handbook* contains information, policies and procedures

In support of the University's vision to create socially conscious citizens, the Pharmacy Program is committed to providing outstanding pharmacy education and developing pharmacy leaders who will advance pharmacy practice and improve public health by serving their respective communities through our core values.

Core Values

- I. : Demonstrating these values through personal and professional actions
- II. : Serving as role models for students and professionals
- III. Engaging in Inter-professional health care practices
- IV. Providing integrated, innovative, and interactive educations with an emphasis on continuous/lifelong learning
- V. Partnering with professionals and local communities

Pharmacy Program Ceremonial Events

Attendance at Pharmacy Program Ceremonial events is considered mandatory.

White Coat Ceremony

The White Coat Ceremony formally welcomes first-year students to the Pharmacy Profession as colleagues dedicated to patient care. The presentation of the white coat represents passage into the pharmacy profession, with all the associated rights, opportunities and responsibilities. During the ceremony, students recite the Pledge of Professionalism, committing their professional careers and practices to excellence in pharmacy. Along with first year students, faculty, staff, family and friends are invited to attend the event.

Hooding and Commencement Ceremony

The Roosevelt University Pharmacy Program holds one hooding and one commencement ceremony per year each Spring. Summer and Fall graduates will participate in the Spring commencement ceremonies

Students who plan to graduate and/or participate in the annual commencement ceremony must file the appropriate graduation forms with the Registrar's Office including the [graduation application form](#).

Parking and Transportation Policy

Students may park in any available Schaumburg Roosevelt University parking space. Parking stickers are not required to park on campus. Students must follow all applicable parking rules and regulations.

The Roosevelt University Pharmacy Program requires that all students provide their own transportation during their introductory, inter-professional and advanced pharmacy practice experiences. All students are expected to have reliable forms of transportation while in the Pharmacy Program. The Program cannot guarantee that students will be placed at sites within area public transportation routes or a certain distance from campus or the student's home. Required

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dependent and should be discussed with the preceptor prior to the start of rotation. Transportation

Course Curriculum

The comprehensive course curriculum can be found [here](#):

The Curriculum is divided into three academic blocks:

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Lockers

Each pharmacy student will be assigned a locker located in the College of Pharmacy to store textbooks, lab coats, and other personal belongings. Students must provide their own locks. No personal property should be left unattended or in the hallway. All personal property brought to Roosevelt University is brought at the owner's risk.

Learning Commons

The Learning Commons is located in SCH 517. It provides accommodations and academic support for Roosevelt University students. Information regarding services and hours is available [HERE](#).

Reasonable Accommodation Process

Earning a Doctor of Pharmacy (PharmD) degree requires the mastery of a coherent body of knowledge as well as the possession and development of required technical skills. (See Pharmacy Technical Standards for Admission, Promotion and Graduation). To the extent that a student is unable to meet a Technical Standard for a medical or physical reason, it is the student's obligation to

Students must allow 5 working days after the faculty is informed of their request for accommodations for that accommodation to be arranged. A student who fails to notify the faculty member of their desire to use an accommodation within this time period may not receive accommodations for that particular activity.

Accommodations in Pharmacy Experiential Education

The Learning Commons with the CSHP Associate Dean of Students provides support to pharmacy students and OEE staff in navigating accommodations for students on experiential rotations. Students

Accreditation

Office of Assessment and Administrative Services

The Office of Assessment is responsible for curricular and programmatic assessment and outcomes management for the College. Led by a director, additional responsibilities with respect to curriculum ass

individualized experiential schedule will be developed based on students' experiences, preferences, and interests for future careers in pharmacy, as well as site availability.

Examination and Assignment Make-up Policy

The Pharmacy's Examination Policy is at the back of this Handbook at [Appendix B](#). For all students that are granted approval for an excused absence, all make-makupmfotthen e-5amsh a2.9 (o)TJ0.502 Tc -0.005 T[se

may need to complete all of the Pharmacy Programs normal admission and entry protocols prior to returning to the program, including but not limited to a background check and drug test.

Course Withdrawal

Students considering course withdrawal should consult with the Associate Dean of Students. A course withdrawal will be considered only e . r

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pharmacists who are committed, competent, and compassionate. Earning a Doctor of Pharmacy (PharmD) degree requires the mastery of a coherent body of knowledge as well as the possession and development of superior and required technical skills. To the extent that a student is unable to meet a Technical Standard for a medical or physical reason, it is the student's obligation to request a reasonable accommodation through the University Learning Commons.

Each of the following is a "Technical Standard."

- A pharmacy student must be able to communicate clearly, effectively, and efficiently with patients and their families, co-workers, and other members of a health care team. This includes the ability to ask questions, listen carefully to answers provided by patients and their families, co-workers, or other health care team members, and record information accurately. Essential communication skills include nonverbal, verbal, and written communications. Students also must be able to effectively and professionally communicate with and supervise technical support staff. Mastery of both written and spoken English is required.

including on weekends, as assigned by preceptors in conjunction with the Office of Experiential Education. Students will be notified if there are any expectations of availability outside the stated hours.

- A pharmacy student must consistently demonstrate collegiality, integrity, and ethical behavior. They must work collaboratively and effectively as a member of a healthcare team and should be able to adapt and learn to function in an unpredictable clinical environment. Students must be able to work within the regulatory and/or institutional able 39.5 (5-1.6 (n)-2.6 (i)TJ (n)157 (a)-1.f2.8 (eg6 (r)128t)6.1 -(t)1.1 (u).9 ((r)1

unprofessional behavior, and the student may be disciplined in a number of ways, including through a written warning, by being sent home to address the attire or grooming issue, or by receiving a reduced grade for the assignment or for the course.

General Standards

1. : Including regular bathing, use of deodorants and regular dental hygiene.
2. Hair should be neat and clean, styled off the face and out of the eyes in a manner that will not come into contact with a patient.
3.
 - 3.1 Cologne, perfume or aftershave is not recommended in the patient care setting due to patient allergies and sensitivities.
 - 3.2 Nails should be well-groomed, clean, and of short to medium length to facilitate patient care activities.
 - 3.3 Beards and mustaches should be clean and well groomed.

Standards in the Context of Patient Care or Public Interactions

Defined to include but not limited to the following situations:

Advanced Pharmacy Practice Experiences (APPE)
Introductory Pharmacy Practice Experiences (IPPE)
Inter-professional Practice Experiences (IPE)
Pharmaceutics Laboratories
Pharmaceutical Care Laboratory Courses
Patient care projects or health fairs
Professional meetings
When prior notification is given (i.e., a patient or guest lecturer will be in class)
Any context where the student is representing the college or university in public

In the event of a discrepancy between these standards and the IPPE/APPE Manual or site requirements, the APPE Manual or preceptor/site dress requirements shall supersede this standard for students on rotations.

: Students participating in off-campus activities (e.g., IPPE/APPE rotations, IPE activities, patient care activities, etc.) should have their name visible at all times: This can include a Roosevelt University Pharmacy Identification badge, their Roosevelt-issued white coat with name embroidered, or a practice site-issued badge. Students should NEVER wear a badge provided by an IPPE, IPE, or APPE rotation site outside that institution as it implies the student is employed by and represents that institution.

Students should wear clean professional attire. A clean, white, long-sleeved waist-length white coat is required in patient care settings.

- 3.1 Hats, caps, or other items worn on the head (except garments considered a part of religious or cultural dress);
- 3.2 Denim clothing or jeans of any color;
- 3.3 Shorts, capri or cargo pants, leggings, yoga or athletic pants, skirts or mini-skirts;
- 3.4 Sweatpants, sweatshirts, T-shirts with or without print, or midriff tops
- 3.5 Open-toed or open-backed shoes are not appropriate in anyTw 1.39(2)TJ;g5.902 (aoh-1.957

- a. No outstanding grades of F, Withdrawal or Incomplete
- b. No more than one grade below C- in Academic Block I or II
- c. In Academic Block I: No grade below C- in any Integrated Sequence Course, Foundational Science III (PHAR 530), or any Pharmaceutics course.
- d. In Academic Block II: No grade below C- in any Fall Semester Integrated Sequence Course
- e. Cumulative grade point average of at least 2.0.

The receipt of a 3rd non-passing grade at any time during the curriculum, even if successfully remediated (Academic Block I, II and APPE Block) will result in a review with the P&G committee, potential consequences of a 3rd non-passing grade include: entering an extended program of study, or course remediation/repetition or dismissal from the program.

APPE Block

- Students who earn a “D” grade on an APPE rotation will automatically be placed on Probation by the Promotion and Graduation Committee and be required to repeat the rotation.
- If a student earns an F or a second non- passing grade (D or F) for **academic** performance on an APPE rotation, they will be referred to P&G Committee for review which may result in entering an extended program of study, or course remediation/repetition or dismissal from the program.

To be in “_____” in the Pharmacy Program, students must meet the following criteria:

1. Maintain a cumulative Pharmacy Doctoral GPA of ≥ 2.5 and earn a grade of C- or above in every course;
2. Satisfactorily fulfill all Didactic course completion requirements; and
3. Satisfactorily fulfill all Professional Practice Experience course completion requirements.

Procedure for Potential or Actual Loss of Good Academic Standing

When a student is at risk of failing or fails to meet any of the requirements for good academic standing (including if the student earns a low grade as described in the academic progression framework), the student will receive an email from the Pharmacy Promotion and Graduation Committee that indicates: (1) the aspect of academic standing at issue, (2) the consequence for violating that standard, and (3) any appeal rights available to the student. The following consequences shall apply:

1. A student who is earning less than a grade of C- in any course at midterm meets criteria for “_____”. Students receiving an Academic Concern notification are referred to meet with their respective course coordinator(s). Students receiving two or more notifications are also referred to the Sr. Student

- A student *will* be dismissed if they (a) are unable to complete the Doctor of Pharmacy program within five (5) years of initial matriculation, (b

still considered for academic standing. The original non-passing grade is still considered for academic standing.

- Course repetition: Students may be required to enroll in courses when they are offered the following year; Semester 1 courses may be repeated the following summer without delayed progression (see course repetition below). When a course is repeated the original grade is exempted from the GPA calculation and is replaced by the new grade in the overall GPA calculation. The original non-passing grade is still considered for academic standing.
- APPE Block repetition (see course repetition below)

Remedial Coursework will be offered in the following Terms:

Academic Block I: In the "J" term between Fall and Spring Semester and in Summer Semester 4 between Academic Block I and II. A maximum of 2 courses may be remediate(c)-3.7 (al)2Aca3.7 (c)7 co5.7 (e) 14.7 (m0.005 Tc -0.008).005 . A6t.

activities; requiring periodic meetings with the Associate Dean of Students, requiring the student to meet with the Dean regarding professionalism expectations in the College.

In the subsections below, we address various situations that may give rise to disciplinary action or dismissal from the College of Science, Health and Pharmacy, and the corresponding student appeal rights for those situations. If you have concerns not addressed below and are looking for guidance on how to resolve them, please contact the Associate Dean of Students and/or the Policy and Procedure

request with the instructor. The Course Coordinator shall make every effort to render a decision within three (3) days of receiving the request.

3. If the student is not satisfied with the outcome of the previous regrade request, they may take the request to the Chair of Teaching no later than three (3) business days from the conclusion of the regrade request with the instructor/Course Coordinator. The Chair of Teaching shall make every effort to render a decision within three (3) days of receiving the request. The decision of the Chair of Teaching is final.

Appeal Procedures for Integrity

A student who wishes to appeal a determination relating to integrity may follow the University's Academic Integrity Policy and Appeals Procedure, located on the [University's Policies page](#). Students are advised to consult with the Associate Dean of Students for guidance regarding the proper channel for appeals.

Appeal Procedures for Student Dismissal by Promotion and Graduation Committee

Students may appeal an academic, behavioral, or technical standards dismissal on the following grounds: failure to follow Pharmacy progression policy or other pertinent University or College policies.

To appeal in this manner, the student must submit to the Dean, within three (3) business days from receiving the decision of dismissal from the Promotion and Graduation Committee, a written appeal that specifies the grounds for appeal and provides information and documentation, if any, supporting the appeal. The Dean will make a final decision and no further dismissal appeals shall be available thereafter.

Appeal Procedures for Reinstatement

A student who was academically dismissed may petition for reinstatement on the following grounds:

- Identification and resolution of personal challenge(s) that led to academic difficulty
- Other significant change in the student's situation that will support success.

Petition must be submitted no sooner than a full term following the term in which they were dismissed. Any student who is not able to complete the full course of study within the 5-year timeframe from matriculation, will be required to restart the full course of study if readmitted. The procedure for petition is as follows:

1. The student should provide the ground(s) for petition for reinstatement, along with evidence supporting this ground.
2. The student should write a narrative addressing their plan for their academic success. If appropriate, this narrative should discuss the student's academic problems that occurred, the steps the student has taken or will take to av

4. The Chair of the Promotion and Graduation Committee will respond to the student with a notice to appear for a hearing with the Promotion and Graduation Committee. The Promotion and Graduation Committee shall make a recommendation to the Dean within three (3) business days from the hearing. The Dean will make a final decision and no further appeals shall be available thereafter.

5. Timeframe for petitions: Materials must be received by the Associate Dean of Students one full term prior to the term in which the student wishes to be reinstated. Please refer to the College of Pharmacy Academic Calendar. If the student is petitioning for reinstatement to APPE rotations, timing of placement is dependent on preceptor and site availability.

In the event that a student disagrees with an action or policy of an instructor, course coordinator, staff member, or the actions of another student, the student is to consult the University's ***Policy and Procedure on Student Grievances*** (RU Policy No. 3.5), which is available on the [University's Policies page](#). College of Pharmacy students are subject to that Policy and Procedure. In addition, students should also note that a complaint sent to the Dean is considered a Formal Complaint and will be kept on file. An Accreditation Council for Pharmacy Education ("ACPE) representative may inspect all complaint records filed with the Roosevelt University College of Science, Health and Pharmacy during an on-site evaluation.

In addition to the issues and complaints described in RU Policy No.3.5, a student complaint related to the standards or the policies and procedures of ACPE must be submitted in writing to the Executive Director. Per the ACPE website, "ACPE has an obligation to assure itself that any institution which seeks or holds a pre-accreditation or accreditation status for its professional program(s) conducts its affairs with honesty and frankness. Complaints from other institutions, students, faculty, or the public against a college or school of pharmacy, including tuition and fee policies, and as related to ACPE standards, policies or procedures, shall be placed in writing in detail by the complainant and submitted to the ACPE office. The complaint shall be submitted to the institution for response. Requests for confidentiality shall be respected to the extent any such information is not necessary for the resolution of the complaint." For more information or to file a complaint about this program

RUCHSP Pharmacy Policy No. 1.1
Responsible Unit: Pharmacy Promotion and
Graduation Committee
Originally Issued: 06/2016
Revised Effective Date: 01/2025

Examination Policy

This Examination Policy describes the conditions to be observed during examinations in the Roosevelt University Pharmacy program and serves to extend the Roosevelt University Code of Student Conduct described in the Roosevelt University Student Handbook

The University reserves the right to modify or amend this Policy at any time, at its sole discretion. Any change to this Policy will become effective at the time designated above, and the changes will

For students that are granted an approval for excused absences,
in the designated make-up exam slot on the block schedule. Makeup
examinations or quizzes for students with extenuating circumstances may be scheduled at the
discretion of the course coordinator. The content and format for all make-up examinations or
quizzes will be at the discretion of the course coordinator, but will be similar in depth and breadth
to the content that was missed.

Exception: The rules above for arriving late to an examination/quiz may not apply to practical
examinations. A student who arrives to the examination once the first group of students have seen the
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- Submit examination and show evidence of exam submission to a proctor prior to leaving the exam room.

Students taking an exam in an alternative testing environment (for example the Learning Commons), should abide by any additional testing policies or procedures specific to that learning environment. Belongings not allowed in an exam area as per the pharmacy policy should be stored in the designated area within the alternative testing environment. Students arriving late to an examination or quiz in alternative testing environment, will be given any extra time and will be allowed to begin an examination or quiz.

Students completing their assessment early may not leave the alternative testing environment and may not have access to any electronic devices until the assessment has started in the regular testing environment. Any questions about exam policy in the alternative testing environment should be addressed by the SCH Learning Commons Specialist and the Associate Dean of Students CSHP. It is the student's responsibility to reach out with questions before the start of the exam.

RUCHSP Pharmacy Program Procedure No. 1.1P

The Dean of the College of Pharmacy shall have the authority to establish any procedures necessary to implement this Policy

RUCOP Policy No. 1.3

: Office of the Dean,
College of Pharmacy

Office of
Academic Affairs

: 06/2017

: 06/2017

: 08/2017

