While this catalog was prepared on the basis of the best information available at the time of
publication, all information including statements of policies, procedures, tuition, fees, course
offerings, admissions and graduate requirements is subject to change without notice or
obligation.

D’Youville College provides equality of opportunity to all persons with respect to employment
and to admission of students. The college does not discriminate on the basis of race, religion,
color, gender, age, creed, marital status, sexual orientation, veteran status, national or ethnic
origin in administration of its educational policies, hiring policies, admissions policies,
scholarship and loan programs, and athletic and other school-administered programs. It
continues to be the policy of D’Youville College not to discriminate on the basis of disability. No
person is denied admission, employment or access solely because of any physical, mental, or
medical impairment, which is unrelated to the ability to engage in activities involved in the
education requirements or occupation for which applications have been made.

Inquiries concerning the application of Title IX may be referred to the college’s Title IX
coordinator, located in the College Center, Room 111, or by calling (716) 829-8198, or by e-mail
at titleIXcoordinator@dy.edu.
Dean's Message

As the founding dean of the D'Youville College School of Pharmacy, I am privileged to be working with an experienced leadership team and a vibrant faculty to prepare students for challenging careers as pharmacists. Open in fall 2010, we are New York State’s newest school of pharmacy, although we are building on a longstanding tradition of student-centered education and community service at D'Youville College.

Pharmacists must embrace myriad responsibilities: to their patients, to other healthcare professionals, to society, and to their profession. Our mission is to produce compassionate graduates with a strong commitment to these important responsibilities.

As the practice of pharmacy evolves from a product-focused to a patient-focused model, pharmacists are vital members of a patient's healthcare management team. Graduates of our program will learn to effectively collaborate with healthcare practitioners to help patients manage and optimize their medication regimens.

Our Doctor of Pharmacy (Pharm.D.) degree is designed to integrate the natural and social sciences with practice experience in a team-based setting, so that students will be able to learn, remember, and apply what they have been taught. Students will begin practicing pharmacy as soon as they enroll. Early practice experiences allow students to:

- Solve problems related to medications
- Learn to communicate with patients
- Manage themselves and others

The practice experiences become increasingly more challenging as students move through the curriculum, with the fourth year focused on all experiential learning. In all, students will complete over 2,100 hours of practice experience during their program, enough to prepare them to enter practice upon graduation.

I invite you to explore our website, visit our campus, and learn more about our school and our commitment to training the next generation of pharmacists.

Dr. Gary Stoehr, Dean
School of Pharmacy
D'Youville College
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1. GENERAL INFORMATION

A. Campus Information

Location
D'Youville's campus is less than a mile from the heart of downtown Buffalo and within walking distance of the Peace Bridge to Canada. It overlooks two parks and is near the city's greatest cultural centers: the Albright-Knox Art Gallery and Kleinhans Music Hall, home of the Buffalo Philharmonic Orchestra. The Kavinoky Theatre, known for its professional productions, is part of the D'Youville campus. Close to two exits of the New York State Thruway, D'Youville is only minutes away from beaches, ski resorts and the stadiums where the Buffalo Bills, Sabres, Bandits and Bisons play their home games.
The Campus Koessler Administration Building (1874)
This five-story building once housed the entire college. It contains administrative offices, the chapel, The Kavinoky Theatre, the Learning Center, faculty offices, classrooms, financial aid and reception rooms.

Montante Family Library (1999)
The library is housed in a magnificently renovated four-story building. It contains approximately 130,000 volumes including microforms and software and subscribes to over 600 print journals. The library boasts state-of-the-art computer reference capabilities for both in-house and off-site users including access to over 70 online databases. A reference collection, a 96-station computer lab, wireless Internet connectivity and study rooms are available. The library provides both group-viewing and portable TV/DVD/VCR units. The software collection includes DVDs, videocassettes, compact discs, cassettes and other formats.

Madonna Hall (1959)
This five-story building houses the Leonardo daVinci High School, part of the Buffalo Public Schools system, on three floors, a dietetics lab/kitchen, archives and administrative offices. A large lounge is also available for meetings and social events.

Alt Building (1967)
Classrooms, laboratories, lecture halls and faculty offices are located in this six-story, air-conditioned building. Spot Cafe is also located in this building.

College Center (1969)
The center lives up to its name as the hub of campus social, cultural and athletic events. Its gymnasium, swimming pool, game room, fitness/wellness area, dining rooms, and meeting rooms also make it a popular site for community activities. Main dining facilities, a spacious lounge, some administrative offices and the college store are also located in the center.

Marguerite Hall (1968)
The tallest building in the immediate area is this 12-story residence hall, which offers panoramic views of Lake Erie and the Buffalo skyline. The facility houses men and women on separate floors and includes a coed floor for part-time Canadian students. The residence life office, health center and the D'Youvillian (yearbook) office are located on the first floor.

This building houses vital administrative support offices. These include alumni, institutional advancement, human resources, personal counseling, publications and public relations. The facility is within easy walking distance of the Porter Avenue campus and helps integrate the college into the surrounding neighborhood.
Bauer Family Academic Center (2001)
The 57,000 square-foot, five-story Bauer Family Academic Center provides state of- the-art classrooms, laboratories and faculty offices. It is an excellent learning environment for students.

Student Apartment Complex (2005)
Fully furnished studio and four-bedroom apartments with cooking facilities are available to juniors, seniors, graduate students and students 21 years of age or older. Each apartment has kitchen facilities; cable and computer hookups; secure, off-street parking; and laundry facilities. A computer lab is also available.

D'Youville Education Center (2006)
This one-story structure, adjacent to the West Avenue parking lot, houses five large classrooms and serves as an academic resource for the campus.

D'Youville Academic Center (2010)
In May 2010, this 93,000 square-foot building opened. It houses the School of Pharmacy, graduate, undergraduate and international admissions, the International Student Office (ISO), state-of-the-art laboratories, classrooms and a computer lab.

B. Mission Statement

The D'Youville College School of Pharmacy is a teaching and learning community of faculty, students and staff dedicated to educating tomorrow's pharmacy practitioners and advancing the profession. Through its focus on critical inquiry, research, scholarship and service, the school ensures that its graduates are qualified to enter practice as generalist practitioners who are prepared to serve their communities and their profession.

C. D’Youville College School of Pharmacy Vision, Mission, Values and Goals

Vision and Strategic Intent
We will be one of the premier private schools of pharmacy in the Northeast in academic quality, service to society and practice innovation. Sound and forward-thinking academic, research, and resource foundations will propel the school to become the first choice for potential faculty and students, help expand the scope of the profession, and to be a vital school in an evolving D'Youville university. Graduates of the program will be highly competitive in a changing market.

The practice of pharmacy will be actively engaged as respected partners with other health professions in the delivery of direct services to patients and development of new therapies that improve health outcomes. Pharmacists will be collaborating with patients and care givers to ensure that prescribed health regimens improve and maintain the overall health of their patients.
Students will be transformed from dependent to independent learners who advocate for their profession and the health and quality of life of their communities.

Core Values
The School of Pharmacy adheres to the core values and principles of D'Youville College. In addition, we bring forward the following as having particular importance to the School of Pharmacy:

- **Excellence** - We pursue excellence in our teaching, scholarship and practice every day.
- **Professionalism** is integral to our success. We care and respect others, accept responsibility for our actions and act with integrity and honesty in our interactions. We prepare students to be professionals, not employees.
- **Leadership** is necessary to advance the pharmacy profession. Valuing others, integrity, self-awareness and personal accountability are the fundamental attributes of leaders.
- **Social responsibility** is important to the profession and is demonstrated by contributing to the health and well-being of patients, the community and at risk populations through advocacy, volunteerism and service.

Principles

- **Student-centered learning** - Our efforts are focused on empowering students to gain the requisite knowledge, skills and attitudes needed to provide patient-centered care.
- **Culturally responsive care** - We recognize and honor the diversity of peoples’ values and beliefs, both spiritual and secular.
- **Decision-making** - We encourage personal and professional decision making in accordance with legal, ethical, social, economic and professional guidelines.
- **Collaboration** - We foster a spirit of teamwork among patients, peers, and partners, within and across disciplines, through effective communication skills and respect for the contribution of others.
- **Critical Inquiry** - Faculty and students form a learning community whose members interpret, evaluate and use information discerningly from a variety of perspectives, tolerate ambiguity while understanding the complexity of many problems, issues, and topics, and transform the results of inquiry into judgments and actions.
- **Culture of Assessment** - Creating a culture of assessment requires us to gather data to define problems, implement solutions, and continuously improve our work. We consider alternative points of view and the implications of various courses of action before making decisions.
- **Quality** - We define quality practitioners as those who stand out among their peers due to their commitment to their patients, profession and their communities.
D. History of D’Youville College

D’Youville College is named for Marguerite d’Youville, an 18th-century woman whose love of God inspired her to spend her life responding to societal needs and finding creative ways of serving the poor. Marguerite was born near Montreal in 1701 and grew in courage, compassion, and faith during her life. A widow with young children, Marguerite cared for her family, but never neglected the poor. She became known as an astute and resourceful business woman, a compassionate friend to all in need and a person whose life was deeply rooted in her trust in God.

A number of women joined in her efforts to offer asylum for the elderly, blind, orphaned and abandoned. Eventually, Marguerite and those women became the first congregation of religious woman to be founded in North America: they were known as the Grey Nuns, Sisters of Charity.

During her life, Marguerite assumed the responsibility for administering the General Hospital of Montreal. She founded homes for the poor and aged, and cared for unwed mothers, orphan, and sick and wounded military men, regardless of their allegiance. She earned the title Mother of Universal Charity insisting, “The poor must know that we never refuse to serve.” D’Youville College, founded in 1908, seeks to continue the spirit of Marguerite d’Youville.

E. Community Service

D’Youville is committed to developing liberally educated professionals. The college is a member of Western New York Service Learning Coalition and continues to enhance service learning opportunities for students. Specific and committed service projects are many. The college engages in cooperative programs with the Buffalo Public School system on the childhood, adolescent and special education levels.

Service learning programs also have been developed to link a student’s classroom experience with real world situations. Service learning is a mode of education that combines academic learning with community service. This work is integrated into the course content and is part of the student’s evaluation and grade.

Campus Ministry offers many volunteer opportunities designed to encourage students, faculty and staff participation in the community. Specific volunteer efforts organized by Campus Ministry include: Habitat for Humanity, Adopt a Grandparent, Meals on Wheels delivery, Lending a Hand (an intensive five- to seven-day community service endeavor) and a variety of collections or fundraisers for local community agencies.

Campus Ministry also assists in connecting DYC staff and students to local agencies with volunteer opportunities in Buffalo’s West Side community.
F. The Philosophy of Patient-Centered Care

The Accreditation Council for Pharmacy Education (ACPE) standards and guidelines emphasize a focus on patient care and the pharmaceutical care model. The ACPE describes pharmaceutical care as the “responsible provision of drug therapy for the purpose of achieving definite outcomes that improve a patient’s quality of life.” The American Pharmacists Association’s definition of pharmaceutical care states it is “a patient-centered, outcomes oriented pharmacy practice that requires the pharmacist to work in concert with the patient and the patient’s other healthcare providers to promote health, to prevent disease, and to assess, monitor, initiate and modify medication use to assure that drug therapy regimens are safe and effective.” Both definitions indicate that pharmaceutical care is a form of pharmacy practice that is patient centered, rather than medication centered, requiring pharmacists to accept responsibility as direct patient-care providers.

Pharmaceutical care provides a more formalized relationship between the pharmacist and the patient and healthcare provider with the explicit purpose of improving patient outcomes. This increased engagement in the medication-use process requires pharmacists to undertake the assessment and evaluation of medication regimens, monitor regimens to ensure desired outcomes are attained, counsel to ensure medications are being used optimally, communicate with healthcare providers, and document care. In fulfilling this new and expanded role, pharmacists practice the fundamentals of patient care such as patient-history taking, conducting basic physical assessment (i.e., vital signs) and assessing therapeutic markers for the purpose of monitoring medication safety and efficacy. The ultimate end product of the process is the avoidance of medication related problems, thereby ensuring more positive patient outcomes. The D’Youville College School of Pharmacy will emulate this model and instill the tenets of patient-centered care into all of its students.

G. Degree Awarded

The D’Youville College School of Pharmacy will confer the Doctor of Pharmacy degree, Pharm.D.

H. Accreditation Information

Accreditation Disclosure Statement

The establishment of a new school of pharmacy in New York State comes under the auspices of two governing bodies: the New York State Education Department (NYSED) and the Accreditation Council for Pharmacy Education (ACPE). Applications must be submitted to both NYSED and the ACPE requiring their approval of the Doctor of Pharmacy degree program (Pharm.D.) prior to the admittance of any students into the School of Pharmacy.
New York State Department of Education (NYSED)
In June of 2007 D'Youville College submitted an application to NYSED detailing the college’s institutional readiness to establish a school of pharmacy, the curriculum for the proposed school and demographic data supporting the need for a new school of pharmacy in Western New York. A site visit and final review of this application was done in conjunction with the ACPE. In February of 2010 NYSED formally approved the Precandidate status granted to the School of Pharmacy by the ACPE.

Accreditation Council for Pharmacy Education
The Doctor of Pharmacy program of the D’Youville College School of Pharmacy was awarded Precandidate accreditation status during the January 20-24, 2010, meeting of the ACPE Board of Directors based upon an on-site evaluation conducted October 21-23, 2009, and discussion with College and School officials. Following the enrollment of the inaugural class of students in the fall 2010, an on-site evaluation was scheduled for March 2011 for the purposes of gathering additional information in the Board’s consideration of advancement to Candidate accreditation status. Following the site visit from ACPE, the D’Youville College School of Pharmacy was awarded candidate status at the June 22-24, 2011, meeting of the ACPE Board of Directors. Graduates of a class designated as having candidate status have the same rights and privileges of those graduates from a fully accredited program, generally including eligibility for licensure. The School of Pharmacy hosted another site visit team in May 2013 which determined continuation of Candidate status. Full accreditation status of the Doctor of Pharmacy program will be considered by the Board following the graduation of students from the program.

Precandidate Status
Granting of Precandidate accreditation status brings no rights or privileges of accreditation as associated with either candidate status or fully accredited status. Precandidate accreditation status indicates only that planning has taken into account ACPE standards and guidelines and suggests reasonable assurance of moving to the next step, that of Candidate accreditation status. Since Precandidate accreditation status does not create any rights of accreditation under the ACPE standards, it is the opinion of the ACPE that graduates of programs of Colleges or Schools of Pharmacy that bear Precandidate accreditation status do not meet the educational requirements for licensure.

Candidate Status
With respect to clarification of the meaning of Candidate accreditation status, graduates of a program so designed would, in the opinion of the ACPE, have the same rights and privileges of those graduates from a fully accredited program. The Candidate accreditation status denotes a developmental program that is expected to mature in accord with the stated plans within a defined time period. It should be underscored, however, that decisions concerning eligibility for licensure by examination or reciprocity reside with the respective state boards of pharmacy in accordance with their state statutes and administrative rules. Should Candidate accreditation status be awarded to
a program, ACPE would, however, make its position known and make recommendations consistent with that position.

**Accreditation Timeline**

- March 2009 – The School of Pharmacy submitted its draft Precandidate application to the ACPE for preliminary review.
- May 2009 – The School of Pharmacy submitted its final Precandidate application to the ACPE for complete evaluation.
- June 2009 – The ACPE reviewed the Precandidate application and an on-site visit to determine Precandidate accreditation status was granted to the School of Pharmacy for October 21-21, 2009.
- August 2009 – The School of Pharmacy began accepting applications for admittance into the professional phase for the fall term of 2010.
- October 2009 – The School of Pharmacy underwent a site visit by the ACPE and NYSED to determine Precandidate status.
- January 2010 – The School of Pharmacy was granted Precandidate status by the ACPE.
- February 2010 – NYSED confirmed the School of Pharmacy's Precandidate status.
- March 2011 – The School of Pharmacy underwent a site visit by the ACPE and NYSED to determine Candidate status.
- June 2011 – The School of pharmacy was granted Candidate status by the ACPE.
- May 2013 – The School of Pharmacy underwent a site visit by the ACPE and NYSED to confirm continuation of Candidate status.

D'Youville College is accredited by Middle States Commission on Higher Education. Commission URL: [http://www.msche.org](http://www.msche.org), Commission Phone: (267) 284-5000

For further information about the accreditation process visit: [http://www.acpe-accredit.org/students/](http://www.acpe-accredit.org/students/) or send an inquiry to:

ACPE
135 S. LaSalle Street, Suite 4100,
Chicago, IL 60603-4810
2. ADMISSIONS

The School of Pharmacy will admit transfer students into the professional phase of the program. D'Youville College students may follow two academic tracks to meet the entrance requirements for the School of Pharmacy. One track only meets the requirements for the School, whereas the second track compliments the Biology B.S. pre-professional track which will prepare students for entrance into other professional schools such as medical and dental.

All applicants; whether transfer or matriculating through D'Youville College who meet the minimum criteria outlined below will be evaluated for admission and the most competitive candidates will be invited for an on-campus interview. All required pre-professional coursework should be completed within five calendar years of the time of application into the program. Applicants who have completed any of the core prerequisites from a country other than the United States will have to submit transcript evaluations from one of the following services: World Educational Services, Educational Credential Evaluators or Josef Silny and Associates. Applicants submitting coursework from non-English speaking foreign schools who have not earned a grade of B or better in the English Composition and Speech prerequisites will have to achieve a score of at least 600 on the paper based or 250 on the computer based or 100 internet based Test of English as a Foreign Language (TOEFL) and will have to submit these scores with their applications. Applicants must disclose a complete academic history or forfeit his/her eligibility for admission. Credentials submitted for admission to the School of Pharmacy become the property of the School and will not be returned or released. The School of Pharmacy has established the following criteria:

A. Early Assurance

In the fall of 2009 the School of Pharmacy began accepting freshman with Early Assurance status. Early Assurance admission to the School of Pharmacy is offered to a select group of freshman students who meet and maintain the following criteria:

1. Top 15% of their graduating class or an un-weighted average of 90% (math, science, social studies/history, English, foreign language).
2. Score 1150 or greater on the SAT (Mathematics and Critical Reading) or 25 on the ACT.
3. Matriculate to D'Youville as a freshman student.
4. Complete the courses below earning a B average (3.0/4.0) or higher in each course. Consult the Undergraduate Catalog for a complete listing of course descriptions.
Early Assurance Curriculum

First Pre-Professional Year, Fall Semester

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 101/101L</td>
<td>Introductory Biology and Lab</td>
<td>4.0</td>
</tr>
<tr>
<td>CHE101/101L</td>
<td>General Chemistry and Lab</td>
<td>4.0</td>
</tr>
<tr>
<td>MAT 125(a)</td>
<td>Calculus I</td>
<td>4.0</td>
</tr>
<tr>
<td>ENG 111</td>
<td>English Communication</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Total Credit</strong></td>
<td></td>
<td><strong>15.0</strong></td>
</tr>
</tbody>
</table>

a. **MAT 126** Calculus II is required if taking **PHY101/101L** and **PHY102/102L** General Physics I/II & lab. These three courses are required for the DYC BS in biology degree and represent the only difference between a traditional BIO BS track and the pre-pharmacy entrance requirements.

First Pre-Professional Year, Spring Semester

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 102/102L</td>
<td>Introductory Biology and Lab</td>
<td>4.0</td>
</tr>
<tr>
<td>CHE 102/102L</td>
<td>General Chemistry and Lab</td>
<td>4.0</td>
</tr>
<tr>
<td>ENG 112</td>
<td>English Communication</td>
<td>3.0</td>
</tr>
<tr>
<td>HIS 203(b)</td>
<td>American Economic and Social History to 1865</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Total Credit</strong></td>
<td></td>
<td><strong>14.0</strong></td>
</tr>
</tbody>
</table>

b. Can be substituted with **HIS 204** American Economic and Social History Since 1865 or **HIS 111** Growth of Western Culture.
### Second Pre-Professional Year, Fall Semester

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHE219/219L</td>
<td>Organic Chemistry I and Lab</td>
<td>4.0</td>
</tr>
<tr>
<td>PHY101/101L</td>
<td>General Physics and Lab</td>
<td>4.0</td>
</tr>
<tr>
<td>MAT 123(d)</td>
<td>Introduction to Applied Statistics</td>
<td>4.0</td>
</tr>
<tr>
<td>BIO 208/208L</td>
<td>Microbiology and lab</td>
<td>4.0</td>
</tr>
<tr>
<td>PSY 101(e)</td>
<td>General Psychology</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Total Credit** 19.0

c. Can be substituted with PHY111/111L Introduction to Physics and Lab; meets and exceeds physics requirement.
d. Can be substituted by MAT 404 Mathematical Statistics; meets and exceeds statistics requirement.
e. Can be substituted with SOC 101 Principles of Sociology or SOC 102 Social Problems.

### Second Pre-Professional Year, Spring Semester

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHE220/220L</td>
<td>Organic Chemistry II and Lab</td>
<td>4.0</td>
</tr>
<tr>
<td>PHY112/112L</td>
<td>Introduction to Physics and Lab</td>
<td>4.0</td>
</tr>
<tr>
<td>SPE 201</td>
<td>Public Speaking</td>
<td>3.0</td>
</tr>
<tr>
<td>ECO 201/202</td>
<td>Principles of Economics Macro or Micro</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Humanity Elective (g)** 3.0

**Total Credit** 17.0

f. Can be substituted with PHY102/102L General Physics and lab.
g. Recommended: PHI 201 Ethics in Theory and Action or PHI 214 Challenges of Death or RS 201 Religion and Social Responsibility or PHI 312 Bioethics.

5. Earn a composite PCAT score in the 65th percentile.
6. A satisfactory preadmissions interview prior to the School of Pharmacy admission.
7. All pre-professional courses must be obtained from and accredited USE institution for a letter grade; Pass/Fail, online, distance learning and CLEP are not accepted.
**B. Pre-Pharmacy Admission**

Other than Early Assurance, all other pre-pharmacy majors will apply directly to the Department of Mathematics and Natural Sciences. Admission into the Biology B.S. program for pre-professionals requires a minimum SAT score of 1000 (Math and Verbal), or ACT score or 21, a high school average of 85 percent or 2.85 on a four point scale and a rank in the top 50 percent of one’s class. Transfer students are required to have a minimum G.P.A of 2.5.

**C. Undergraduate Requirements**

Undergraduates shall meet these minimum requirements:

1. **Prerequisite Course Requirements**
   Complete 65 credit hours of pre-professional course requirements from regionally accredited college or university prior to matriculation by the end of Spring 2012. All required courses must be taken for a letter grade. Pass/Fail, online, distance learning, CLEP, Advanced Placement and foreign courses will be judged on a course by course basis. Grades lower than letter grades of a C are non-transferable from institutions other than D’Youville.

   Biology – 6 credit hours (*)
   Microbiology or Anatomy and Physiology – 3 credit hours (*)
   General Chemistry – 6 credit hours (*)
   Organic Chemistry – 6 credit hours (*)
   Calculus – 4 credit hours (*)
   Statistics – 4 or 3 credit hours
   Physics – 6 credit hours
   English Language – 6 credit hours
   Public Speaking or Communications – 3 credit hours
   History – 3 credit hours
   Economics – 3 credit hours
   Psychology or Sociology – 3 credit hours
   Humanities – 3 credit hours

   *Science courses (chemistry, biology, microbiology, and anatomy and physiology) must include a laboratory with each lecture.

   All prerequisite mathematics and science subjects must be completed no later than the spring term of the year of admission.

2. **Prerequisite Grade Policy**
   Grades below “C” cannot be accepted toward completion of these requirements. Minimum cumulative math and science grade point averages of 2.5 (out of 4.0) are required to be considered for admission.
3. Pharmacy College Admissions Test (PCAT)
The Pharmacy College Admissions Test assesses one’s skills necessary to complete the Doctor of Pharmacy curriculum. Students must arrange for Pearson to send their PCAT scored directly to PharmCAS. The reporting code is 104. Applicants must take the PCAT by January to be considered for fall admission to the School of Pharmacy. For more information, visit: www.pcatweb.info or call 1-800-622-3231.

4. Interview
The School of Pharmacy will conduct personal interviews of all final applicants before determining their ultimate acceptance into the professional program. The personal interview will assess the applicant’s verbal communication skills, understanding of the demands and rewards of a career on pharmacy, a general knowledge of the practice of pharmacy, commitment to patient care, motivation, dedication and other qualities and attributes deemed beneficial to a career as a pharmacist.

The Admissions Committee has developed interview questions to assess the non-cognitive variables important to professional life. In general, there are five personality factors (the “Big Five”) thought to predict success in graduate study (Kyllonen PC, Walters AM, Kaufman JC). Non-cognitive constructs and their assessment in graduate education: A review. Educational Assessment 2005; 10:153-184.). These are:

- “Openness to experience: (imagination, emotionality, adventurousness, intellect, liberalism and artistic interests);
- “Agreeableness” (trust, morality, altruism, modesty, cooperation and sympathy);
- “Neuroticism” (not easily bothered or irritated, rarely blue and remains calm under pressure);
- “Conscientiousness” (self-efficacy, orderliness, dutifulness, achievement-striving, self-discipline and cautiousness); and
- “Extraversion” (friendliness, assertiveness, cheerfulness, gregariousness and activity level).

The School of Pharmacy will incorporate multiple mini-interview scenarios in our admission process to assess domains that are not included in the PharmCAS application. Each of the scenarios attempts to assess one of the “Big Five” factors.

5. Letters of Recommendation
Each applicant will submit three letters of recommendation – one letter from an academic source (e.g., professor, advisor), one letter from a professional source (e.g., employer, pharmacist, other health professional), and a third letter from any source other than the applicant’s spouse, companion, friend, relative, teaching assistant, politician or clergy member.
D. Application Procedure

Applicants are required to submit an online application to PharmCAS (www.pharmcas.org) by March 1st of the application year. PharmCAS is a centralized application service that allows applicants to use a single application and one set of official transcripts to apply to multiple Pharm.D. degree programs. Applicants must designate the D'Youville College School of Pharmacy as a selected pharmacy institution. Applicants must submit all transcripts to PharmCAS by March 1st of the application year. Applicants must submit three letters of recommendation by March 1st of the application year. One letter should be from an academic source (e.g., professor, advisor), one letter from a professional source (e.g., employer, pharmacist, other health professional), and a third letter from any source other than the applicant’s spouse, companion, friend, relative, teaching assistant, politician or clergy member. Evaluators can submit references to PharmCAS using the online. Additional information about PharmCAS and the online PharmCAS application may be obtained by contacting: PharmCAS, P.O. Box 9109, Watertown, MA 02471, (617) 612-2060.

E. Background Checks

A growing number of national healthcare organizations, institutions and state legislatures require student pharmacists to complete a criminal background check (CBC) at least once during their educational career. Since student pharmacists may be subject to criminal background checks earlier in their educational career due to introductory pharmacy practice experiences (IPPEs) the School of Pharmacy is requiring all students have this check completed.

Upon initial, conditional acceptance by the School of Pharmacy, Certiphi Screening, Inc. will send an email to the preferred email address entered in the applicant’s PharmCAS application. This email will provide basic identifying information and consent for this report to be procured. The applicant’s consent will serve for all pharmacy schools, and the applicant will not be asked to provide consent upon receiving additional, conditional acceptance offers by participating pharmacy schools. Once the applicant has provided consent, Certiphi Screening, Inc. will procure a national background check on the student (Background Check Details). Once the report is complete, Certiphi Screening, Inc. will send an email to the applicant’s preferred email address requesting that the student review the report prior to its distribution. Upon receiving this email:

- The applicant will have ten (10) calendar days from the date of this email is sent to review their report prior to this report being made available to the participating pharmacy schools who request this report. If the applicant does not review this report, the report will be distributed after this period elapses.
- The applicant will be provided with an opportunity to contest the accuracy of the contents of the report within the specified ten (10) calendar day period.

Once the applicant has reviewed and released this report, or after the specified ten (10) calendar day period has elapsed, the report procured on the applicant will be made
available to the participating pharmacy school that offered an acceptance and initiated the request for this report. The report procured during this process will not be released to any party other than the pharmacy schools requesting this report.

**F. Transfer Policy**

Due to the highly integrated nature of the didactic and experiential components of the curriculum, the School of Pharmacy will consider requests for transfer of credits only on an individual basis. Students may transfer up to 45 credit hours with grades of “B” or better at the discretion of the Assistant Dean of Faculty and Student Affairs. Credits accepted for transfer must have been awarded from an ACPE accredited school of pharmacy. Only credits recorded on an official transcript of the issuing institution will be considered for transfer. Credits accepted for transfer must be determined to be substantially equivalent to courses offered by the D'Youville College School of Pharmacy in their content and quality. Students must submit a letter from their previous school of pharmacy attesting to their “good standing” at that institution. Credits accepted for transfer must have been awarded within three years of the date of admission. The School may, in its option, accept older credits if the entering student holds an earned doctorate in the pharmaceutical sciences.

**G. Immunizations**

A completed medical exam and immunizations are required to fulfill the admissions process to the School of Pharmacy and for introductory pharmacy practice experiences (IPPEs). See Appendix A for a detailed instruction sheet for a self-medical history, physical examinations and required immunizations. This requirement must be completed prior to matriculation into the P-1 year. If you have any questions please contact Jack Koford, Director of Experiential Education (716-829-8430, kofordj@dyce.edu).

Additionally, the School of Pharmacy is under the domain of the New York State Immunization Requirements which state, “Effective August 1, 1991 ALL UNDERGRADUATE AND GRADUATE students enrolled for classes must be in compliance with the New York State Immunization Law and D’Youville College health requirements. Everyone born AFTER January 1, 1957 must show documentation of two vaccinations for measles, and one vaccination for mumps and rubella or blood tests demonstrating immunity to any of the diseases. The lab report must be submitted. Anyone born before 1957 must provide documentation showing proof of vaccination or a titer showing immunity to each disease. Women born before 1957 who are of childbearing age must provide rubella titer. A minimum of 90 days before registration would be needed for rubella vaccine administration and recheck of titer level if initial titers indicate non-immunity.”
H. Deferred Admission

Students interested in deferring their offer of admission will have to make this request three weeks prior to the first day of orientation. Students will only be able to request to defer their offer of admission once, and that deferral will only be valid for the next academic year.
3. STUDENT EXPENSES AND FINANCIAL AID

A. Tuition and Fees

School of Pharmacy Tuition and Fees
Tuition, pharmacy $29,600
General College fees $350
Student professional liability insurance $100
Laboratory fees, per course to be determined

On-campus Housing and Fees
Apartment residence $10,520
Residence council fee $10

Other D’Youville College Fees and Charges
Late registration fee $125
Late payment charge $225
Late withdraw $125
I.D. replacement fee $10
Returned check charge $35
Lost check fee $50
International health insurance (estimated)
August 1, 2012 – August 1, 2013 $1,656
January 1, 2012 – August 1, 2012 $966
Graduation fee or degree in absentia $80
Academic gown (rental), outfitters’ price, approx. $80-$135
Transcript fee $5

Student fees are based on full- or part-time status and enrollment in particular classes and academic programs. The college does not waive student fees based on an individual student's particular semester schedule; i.e., if courses are taken on or off campus or by distance learning; or whether the student is completing clinical, internship or student teaching requirements. Students are required to have liability insurance through the college for each clinical course a policy providing liability coverage up to $2 million per occurrence/$4 million aggregate is provided through the college and billed at the time of registration.

Sickness and hospitalization insurance is available though the college for approximately $800 for each 12-month period. Family coverage is available at an additional cost. For financial aid purposes, a student who is formally admitted to a graduate program is considered a full-time student, if registered for 12 or more credit hours in any semester.
B. Terms of Payment

Students who register for classes are obligated to settle all bills incurred with that registration. Nonattendance does not absolve liability unless written notice is received by the registrar’s office by the first week of class. If an unpaid account is referred to a collection agency, the agency’s cost and/or attorney feed may be added to the amount owed. The college reserved the right to change established tuition, fees, and services and to determine the effective date of such changes without prior notice. Scholarship students, no matter the amount of their award, are required to pay the application fee, acceptance fee, room deposit and any related fees. Cost of transportation to clinical, practice or observation areas is the responsibility of the student. Damage to college property is charged to the student(s) responsible. The college is not responsible for the loss of personal property.

Payment of tuition and fees for college expenses must be arranged with the Student Accounts Office each semester by a date specified by the treasurer at the time of billing. Students who fail to meet this deadline will be assessed the late payment charge. Students who have no completed financial arrangements with the student finances office will be forwarded to Tuition Management Systems to be put on a payment plan, or subject to cancellation of registration at the option of the college. Students will not be permitted to register for a new semester or reside in campus housing if amounts are owed from a previous semester. Transcripts, diplomas, and certificates for personal examinations or licensures will also be withheld. Interest is charged on unpaid balances at a rate of once per month.

C. Deferred Payment Option

Interest-Free Monthly Payment Option Plan – Education expenses are easier to pay when spread over predictable, interest-free monthly payments. D'Youville provides an Interest-Free Monthly Payment Option Plan (IFMPOP), offered in partnership with Tuition Management Systems (TMS). It is an alternative to large annual or term payments and it helps to limit borrowing. IFMPOP is available for a small enrollment fee, which includes convenient, interest-free monthly payments; 24-hour full interactive access to account information though TMS’ and D’Youville College’s co-branded web link, www.afford.com/dyc; and toll-free automated account information and personal account service Monday through Saturday. Payments can be made in U.S. funds by check; using a MasterCard, VISA, Discover, or American Express credit card; or by direct debit from a U.S. checking or savings account. Any foreign student, including Canadian, would need to have a U.S. checking or savings account to be eligible to participate in IFMPOP.

The balance of a student’s tuition and fees, after all financial aid, can be paid over a nine- or ten-month period for a year or over a four- or five-month period for the semester. The term of each plan would be based on the date of registration. Any change in aid would change the amount needed on the payment plan. It is the student’s responsibility to inform the student account office of any changes needed on the
payment plan. Changes to the payment plan must be approved by the student accounts office, which would then forward the changes to TMS. The balance of each semester’s tuition and fees must be paid in full before a student can register for the next semester.

**D. Student Housing (On, Off, and Experiential Practices)**

Students are offered the option of living on campus in the college’s residence halls.

<table>
<thead>
<tr>
<th>Residence and board</th>
<th>Residence Council fee, per semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marguerite Hall</td>
<td>$10,520**</td>
</tr>
<tr>
<td>Apartment</td>
<td>$8,600**</td>
</tr>
<tr>
<td></td>
<td>$10</td>
</tr>
</tbody>
</table>

Residents may occupy their rooms from the evening proceeding the first day of classes to the day after their last final exam. The residence halls are generally closed during American Thanksgiving, inter-semester breaks, and spring breaks. Students who obtain permission to arrive before the opening of the semester or who are allowed to remain after the official closing date will be charged a residence fee of $30 per day.

** Room rates are based on the type of room/apartment reserved by and assigned to students. A listing of rooms and rates is available from the office of residence life, or on the D’Youville College website.

*Students are responsible for housing expenses occurred during all off campus Introductory and Advanced Practice Pharmacy Experiences.*

**E. Tuition Refund Policy**

Students are responsible for tuition and fees associated with their course registration unless they officially withdraw. Nonattendance does not constitute withdrawal. Withdrawals must be processed through the registrar’s office. Tuition refund for the fall and spring semester will be based on the date of official withdrawal through the registrar’s office. Students seeking summer semester tuition refunds should refer to the printed summer schedule available in the registrar’s office. Students who officially withdraw during the fall or spring semesters may be eligible for a refund of tuition in accordance with the following schedule:

**TUITION REFUND**

<table>
<thead>
<tr>
<th>Week</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Through the end of the second week</td>
<td>100%</td>
</tr>
<tr>
<td>Through the third week</td>
<td>80%</td>
</tr>
<tr>
<td>Through the fourth week</td>
<td>60%</td>
</tr>
<tr>
<td>Through the fifth week</td>
<td>40%</td>
</tr>
<tr>
<td>Through the sixth week</td>
<td>20%</td>
</tr>
<tr>
<td>After the sixth week</td>
<td>0%</td>
</tr>
</tbody>
</table>
ROOM AND BOARD REFUND

<table>
<thead>
<tr>
<th>Period</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Through the second</td>
<td>80%</td>
</tr>
<tr>
<td>Through the third</td>
<td>60%</td>
</tr>
<tr>
<td>Through the fourth</td>
<td>40%</td>
</tr>
<tr>
<td>Through the fifth</td>
<td>20%</td>
</tr>
<tr>
<td>Through the sixth</td>
<td>0%</td>
</tr>
</tbody>
</table>

The first day of classes constitutes the beginning of the first week. Fall, spring, and summer schedules should be consulted for exact dates of each semester. Tuition and board are not refunded in case of unauthorized or unrecorded withdrawal. Students should consult the academic section of the catalog for the withdrawal and registration cancellation policy.

F. Veterans Benefits

D'Youville College is approved by the New York State Divisions of Veterans Affairs for the training of Veterans and other eligible persons. Veterans or dependents of disabled or deceased veterans may contact the Director of Veterans’ Affairs, Bauer Family Academic Center, Room 312, for an application and further information.

Combat Veterans Waiver: A tuition waiver of up to $7,000 per academic year, after TAP and other grants/scholarships is available for combat veterans. Students must provide form DD214 and proof of combat service to be eligible.

G. Financial Aid and Application Procedure

The financial aid office is located on the second floor of the Koessler Administration Building. Normal office hours are Monday through Friday 8:30 a.m. to 4:30 p.m. If a student is unavailable to meet with a financial aid counselor during these times, he or she can schedule an early evening appointment by calling (716) 829-7500. The financial aid office offers workshops to complete the Free Application for Federal Student Aid (FAFSA) beginning the first Wednesday in February until the Wednesday prior to April 15. Students should bring their W-2 forms and completed federal and NYS tax returns to this workshop. Students should call the financial aid office at (716) 829-7500 for the exact time and location of workshops. New students should complete and submit the FAFSA for receipt at the processor by March 1 of the year they will enter D'Youville College. Continuing students should complete and submit the FAFSA for receipt at the processor by April 15 for the following academic year. All students are advised to file the FAFSA electronically at www.fafsa.ed.gov.

Types of Financial Assistance

D'YOUVILLE COLLEGE SCHOLARSHIPS

D'Youville College awards the following scholarships and loans to incoming or continuing students based on careful review of previous or current college academic
records. The three types of scholarships are only available to students in master’s-only programs, not to those in combined BS/MS or certificate programs.

PROGRAM MERIT SCHOLARSHIP: This non-renewable scholarship is awarded to students with strong undergraduate academic records for the first year of graduate study. U.S. students applying must complete a FAFSA form, available online at www.fafsa.ed.gov.

Eligibility Criteria:
1. Must be a new student.
2. Must have a strong undergraduate academic record.
3. Must have a minimum Q.P.A of 3.25.
4. Must be enrolled for at least six graduate credit hours for each semester of scholarship award.

RETENTION SCHOLARSHIP: This renewable scholarship is awarded on the basis of significant financial need and is designed to aid enrolled students to continue their graduate studies. U.S. students applying must complete a FAFSA form, available online at www.fafsa.ed.gov. Interested students must submit a written request to their graduate department chairperson.

Eligibility Criteria:
1. Must be a continuing student.
2. Must demonstrate significant financial need.
3. Must be enrolled for at least six graduate credit hours for each semester of scholarship award.

Grants

TUITION ASSISTANCE PROGRAM (TAP) GRANTS: Fulltime (12 or more credits each semester) matriculated students who are New York State residents may be eligible for grants ranging up to $550 per year. To apply, the student must first complete a FAFSA form, online at www.fafsa.ed.gov. The online TAP application follows the FAFSA application for all N.Y. residents who list at least one N.Y. college on the FAFSA.

Federal Work Study

This program provides jobs on campus for students in financial need. The awards during the academic year are for $2,000.

Loans

FEDERAL AID: In order to apply for federal aid, the student must be a U.S. citizen or eligible non-citizen and complete a FAFSA form, available online at www.fafsa.ed.gov.
FEDERAL PERKINS LOANS: Full- and half-time students may be eligible to borrow an aggregate total of $30,000 for all undergraduate and graduate study.

FEDERAL STAFFORD LOANS: Full- and half-time students may be eligible to borrow up to $8,500 in subsidized and $12,000 in unsubsidized loans per academic year. Students can apply for the Federal Stafford Loan by completing a FAFSA form, available online at www.fafsa.ed.gov. A Stafford Loan application is available online at www.hesc.com. The loan form must be completed including the reference section and signed using your federally assigned PIN number. The 2008-2009 interest rate was 6.8 percent, however this is subject to change annually by Congress. D'Youville College Stafford Loan default rate is currently 6.2 percent. The D'Youville financial aid office has developed a plan to provide even better loan counseling to students and graduates to reduce the already low default rate.

GRADUATE/PROFESSIONAL PLUS LOANS: Graduate and professional students can now apply for federal Graduate/Professional PLUS Loans to help finance their college education. This loan helps qualifying students pay the difference between the financial aid already received from scholarships, grants, and student loans and the cost of their attendance.

Eligibility Requirements
To be eligible for a Graduate/Professional PLUS Loan, one must include the following:

1. Be a U.S. citizen or an eligible non-citizen and have a social security number.
2. Be enrolled in a graduate or professional program.
3. Complete the Free Application for Federal Student Aid (FAFSA).
5. Already have applied for the maximum annual amounts for which you qualify in federal subsidized and unsubsidized Stafford student loans.
6. Meet credit eligibility requirements some of which include no debts 90 days or more delinquent and not defaulted student loans, and no garnishment of wages or tax refunds, bankruptcy or foreclosure in the past 5 years.

McTAGGART/McCONCILLE LOAN FUNDS: These loans are made to students of high academic achievement and potential. No constraints are made regarding age, sex, race, ethnic background, or religion. These loans are designed to assist the older, married, or single student. First consideration is given to students who have clearly defined career goals. Students must first apply for all other sources of financial aid, including grants and loans, before being considered for these loans. These loans may be utilized primarily for those burdensome living expenses which often prevent an older student from completing a degree, including day care, increased rent, private transportation, lab expenses, emergency medical costs, and so on. These loans may also be used as a loan of last resort toward partial tuition costs. Students applying must complete a FAFSA form, available online at www.fafsa.ed.gov, and have no other aid options available to them. These loans must be paid back to the college. Repayment on the loan begins nine months after the borrower ceases to be a student. The
borrower has ten years in which to repay the loan with a minimum payment of $90 per quarter, each year. The interest rate is five percent. Students must sign a promissory note and apply by letter to the financial aid office.

**Outside Sources of Aid**

There are many sources of financial assistance not offered by the college directly, or through principal federal or state student aid programs. Many service organizations, private corporations, and foundations offer scholarships or low-interest loans to their employees to aid in career advancement. The library reference department may be of assistance in locating information on such externally funded programs. Following are several web site addresses for scholarship searches:

- [www.fastweb.com](http://www.fastweb.com)
- [www.scholarshipexperts.com](http://www.scholarshipexperts.com)
- [www.wiredscholar.com](http://www.wiredscholar.com)
- [www.collegeboard.org/toc/html/tocfinancialaid000.html](http://www.collegeboard.org/toc/html/tocfinancialaid000.html)

Also, several government agencies sponsor student assistance programs for special groups. These include:

- New York State Native American Education Unit: New York State Aid to Native Americans
- U.S. Bureau of Indian Affairs, Department of the Interior: U.S. Aid to Native Americans
- U.S. Veterans Administration: Veterans Affairs Educational Benefits
- New York State Higher Education Services Corporation: Regents Awards for Children of Deceased or Disabled Veterans, Regents Award for Children of Deceased Fire Fighters or Police Officers
- New York State Office of Vocational and Educational Services for Individuals with disabilities (VESID)

The student must make applications directly to these agencies.
EMPLOYER TUITION ASSISTANCE: The employers listed below provide some form of tuition assistance for their employees. If a student works for one of these organizations and is interested in their tuition assistance program, the student must contact the personnel officer. Many local and Canadian hospitals and health care facilities provide tuition assistance for employees.

- Brooks Memorial Hospital
- Bry-Lin Hospital
- Buffalo Psychiatric Center
- Catholic Health Systems
- Citibank
- Ford Motor
- Gaymar Industries
- General Motors
- Honeywell
- HSBC Bank
- Ingram Micro
- Intercontinental Branded Apparel
- Kalieda Health
- Key Bank
- Lockport Memorial Hospital
- Mount St. Mart's Hospital
- Niagara Falls Memorial Medical Center
- Niagara Mohawk
- Outokumpu American Brass
- Rich Products
- Roswell Park Cancer Institute
- Sheehan Memorial Hospital
- TOPS Friendly Markets
- United Parcel Service
- Veridian
- Verizon
- Veterans Administration Medical Center
- Wegmans
- Westwood-Squibb Pharmaceuticals

Financial Aid Application Process

Students must apply annually for all forms of financial assistance. Continued receipt of aid is not automatic; there is no guarantee of funding from one year to the next. To ensure maximum consideration for governmental and college-based aid, the following steps should be followed and the information noted:

1. To be considered for Federal Stafford Loans, Federal Work-Study, and college-awarded aid (e.g., D'Youville grants, all D'Youville scholarships), the FAFSA must be filed. FAFSAs are available each year after January online at www.fafsa.ed.gov. The federal code number for D'Youville College is 002712.

2. A student whose FAFSA reaches the processor by April 15 receives priority consideration for the aid noted above. Applications received after April 15 are considered late and subject to availability of funds after awards have been made to students who filed by April 15.

3. The processor, upon receipt of a FAFSA, e-mails a student aid report to the student. The processed aid application and analysis are transmitted to the school.

4. Aid applicants who are selected for verification by the U.S. Department of Education will be required to submit to the financial aid office signed copies of W-2 forms, federal tax returns, and supporting documentation. This information should be submitted only when directly requested by the financial aid office.
5. Students new to D’Youville College will not receive notification of eligibility for aid until the graduate admissions office has officially accepted them.

6. When any aid is offered, a student must accept or decline it online by the date specified in the award letter. If the financial aid office does not receive a response by the date noted on the award letter, the offer of aid will be withdrawn.

7. Federal regulations require that students inform the financial aid office if any financial aid is received from any off-campus agency or organization. Any such aid becomes part of the total aid package and may affect one’s eligibility for assistance.

8. All matriculated New York students attending full-time (12 credit hours or more each semester) must apply for the New York State Tuition Assistance Program (TAP) grant. New York State Higher Education Services Corporation (HESC) has introduced Anytime TAP on the Web. HESC now offers all students the opportunity to apply for TAP on the Web to avoid the paper application process. Applicants who miss the web link from the FAFSA have additional opportunities to apply online for TAP. HESC will e-mail students with a link to a website where they will be able to establish a PIN to gain access to the online TAP application. Applicants who do not have an e-mail address will get a postcard directing them to TAP on the Web. Students who do not respond to the e-mails or postcards will be sent a paper application. If a paper application is generated, information will be provided with the application directing students to the online alternative.

9. Federal Stafford Loans are programs sponsored by N.Y.S. and private lenders (commercial and savings banks, savings and loan associations, and credit unions). They lend to student applicants according to federal guidelines. Electronic Stafford Loan applications can be obtained at www.hesc.com.

10. To obtain all forms of financial assistance, a student must be in good academic standing and be making satisfactory academic progress.

11. For graduate retention scholarships, the student must submit a written request for graduate financial aid to the chairperson of the graduate department. The graduate department will then meet with the student; verify the student’s eligibility for the various awards (including registration for a minimum of six graduate credit-hours each semester); and describe the award criteria, process, and termination of the award. The chairperson of the graduate department evaluates the student’s request and makes a recommendation to the Vice President for Academic Affairs by completing the graduate financial aid recommendation form and attaching a copy of the student’s request for aid. The Vice President for Academic Affairs reviews the chairperson of the graduate department’s recommendation, evaluates the total pool of applicants by program, and makes funding decisions. The Vice President for Academic Affairs sends a letter of award to the student with copies sent to the Director of Financial Aid and the student’s graduate program director. The FAFSA must be completed by all U.S. students. The student completed all
documentation required by the financial aid office and, when approved by the financial aid office, the award is credited to the student’s account.

**H. Satisfactory Academic Progress Policy for TITLE IV Aid**

Financial aid is intended to meet the financial needs of the student who otherwise could not or would not consider continuing their education. Students who receive financial aid must not only demonstrate financial need, but must also make satisfactory academic progress. Federal regulations require D’Youville College to have a satisfactory academic progress policy within the guidelines set by the U.S. Department of Education. To be eligible for Title IV financial assistance, Title IV recipients will be reviewed on both a **qualitative requirement** (G.P.A.) and a **quantitative requirement** (number of hours successfully completed) to ensure that they are making progress toward a degree or certificate. Each continuing student (Title IV recipient) must meet the requirements specified herein. Title IV financial aid programs include: Federal Work-Study (FWS), Federal Stafford Loan, and graduate PLUS loan. Satisfactory academic progress, as described below, is evaluated three times a year: after the summer, fall and spring semesters. Enrollment status will be determined as of the second week of classes. While these requirements govern the student’s eligibility to continue receiving financial aid, each student must also conform to the academic policies established by faculty council. Failure to maintain satisfactory academic progress, as described below, may result in cancellation of financial aid awards and the student may have to repay funds already received. Permission to enroll in classes for a subsequent semester does not equal financial aid satisfactory academic progress.

**Meeting the Quantitative Requirement:** The quantitative requirement for graduate students is based upon the student’s enrollment status (full-time, part-time, less than half-time) at the end of the drop/add week at the start of each semester. Students must successfully complete the number of hours for which financial aid was based:

- **Full-time** = 9 or more credit hours. Minimum required earned hours must be six credit hours.
- **Part-time** = 6 to 9 credit hours. Minimum required earned hours must be four credit hours.
- **Less than half-time** = 5 or less credit hours. Minimum required earned hours must be one credit hour.

**Meeting the Qualitative Requirement:** Graduate students must achieve and maintain a cumulative G.P.A. of 3.0 or better in their graduate program.

**Maximum Time Frame:** Regulations also specify a **maximum time frame requirement**. For graduate students the maximum time frame in which a student must complete his or her program of study cannot exceed 150 percent of the published length of the program (see chart on the next page). After a student has exceeded the maximum time frame requirement, he/she will automatically lost Title IV aid. Students will not be granted a grace period. No financial aid will be disbursed for the student
during the subsequent semesters unless the student has made an appeal to the satisfactory academic progress appeals committee and the appeal has been granted.

**Grace Period and Loss of Title IV Aid:** The first time a student does not meet the Title IV satisfactory academic progress requirements, the student will be given a one-semester probationary grace period. During this probationary grace period, the student will continue to receive Title IV assistance, but it is the individual’s responsibility to regain good academic standing, whether it is through full-time, three-quarter time, or part-time study. At the end of this period, the student’s academic performance will be compared to the appropriate standards. If the student has again failed to meet the requirements, the student will lose all eligibility for Title IV aid. When the student has completed an enrollment period without Title IV aid and has achieved the required cumulative G.P.A., the student regains future Title IV aid eligibility. If circumstances so warrant, the criteria may be waived at the discretion of the satisfactory academic progress appeals committee. Application for a waiver is to be initiated through the financial aid office. Transfer students are assumed to be in good academic standing and making satisfactory academic progress for the first semester of attendance. Students will be notified in writing via U.S. mail if they have been placed on probation. Students who lose Title IV eligibility will be sent a certified letter to their permanent home address listed with the financial aid office.

**Appeals:** Students may appeal their satisfactory academic progress status by completing and submitting a written appeal form to the financial aid office. Forms are available on the financial aid web page. Appeals must be submitted with appropriate documentation. Appeals may include unusual circumstances that have affected the student’s academic performance. Appeals are reviewed by the satisfactory academic progress appeals committee with its decision or recommendation being final. If the appeal is approved, there may be specific conditions for the student to meet to remain eligible for financial aid. Basically, conditions may include reducing the number of classes enrolled in or working with an academic or personal counselor throughout the semester. If the conditions of the appeal are not met, then the appeal becomes void for the next semester and the student is no longer eligible for federal financial aid. If the initial appeal is denied, the student will remain on “ineligible” status and must pay for educational costs. If a student is denied aid based on academic progress, that denial takes precedence over any previous award notification that the student may have received. Students will be given a date by which the appeal must be submitted in writing to the satisfactory academic progress appeals committee. Supporting documentation is required. This might include a letter from a physician or counselor, academic advisor, or trusted faculty member. Students will receive a decision of their appeal through both a phone call and in writing.

**Successful Completion of Courses:** To be counted as successfully completed or earned hours, the student must receive a grade of A, B, C, D or S. Withdrawals (W), incompletes (I) or failures (F) are counted in the attempted hours, but are NOT successfully completed or earned hours.
**Incomplete Grades:** If the student can covert an incomplete grade into a complete grade before the start of the third week into the start of the next semester, the grade and credit hours will be counted in determining the student’s academic progress. The student must submit to the financial aid office proof of the grade upon completion. According to the regulations, if the student does not convert the incomplete grade before the start of the third week into the next semester, the student is not making satisfactory academic progress. The student is given a one-semester grace period for the duration of the coming semester and allowed to continue receiving Title IV aid. At the end of this probationary semester, the student will once again be monitored for progress. If the student does not remain at par, the student will lose Title IV eligibility.

**Graduate Satisfactory Academic Progress for Financial Aid from New York State:**
To be eligible to receive the state Tuition Assistance Program (TAP) award, students must be full-time (12 credit-hours), matriculating NYS residents making satisfactory academic progress.

**Repeated Courses:** Courses in which the student has already received a passing grade cannot be included in meeting full-time study requirements for state sponsored financial aid (TAP). Repeated courses may be counted toward full-time study requirements if a student repeats a failed course, if a student repeats the course for additional credit, or if a student has received a grade that is passing at the institution but is unacceptable in a particular curriculum.

**Meeting the New York State Requirement:** NYS regulations require the college to have a satisfactory academic progress policy (number of credit hours earned with at least this G.P.A.), including program pursuit (completed number of credit hours in preceding semester) within the guidelines set by New York State. D’Youville College requires that full-time matriculating students who receive New York State aid are considered to be making New York State satisfactory academic progress for financial aid purposes if they meet the following criteria:

<table>
<thead>
<tr>
<th>Before being certified for this payment</th>
<th>Semester credit hours</th>
<th>A student must have</th>
<th>With at least this grade point</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2nd</td>
<td>12</td>
<td>6</td>
<td>2.75</td>
</tr>
<tr>
<td>3rd</td>
<td>12</td>
<td>12</td>
<td>3.0</td>
</tr>
<tr>
<td>4th</td>
<td>12</td>
<td>24</td>
<td>3.0</td>
</tr>
<tr>
<td>5th</td>
<td>12</td>
<td>36</td>
<td>3.0</td>
</tr>
<tr>
<td>6th</td>
<td>12</td>
<td>48</td>
<td>3.0</td>
</tr>
<tr>
<td>7th</td>
<td>12</td>
<td>60</td>
<td>3.0</td>
</tr>
<tr>
<td>8th</td>
<td>12</td>
<td>72</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Transfer students will be assumed to be in good academic standing and making satisfactory academic progress during their first semester of attendance. If a student fails to meet any of these criteria, further payments of any New York State financial aid awards will be suspended until either the student has regained satisfactory academic progress or has shown evidence of the ability to successfully complete the program.
There is no grace or probationary period for New York State aid.

One-Time Waiver: New York State Commissioner of Education regulations permit students to receive a one-time waiver of satisfactory academic progress requirements if a student is determined to be ineligible to receive the state award. A student may receive one waiver as a graduate student. The waiver is only to be used in exceptional cases (e.g., illness, death in the family) in accordance with the TAP waiver policy guidelines and procedures as stated on the waiver application.

Waiver of the C Average Requirement: The C average requirement may be waived for undue hardship such as the death of a student’s relative or the student’s personal illness or injury.

A waiver must be documented and must relate to circumstances that have affected the student’s ability to achieve a cumulative C average as of the end of a particular semester or term. The C average waiver is separate from the one-time good standing waiver and may be granted more than once if circumstances warrant.

Reinstatement of Good Academic Standing: Students who have lost good academic standing may restore this standing in one of the following ways:

1. Make up past academic deficiencies by completing one or more terms of study without receiving any state grants or scholarships,
2. Be readmitted to school after an absence of at least one year, or
3. Transfer to another institution.

Incomplete Grades: A waiver may not be granted because an incomplete “I” grade is received. If an incomplete is included in the number of hours required to be completed during the previous semester, the student will not be eligible to receive the state award for the subsequent semester. If the student can convert the incomplete into a complete grade before the start of the third week into the next semester, the grade and credit hours will be counted in determining the student’s academic progress. If the student does not convert the incomplete grades before the start of the third week into the next semester, the student is not making satisfactory progress (even if the student turns in the incomplete at some point after the start of the third week during that next semester.)
I. Leave of Absence for Financial Aid

Students who have been enrolled, are recipients of Federal Title IV Financial Aid and who completely withdraw from the college or take a leave of absence during a semester will receive a refund in accordance with the federal refund policy based on the number of days the student completed, less unpaid charges for the amount to be retained by the college, repaid to the financial aid program, and refunded to the student. All refunds will be paid to the financial aid programs in accordance with federal policy in the following order:

1. Federal Unsubsidized Stafford Loan
2. Federal Subsidized Stafford Loan
3. Federal Perkins Loan
4. Federal PLUS Loan
5. Federal Pell Grant
6. Federal SEOG
7. Other Title IV Programs
4. MONTANTE FAMILY LIBRARY

A. General Library Information

The library is housed in a magnificently renovated four-story building. It contains approximately 130,000 volumes, including microforms and software, and subscribes to over 700 printed journals. The library boasts state-of-the-art computer reference capabilities for both in-house and off-site users, including access to over 70 online databases. A reference collection, computers, wireless internet connectivity, and study rooms are available. The library provides both group-viewing and portable TV/DVD/VCR units. The software collection includes DVD, videocassettes, compact discs, cassettes, and other formats.

B. Student Conduct in Library

The doctoral programs affirm that students enrolled in any of D'Youville College's doctoral programs are expected to demonstrate the highest standards of personal behavior and professional conduct in academic and educational environments.

Misconduct such as behavior that impedes the privacy and learning process of fellow library patrons, the willful violation of copyright laws, the intentional destruction of library materials and/or furnishings or the unlawful removal of library materials in any form will not be tolerated. Library users seen with food or beverages outside the Student Lounge will be asked to go to the lounge until they have finished eating and/or drinking.

Library patrons repeatedly seen with food or beverages anywhere in the Library other than the Student Lounge may be asked to leave the building and run the risk of having their library privilege revoked.

C. Circulation Procedures

General Borrowing Information:

- Library materials circulate to DYC student, faculty, staff, and alumni. Library users not affiliated with the aforementioned institutions, but who wish to borrow items from the Montante Family Library should consult with the Circulation Manager.
- Library materials may be borrowed for up to 30 days, unless otherwise specified.
- Library materials can be checked out at the Circulation Desk on the Library's 2nd floor.
- DYC students, faculty, staff, and alumni may borrow up to 20 items. DaVinci High School students may borrow up to 5 items.
To borrow library materials, patrons must present a valid, bar-coded DYC identification card, or a current Infopass.

Renewing Library Materials

- If borrowed from the DYC Library may be renewed up to 3 times.
- If the items to be borrowed are overdue, they can only be renewed if the fines are under $2.00.
- Each renewal is good for an additional 30 days, unless otherwise specified.
- If a hold has been placed on an item, it will not be renewed and the item must be returned by the originally assigned due date.
- Library materials may be renewed in person at the Circulation Desk, or by telephone at (716) 829-7618.

Placing a Hold on Library Materials

If an item is listing in the library catalog as “checked out,” it is presently being borrowed by another patron. In such instances, a hold may be placed on that item, thus preventing the present borrower from renewing it or another patron from checking it out upon its return. Once a library item has been returned, if there is a hold placed on it, the item will be kept at the circulation desk, under the holder’s name for up to one week. After one week, it will be re-shelved in the library collection or given to the next patron in the hold queue. Patrons wishing to put library materials on hold may do so online via the Library’s online catalog by clicking the “Request Item” associated with the item to be placed on hold.

Audiovisual & other Multimedia Materials

- Audiovisual cassettes & DVDs circulate for 7 days.
- Audiovisual cassettes may be renewed for up to 2 times for 7 days each time.
- All other audiovisual and multimedia circulate for the normal 30-day borrowing period, unless otherwise specified.

Reference Materials

Reference materials do not circulate. Only under special requests from DYC faculty members, and with the pre-approval of an on-duty librarian, may reference materials ever leave the library building.

Periodicals

Periodicals, regardless of their format or date, are considered reference materials, and as such, do not circulate. Only under special requests from DYC faculty members, and with the pre-approval of an on-duty librarian, may periodical materials ever leave the library building.
Test Files

- Test file materials cannot be checkout of the library by anyone, for any reason.
- Test file materials are available only for in-library use.
- Test file materials may be requested at the Reference Desk on the third floor from a librarian, and must be returned to the Reference Desk.
- A valid DYC identification card is required to use test file materials. Your I.D. card will be held until all the materials are returned.
- Students may only view one test at a time.
- There is a 2-hour time limit on checkout. If less than two hours before closing, the test file materials are due back 15 minutes before closing.
- For each ½ hour late a test is returned, a $1.00 fine will be charged.

Rationale for Test File Policies

- This procedure allows the greatest access to the greatest number of people. Several classes now use the test files simultaneously. We strive to provide equal access to all students.
- Many tests have been returned with sections missing or pages torn out, which hurts all students.
- Tests are prohibitively expensive and difficult to replace.
- The test file was originally established with a grant received by the Education Department. One requirement of this grant was that the tests be kept in a secure location. This procedure helps keep the tests intact.

Reserved Library Materials

- Library materials are placed on reserve do not circulate, since the purpose of placing an item on reserve is that all patrons have access to that item.
- Physical reserve items, such as books or photocopies of articles, are available at the Circulation Desk on the 2nd floor. These materials may be borrowed, with a valid DYC identification card, for up to 2 hours, or until 15 minutes before closing.
- Electronic reserve materials are available online through the Library’s website. Students can search for electronic reserve materials by instructor’s last name, course name, or course number, with a valid password obtained from the course instructor.

Interlibrary Loan Materials

- Items borrowed through interlibrary loan do not belong to the Montante Family Library.
- These items must be picked up and returned to the on-duty librarian at the Reference Desk on the building’s 3rd floor.
• A charge of $1.00 per day, per item, is assessed for overdue interlibrary loan materials.
• A full description of interlibrary loan services and policies is available at http://library.dyc.edu/ill.html

**D. Fines and Fees**

• Fines for items from the general circulating collection are 25 cents ($0.25) per day, per item. Fines for items from the reserve collection are 25 cents ($0.25) per hour, per item, per day. There are no exceptions to this rule!
• A drop box is located outside the front entrance of the library for those that cannot get to the library during business hours. The book drop is open only when the library is not. VHS/DVDs can be returned in the book drop.
• Library patrons that accumulate fines of $2.00 or more will have their borrowing privileges suspended until those balances have been settled.
• Students with outstanding library fines will be prevented from registering for classes, and will be unable to obtain any official transcripts until those fines have been paid.
• Library materials are the sole responsibility of those that have borrowed them. A $45.00 charge will be assessed for any items that have been lost.

**E. Library Computers**

Library Computing Facilities

_Deeep Freeze software is installed on all computers in the library and deletes any changes made to the computer upon restarting; this includes documents saved to the hard-drive! Please save files to a storage medium such as a USB drive._

Research Workstations

• Available on the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> floors of the Library.
• Connected to the campus network and provide access to the internet, the Library’s catalog, subscription databases, electronic reserves, and Microsoft productivity software.
• Connected to networked printers. The printers print double-sided.
• Available to all patrons of the Library, however, individual privileges may be revoked following a violation of policies.
• As there are limited resource workstations in the Library. Students using them for recreation or personal may be asked to relinquish their computers to those needing a workstation for research purposes.

Academic Research Lab

• Located on the 3<sup>rd</sup> floor of the library, just beyond the Reference Desk.
- Connected to the campus network and provide access to the internet, the library’s catalog, subscription databases, electronic reserves, and Microsoft productivity software.
- Connected to a networked printer which prints double-sided.
- Reserved solely for DYC students as a means to accomplish papers and projects associated with their coursework.

**Computer with Scanner**

- Located on the 4th floor of the Library, in the media room.
- Connected to a printer which prints single-sided.

**Wireless Network**

The Library offers wireless internet access and printing. If you have a laptop or other device with a wireless card you can access to the internet and print from any area in the Library. For information on how to connect to the wireless network or printer, stop by the Reference Desk for an instruction guide.

**Prohibited Uses of Library Computing Facilities**

The following examples of computer usage are considered to be abuses of the Montante Family Library computing facilities and are strictly prohibited:

- Any intentional damage or modification to Library computer hardware, software, network settings, or security devices, or to computer controls, files, programs, or configuration settings.
- The intentional creation or distribution of computer viruses, worms, or other forms of electronic mayhem, or the unauthorized access to other computing facilities.
- The unauthorized reading, copying, or modification of someone else’s electronic files or mail, or the unauthorized use of someone else’s user ID and/or passwords.
- The downloading of any file or information to anywhere other than to a floppy or zip disk.
- The intentional viewing or copying of obscene and/or pornographic material, or the sending of obscene, pornographic, harassing or abusive messages.
- The unauthorized duplication of any copyrighted materials.
- The use of more than one computer workstation at a time.
- Eating or drinking at a computer workstation.
- Abuse of printing/copying privileges.

**Library Computing Policy Statement**

In support of the D’Youville College mission of education and research, the Montante Family Library provides computing, printing, networking, and electronic information resources for DYC students. Student access to Library computing and printing resources is a privilege and requires that students act ethically and responsibly.
Students must respect the rights of other library users, respect the integrity of the physical and electronic resources, and observe all relevant laws, policies, guidelines, and contractual obligations. Each student is responsible for his or her actions and behavior, whether or not the rules are explicitly stated, and whether or not those rules can be circumvented.

**Unaffiliated Patrons**
Patrons from the college community may use Library computing facilities, though priority is always given to DYC students, faculty, staff, and alumni. Alumni and students from other institutions must have their ID, while patrons from the general public must register for a Blue Card at the Circulation Desk on the 2nd floor. All visitors must sign in at the Reference Desk located on the 3rd floor. A reference Librarian will log you on to a workstation.

**Compliance with Library Computing Policies**
Compliance with the policies and guidelines for the use of library computing facilities is expected as part of participation in an academic community. Failure to comply with the Montante Family Library policies, or failure to behave in an ethically responsible manner, may result in the loss of Library privileges and/or all of D'Youville College’s computing facilities. As the electronic environment and user needs are ever-changing, the terms and conditions for the use of Library computing facilities are subject to change as necessary.

**F. Copying Facilities and Policies**

**Copying Facilities and Policies**

- **Location:** Copies are located on the 1st, 2nd, and 3rd floors of the Library.
- **Cost:** $0.15 (U.S. currency)
- **VendaCard machine:** Located on the 2nd floor of the Library near the copier. VendaCards can be used in the copiers and the microfiche readers. The card costs $1.00 but can be used repeatedly by adding to the balance of the card.
- **Problems:** If the copier is out of paper or had a paper jam, contact the Library staff member at the Circulation Desk or Reference Desk.
- **Refunds** are given only for reasons due to machine malfunction and not for operator error.

**Printing Facilities and Policies**

- **Location:** Public printers are located near the research workstations on the 1st, 2nd, and 3rd floors. Printers for the wireless network are also located near the research workstations on the 2nd and 3rd floors.
- **Cost:** Printing in the Library is currently free; however if abuse of printing privileges becomes rampant, a print cost management solution may be implemented.
- **Problems:** If the printer is out of paper or has a paper jam, contact the Library staff member at the Circulation Desk or Reference Desk.
Microform Printing Facilities and Policies

- **Microforms:** Printing is available from the microfiche readers and the microfilm readers.
- **Location:** Microform readers and printers are located on the 1st floor of the Library in the microforms room. The cost is free.
- **Assistance/Problems:** If you would like assistance using the microform readers or printers, or if there is a problem with one of the machines, contact the Periodicals Assistant (716-829-8149) or the Circulation Desk (716-829-7618) or Reference Desk (716-829-7747). There is a phone in the microform room with these numbers listed near the phone.

Abuse of Library Copying and Printing Privileges

The following examples are considered to be abuses of copying and printing privileges and are strictly prohibited:

- The printing of information unrelated to research or the pursuit of scholarship.
- Printing in excess of 50 pages, regardless of the number of documents.
- Printing more than one copy of an electronic reserve document.
- The reproduction or duplication of any copyrighted materials for purposes other than private study, scholarship, or research, or the printing of multiple copies of copyrighted materials, as stipulated in the “fair use” section of Title 17 of the U.S. Code.
- Any intentional damage or modification to Library copiers, printers, or to the controls, configuration, or settings of the equipment.

Compliance with Library Copying and Printing Policies

Compliance with the policies and guidelines for the use of Library copying and printing facilities is expected as part of participation in an academic community. Failure to comply with the Montante Family Library policies, or failure to behave in an ethically responsible manner, may result in the loss of library privileges.

G. Electronic Resources and Pharmacy Online Databases

The Montante Family Library subscribes to a variety of databases, for a complete listing go to; [http://library.dyc.edu/databasesaz.html](http://library.dyc.edu/databasesaz.html). Access is limited to current D’Youville College students, faculty, and staff. Off-campus users must be registered with the library to activate their User ID number.

The D’Youville College librarians have created a new Subject Guide collection. Subject guides assist students who are completing a research assignment. Students can easily find journal articles (online databases), encyclopedias and dictionaries, information for professional development and other discipline specific statistics. The Pharmacy Subject Guide can be found here: [http://library.dyc.edu/dbsubject/pharmacy.html](http://library.dyc.edu/dbsubject/pharmacy.html). If you need more information, please see a Reference Librarian at the 1st Floor Research Desk, email refdesk@dyc.edu or telephone 716-829-7747.
5. POLICIES AND PROCEDURES

A. Registration

All students are required to register in person on the registration day specified in the school calendar. Failure to register on the specified day may be grounds for dismissal. Registration by mail or fax can be accomplished only through prior arrangement with the Assistant Dean of Faculty and Student Affairs for extenuating circumstances. Tuition, fees and prior debts are payable in full on or before the start of each semester. In addition, prior to registration, incoming students must make sure the School has received the following documents: final official transcripts from all previously attended colleges and/or universities, a physical examination form, immunization records as outlined on the physical examination form, emergency data form, safety report form, proof of health insurance coverage, criminal background check and a signed matriculation agreement. Attendance at orientation is strongly encouraged for first year students. Matriculation is subject to satisfactory completion of all academic requirements and payment of tuition, fees and other charges to the School.

Second, third and fourth year students must provide proof of health insurance and documentation updating their PPD record prior to the start of each academic year.

Students must be registered during the semester in which they receive their graduate degree. Prior to registration, the student must consult with their academic advisor and clear with the student accounts office. Students must obtain their access PIN number from their academic advisor to register online. At the time of registration, the student must be in compliance with New York State health laws. Student schedules are available online at www.dyc.edu under the Student and Course Information link (STACI), in the Registrar’s office (KAB 221) and the Connections office (AC, Room 100). Once officially registered, the individual is responsible for payment of tuition and fees. No one will receive credit for a course unless officially registered for it.

B. Academic Advisement

The Office of the Assistant Dean of Faculty and Student Affairs will oversee student advisement. Advisement will occur on an individual level between a student and assigned faculty member. Students will meet with their advisor on a regular basis throughout the academic year. Advisement will be proactive, where advisors know their students individually, along with the students’ talents and academic weaknesses. Advisors will also offer career options and pathways, guidance in portfolio development, review progress in completing requirements necessary for a degree, certification, and/or licensure, and recommend and arrange tutoring; whether through the Learning Center or peer-peer mentoring.
C. Academic Performance Committee

The Academic Performance Committee will be responsible for monitoring the academic progress of each student and developing and administering policies for academic progress, academic probation, leave of absence, dismissal, readmission, and dismissal and promotion appeals. Additionally, the committee will advise students about scholarships and awards, and select recipients for scholarships and awards.

The Academic Performance Committee members shall consist of one Committee Chair appointed by the Dean of the School of Pharmacy, five faculty members appointed by the Leadership team, the Assistant Dean of Faculty and Student Affairs (standing member), the Director of Experiential Programs (ex officio). The Committee may also include attendant staff during its meetings which include the Assistant Director of Pharmacy Admissions and Advisement for the School of Pharmacy and the Admissions Counselor for the School of Pharmacy. The criteria, policies and procedures for academic progression as well as for academic probation, dismissal and readmission are included in the student handbook.

It is the desire of this committee to give students in the School of Pharmacy every reasonable chance to successfully complete its curriculum. However, the committee refuses to do so at the expense of the integrity of the school or the pharmacy profession.

D. Course Load, Grading and Quality Points

Each student in the program is expected to carry a full course load during each term. Permission must be obtained from the Assistant Dean of Faculty and Student Affairs to register for other than a full time course load. With the exception of the experiential learning courses, all courses must be taken for a letter grade. Quality points are awarded according to the grades earned. The quality point average (Q.P.A.) is obtained by dividing the total number of quality points by the total number of semester hours of credits attempted, exclusive of S/U grades.
<table>
<thead>
<tr>
<th>Letter</th>
<th>Quality Points</th>
<th>Numerical Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>93-100</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td>80-82</td>
</tr>
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<td>C</td>
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<tr>
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<tr>
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<tr>
<td>FX</td>
<td>0</td>
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<tr>
<td>I**</td>
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<tr>
<td>IA*</td>
<td>0</td>
<td>Absent for semester exam</td>
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<tr>
<td>IS*</td>
<td>0</td>
<td>Incomplete, progressing satisfactorily</td>
</tr>
<tr>
<td>IP*</td>
<td>0</td>
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<tr>
<td>R</td>
<td>0</td>
<td>Course repeated</td>
</tr>
<tr>
<td>S</td>
<td>0</td>
<td>Satisfactory completion of minimal requirements</td>
</tr>
<tr>
<td>U</td>
<td>0</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>W**</td>
<td>0</td>
<td>Withdrawal without penalty</td>
</tr>
</tbody>
</table>

* TEMPORARY GRADES: An “IA” automatically becomes an “F” if the student does not complete a deferred examination before the date determined by the professor involved. A grade of “I” becomes an “F” or “U” if the work is not completed before the end of the eighth week of the next semester in which the student is enrolled. “IS” and “IP” grades will be replaced with the earned grade upon course completion. Students will not be allowed to register for a course for which a prerequisite has been established, if a grade of incomplete (“I” or “IA”) has been received in the prerequisite course and has not been replaced by an acceptable grade before the course begins.

** A course may be dropped without academic penalty until the end of the tenth week of the semester. An “F” is given after that time.

Grade Reports – Approximately two weeks after the close of the semester, grade reports are available to students via the D'Youville website under the current students link STACI. If a mailed grade report is requested for employment or health insurance verification, it will be sent to the permanent address provided by the student.

Grade Change – Grades that have been recorded in the registrar’s office can be changed only though consent of the faculty member and with the permission of the Vice President for Academic Affairs. Forms for this purpose are available to faculty in the Registrar’s office.
**E. Policy and Procedure for Final Grade Appeals**

In order to appeal a final grade, a student must offer convincing arguments that good cause exists for mandating a change of grade. A request for a grade appeal is not always automatically granted.

A. Each of the following reasons, if supported by sufficient evidence, shall constitute “good cause”:

- Assessment of a grade that is malicious and/or discriminatory: *i.e.*, in determining the grade, the Course Coordinator clearly did not apply the same standards he/she used for grading other members of the class whose work and behavior were similar to those of the appealing student.
- Assignment of a grade that is arbitrary and/or capricious: *i.e.*, the Course Coordinator had apparently no discernible rationale for arriving at the grade given.
- Assignment of a grade that has resulted from human error: *i.e.*, the Course Coordinator reported an incorrect grade as the consequence of a mistake in computation, in recording, or in some other mechanical aspect of the grading process. In such instances, it is assumed that the error will be corrected as a result of Step 1 of the Appeals Procedure (Faculty-Student Conference).

B. The following reasons do not constitute “good cause” for the purposes of appealing a grade:

- Disagreement with the course requirements established by the Course Coordinator.
- Disagreement with the grading standards established by the Course Coordinator.
- Disagreement with the judgment of the Course Coordinator in applying his/her grading standards so long as he/she has made a reasonable effort in good faith to be fair and consistent in exercising that judgment. Good faith on the Course Coordinator’s part shall be presumed unless the student can offer convincing arguments to the contrary.

The student’s desire or “need” for a particular grade, while compelling to the individual on a personal level, shall not be considered “good cause” for purposes of appeal.

**PROCEDURE FOR FINAL GRADE APPEAL**

A student wishing to appeal a grade shall confer with the faculty member or preceptor who assigned the grade, and also inform the appropriate Department Chair in writing.

**Step 1: Faculty/Student Conference**

**Didactic Courses:**

- The student-faculty member conference shall take place within ten (10) class days after official notification of the grade from the Registrar’s office.
• If either the student or faculty member wants the conference to take place in the presence of a third party, a request will be submitted to the Department Chair for another member of the School to sit in on the conference.
• The student shall explain the reasons for appealing the grade (see Cause for Final Grade Appeals), and the faculty member shall explain the reasons for assigning the grade.
• If the faculty member believes the grade should not be changed, the student shall be notified in writing (with a copy to the Department Chair) within five class days after the conference has occurred.

Practice Experiences (Introductory or Advanced):

• The Director of Experiential Education will consider all the facts presented by the student and preceptor, and well make a decision regarding any changes based on the facts presented.
• The student shall be notified of the Director of Experiential Education’s decision within a reasonable time.

Step 2: Appeal to the Academic Performance Committee

• The grade will be presented to the Academic Performance Committee for action. If the student is not satisfied with the decision of the faculty member for a didactic course or the Director of Experiential Education for a practice experience; he/she may file an appeal to the Academic Performance Committee.
• This appeal must be in writing, addressed to the Chairperson of the Academic Performance Committee, and shall contain the student’s reasons for appealing the grade. (See section: Cause for Final Grade Appeal)
• The appeal should be made within 10 (ten) working days after the student receives written notification from the Department Chair.
• After considering all the facts, the Academic Performance Committee will make a decision. The student shall be notified in writing within a reasonable time period of the decision of the Academic Performance Committee.

Step 3: Appeal to the Dean

• If the student’s challenge or his/her grade is determined invalid under step 2 the student may appeal within five school days to the Dean of the School of Pharmacy. The Dean shall consider all supporting evidence from the student, faculty member, Department Chair and Academic Performance Committee and render a decision within fifteen school days.

Step 4: Appeal to the Vice President of Academic Affairs

• If the student’s challenge of his/her grade is determined invalid under step 3 the student may appeal within five school days to the Vice President of Academic Affairs.
Affairs (VPAA). The VPAA shall consider all supporting evidence from the student, faculty member, Department Chair, Academic Performance Committee and Dean, and render a decision within fifteen school days. The decision of the Vice President of Academic Affairs is final. He/she shall notify the student and the Dean of his/her decision in writing.

F. Probation, Satisfactory Grades, Remediation, Incompletes and Readmission

Probation - Each student must maintain a cumulative quality point average (QPA) of 2.0 on a 4.0 scale. A student whose cumulative QPA falls below 2.0 at any time will be placed on academic probation for one semester. The Academic Performance Committee will review the student’s file at the end of the probation semester, and if the student’s cumulative QPA exceeds 2.0, the student will be removed from probation. If a student does not achieve the cumulative 2.0 QPA, the Academic Performance Committee may either dismiss the student or extend the student’s probationary period for one more semester. The committee may compel students to perform certain activities aimed at aiding their academic standing such as meeting regularly with their academic advisors, developing a career plan and seeking tutorial assistance through the Learning Center. Students may not accumulate more than two semesters of probation during the entire graduate program. If, after two terms of probation, the student’s cumulative QPA is still below 2.0, then the Academic Performance Committee may recommend dismissal from the program.

Conditions Resulting in and Terms of Academic Probation

Conditions resulting in Academic Probation

1. GPA (semester or overall) below 2.0
2. Two grades of D+ or lower within the same academic semester
3. Three grades of D+ or lower within an academic career
4. One grade of D+ or lower in the Pharmacotherapeutics sequence within an academic year
5. A grade of D+ or lower and one infraction of the school’s code of conduct within the same academic year
6. A grade of D+ or lower in a remediated course
7. Re-admission into the professional program (whether through appeal to the Academic Performance Committee or dean); unless withdrawal was due to medical leave while in good academic standing

In accordance with probation status, a student must:

1. Attend all classes (unless granted an excused absence by the instructor or meet the stated course criteria for an excused absence)
2. Be on time for all classes and experiential rotations
3. Attend and adhere to all assigned experiential rotations
4. Successfully complete all classes with a grade of C- or higher
5. Successfully complete all experiential rotations with a grade of satisfactory (S)
6. Refrain from the re-submission of assignments previously handed-in for a grade
7. Meet with your assigned advisor bi-weekly or as required
8. Adhere to the Student Code of Conduct as stated in the Student Handbook
9. Resign any leadership position(s) within the School of Pharmacy

Failure to meet and abide by the above stated conditions will result in permanent dismissal from the D’Youville College School of Pharmacy.

Satisfactory Grades - The minimum grade for passing a D’Youville College School of Pharmacy course is a C-. A student may only receive two grades of D+ or lower in any given semester and a total of four during their academic career in the School of Pharmacy. A student who receives more than two grades of D+ or lower in a given semester may be required to repeat the semester or may be dismissed from the program. A student who receives more than four grades of D+ or lower in their academic career may be dismissed from the program (four D policy). The only exception to the four D policy pertains to the Pharmacotherapeutics course sequence. A student who receives two or more D’s (D+ or lower) in any of the Pharmacotherapeutic course sequence may be required to repeat part of or all of the professional year or may be dismissed from the program.

Remediation - A student who receives a grade of D+ or lower or an unsatisfactory grade (U) must repeat the course unless he or she has been dismissed. All remediation will occur in the summer session immediately following the academic year in which the unsatisfactory grade(s) was received. Remediation may occur prior to the summer session or at another time only by special arrangement between the course coordinator and student with the approval of the Academic Progression Committee. Remediating students will be required to sign a contract detailing the conditions of their remediation and faculty will create a remediation syllabus. The Academic Progression Committee will ultimately approve all remediation plans. Students who receive grades of D+ or lower twice for the same course will either be held back a year or dismissed from the program based on their academic standing. Remediation is a privilege and not a right; therefore students are expected to be available to complete all remediation requirements. All students are expected to be in good standing within the school and the community to continue in the program and to be eligible for remediation. For remediated courses, the original grade will be replaced by the second grade earned, whether higher or lower, and this grade will be used to calculate the student’s cumulative grade point average. Both grades will appear on the student’s transcript to indicate remediation of the course.

Appeal Process - A student may appeal the Academic Performance Committee’s dismissal decision within ten days by writing a letter to the Assistant Dean of Faculty and Student Affairs describing any extenuating circumstances that limited academic performance. The appeal will be reviewed by the committee. If the appeal is accepted by the committee, the student may be reinstated, but must satisfy all of the conditions outlined in the committee’s decision. If the student’s appeal is denied, the student may appeal that decision within ten days to the dean of the School of Pharmacy. The dean’s decision will be final.
Incomplete Grades - Incomplete grades are issued and resolved according to the policies outlined in the D'Youville College Graduate Catalog (Page 27 http://www.dyc.edu/admissions/graduate/docs/graduate_catalog.pdf).

Regulations for Readmitted Students - A readmitted student must maintain a cumulative QPA of 2.0 or greater, with no grade below a D in order to continue in the program. A readmitted student will be evaluated at the end of each semester. Failure to meet requirements for continuing in the program will result in permanent dismissal.

G. Dismissal

The Academic Performance Committee may recommend dismissal for the following reasons:

1. Failure to raise a QPA to a 2.0 or higher by the end of the designated probationary period.
2. Receiving more than two D+’s or lower grades in any given semester.
3. Receiving more than four D+’s or lower grades in an academic career.
4. Receiving two or more D+’s or lower grades in the Pharmacotherapeutics course sequence.
5. Receiving a failing grade (D+ or lower or U) in a repeated course or experiential rotation.
6. Receiving a failing grade (D+ or lower or U) two or more times in the same semester.
7. Receiving a grade of (U) in three experiential rotations.

The Professional Integrity Committee may recommend dismissal for unsatisfactory professional and personal behavior, which includes but is not limited to, the following:

1. poor attendance;
2. failure to cooperate with instructors;
3. inappropriate or unethical interactions with fellow students, associates, the school of pharmacy, and experiential site personnel;
4. inappropriate or unethical interactions with patients;
5. repeated personal appearance not in compliance with the School’s dress code;
6. violation of the School’s Professional Code of Conduct; or any breach of confidentiality that is in clear violation of HIPPA regulations or the School of Pharmacy’s Professional Code of Conduct.

H. Course Withdrawal, Academic Resignation and Leave of Absence

Course Withdrawal – A student may withdraw from a course(s) only after permission has been obtained from the course instructor or coordinator and a withdrawal request is processed through the Office of the Dean in accordance with the time period specified by D'Youville College. Withdrawal from a course(s) will not be approved solely on the basis of poor performance in the course(s), nor may a student continue to attend course once a
withdrawal has been granted. Due to prerequisite requirements for course enrollment and integration of the curriculum; withdrawal from a course may result in the student having to repeat a full academic semester.

**Academic Resignation** – A student may resign from the program at any time prior to two weeks before the beginning of the final examination from the term. Students who wish to resign must officially communicate this in writing to the Assistant Dean of Faculty and Student Affairs. Resignation constitutes withdrawal from all courses being taken. A student who has resigned from the program must petition the Admission Committee for readmission.

**Leave of Absence** – A student who wishes to interrupt his/her studies through a leave of absence may do so only up to four individual or consecutive semesters. In order to obtain permission for a leave of absence, students must complete a request form and submit the form to the Assistant Dean of Faculty and Student Affairs. Ordinarily, a student may not request a leave of absence after the twelfth week of the semester. Special consideration is given for illness or other extenuating circumstances. In the event that a student does not return at the time stipulated, the leave automatically becomes a withdrawal. The student must then apply for readmission in order to return to the School.

**I. Standard for Satisfactory Progress**

Student must pass all courses and rotations with at least a 70% (“C”) average to be considered making satisfactory progress. A grade that is lower than a “C” must be remediated for promotion and graduation. Remediation is a privilege granted only in the appropriate circumstances. Students must complete requirements for graduation within six years from the date of matriculation. In order for a student to meet the standard of satisfactory academic progress to serve as an officer of an approved School of Pharmacy club and/or organization, the student must maintain a minimum grade point average of 3.0 with no failures in any preclinical coursework or clinical rotations.

**J. Attendance, Tardiness and Absences**

As professional, students are expected to adhere to the attendance policy with diligence. As such, **attendance is required** at all scheduled instructional periods and attendance will be taken randomly. Absence from instructional periods for any reason does not relieve the student from the responsibility for the material covered during the periods. In order to assist the advising process, a report of all absences for the student is forwarded by the chair of the Academic Performance Committee to the student’s advisor. Each term, the Academic Performance Committee will review a report on all absences for all students. Unexcused absences will be viewed as violations of the Professional Code of Conduct and may result in disciplinary action by the Academic Performance Committee including, but not limited to, loss of remediation privileges and possible academic sanctions. Excused absences for illness or personal leave may be granted by the Assistant Dean of Faculty and Student Affairs or the Course Coordinator. It is recognized that there may be isolated instances when an individual must be absent; however, the student who misses a class is not excused.
from the subject materials presented during the lecture or laboratory period. The student may be required to make up the missed educational session(s) during off-hours. In order for an absence to be considered excused for medical reasons, a note must be submitted from the primary care physician upon the student’s return to class. Students in rotations must abide by the additional requirements contained in the Experiential Manual.

Requests for limited excused absences for illness longer than two days, personal leave longer than two days, or attendance at school-related activities may be granted by the Assistant Dean of Faculty and Student Affairs via the Excused Absence Student Request Form. (Appendix C) Students must be in good academic standing with a grade point average of 3.0 in order to be granted an excused absence for school-related activities. No travel arrangements should be made prior to approval being granted. The student must submit a request in writing, via the form, to the Assistant Dean of Faculty and Student Affairs prior to the anticipated absence. In order for an absence to be excused for medical reasons, a note must be submitted from the examining physician upon the student’s return to class. The completed form, indicating approved or not approved, will be returned to the student within three working days.

Requests for make-up examinations/quizzes/laboratories/other activities for illness, personal leave, or school-related activities may be granted by the course coordinators. In the rare event of excused absence from examinations/quizzes/laboratories, the course coordinator will approve (and reschedule) make-up examinations/quizzes/laboratories missed during an excused absence. The course coordinator may review urgent requests for make-up examinations/quizzes/laboratories on a case-by-case basis.

Promptness is another trait professional health care practitioners must display. Additionally, tardiness in class both disturbs the lecturer and the entire student body and is thus markedly inconsiderate and rude. Repeated violations will be considered improper professional behavior and may result in disciplinary action.

**K. Requirements for Graduation**

Students who have satisfactorily completed all academic requirements and who have been recommended by the school faculty (as indicated by the successful completion of the faculty-developed curriculum) may be awarded the Doctor of Pharmacy (Pharm.D.) degree; provided that they are of good moral character and have met the following standards:

1. Maintained at least a 70% in each course and rotation and have no unremediated failing courses and no grades of incomplete (I);
2. Are at least 21 years of age;
3. Matriculated at least three academic years, but not more than six academic years, in the pharmacy professional program;
4. Completed all legal and financial requirements of the College;
5. Exhibited the ethical, professional, behavioral, and personal characteristics necessary for the practice of pharmacy;
6. Completed an Application for Graduation from the Office of the Registrar. This form, which must be returned to the Registrar one semester prior to graduation, is placed with the student’s permanent record and serves as the student’s final clearance from campus;
7. Completed an exit interview with the Office of Student Affairs if the student is a recipient of any form of financial aid;
8. Attend all official commencement week activities;
9. Attend the commencement at which the degree is to be awarded. Only in unusual circumstances, and with the approval of the President, will a degree be awarded in absentia.

A student who completes the curriculum in four consecutive years is required to meet the graduation requirements listed in the catalog of entry and/or any subsequent or additional program requirements. In the event of an extension beyond the four years, the student must meet the requirements for the class with whom the individual graduates and any other requirements specified by the Academic Performance Committee. Students must complete all requirements for graduation within six years from the date of matriculation.

Students who complete the requirements for graduation after May 15th of a calendar year may participate in the commencement ceremony provided their anticipated completion date occurs prior to August 31st of that year. A diploma will not be granted at the graduation ceremony. For students completing the requirements after the August date, diplomas shall be dated with the last day of the month and year in which all requirements are met.

L. Class Rank

Student class ranking may be obtained from the Office of the Registrar. Requests for class rank must be made in writing to the Registrar. The class ranking is based solely on percentage grades attained during the course of study. Class rank is available at the end of each academic year.

Class rank for fourth year students is based on the grades up to and including the final rotation of the academic year. Students completing a rotation(s) after June 1st will be unranked with the class. Unranked students may contact the Office of the Registrar, upon completion of all requirements for graduation, to determine the quartile in which they will be ranked.

M. Transcript

Enrolled student will receive a grade report after grades have been posted at the conclusion of each semester. Students will also receive copies of their grade reports after their grades have been posted for the mid-semester.

In order to request an official transcript, the Transcript Request Form must be completed and submitted to the Registrar’s Office. There is a $5.00 fee for each transcript and the
transcript must be directly to the recipient from the School. The transcript is only official when it bears the signature of the Registrar and the seal of the School.

**Transcripts and grade report forms cannot be faxed.**

Requests for an official transcript must allow a minimum of 10 working days for normal processing and three weeks for processing following the end of a semester. Official transcripts will not be provided to students who are delinquent in their financial obligations to the School or any of its affiliated hospitals or clinics, or delinquent in submitting requested health forms and if clinical rotation requirements are not received by the appropriate offices. If the School has knowledge that a student or graduate is in default on any Federal, State, outside agency, institutional loan, or service obligation, the School will withhold all official transcripts, letters of recommendation, or evaluation for internships, residencies, employment, staff privileges, or specialty certification and licensing.

**N. Complaint Policy**

The School of Pharmacy’s process for registering concerns and complaints is as follows:

1. A student who has a concern or a complaint about the School of Pharmacy or the Doctor of Pharmacy Program related to ACPE’s accreditation standards, policies, or procedures may file a written, signed, and dated complaint using a standard complaint form available in the Office of the Assistant Dean and Faculty and Student Affairs. Alternatively, the student may choose to file an anonymous complaint or write directly to the ACPE. (The ACPE address is located on the School’s website).
2. The form will be reviewed by the Assistant Dean and Faculty and Student Affairs, recorded in a log of complaints, and then referred to the Leadership Team for analysis, discussion, and action.
3. The complaining student (assuming the complaint is not anonymous) will be notified of the resultant actions taken or planned.
4. All aspects of student complaints will be confidential. Notwithstanding this confidentiality requirement, the student complaint file and log of complaints maintained in the Office of the Assistant Dean and Faculty and Student Affairs will be made available to representatives of the ACPE in order to fulfill the requirements for accreditation.
5. Concerns and complaints will also be considered in the School of Pharmacy’s assessment, quality improvement, and self-study processes.
6. If and when a complaint regarding an ACPE standard is filed, those records will be chronologically maintained in the Office of the Dean. If a complaint regarding an ACPE standard is filed resulting in formal legal action, the School will notify ACPE immediately.
6. CURRICULAR PROGRAM

A. Curriculum at a Glance

First Professional Year – Fall Semester

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<td>PMD 605</td>
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<td>Pharmacotherapeutics IV - Endocrinologic and Gynecologic Disorders</td>
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<td>PMD 803</td>
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<td>Pharmacotherapeutics VI - Infectious Diseases</td>
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Fourth Professional Year – Summer, Fall, and Spring Semesters

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<td>PMD 908</td>
<td>3. Ambulatory Care Rotation</td>
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<td>PMD 910</td>
<td>4. Advanced Institutional Pharmacy Practice</td>
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<td>PMD 912</td>
<td>5. Advanced Community Pharmacy Practice</td>
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<td>PMD 914</td>
<td>6. Acute Care</td>
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The curriculum is under the auspices of the Curriculum Committee of the School of Pharmacy and may be subject to change.

* Electives include, but not limited to, Long Term Care, Nuclear, Home Infusion, Geriatrics, Pediatrics, Managed Care, Oncology, and Psychiatry.

**B. Experiential Learning Program**

The objective of the four-year experiential program, in combination with all other courses in the curriculum, is to educate students to think and act as independent pharmacy practitioners. The primary strategy used in experiential training to achieve this objective is to give students increasing levels of responsibility for patient care throughout the program in a variety of practice settings.

Introductory experiential education at the D'Youville School of Pharmacy begins early in the curriculum (fall of P-1 year) and continues in a progressive manner to prepare students for the Advanced Pharmacy Practice Experience in the fourth professional year.

One of the strengths of the D'Youville experiential program is the placement of the introductory rotations during a two week break from classes each semester. Placing the rotation at the midpoint of each semester allows students to better integrate the didactic coursework with “real life” pharmacy experiences, and allows students to focus on their rotations uninterrupted by classes or exams.
7. STUDENT CONDUCT

A. Professional Code of Conduct and Discipline

Preamble
As members of the D'Youville College community, pharmacy students agree to adhere to the academic and behavioral standards expected of all College students. Students will conduct themselves with honesty and integrity while completing course requirements and complying with the College’s academic regulations. The policy on academic integrity which is located in the D’Youville Graduate and Professional Degree Programs Academic Catalog is fully incorporated in the School of Pharmacy's Professional Code of Conduct.

Once admitted to the School, students are considered to be members of the pharmacy profession and therefore bear additional responsibilities of all health care providers. As pharmacy professionals, students agree to abide by the professional, ethical, and legal standards prescribed for the practice of pharmacy. The School expects each student to adhere to the rules and regulations established for the preservation and enrichment of the School and profession. In addition to D’Youville College’s policy on academic integrity, the School of Pharmacy’s Code of Conduct incorporates the professional standards of the health profession. The procedures for appealing alleged violations are included in Section B “Student Guidelines for Dealing with Issues Related to the Code of Conduct.”

Violations of the Code of Conduct will not be tolerated in the professional pharmacy program. Any student found to have violated the School’s policies on academic integrity, substance abuse, sexual harassment, or confidentiality risks failure of assignments/exams/course, suspension, or dismissal from the program.

The Code of Conduct provides and explicit statement of values and beliefs for all pharmacy students. At the beginning of each year, all students at D’Youville College School of Pharmacy are provided a copy of the Code of Conduct which they are required to sign and return to the office of the Assistant Dean of Faculty and Student Affairs. By signing the School’s Code of Conduct, students certify that they have read the Code and agree to accept the consequences of their actions. A copy of the signed code is kept in the student’s academic folder.

There are procedures and guidelines for determining whether a student has violated the Code of Conduct and whether sanctions should be imposed. Sanctions include, but are not limited to, receiving a failing grade on and assignment or examination, or expulsion from the School. More information on guidelines on academic and professional integrity and adjudication procedures for violations, as well as review and appeal can be obtained in the Office of the Assistant Dean of Faculty and Student Affairs and by the Chair of the Professional Integrity Committee. Students with questions about the School of Pharmacy's Professional Code of Conduct for Students and the process for
addressing an alleged violation of the Code are also encouraged to contact the Assistant Dean of Faculty and Student Affairs.

**Code of Conduct: General Principles**
The following section describes the principles that are the foundation of the School of Pharmacy’s Code of Conduct for Students. The discussion that accompanies each principle provides examples of violations and is not intended to be an exhaustive list of all possible situations. By signing this document you are certifying that you have read, understand, and agree to abide by the Pharmacy’s Professional Code of Conduct for Students.

I understand this it is essential to:

- **Act with honesty and integrity in academic and professional activities.**
  Academic integrity requires that each student do his/her work honestly. Students must not cheat (for example, use unauthorized materials during an examination), copy work from another student, obtain and use a copy of an examination in advance of administration, pretend to be someone else during an examination, falsify signatures of preceptors or other students on assignments, or plagiarize (present the work of another without proper acknowledgement). Student must also not assist others in committing the above acts.

  Use of technical devices, including but not limited to, iPods, cell phones, or calculators, is prohibited from classes, exams, and OSCEs, without the expressed permission of the instructor.

  A student should accurately represent himself or herself to patients and other on the medical team. Students should identify themselves as a student to patients and other health care professionals. An appropriate name tag should be worn in professional practice settings at all times. A student must be willing to admit errors and not knowingly mislead others to promote himself or herself at the patient’s expense.

  The student is bound to know, understand, and preserve professional ethics and has the duty to report any breach of these ethics by other students or health care providers through the appropriate channels.

- **Help foster a positive environment for learning. I will not interfere with or undermine other students’ ability to learn or instructors’ ability to teach.**
  A student will not engage in any conduct that impairs the ability of the instructor to conduct class. This includes, but is not limited to, conduct such as talking to other students during class, unauthorized use of technical devices, interrupting the instructor or other students, using offensive language, or other disruptive behavior.

  The student is expected to make a substantial, positive contribution when working as a member of a team. The student should notify the course instructor and teammates if he/she is unable to fulfill his/her commitments to the team.
• *Respect the knowledge, skills, values, and contributions of fellow students, instructors, administrators, staff, preceptors, and other health care professionals.*

It is unacceptable for a student to disparage the professional competence, knowledge, qualifications, or services of faculty, staff, students, or other health care professionals. It is inappropriate to imply in word, gesture, or deed that a patient has been poorly managed or mistreated by a health care provider without tangible evidence. Professional relations among all members of the academic and health care community should be marked with civility. Thus, scholarly contributions should be acknowledged, slanderous comments and acts should be avoided, and each person should recognize and facilitate the contributions of others to the community.

• *Respect the autonomy and dignity of fellow student, instructors, staff, other health care professionals, and patients.*

The student should use the highest professional courtesy when interacting with patients, their families, faculty, classmates, staff, and other professionals. Offensive or threatening comments, e-mail, or voicemail messages or any other form of verbal or nonverbal communication will not be tolerated. Inappropriate behavior includes the use of language, gestures, or remarks with sexual overtones. Students should maintain a neat and clean appearance, and dress in attire that is generally accepted as professional by faculty and staff in the classroom setting and by the student’s preceptor in the clinical setting (see the School of Pharmacy’s Guidelines for Professional Attire).

• *Promote the good of every patient in a caring, compassionate, culturally sensitive, and confidential manner.*

It is unacceptable for a student to refuse to participate in the care of a person or group of persons based on race, religion, ethnicity, socioeconomic status, gender, age, or sexual preference. It is unacceptable to refuse to participate in the care of a patient solely because of medical risk, or perceived risk, to the student without the express agreement of the preceptor. It is not, however, unethical for a pregnant student to refuse to participate in activities that pose a significant risk to her fetus.

The student will not engage in romantic, sexual, or other nonprofessional relationships with the patient, even at the request of a patient, while the student is involved with the patient’s care. The student will not tolerate inappropriate sexual behavior on the part of other students, faculty, staff, other health care personnel, or patients. The student will not engage in any action in violation of the College’s policy on sexual harassment.

• *Protect the confidentiality of any medical, personal, academic, financial, or business information obtained through educational activities in any academic or professional practice setting.*

The patient’s right to the confidentiality of his or her medical record is a fundamental tenet of health care. The discussion of problems, diagnoses, medication, or other
medical treatment of a patient by professional staff or students in public violates patient confidentiality and is unacceptable. Students should only access patient medical records, including electronic medical and prescription databases, only when they are providing patient care or when working on research projects approved by their preceptors.

- **Recognize and address any impairment, abuse, or condition that could adversely impact fellow students, patients, instructors, administrators, staff, preceptors, or other health care professionals.**

Students have a responsibility to assist fellow student with potential substance abuse problems. Students will not use alcohol or drugs in a manner that could compromise performance in the classroom or professional practice settings. It is the responsibility of every student to protect the public from an impaired health care professional and to assist a provider whose capability is impaired because of ill health. The student is obligated to report personas of the health care team whose behavior exhibits impairment or lack of professional conduct or competence, or who engage in fraud or deception. Such reports must conform to established institutional policies.

**B. Student Guidelines for Dealing with Issues Related to the Professional Code of Conduct**

As students enrolled at D'Youville College you are bound to adhere to the College’s policies on student behavior, non-discrimination and sexual harassment. As a student enrolled in the School of Pharmacy, you bear additional responsibilities as outlined in the School of Pharmacy’s Professional Code of Conduct. This code was adopted by faculty to reflect the high professional, ethical, and legal standards expected of all those engaged in the practice and science of pharmacy.

In accordance with D'Youville College’s policy, the School of Pharmacy has established a Professional Integrity Committee whose function is to delineate and uphold the professional and ethical practice standards of pharmacy as outlined in the Code of Conduct. This committee is comprised of faculty representatives from the Departments of Pharmaceutical Sciences, Pharmacy and Therapeutics, Social and Administrative Sciences, as well as student representatives. Members of the committee are charged to evaluate alleged violations of the School of Pharmacy Code of Conduct that have not been resolved at the student-faculty level and to provide recommendations for appropriate action. Certain infractions or complaints may lie beyond the scope of the Professional Integrity Committee’s responsibilities and should be referred to the proper College unit for consideration and resolution. The Chair of the Professional Integrity Committee as well as the Assistant Dean for Faculty and Student Affairs are available to provide guidance to students on the proper procedures for resolving such issues.

**Rights and Responsibilities**

As students enrolled in D'Youville College and the School of Pharmacy, you enjoy the right to study in an environment where academic integrity and professional conduct are
valued. Protecting this environment is a shared responsibility of all members of the academic community-faculty, staff, and students. A complete discussion of the rights and responsibilities of students enrolled at D'Youville College can be found in the College’s Academic Catalog for Graduate and Professional Degree Programs. Policies on Sexual Harassment and Nondiscrimination can be found on the D'Youville College website (http://www.dyc.edu/offices/security/docs/crime_prevention_report.pdf and http://www.dyc.edu/welcome/discrimination_policy.asp). Some of these rights and responsibilities are highlighted below:

**Rights**

Students have a right to:

1. Due process when accused of violations of the Code of Conduct. This means that the accused may appeal the charges and/or sanction(s) proposed. The appeal process is outlined in the Academic Catalog mentioned above in the “Procedures for Alleged Violations of the D’Youville College Policy on Academic Integrity.

2. Be treated with dignity by faculty, staff and other students individually and collectively in the classroom and other academic contexts.

3. Confidentiality in all academic procedures. Neither the specifics of a violation or alleged violation nor the sanction(s) will be made public.

**Responsibilities**

Students bear the responsibility to:

1. Read, understand and abide by the School's Professional Code of Conduct, the College’s Policy on Academic Integrity, and policies on Sexual Harassment and Nondiscrimination.

2. Reaffirm their commitment to the Code of Conduct annually. This is done by signing a copy of the code each year.

3. Attend classes and examinations as scheduled.

4. Respect the dignity of faculty, staff and other students individually and collectively in the classroom and other academic contexts.

**Who Should Be Involved In Potential Violations of the Code of Conduct?**

All of the following recommendations listed below are based upon the procedures described in the University’s Guidelines on Academic Integrity.

**A. Student – Faculty Code of Conduct Issues**

1. Responding to a charge from a faculty member:
   A student who has been charged with violating the Code of Conduct by a faculty member should make every attempt to resolve the issue with the faculty member. If the issue is not resolved at this level, the student may contact either the Assistant Dean of Faculty and Student Affairs or the Chair of the Code of Conduct Committee for an explanation of appropriate procedures.

2. Initiating a Code of Conduct violation charge against another student: Breaches related to academic (course) context:
A student wishing to pursue a perceived violation of Academic Integrity by another student should discuss the issue with the course instructor. The issue will then be the responsibility of the course instructor and course coordinator.

Breaches occurring outside of academic context:
A student wishing to pursue a perceived violation of any other issues related to the Code of Conduct by another student should contact either the Assistant Dean of Faculty and Student Affairs or the Chair of the Code of Conduct Committee. Procedures in this case should be as follows:

1. The student accusing another student of violation(s) of the School of Pharmacy’s Code of Conduct should submit a written letter to the Assistant Dean of Faculty and Student Affairs describing the factual events and the standards that were allegedly breached.

2. The Assistant Dean of Faculty and Student Affairs should then contact the accused student and present the student with the alleged charges. The student will have an opportunity to respond to accept or deny the violation(s). If there is more than one violation, the student will be asked to consider each and state acceptance or refusal. If the student accepts that the violations are true, the Assistant Dean will decide on whether or not to impose sanctions. If the student does not accept the charges, he/she may appeal by contacting the Chair of the Professional Integrity Committee.

3. If the student agrees with the charges, the Assistant Dean (of FSA) will compose a letter that describes the events, the discussion with the student, and proposed resolutions (sanction/no sanction). The letter will include places for two signatures: the Assistant Dean’s and the student’s. If the student agrees with the letter, both will sign. A copy will be placed in the student’s file. If there are no further violations over the time of the student’s tenure in the School of Pharmacy, the letter will be destroyed when the student completes the program.

4. The Assistant Dean (of FSA) will meet with the student who made the accusations to discuss the outcome and resolution.

**Problem Resolution**
Every attempt should be made to come to a mutually agreeable resolution of violations of the Code of Conduct at the level of the involved student(s) and faculty member(s). When a mutually agreeable resolution cannot be reached at the level of the involved parties as is described in the “Who Should Be Involved" section of these guidelines, the matter should be referred to the Dean for Student Affairs.

At all levels, strict confidentiality must be maintained by all parties concerned both to protect the innocent and, to provide for a fair and equitable resolution. A confidential record of all alleged violations, including those made at the level of the involved students(s) and faculty member(s) will be kept by the Dean of Student Affairs. The resolution of these violations, including any appeals, will be part of this record. All such reports will be destroyed when a student either graduates or leaves the program.
C. Procedure for Student Grievance/Appeal

A student wishing to appeal a violation of the Professional Code of Conduct shall confer with the faculty member or preceptor who alleged the violation, and also inform the appropriate Department Chair in writing.

Step 1: Faculty/Student Conference

Didactic Courses:

- The student-faculty member conference shall take place within five days after official notification by the instructor/preceptor of the infraction.
- If either the student or faculty member wants the conference in the presence of a third party, a request will be submitted to the Department Chair for another member of the School to sit in on the conference.
- The student shall explain the reasons for appealing and the faculty member shall explain the reasons for alleging an infraction of the Professional Code of Conduct.
- If the faculty member believes the penalty should not be changed, the student shall be notified in writing (with a copy to the Department Chair) within five days after the conference has occurred.

Practice Experiences (Introductory or Advanced):

- The Director of Experiential Education will consider all the facts presented by the student and preceptor, and will make a decision regarding any changes based on the facts presented.
- The student shall be notified of the Director of Experiential Education’s decision within a reasonable time.

Step 2: Appeal to the Professional Integrity Committee

- The sanction will be presented to the Professional Integrity Committee for action. If the student is not satisfied with the decision of the faculty member or the Director of Experiential Education; he/she may file an appeal to the Professional Integrity Committee.
- This appeal must be in writing, addressed to the Chairperson of the Professional Integrity Committee, and shall contain the student’s reasons for appealing the sanction.
- The appeal should be made within ten working days after the student receives written notification from the faculty member.
- After considering all the facts, the Professional Integrity Committee will make a decision. The student shall be notified in writing within a reasonable time period of the decision of the Academic Performance Committee.
Step 3: Appeal to the Dean

- If the student’s challenge of his/her sanction is determined invalid under step 2 the student may appeal within five school days to the Dean of the School of Pharmacy. The Dean shall consider all supporting evidence from the student, faculty member, department chair, and Professional Integrity Committee and render a decision within fifteen school days.

Step 4: Appeal to the Vice President of Academic Affairs

- If the student’s challenge of his/her sanction is determined invalid under step 3 the student may appeal within five school days to the Vice President of Academic Affairs (VPAA). The VPAA shall consider all supporting evidence from the student, faculty member, department chair, Professional Integrity Committee, and Dean, and render a decision within fifteen school days. The decision of the Vice President of Academic Affairs is final. He/she shall notify the student and the Dean of his/her decision in writing.

**D. Enrollment Status During Appeal**

Any student dismissed from the School, who has filed an official appeal of this decision with the Office of the Dean, will be permitted to remain in classes and/or rotations during the period of appeal until or unless one or more of the following circumstances is determined by the Dean to exist:

- The appeal has not been made according to officially recognized procedures for appealing a dismissal decision;
- The presence of the student in classes or clinical rotation constitutes a disruptive influence to the educational process or to patient care activities; or
- The presence of the student is potentially harmful to patients or would affect adversely the delivery of patient care.

Academic work including examinations or other evaluations will not be scored or graded during any period of enrollment while under appeal of a dismissal action. The Office of the Registrar will hold all grade reports and transcripts during the appeal process pending resolution of the appeal.

**E. Legal Limitations of the Practice of Pharmacy**

It is a violation of the law and contrary to the policy of this School for any unlicensed person to attempt to engage in the professional practice of pharmacy. Students, therefore, are cautioned to confine such activities to duly licensed and supervised teaching clinics.
**F. Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act of 1974 (FERPA) places certain limitations on the disclosure of personally identifiable information maintained by the School with respect to right to informal and formal internal procedures and the right to place a statement in such educational records explaining any information which he or she believes to be inaccurate or misleading. The School has adopted a policy with respect to its student educational records consistent with the requirements promulgated under the Act. Complaints regarding alleged violations of rights accorded students by the Family Educational Rights and Privacy Act or the regulations promulgated by the Act may be directed, in writing, to the following:

Family Educational Rights and Privacy Office  
Department of Health, Education, and Welfare  
330 Independence Avenue, S.W. Washington D.C. 20201

**G. Educational Records Policy**

For the purpose of this policy, the School has used the following definitions of terms:

**School:** Refers to the School of Pharmacy

**Student:** Any person who has matriculated at the School and commenced classes, and/or whom the School maintains educational records. The term does not include any individual who has applied for admission to, but has not been in attendance at the School, nor does it include alumni status.

**Record:** Any information or date recorded in any medium, including, but not limited to: handwriting, print, tapes, film, microfilm, and microfiche.

**Directory Information:** Includes the following information relating to a student: student’s name, address (permanent and present), telephone number, date and place of birth, undergraduate and graduate institution(s) attended, class level, marital status, home state, dates of attendance, degrees and awards received, most recent photograph, and other similar information.

**Educational Records:** Any record (in handwriting, print, tapes, films, or other medium) maintained by the School or an agent of the School, which is part of the official record of a student’s school work. The term does not include:

- A personal record maintained by an administrative staff member and kept in the personal possession of the individual who made the record. Information contained in the record must be strictly confidential and not to be revealed or made available to any other person except the maker’s temporary substitute. A “substitute” means an individual who performs on a temporary basis the duties
of the staff member who makes the record, and does not refer to an individual who permanently succeeds the maker of the record in his or her position.

- An employment record of an individual, whose employment is not contingent of the fact that he or she is a student, provided the record is used only in relation to the individual’s employment.
- Personal health records of the student, maintained by the Health Clinic in its professional capacity, used only in connection with the provision of treatment of a student, and not disclosed to anyone other than the individuals providing treatment (provided that the records can be viewed by a physician or other appropriate professional of the student’s choice).
- Law enforcement records of the Institution which are maintained apart from educational records solely for law enforcement purposes and are not disclosed to individuals other than law enforcement officials of the same jurisdiction.
- Alumni records which contain information about a student after he or she is no longer in attendance at the attendance at the School and the records do not relate to the person as student.

H. Annual Notification

Students are notified of their Family Educational Rights and Privacy Act (thereafter FERPA) rights annually by publication of the Student Handbook.

I. Educational Records and Procedure to Inspect Educational Records

The School will maintain the following types of educational records:

- Personal data which identifies each student enrolled in the School, including full legal name, address, race, date and place of birth, marital status, name of spouse, name of parent or guardian.
- Description of student academic status including grade level, completed grades, standardized test scores, and clinical evaluation of work competency and achievement.
- Scores on standardized professional examination boards.
- Records of extracurricular activities.
- Health data.
- Systematically gathered academic, clinical, and counseling ratings and observations.
- Reports of disciplinary and criminal proceedings, provided reports contain only factual information and not subjective information.

Procedure to Inspect Educational Records
Student may inspect and review their Educational Record upon request to the appropriate record custodian.
Students should submit to the record custodian or an appropriate School staff person a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The record custodian or appropriate School staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given 45 days or less from the receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the part which relates to the student making the request.

**J. Right of the School of Pharmacy to Refuse Access**

The School reserves the right to refuse a student’s request to inspect and review the following records:

- Letters and statements of recommendation for which the student has waived his or her right to access.
- Records connected with an application to attend the School.
- Those records which are excluded from the FERPA definition of Educational Records.

**K. Disclosure of Educational Records**

The School will disclose information from Education Records only with the prior consent of the student. The School may, but need not, disclose personally identifiable information without the written consent of a student if the disclosure is:

- To the student himself or herself, or to anyone who has the written permission of the student.
- To School officials who have a legitimate educational interest in the record (a “legitimate educational interest” shall mean any interest of those officials directly related to the performance of their duties, but shall not include any interest having as its principal source the personal prejudice of any such official).
- To officials of other colleges or universities in which a student seeks or intends to enroll, provided the student will be notified of the transfer of records, and receive a copy of the records if desired.
- To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state and federally supported educational programs.
- In connection with a student’s request for or receipt of financial aid, necessary to determine eligibility, amount or conditions of the financial aid or to enforce the terms and conditions of the aid.
- To organizations conducting certain studies for or on behalf of the School.
To accrediting organizations to carry out their functions.
To parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1954.
To comply with a judicial order or a lawfully issued subpoena.
Authorized officials for audit or evaluation purposes.
Appropriate officials in cases of health and safety emergencies.
State and local authorities pursuant to specific state law.

L. Record of Requests for Disclosure

The School will maintain a record of all requests for and/or disclosure of information from a student’s Educational Records. The record will indicate the name of the party making the request, any additional party to whom it may be disclosed, and the legitimate interest the party had in requesting or obtaining the information. The student educational record may be viewed by the student or by the parents of eligible students.

M. Disclosure of Directory Information

The School may disclose personally identifiable information from the educational records of a student who is in attendance at the institution if that information is considered directory information. Any student may refuse the release of any such information by serving written notice to that effect to the Registrar within 30 days after the commencement of any academic year. The School reserves the right to disclose directory information from the educational records of an individual who is no longer in attendance at the School without following any of the procedures described above.

N. Correction of Educational Records

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

- Students must submit their request in writing to the appropriate officials of the School to amend a record. In doing so, the student should identify the part of the record that he or she wants changed and specify why he or she believes that it is inaccurate, misleading, or in violation of his or her privacy rights.
- The School may comply with the request or it may decide not to comply. If it does not comply, the School will notify the student of the decision any will advise him or her of the right to challenge the information believed to be is inaccurate, misleading, or in violation of the student’s privacy rights.
- Upon request, the School will arrange for a hearing, and notify the student, reasonably in advance, of the date, place, and time of the hearing.
- The hearing will be conducted by a hearing officer who is a disinterested party. However, the hearing officer may be an official of the School. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues
raised in the original request to amend the student’s Educational Records. The student may be assisted by one or more individuals, including an attorney.

- The School will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
- If the School decides that the challenged information is not accurate, misleading, or in violation of the student’s right to privacy, it will notify the student of the right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
8. CAMPUS POLICIES AND REGULATIONS

A. School of Pharmacy Professional Attire

GUIDELINES FOR PROFESSIONAL ATTIRE

As student pharmacists, you will be adhering to the standards of the profession, which includes dressing and speaking in ways that convey a professional image. As a representative of the School of Pharmacy, your personal appearance is an extension of the School and will reflect on how patients and colleagues view you, the program, and the profession of pharmacy. The School of Pharmacy has established appropriate dress and safety guidelines for clinical, laboratory, and classroom settings. These guidelines are to be adhered to during the course of all sanctioned School activities.

General Personal Care

Each student must maintain a neat and clean appearance befitting members of the pharmacy profession. The general guidelines for personal care include:

- Personal hygiene, including body and clothing, is above reproach.
- Fingernails are well groomed and short to medium in length to facilitate patient care and laboratory activities. If polished they must be conservative in color.
- Hair must be neat and clean, styled off the face and out of the eyes. Hair must be styled conservatively. Hair styles such as, but not limited to, Mohawks and spikes are not allowed. Males shall have short hair (above the shoulders) and it shall be neatly combed. Females may have shoulder length or longer hair. At times, such as certain laboratory settings, it may be necessary for longer hair to be pulled back. Hair ornaments shall be moderate and in good taste.
- Hair must be a natural hair color. Unnatural hair colors such as, but not limited to, blue, purple, green, pink, and bright red are not allowed.
- Beards and mustaches must be clean and well groomed.
- No tattoos or body piercings (other than earrings for females with a maximum two per ear) are allowed to be visible. Males are not permitted to wear earrings. Ear holes are to be filled with a skin tone earhole plug. All visible tattoos should be covered with a bandage.
- Open sores or cuts should be covered with a bandage.

Classroom Attire

With the exception of presentations, “business casual” dress will be expected during class. A neat (clothing pressed and in good condition) and clean appearance should be maintained. Proper undergarments must be worn and not visible. No student shall dress in a way that his/her underwear is partially or totally exposed. Men should wear trousers (worn properly at the hips), a dress shirt with a collar, and closed-toed dress shoes. Women should wear skirts/dresses of reasonable length (no more than an inch above the knee and not tight fitting) or slacks (worn properly at the hips) with dress shirts and shoes with heals of modest height. For both men and women, shoes must be clean and in good condition. Application of cosmetics should be conservative. Socks/stockings should be worn with shoes. Coats and/or outdoor attire are to be left in
lockers and not brought into classrooms. See the section titled, “Items Not Appropriate in Any Setting” for further details.

**Attire for Laboratory Settings**

In addition to the above guidelines students will be expected to adhere to the School of Pharmacy’s guidelines for laboratory attire.

- Long hair must be tied back.
- Students may be required to wear a paper head covering (provided by the School) during certain laboratory procedures.
- Disposable gloves must be worn during the manipulation of test materials associated with blood, tissue, or other patient associated materials or hazardous chemicals or biological materials.
- The application of cosmetics or insertion of contact lenses in any laboratory setting is not allowed.
- Masks and safety goggles are to be worn if an aerosol might be formed or splattering of fluids is likely to occur.
- Closed-toed shoes must be worn in all laboratory settings.
- Students may be required to wear laboratory coats as specified by the instructor.

**Attire for Clinical Practica, Presentations, and Public Interactions**

In addition to the guidelines for classroom attire, the following guidelines are expected in all settings involving public and patient interactions as well as class presentations.

- Students must wear a clean and pressed white long sleeved waist length pharmacy lab coat (issued by the School of Pharmacy). Laboratory jackets that extend to the knee or lower cannot be worn without expressed permission by instructor.
- Male students must wear a dress shirt and tie.
- For security and safety purposes, students are required to wear a D’Youville College School of Pharmacy issued photo identification card at all times in addition to any site mandated identification cards while on rotations.
- Students will wear closed-toed shoes.
- Cologne, perfume, or body sprays should not be worn during clinical experiences.

*The only exception to the guidelines stated above would be in special classroom, laboratories, and patient areas in which the policies of instructors, preceptors, and institutions may supersede these guidelines.*

**Items Not Appropriate in Any Setting**

- Hats or caps (except coverings considered part of religious practices).
- The use electronic devices such as mp3 players, iPods, and etc.
- Denim jeans of any color or cargo pants.
- Sweatpants, sweatshirts, tee shirts with/or without lettering, fleece shirts, “hoodies”, scrubs, spandex, leggings, athletic wear, or pajamas.
- Midriff or halter tops, tube tops, tops with spaghetti straps, and low-cut shirts, and blouses.
- Tennis/athletic shoes, casual (“flip-flops”), sport or athletic sandals, or beach shoes.
- Large jewelry, accessories, or sunglasses (unless for documented medical reasons).
- Jewelry in pierced nose, lips, tongues or other exposed body areas, other than ears (except jewelry associated with religious practices).

A faculty member or administrator who observes a student in violation of the Guidelines for Professional Attire will direct the student to immediately report to the office of the Assistant Dean of Faculty and Student Affairs. All questionable or disputed cases of dress or grooming shall be presented to the Assistant Dean of Faculty and Student Affairs, whose decision will be final. Students inappropriately dressed or groomed may be requested to leave the campus and not return until appropriately attired. Any classes, assignments, quizzes or exams missed during that time will be considered an unexcused absence. Repeated violations will be considered improper professional behavior and may result in disciplinary action by the Professional Integrity Committee.

A preceptor who observes a student to be in violation of the Guidelines for Professional Attire or the guidelines dictated by the practice site will direct the student to immediately report to the office of the Director of Experiential Education. All questionable or disputed cases of dress or grooming shall be presented to the Director of Experiential Education, whose decision will be final. Students inappropriately dressed or groomed may be requested to leave the campus/site and not return until appropriately attired. Any assignments missed during that time will be considered an unexcused absence. Repeated violations will be considered improper professional behavior and may result in disciplinary action by the Professional Integrity Committee.

**B. Student Information**

The Connections Office arranges for insurance of photo identification (ID cards) to new students during orientation. The ID card must be worn and visible at all times on campus and at all clinical sites. If a student ID card is lost or stolen there is a $10.00 fee to replace a lost or damaged ID card. If a student withdraws, transfers, or is dismissed from the School, he or she must return his or her student ID card to the Connections Office on the last day in attendance.

**C. Health Records Policy**

Prior to matriculation, first year students must submit health and immunization records to the Director of Experiential Education and the Director of Student Health. Health forms and instructions for submitting forms are mailed to all students after their acceptance into the School (Appendix A). Each student must submit these records in
order to register for fall classes. The School’s health requirements match the health requirements of most of the institutions, clinics, or hospitals where students are scheduled for rotations. Some pharmacies, hospitals, and clinics may require additional documentation of vaccine or tests which are not required by the School of Pharmacy. In such cases, it is the student’s responsibility to satisfy the health requirements of the site where he/she is training.

D. Computer and Software Usage

Access to and use of computer facilities, electronically stored data, and software shall comply with federal laws, the laws of the State of New York, and rules and regulations set forth by the School of Pharmacy. Misuse of computers, computer facilities, and software may violate federal and state criminal laws and may result in criminal charges against the user. Students may be subject to school sanctions including disciplinary charges for the misuse of computer or computer facilities.

E. Internet Usage on Campus

The School provides internet access for its employees, faculty, and students for school business and educational use. Access to the internet using the School’s resources is a privilege not a right. The School reserved the right to log (i.e. keep a record) internet use and to monitor utilization by users. Please adhere to the following general guidelines when utilizing the School’s internet resources:

Students given internet access are expected to use the internet to enhance the performance of their work and study responsibilities. No student shall place school material (copyrighted software, internal correspondence, confidential materials, etc.) on any publicly accessible internet site without prior permission.

The internet does not guarantee the privacy and confidentiality of information. Sensitive material transferred over the internet (including FTP and E-mail) may be at risk of detection by a third party. Caution must be exercised when transferring material in any form.

It is against federal law and the School’s policy to violate copyrights or patents of others on or through the internet. Students may not download or use copyrighted material without obtaining proper written authorization.

Only computers with up-to-date anti-virus software will be given internet access.

From time to time D'Youville College will make determinations on whether specific uses are consistent with the School’s acceptable use policies. Currently, the School has determined the following activities to be unacceptable uses of the internet:

- Use of the internet for any illegal purposes.
- Any use for commercial or for-profit purposes.
- Any use for product advertisement.
- Promotion of personal political beliefs.
- Access or processing pornographic material.
- Shopping, stock trading, or other similar personal business.
- Downloading music files.
- Instant messaging (MSN Messenger, AOL Instant Messenger, etc.)
- Distribution of unsolicited materials to others.

When a student is found in violation of internet use policies the school may immediately suspend the student’s internet privileges and in those instances where criminal or illegal conduct is suspected, the school shall also contact the appropriate local, state, and federal agencies.

**Email Policy** – D’Youville College will make reasonable efforts to maintain the integrity and effective operation of its electronic mail systems, but users are advised that those systems should in no way be regarded as a secure medium for the communication of sensitive or confidential information.

Because of the nature and technology of electronic communications, D’Youville College can assure neither the privacy of an individual’s use of the electronic mail resources nor the confidentiality of messages that are transmitted, received, or stored.

Understand that, with no notice to the user, Network Administrators routinely monitor and make backup copies of computer resources, including, but not limited to the network communications systems, e-mail messages, and internet log sites, to assure the smooth functioning of the computer resources and they may have the ability to view the user’s files, messages, or other communications.

Currently, the School has determined the following activities to be unacceptable uses of Email:
- Using an email account owned by someone else.
- Sending harassing, obscene, and/or other threatening messages to another user.
- Sending unsolicited junk mail.
- Sending material that infringes upon the copyright of another person.
- Sending chain letters.
- Sending commercial or advertising material to users or other organizations.
- Distributing E-mail to everyone in the School without proper authorization.
- Distributing hate mail, discriminatory remarks, and pornographic material.
- Using E-mail to share confidential information about students or employees.

**Pornography, Spam, and Other Email Nuisance** – Please be aware that our email filters do not stop at all pornography, adware, spyware, and etc. To turn off the automatic download of these images to your email, please call our Help Desk (8282). Students must keep antivirus, spyware, and adware up to date.
F. Policy Statement on Intolerance

The School is committed to creating an educational environment which is free from intolerance directed toward individuals or groups and strives to create and maintain an environment that fosters respect for others. As a health science educational institution, the School has a mandate to address problems of a society deeply ingrained with bias and prejudice. Toward that end, the School provides opportunities for educational programs and activities to create an environment in which the diversity and understanding of other cultures is valued.

G. Sexual and Other Forms of Harassment

It is the policy of the School that all the students have the right to learn in an environment free from any type of discrimination, including harassment. This policy statement is meant to ensure all of our students that under no circumstances, will the school tolerate any form of harassment, which includes, but is not limited to: threatening, offensive, or intimidating behavior or remarks; demands for sexual favors; or behavior which creates a hostile or intimidating atmosphere, because of someone’s sex, age, race, color, national origin, religion, creed, and/or job related disability.

Harassment of another person will result in disciplinary action, up to and including dismissal from the school, against any student, employee, or staff member who is found, upon investigation, to have engaged in such conduct.

Non-sexual Harassment – Harassment of nonsexual nature is verbal or physical conduct that denigrates or shows hostility or aversion towards an individual because of his/her race, color, religion, national origin, marital status, age, disability, or sexual orientation, and that;

- Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
- Has the purpose or effect of unreasonably interfering with an individual’s academic work or performance; or
- Otherwise adversely affects an individual’s academic or employment opportunities.

Harassing conduct includes, but is not limited to the following:
- Epithets, slurs, negative stereotyping; threatening, intimidating or hostile acts that relate to race, color, religion, national origin, marital status, age, disability or sexual orientation; and
- Writing or graphic material that denigrates or shows hostility or aversion toward and individual or group because of race, color, religion, national origin, marital status, age, disability or sexual orientation that is placed on walls, bulletin boards, or elsewhere on the college’s premises or circulated in the classroom or workplace.
While all forms of harassment are prohibited, sexual harassment is sometimes less easily understood. For that reason, it is discussed specifically below. Note, however, that all forms of harassment will be dealt with following the same procedures that are set forth for sexual harassment.

**Sexual Harassment** – Sexual Harassment is a form of conduct that undermines the integrity of human relationships. Accordingly, D'Youville College and the School of Pharmacy views sexual harassment as inappropriate conduct that will not be tolerated. Sexual harassment is also a form of sex discrimination, which is illegal, under the New York State Human Rights Law, as well as under Title VII of the Civil Rights Act of 1964, as it related to employees under Title IX of the Education Amendments of 1972, as it relates to students.

Sexual harassment may be described as unwelcome sexual advances, requests for sexual favors, or other physical or expressible behavior of sexual nature where:

- Submission to such conduct is made explicitly or implicitly a term or condition for an individual's employment or education.
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting an individual; or
- Such conduct has the purpose or effect to substantially interfere with an individual's academic or professional performance, or creates an intimidating hostile or offensive work or academic environment even if the person engaging in the conduct does not intend to interfere, intimidate, or be hostile or offensive.

**Reporting/Formal Procedure** – D'Youville College and the School of Pharmacy will not tolerate harassment by any member of the school community. Specific concerns or complaints regarding harassment should be brought to the attention of the persons designated below who will promptly, fully, and objectively investigate the complaints to determine its merits.

Any student, faculty member, or non-faculty member who believes he or she is harassed in violation of college policy, or witness what he or she believes is harassment in violation of College and School policy, has an obligation to report such harassment either to his or her department chairperson, immediate manage, the Director or Personnel, Assistant Dean of Faculty and Student Affairs, Dean, or Vice President for Student Affairs. Complaints will be processed either informally or, if necessary, through the formal procedure as described below.

At the informal level, the main goal will be to resolve the situation to the mutual agreement of all parties. At this stage, employees or students who believe they have been harassed can consult a department chairperson, Dean, Director of Human Resources, manager, or supervisor responsible for the resolution of student or workplace problems in an effort to resolve the matter informally without the necessity of a full-blown investigation. An informal resolution may include a meeting between the affected parties or a personal letter by the employee or student to the alleged harasser
that outlines the problematic behavior, describes the effect of the behavior on the letter writer, and expresses a wish for the behavior to stop.

If the complaint is not satisfied with the outcome at the informal stage, he or she can request an investigation. At this point, the responsible college representative will investigate the complaint by conducting interviews of the necessary parties; including the accused, the complainant, and any witnesses or others deemed necessary to complete the investigation. After completion of the investigation, the responsible college or school representative will meet with the complainant and the accused (if appropriate) separately, to review the investigation findings and possible resolution to the claim. If the employee or student who has made the complaint is not satisfied with the outcome, he or she should proceed to the college’s grievance procedure or to the student grievance procedure, whichever is applicable.

Any faculty member or non-faculty employee who has been found by the college to have engaged in harassment in violation of college and school policy will be subject to disciplinary action, up to and including discharge. Any discipline will be handled in accordance with appropriate college policies. Any student who had been found by the college and school to engage in harassment in violation of the college and school policy will be subject to sanctions in accordance with the student handbook, up to and including dismissal from the program and college.

**H. Campus Security, Safety, and Emergency Notification System**

**Campus Security** – D'Youville College desires to create a safe, supportive environment for its students. D'Youville’s facilities are well maintained and its security is given consistent attention in the interest of students, staff, and faculty.

There are four security posts on campus: The main entrance to the D'Youville Academic Center (716) 829-7550, Marguerite Hall (716) 829-7695, the Montante Family Library (716) 829-8117, and the Apartments (716) 829-8890. Security enforces the rules and regulations of the college. Guards are responsible for access control for buildings, alarm response, and criminal activity investigations. The security department has a close, working relationship with the Buffalo Police Department. Any exceptional needs should be directed to the facilities office in the KAB (716) 829-7677.

The emergency phone line to security is (716) 829-7777. This number is for SERIOUS EMERGENCIES ONLY. Routine calls and general security issues should be addressed by calling the main desk at (716) 829-7550.

As the need arises, security is empowered by the college to take whatever actions necessary to maintain order, campus discipline, and the safety of all students and employees. This especially applies to emergency situations or cases that need immediate attention. All such situations will subsequently be reviewed by college administration to insure due process for all. Security will also assist the college in conducting disciplinary and crime investigations.
By law, D'Youville College is required to provide information about its on-campus crime statistics. Students may visit the U.S. Department of Education College and University Crime Statistics (www.ope.ed.gov/security) or contact the Vice President for Student Affairs for more information at (716) 829-8199.

**Safety** – It is the goal of the D'Youville College to provide a safe and healthful environment for its faculty, staff, students, and visitors on our campus. To achieve this goal, this policy statement has been established.

We all have a responsibility and an interest in insuring that D'Youville College is operated safely to minimize health hazards and reduce the risk of injury. The president and the president’s council ask that we all join in, by doing our part and making a sincere effort to make our campus free from health hazards and injury as possible.

Not only do all supervisory personnel share in this safety responsibility to make their work environment as free as possible from safety and health hazards, but also each individual has a personal responsibility to act in a safe manner and report health and safety risks. Each of us can take positive actions that will minimize risks of safety, both inside our buildings and on the campus grounds by reporting unsafe conditions to the college facilities office at (716) 829-7667.

Since unsafe/unhealthy conditions can injure people or damage equipment and property, safety is everyone’s responsibility. We believe that most accidents can be prevented by increasing awareness and by taking common sense precautions. The extent of the safety responsibility an individual bears is directly proportional to the overall responsibilities for personnel, facilities, and equipment for which each individual is responsible.

By maintaining as safe an environment as possible, we can help prevent injury to co-workers, student, or visitors to our campus.

**Emergency Notification System** – The college maintains an emergency notification system. This system will only be used for emergencies and weather-related situations. The current contact information that you have listed with the college will be entered into the system. This includes one phone number and your D’Youville e-mail address. However you can manage and update your own contact information within the system to ensure that it is current. Students will do this through their STACI account. Employees will receive a special e-mail with an authorization code to access their information. If you have any questions, contact neddy@dyc.edu.

**I. Alcohol, Drugs, and Weapons Policies**

Students in violation of the alcohol and other drug policy shall be processed as follows:
• An assessment and education program shall be conducted. Dependent upon the assessment and the particulars of the violation, any of the following may occur:
  • Assignment of an independent drug or alcohol education project.
  • Community service assignment.
  • Referral for clinical evaluation and treatment as indicated.
  • Legal notification.

Repeat offenses, trafficking, and complicating factors may result in stricter penalties. The college reserves the right of family notification in instances deemed appropriate and beneficial to the student.

Alcoholic Beverages – Regulations forbid unauthorized possession, consumption, or distribution of alcoholic beverages on or in college property or at off-campus College functions. Regulations shall pertain to all students, faculty, employees, and guests of D'Youville, as well as those personnel contracted for service to the college. Violations shall be grounds for disciplinary action.

A. AGE: An individual shall be 21 years of age to possess, distribute, or consume alcoholic beverages on campus or at off-campus college functions.

B. SALE AND USE:
  • Sale or use of alcoholic beverages on campus or at off-campus functions requires the formal approval and registration of the function with the coordinator of event services or designee.
  • Sale or use of alcoholic beverages shall take place only in the area specified for approval by the coordinator of event services or designee.
  • In the residence hall, approved areas for drinking shall be assigned rooms (where legal and applicable according to hall policy) and floor lounges with the exception of the lower level.
  • Persons or groups receiving approval for sale/distribution of alcoholic beverages shall obtain the necessary New York State license. Paper work is available from the coordinator of event services.
  • Alcoholic beverages shall not be given as prizes, rewards, or inducements. Open bars are not allowed, cash bars only.

C. BEHAVIOR: Any of the following actions on campus or at any off-campus college functions will result in disciplinary procedures against those involved. Any person bringing guests to campus shall be responsible for making regulations known to their guests. Any violation by guests shall be attributed to the host/hostess.
  • Granting access or serving alcoholic beverages to those less than 21 years of age.
  • Destruction of college property or personal property, either on campus or at any official college function, consequential to the use of alcohol.
• Behavior, noise, or conduct, which infringes on the rights of others and is consequential to the use of alcohol.
• Use of false identification to obtain alcoholic beverages.
• Public intoxication.

D. CONTAINERS:
• Carrying open containers of alcoholic beverages outside of approved or registered areas is forbidden.
• Kegs, beer balls, and cases (full or partial) shall not be allowed in the residence halls.
• Kegs, beer balls, and cases shall only be allowed at formally approved functions.
• Beer, wine, or liquor containers cannot be used in residence halls rooms for decorative or other purposes.

E. EVENTS: Any approved events, on or off campus involving the sale/use of alcoholic beverages, shall be registered with the coordinator of event services, and conducted by the following guidelines.

1. Individuals sponsoring the approved even must implement measures to ensure that alcoholic beverages are not accessible to:
   • Those under 21. Proofing services must be in effect.
   • Individuals who appear intoxicated.
   • Persons exhibiting inappropriate behavior.
   • Individuals outside the approved drinking area.
2. Nonalcoholic beverages, food, and snacks of substance shall be readily available in sufficient quantities.
3. Drinking contests and games may not involve alcoholic beverages in any way.
4. Individuals may not “bring your own” alcohol to any on- or off-campus event.
5. Promotion and advertisement of any event must include the availability of alcohol-free beverages on an equal and comparable basis as alcoholic beverages. Alcohol may not be used as the inducement for participation or the main focus.
6. Individuals sponsoring the event are responsible for:
   • Knowing liability of hosting and alcohol laws for such an event and for implementing the steps necessary to ensure compliance with these regulations.
   • Notifying security and appropriate college officials of problems that arise.

F. MARKETING: Beverage marketing programs aimed at the D'Youville College campus shall conform to the code of student conduct and shall avoid demeaning sexual or discriminatory portrayal of individuals. Promotion shall not encourage alcohol abuse, give away free alcohol, encourage inappropriate behavior or portray alcohol consumption as a solution to personal/academic problems or as a necessary to social, sexual, or academic success.
G. DISCIPLINARY ACTION: Failure to comply with any stated policies may result in disciplinary action against an individual or group. Such action shall follow the procedure of the Student Conduct Committee, or if the behavior is deemed serious enough, the Vice President of Student Affairs or designee may take whatever immediate action is needed to maintain order and prevent harm to any person.

H. Weapons – The possession of weapons, firearms, fireworks, explosives, open flame devices, or combustible material on college property is strictly prohibited. Unauthorized use of electrical detection and signaling equipment or tampering with fire protection apparatus is subject to disciplinary action and/or referral to civil authorities.

J. Behavior

The college takes the position that each student is fully responsible for his/her own behavior. The college does not, and will not, accept the responsibility for the actions of any individual student, or group of students. The Vice President for Student Affairs or designee may take the appropriate disciplinary action if a student's or group's on- or off-campus behavior adversely affects the good name of the college or represents a threat to any individual, group, or the order of the community. This includes, but is not limited to, psychological or physical abuse as well as offensive or obscene behavior intended to injure or insult any person. The Vice President or designee will act to protect the due process of all involved students while working within the college's disciplinary guidelines.

Students who are involved in violent behavior, such as fighting, hitting, or assaulting another person on or off campus may be subject to immediate suspension from the residence halls and/or from the campus. The final college judicial decision will determine if this suspension is too permanent. If a student is suspending from the residence halls, the college will not assume any responsibility for locating alternate housing for the affected student(s). Violent action against any college employee or student also carries with it the immediate possibility of arrest by the local authorities and possible criminal charges.

K. Smoking Policy

As members of a pharmacy school committed to training and educating future pharmacists, we have a responsibility to be professional role models for proper health maintenance and prevention. We are all concerned about the health and well being of the individuals who learn and work here as well as those who visit here. New York state law prohibits smoking in the buildings and on the grounds of all schools, colleges, and universities. Thus, smoking is not allowed in any college building or anywhere on the college grounds. Security personnel and other college employees will enforce the state laws and fines for disciplinary action will be enacted for violators. Fines will be $50.
Questions or concerns can be directed to the Vice President for Student Affairs or the Vice President for Operations.

**L. Guests**

Any student who brings guests to the campus is responsible for making college regulations known to the guests and is held responsible for this conduct.

Only matriculated students are permitted in the School of Pharmacy. Non-students are not permitted to attend didactic or laboratory sessions without special permission of the Assistant Dean of Faculty and Student Affairs. These regulations are STRICTLY observed.

Students wishing to bring a visitor to any part of the building must arrange for a special visitor's pass, in advance, with the Assistant Dean of Faculty and Student Affairs, who will notify appropriate Department Chairs, faculty, staff, and security.

**M. Recording Lectures**

Any electronic taping of lectures or verbatim or near-transcribing of lectures is not authorized by the administration of the School and is strictly at the discretion of the instructor. In all instances, prior approval of the instructor must be obtained and the instructor is to be informed that he or she is not under pressure from the administration to be transcribed and that such permission from the instructor to tape is strictly on a voluntary basis. The privilege may be withdrawn at any time.

**N. Religious Holidays**

*Religious Holidays* – D’Youville respects and acknowledges the major religious holidays designated below. Should classes be scheduled on any of these days, students may approach instructors to be excused for the purpose of religious observance. Following our clear obligation to conform to state law, no student is to be penalized for being absent from class for reason of religious observance. Faculty members may choose to cancel class for the same reason.

As a policy, the college asks faculty to refrain from scheduling examinations, tests, or crucial presentations on the religious holidays hereafter noted. If problems do arise, faculty should make every effort to assist the student(s) excused for the religious day.

If satisfactory arrangements between the student and instructor cannot be made, and the appropriate department chair does not make a resolution, an appeal may be taken to the appropriate academic officer.

It is importation that everyone cooperates and has a complete understanding of this policy.
The major religious holidays include the following and are listed on the calendar: Rosh Hashanah, Yom Kippur, Eid al-Fatir, Good Friday, Eid al-Adha, and Passover.

**Cancelation of Classes** – A decision of canceling classes and/or closing D'Youville College in an emergency or because of weather conditions will be made by the President as early as possible for day and evening classes, in consultation with the Vice President, Vice President for Student Affairs, and the Facilities Coordinator. If the President is unavailable, the preceding in order will make the decision. Weather closings will be announced through the college’s emergency notification system as well as announced over local media outlets and posted on the college website, www.dyc.edu. No clinical duties will be canceled because of weather; only didactic and laboratory classes may be canceled.

**O. Participation in Student Governments, Clubs, School of Pharmacy Committees and Conference Meetings**

Students must have at least an 80% average with no course failures and passing all currently enrolled courses to:

- Serve as a class officer
- Serve as an officer of a School of Pharmacy club or organization
- Serve on a college wide committee
- Attend any off-campus conference/meeting.

**PHARMACY STUDENT SENATE** – The Student Senate will be charged to facilitate communication between students, faculty, administration, other student organizations at D’Youville College, and other Schools of Pharmacy and to organize social, professional, and/or charitable activities. Senate meetings will be a forum for the free exchange of ideas and goals between the administration and students, and as a vehicle for students to express their concerns and suggestions about curricular, experiential, and general program issues. The Senate will be comprised of elected representatives for each professional year and officers from student organizations.

**THE SCHOOL CLUBS AND ORGANIZATIONS** – Students are encouraged to participate in extracurricular activities through membership in the various clubs and organizations established by students.

**The American Pharmacists Association of Student Pharmacists (APhA-ASP)** – All D’Youville College School of Pharmacy students are members of APhA-ASP. The mission of the American Pharmacists Association Academy of Student Pharmacists is to be the collective voice of student pharmacists, to provide opportunities for professional growth, to improve patient care, and to envision and advance the future of pharmacy.

*D’Youville College School of Pharmacy APhA-ASP Faculty Advisors: Dr. Canio Marasco, Dr. Stephanie Brian and Dr. Michelle Lewis.*
Kappa Psi Fraternity - Kappa Psi Pharmaceutical Fraternity is the oldest and largest professional pharmacy fraternity in the world. The objectives of Kappa Psi are:

- To conduct a professional fraternal organization for the mutual benefit of its members;
- To develop industry, sobriety, and fellowship;
- To foster high ideals, scholarship, and pharmaceutical research;
- To support all projects which will advance the profession of pharmacy and to actively participate in them;
- To inspire in its members a deep and lasting pride in their Fraternity and in the profession of pharmacy;
- To render such other services to its members and its profession as may seem feasible and as may be in accordance with the constitution and bylaws of the Fraternity.

*D’Youville College School of Pharmacy Kappa Psi Faculty Advisors: Dr. Stephanie Brian and Dr. Michelle Lewis.*

Phi Delta Chi Fraternity - Phi Delta Chi’s mission is to develop leaders to advance the profession of pharmacy. Phi Delta Chi, a lifelong experience, promotes scholastic, professional, and social growth in its Brothers. We strive to provide quality services to our patients, thereby advancing public health and strengthening ourselves as health professionals. The Phi Delta Chi values include Service, Learning Never Ceases, and Leader-Development. Phi Delta Chi will strengthen its Brothers in serving the community and driving the evolution of the profession of pharmacy. Each Brother will exemplify responsibility for sustained involvement in Phi Delta Chi throughout their lifetime.

The vision of Phi Delta Chi is that it will be the pharmacy fraternity of first choice for:

- Students seeking professional development and leadership skills;
- Faculty and administration seeking a respected student organization to develop students; and
- Employers seeking pharmacists with skills and experiences that set them apart.

*D’Youville College School of Pharmacy Phi Delta Chi Faculty Advisor: Dr. Rebecca Wait, and Dr. Stacie Lampkin*

SCHOOL COMMITTEES – Student representation on School committees is encouraged and mandates by committee charter. Students may recommend a list of candidates from their class to serve on School committees with final approval from the Assistant Dean of Faculty and Student Affairs. Students must be in good academic standing in order to serve on committees or participate in club or organization activities.
P. Recognition of Student Organizations

The first step in obtaining recognition for a new student organization is the submission of a petition to the Assistant Dean of Faculty and Student Affairs for administrative review, approval, and the assignment of an academic advisor(s). Upon approval by the Assistant Dean of Faculty and Student Affairs a petition must be submitted to the D'Youville College Student Association. The petition must include the goals of the organization, the proposed charter, the name of the faculty advisor, and list of charter members. This petition must be signed by the prospective officers and the faculty advisor of the new organization. The approval status of an organization is valid for one year, renewable on an annual basis. Administrative approval is important because only officially approved organizations and groups can use School facilities, be listed in School publications, and be eligible for institutional support.

Q. Student Organizations – Stationary and Use of School Logo

Student clubs or organizations requesting the use of the school/college logo, seal or facsimile thereof for correspondence or other purposes must have approval from the Assistant Dean of Faculty and Student Affairs. The request to use the school/college logo or seal or stationery bearing the school/institutional logo or seal must be submitted in a proposal, be signed by the faculty advisor, and be submitted in writing to the Assistant Dean of Faculty and Student Affairs for approval.

R. Student Sponsored Events

Any event conducted by a student group or organization recognized by the School is considered a student-sponsored event. Events of this nature require the approval of the Assistant Dean of Faculty and Student Affairs or respective organization advisor and logistics should be coordinated through the Assistant Dean of Faculty and Student Affairs. All requests for student-sponsored events should be submitted in writing to the Assistant Dean of Faculty and Student Affairs. Requests should include a statement of facilities required for the event. Scheduling forms for events involving the use of institutional facilities are available from the Assistant Dean of Faculty and Student Affairs.

Students or student organizations wishing to host events involving extracurricular academic activities, i.e., speakers, mini-courses, pharmaceutical exhibits, or non-credit courses must have the approval of the Assistant Dean of Faculty and Student Affairs. Written requests and/or activities request forms for approval must be submitted to the Assistant Dean of Faculty and Student Affairs.

Additionally, all activities sponsored by student groups or organizations must be registered with the Assistant Vice President of Student Affairs one month prior to activity. The college may take appropriate action if a student’s off-campus behavior adversely affects the good name of the college or represents a threat to any individual,
group, or the order of the community. If action is necessary, due process shall be afforded to parties.
9. STUDENT LIFE

A. Academic Computing

The department of academic computing coordinates computer classroom, computer lab and instructional media services through its labs and media division and provides distance education services through its distance learning division.

Academic computing manages computer labs located in the lower level of the Montante Family Library and the first floor of the D'Youville Academic Center (DAC), computer classrooms in the library and Bauer Family Academic Center (BFAC), and "smart" classrooms in BFAC, DAC, the D'Youville Education Center, and the Pauline Alt Building.

Academic computing encourages the appropriate integration of instructional media in the classroom. The department believes that classroom and computer lab technology is an important part of a rich learning environment. Different classrooms on campus take advantage of different technologies. It is the goal of the department to make these technologies easier to access and use.

The department's objective in distance education is to offer academically sound courses in a virtual education format and to use the Internet to bring D'Youville's academic resources to where students live. Academic computing maintains Modular Object Oriented Distance Learning Environment (Moodle) course management software. The software is used to build virtual classrooms for distance education purposes, a blog server (Project) used for academic blogging, and DDL, a web server used by faculty and students to create websites.

Academic computing provides technology in-service to faculty, students, and staff who use the campus computing facilities and distance education services. It supplies instructional media equipment to all college classrooms, supports digital video recording, and production, and provides post-production video editing for students, faculty, and staff. In addition, the department supports video production of college events, off-campus meetings, and conferences.

B. Campus Ministry

Campus ministry seeks to provide a variety of opportunities for the development of the student’s social, moral, and spiritual potential, while serving the various needs of the college community and the surrounding society. Campus ministry encourages all members of the college to grow in personal spirituality and to volunteer time and talent so as to enhance campus and community life.

Mass and other worship services respecting various religious traditions are available on and off campus. A directory is published that locates places and times of worship for both Christian and non-Christian places of worship. In an effort to celebrate religious
diversity, a variety of ecumenical experiences are also offered to the D'Youville community.

Campus ministry offers a variety of programs throughout the academic year. Such programs include religious educations, spiritual guidance, Bible study, counseling, retreats, social action programs, a service trip, social events, and both short term – long term volunteer opportunities. Campus ministry serves as custodian for a data bank in which one's volunteer hours are logged for later verification and reference.

C. Campus Security

Information on the college’s crime statistics are located at the U.S. Department of Education website, http://ope.ed.gov/security. Students may also contact the Vice President for Student Affairs at (716) 829-8199.

D. Career Services Center

The D’Youville College Career Services Center assists undergraduate- and graduate-level students, and alumni with preparation for the job market. Individual career counseling, resume/cover letter preparation, interviewing skills, job search advice, and reference file services are available. Career-related classroom workshops, on- or off-campus career fairs and a career resources reference library keeps students updated on career/employment trends, and changes in resume and cover letter styles that are major-specific. Additional services include scholarship and graduate school application assistance, an online job posting system for current full- and part-time employment seekers, and international volunteer and internship opportunities. Alternative long distance appointment options, including telephone and Internet, are available to Canadian students and alumni living outside the Western New York region.

E. Connections: Student Information and Resource Center

Connections is located on the first floor of the Bauer Family Academic Center, Room 101, and is the heart of student academics. The office accommodates all students and functions as a general student affairs office. Office hours during the fall and spring semesters are 8:30 a.m. to 7 p.m. Monday through Thursday and 8:30 a.m. to 4:30 p.m. on Friday to accommodate both day and evening students, faculty and staff.

The office is a central point for college information. College identification cards and commuter parking hang-tags are available, as well as, forms, applications, brochures, catalogs, and information on local and regional places of interest. Additionally, students are able to return required forms to the office. The office will then deliver the information to the correct location the next day. The office is concerned with the interests of all students and provides outreach to commuter, graduate, non-traditional, and evening students. Suggestions, comments, and concerns are welcomed. Students may stop by Connections or set up an appointment by calling (716) 829-7766 or e-mailing connections@dy.edu.
F. Bookstore

The bookstore is located on the first floor of the college center (716-829-7666, www.dyc.bkstore.com). Required textbooks and reference books, including medical atlases and dictionaries, are available for purchase in the bookstore. Books not in stock may be special orders with a deposit.

Hours are 8:30 am to 5 p.m. on Monday; 8:30 am to 6 p.m. on Tuesday; 8:30 am to 5 p.m. Wednesday and Thursday; and 8:30 am to 4:30 p.m. on Friday. Summer hours are 8:30 am to 4:30 p.m. Extended hours are offered at the beginning of each semester, summer sessions, and during special events. These hours are posted on the doors prior to and during the events.

Also available in the bookstore are logo imprinted sweatshirts, T-shirts, hats, paper products, writing instruments, and various supplies relevant to the profession of pharmacy or medicine. Cash, check, MasterCard, or Visa may be used for purchases.

G. The Kavinoky Theatre

Now celebrating its 33rd anniversary, The Kavinoky Theatre, owned and sponsored by D'Youville College to promote the cultural richness of both the campus and the wider community, is a fully professional company presenting a season of six plays each year in its beautifully restored Edwardian auditorium. The Kavinoky presents a wide variety of works, from classic dramas and musicals to world and regional premieres of important and emerging writers. D'Youville College students may purchase tickets for Kavinoky performances at greatly discounted prices.

H. Day-Care Centers

The college does not offer on-campus childcare facilities. The Childcare Resource Network, at (716) 877-6666, is an information and referral service on childcare services, pre-school, daycare, before-and-after school extended programs, family daycare providers, and nursery schools; and offers information on quality and regulations. There is no fee for the network's service.

I. Personal Counseling and Suicide Prevention

Personal Counseling – Professional New York State licensed mental health counselors provide personal counseling to D'Youville College Students. The service is available on an individual or group basis and regards personal, social, and educational concerns. Counseling is private, confidential, and free of charge. Mental health counseling deals with issues related to growth, development, and adjustment in personal, social, and educational areas of concern. For additional information in this area including links to online mental health resources, one may visit the personal counseling center site at www.dyc.edu and click on offices and services. Programs,
including seminar workshops and stress management clinics, are provided throughout the year to promote student mental and emotional health and positive well-being.

Additional services include mental health programming, a self-help resource library, medication management by a board certified psychiatric nurse practitioner, and evaluations with community referral.

**Suicide Prevention** – Any student who engages in suicidal behaviors and/or verbalizations must be evaluated by a D'Youville College psychiatrist or psychologist. The student can only resume their coursework, clinical rotation, or practice experience upon written documentation from the evaluating psychiatrist or psychologist which clearly and obviously states that the student is not a threat to himself/herself and is capable to return to the academic program.

All students are required to take action, report, or intervene when an individual(s) is at potential risk of suicidal behavior. The scope of this policy included any D'Youville College program, building, grounds, vehicles, rental space, affiliated hospitals, or locations of official D'Youville College functions. Violations of this policy may include disciplinary action, dismissal, or termination. For the purpose of this policy, suicidal behavior is defined as direct or veiled statement(s), attempted act(s), threat(s), or gesture(s) in which a person engages in life threatening behavior(s) and/or harmful intentions toward themselves.

**J. Student Health Services**

The Health Center, on the first floor of Marguerite Hall, provides information, health counseling, emergency treatment, tuberculosis screening, immunizations, health insurance information, and printed materials. Clinics are offered Monday through Friday. A full-time nurse practitioner staffs the center. A complete pre-entrance physical examination which includes the New York State immunization requirement is required of all students. D'Youville College strongly recommends that all full- and part-time students have medical insurance. Medical insurance can be purchased during the first six weeks of each semester. Contact the Health Center at (716) 829-8777 for information on individual and family policies. By federal law, all international students must carry health insurance coverage. International students will be billed directly by the college for this insurance which will be managed through the health center. Students pursuing clinical placements and/or other forms of training external to the college may be required to have health insurance and additional immunizations depending on the off-campus placement.

**K. Disability Service and Learning Center**

**Disability Services** – Students with disabilities, who need assistance in some aspect of college life (learning how to get around campus without using stairs, assistance with academics, or special testing arrangements), should contact the Coordinator of Disability Services (CDS) at (716) 829-7728, for assistance. The CDS will evaluate the
students’ needs and determine what services are needed based on documentation from an appropriate source. Examples of other services used by students include scribes, readers, not takers, enlarged texts, screen readers for lab computers, taped texts, priority registration, etc.

Students with disabilities are eligible for special testing accommodations. Individuals with disabilities, who provide appropriate documentation, will be provided with reasonable accommodations to assure access, independence, and full participation in the mainstream of the educational and work process. These accommodations include, but are not limited to, alternate locations and extended time periods. Students who have any questions regarding eligibility for special testing arrangements should contact the Coordinator of Disability Services at (716)829-7728.

**Learning Center** – The Learning Center helps students meet their academic goals. Among the services offered by the Learning Center are tutorial assistance, academic counseling, and instruction in reading, writing, chemistry, and math. The Learning Center also provides support and accommodations for students with disabilities. For further information, students may visit the Learning Center on the 4th floor of the Koessler Administration Building or may call (716) 829-7690.

The Learning Center is comprised of the Disability Services Office (DSO), Student Support Services (SSS), Access Program, and the Arthur O. Eve Higher Education Opportunity Program (AOEHEOP), which is co-sponsored by the New York State Education Department and D’Youville College.

Student Support Services administers the Skills Assessment Inventory (SAI), consisting of reading, writing, math, and chemistry, to all incoming students, including transfers. The purpose of this inventory is to determine students’ readiness for required courses and to advise them of the need for developmental courses, if necessary. Students must complete the SAI to be eligible for peer or professional tutoring. SSS provides non-credit courses in reading and study skills, writing, and math.

Professional tutorial assistance is provided in reading, writing, and math using content from credited courses as a basis for instruction. Guidance in organization, structure, and grammar for all types of writing assignments, including graduate thesis, is also provided for both undergraduate and graduate students. An intensive four-week pre-college skills program, EXCEL, is offered in the summer to enable incoming freshmen to improve their basic skills. Depending on availability, professional and peer tutors are also present to assist with skill development for high-risk courses.

In addition to instructional programs, academic counseling is available in the areas of personal development, academic advisement, and policies and procedures at D’Youville College.
The Learning Center is open Monday through Friday, from 8:30 a.m. until 4:30 p.m. It is recommended that students schedule appointments by calling (716) 829-7690.

**L. Writing Tutorials**

Professional writing tutors help guide students in their individual assignments, projects, and theses. Clarity, formal academic writing, and proper documentation are emphasized during periodic conferencing. Students working on major writing tasks are encouraged to meet with a tutor early in the process. For assistance, students may call (716) 829-7797 (Tuesday/Thursday) or (716) 829-7773 (Monday-Friday) for an appointment, or visit the tutorial office in KAB, Room 413.

**M. Financial Aid**

The financial aid office is the key to obtaining all the aid possible to meet the expenses of a college education. Financial aid personnel will help determine what types of aid to apply for and will explain deadlines, requirements, and conditions in accordance with federal and state regulations.

**N. Grievance Procedure**

The college is committed to the education and social development of its students. If, in the course of this complex educational process, a student feels he/she has been treated unfairly by a college employee, the college has both a standard grievance procedure and a grievance officer. Students can refer to the student handbook for a description in detail or contact the Associate Vice President for Student Affairs, for more information call (716) 829-7766.

**O. International Student Office (ISO)**

D'Youville College prides itself on its cultural diversity and is pleased to host students from more than 30 different countries. With the ever-expanding international student population at D'Youville, the International Student Office (ISO) plays a pivotal role in helping those students with visas, I-20s, adjustment issues, orientation, obtaining social security numbers, optional practical training, as well as any other immigration matters. The ISO is also involved in the international host family program, the international student club, the annual International Fiesta, and many more cultural and immigration presentations on campus. The ISO plays another vital role on campus. It is responsible for administering the study abroad programs offered by D'Youville College. Students are encouraged to plan ahead and visit the ISO early for more information about the study abroad programs. The ISO is located in the D'Youville Academic Center, Suite 219, with office hours Monday to Friday 8:30 a.m. to 4:30 p.m. All students are welcome and encouraged to stop in.
P. Multicultural Affairs

The office of multicultural affairs provides multicultural students with academic, social, and personal support services. The office works to foster within the college community a respect and appreciation for the history, traditions, and culture of all students, with a focus on multicultural groups. Toward this end, the office of multicultural affairs provides a range of programs and activities that includes lectures, seminars, historical tours, receptions, award ceremonies and festival events. The office also provides counseling and other support services to help students maximize their learning experiences and involvement in the campus community.

Q. Residential Living

The apartment-style residence for D’Youville students offers privacy and independence of off-campus living with the convenience and benefits of on-campus life. Located next to the academic area, students are a few steps from classes, the library, and other campus facilities, making it very easy to get to their destination quickly. With specially designed four-bedroom and studio apartments, recreation area, computer room, free laundry facilities, parking, and 24-hour security, the complex makes a student’s time at D’Youville comfortable and accommodating. All apartments are roomy and fully furnished. The four-bedroom apartments feature two full baths. Other amenities in the apartments include; air-conditioning, full-size refrigerator/freezer, microwave plus stove, cable TV, local phone service plus internet access. For questions about living in the apartment complex, please contact the Director of Residence Life, 109 Marguerite Hall, and (716)829-8500. Applications and additional information are available online at www.dyc.edu/residence_life.

R. Veterans Benefits

D’Youville College is approved by the New York State Division of Veterans Affairs for the training of veterans and other eligible individuals. The college has been designated as a military-friendly school by GI Jobs magazine, placing in the top 15 percent of all colleges and universities nationwide. Veterans, the dependents of disabled or deceased veterans and the dependents of active duty military personnel may contact the Director of the Veterans Affairs office, (716) 829-7836, for an application and more information.

The D'Youville Veterans Advantage:
- A full service office that provides not only educational counseling but also assistance for all other issues affecting the student-veteran.
- A liberal military leave of absence policy
- A Student Veterans’ of America Chapter (SVA) on campus
- A veterans lounge
- The veteran’s affairs office is run by a Vietnam-era combat veteran.
10. PLEDGE OF PROFESSIONALISM AND OATH OF A PHARMACIST

**A. 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 society and myself as I become a member of the pharmacy community. Integrity must be an essential part of my everyday life and I must practice pharmacy with honesty and commitment to service.

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

- DEVELOP a sense of loyalty and duty to the profession of pharmacy by being a builder of community, one able and willing to contribute to the well-being of others and one who enthusiastically accepts the responsibility and accountability for membership in the profession.
- FOSTER professional competency through life-long learning. I must strive for high ideals, teamwork, and unity within the profession in order to provide optimal patient care.
- SUPPORT my colleagues by actively encouraging personal commitment to the Oath of Maimonides and a Code of Ethics 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 to the patient centered caregiver.

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

**B. Oath of a Pharmacist**

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

- I will consider the welfare of humanity and relief of human suffering my primary concerns.
- I will apply my knowledge, experience, and skills to the best of my ability in serving the public and other health professionals.
• I will keep abreast of developments and maintain professional competency in my profession of pharmacy.
• I will obey the laws governing the practice of pharmacy and will support enforcement of such laws.
• I will maintain the highest principles of moral and ethical conduct.
• I will address the challenges and opportunities in the profession of pharmacy and will participate in the change process.
• I take these vows voluntarily with the full realization of the responsibility with which I am entrusted by the public.

The Oath of a Pharmacist is based on the “Oath and Prayer of Maimionides” with input from the American Pharmaceutical Association (APhA) and the American Associate of Colleges of Pharmacy (AACP). The Board of Directors of AACP approved the Oath of a Pharmacist in 1983 and has made it available to every college and School of Pharmacy.

C. Code of Ethics for Pharmacists

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

1. A pharmacist respects the covenantal relationship between the patient and pharmacist. Considering the patient-pharmacist relationship as a covenant means that a pharmacist has moral obligations in response to the gift of trust received from society. In return for this gift, a pharmacist promises to help individuals achieve optimum benefits from their medications, to be committed to their welfare, and to maintain their trust.

2. A pharmacist promotes the good of every patient in a caring, compassionate, and confidential manner. A pharmacist places concern for the well being of the patient at the center of professional practice. In doing so, a pharmacist considers needs stated by the patient as well as those defined by health science. A pharmacist dedicated to protecting the dignity of the patient. With a caring attitude and a compassionate spirit, a pharmacist focuses on serving the patient in a private and confidential manner.

3. A pharmacist respects the autonomy and dignity of each patient. A pharmacist promotes the right of self-determination and recognizes individual self-worth by encouraging patients to participate in decisions about their health. A pharmacist communicates with patients in terms that are understandable. In all cases, a pharmacist respects personal and cultural differences among patients.
4. A pharmacist acts with honesty and integrity in professional relationships. A pharmacist has a duty to tell the truth and to act with conviction of conscience. A pharmacist avoids discriminatory practices, behavior, or work conditions that impair professional judgment, and actions that compromise dedication to the best interests of patients.

5. A pharmacist maintains professional competence. A pharmacist has a duty to maintain knowledge and abilities as new medications, devices, and technologies become available as health information advances.

6. A pharmacist respects the values and abilities of colleagues and other health professionals. When appropriate, a pharmacist asks for the consultation of colleagues or other health professionals or refers the patient. A pharmacist acknowledges that colleagues and other health professionals may differ in the beliefs and values they apply to the care of the patient.

7. A pharmacist serves the individual, community, and societal needs. The primary obligation of a pharmacist is to individual patients. However, the obligations of a pharmacist may at times, extend beyond the individual to the community and society. In these situations, the pharmacist recognizes the responsibilities that accompany these obligations and acts accordingly.

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

ALLIED HEALTH STUDENT CLINICAL PLACEMENT MEDICAL CERTIFICATION / ASSESSMENT

This form must be completed prior to registration for all D’Youville College students enrolled in an Allied Health program.

✓ Parts A and B should be completed by the student and Parts C and D should be completed by a physician, NP, PA, or DC.
✓ Student or parent / guardian (if student under 18 years old) needs to sign the Authorization for Health Service on page 2.
✓ Keep one copy for your records.
✓ Return the original to: Health Center, D’Youville College, 505 Prospect Ave., Buffalo, NY 14201
✓ Submit an additional copy of the immunization records (Part D on pages 6-7) to your program (e.g. Chiro, Dietetics, Nursing, OT, PA, PT, or Pharmacy).

Part A- To be Completed by Student

**Personal Information**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Date of Birth</th>
<th>Social Security Number</th>
</tr>
</thead>
<tbody>
<tr>
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<td>_____ / _____ / 19 _____</td>
<td>_____ / _____ / ______</td>
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<table>
<thead>
<tr>
<th>Permanent Home Address</th>
<th>Home Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street __________________ State / Prov. ______ Zip /Post</td>
<td>(____) ______ -</td>
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</table>

<table>
<thead>
<tr>
<th>Local Home Address (if known)</th>
<th>Local Phone Number (if known)</th>
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</thead>
<tbody>
<tr>
<td>Street __________________ State / Prov. ______ Zip /Post</td>
<td>(____) ______ -</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Birth Place</th>
<th>Sex</th>
<th>Cell Phone number (if known)</th>
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<tbody>
<tr>
<td></td>
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<td>(____) ______ -</td>
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<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Relationship to Student</th>
<th>Home Phone Number</th>
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<td>(____) ______ -</td>
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<table>
<thead>
<tr>
<th>Home Address</th>
<th>Work Phone Number</th>
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<tbody>
<tr>
<td>Street __________________ State / Prov. ______ Zip /Post</td>
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<th></th>
<th>Cell Phone Number</th>
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<td>(____) ______ -</td>
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</table>
Health Insurance Information
(As an alternative, students may attach a copy of their health insurance card)

<table>
<thead>
<tr>
<th>Name of Company and Type of Insurance Coverage</th>
</tr>
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<tbody>
<tr>
<td>Group Number</td>
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</tbody>
</table>

D’YOUVILLE COLLEGE STRONGLY RECOMMENDS ALL STUDENTS HAVE HEALTH INSURANCE. THE CAMPUS HEALTH CENTER HAS INFORMATION ON POLICIES FOR STUDENTS.

**AUTHORIZATION FOR HEALTH SERVICE**

1. Permission is hereby granted to the D’Youville College Health Center to administer medical services.

2. Permission is also granted in the event of an emergency to:
   a) Perform emergency procedures and administer medical care;
   b) To refer the student to a duly licensed physician, surgeon, dentist, or recognized hospital;
   c) To grant on my behalf to any such licensed physician, surgeon, dentist, or recognized hospital permission to perform any diagnostic, medical, or surgical treatment deemed appropriate by the College health service, or such physician, surgeon, dentist, or recognized hospital.

The Law requires that before medical or dental services can be performed for a person under 18 years of age, permission must be secured from the parent or guardian. Signing below grants this permission.

Signature of Student _______________________________ Date ________
(if student over 18 years of age)

Signature of Parent / Guardian ____________________________ Date ________
(if student under 18 years of age)
Part B - To be Completed by Student:

**SELF-REPORTED MEDICAL HISTORY**

**Allergies**
Check appropriate response and describe (if necessary) the reaction that occurs.

- [ ] No Known Allergies
- [ ] Medication Allergy
- [ ] Environmental / Seasonal Allergy
- [ ] Insect or Bee Allergy
- [ ] Food Allergy

_________________________________________________________________

Current Prescription Medications
- [ ] I currently do not take any prescription medications.
- [ ] I take the following prescription medications:

<table>
<thead>
<tr>
<th>Name</th>
<th>Dosage and Dosing Schedule</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

Review of Systems
Please check "yes" if you have had any of following conditions. Explain “yes” answers in the space provided below.

<table>
<thead>
<tr>
<th>YES</th>
<th>YES</th>
</tr>
</thead>
</table>

**YES**

**CAR迪AC**
- High Blood Pressure
- High Cholesterol
- Irregular Heart Rate
- History of Palpitations
- Chest Pain

**DENTAL**
- Bleeding Teeth
- Poor Teeth
- Wisdom Teeth Extraction
- EARS / NOSE / THROAT
- Hearing Loss / Deafness

**EYES / EARS**
- Color Blindness
- Wear glasses/contact lenses
- Eye injury / Disease
- Blindness
- Hearing Impaired

**NEUROLOGICAL**
- Migraines/Frequent Headaches
- Dizziness / Fainting
- Severe Head Injury / Concussion
- Insomnia
- Neuromuscular Disorder

**GASTROINTESTINAL**
- Frequent Ear Infections
- Perforated Eardrum
- Repeated Nosebleeds
- Frequent Sinus Infections
- Tonsils/Adenoids Surgery
- Gallbladder Problems

**INFECTION**
- Infectious Disease
- Hemorrhoid Problems
- Chicken Pox
- Appendectomy

**HEMATOLOGIC**
- Anemia / low iron
- Sickle Cell Trait / Disease
- Clotting Disorder

**HERMOLOGIC**
- Mononucleosis
- Meningitis
- Measles / German Measles
- Mumps

**MUSCULOSKELETAL**
- Fractures or Dislocations

**MUSCULOSKELETAL**
- Typhoid Fever
- Polio
- Mumps
- Measles
- Arthritis
- Pain

**MENTAL HEALTH**
- Anxiety Disorder
- Clinical Depression
- Anorexia / Bulimia
- Suicide Attempt

**ENDOCRINE**
- Thyroid problem/disease
- Diabetes
- Sudden weight Change

**RESPIRATORY**
- Asthma
- Back / Disc Problems

**WOMEN**
<table>
<thead>
<tr>
<th>Chronic Cough</th>
<th>Scoliosis</th>
<th>Menstrual Irregularity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bronchitis or Pneumonia</td>
<td>Other Joint Disease</td>
<td>Disabled by Cramps</td>
</tr>
<tr>
<td><strong>HOSPITALIZATION/SURGERIES</strong></td>
<td>Paralysis</td>
<td>Abnormal Pap Smear</td>
</tr>
<tr>
<td><strong>OTHER</strong></td>
<td>Multiple Sclerosis</td>
<td>Pelvic Inflammatory Disease</td>
</tr>
<tr>
<td>Cancer, Cyst, Tumor</td>
<td>Severe Injury</td>
<td><strong>LIMITATIONS ON ACTIVITIES</strong></td>
</tr>
</tbody>
</table>

**Describe** details for each “yes” and the appropriate date(s). Please use an extra page if space provided is not adequate:

---

**FAMILY HISTORY**

<table>
<thead>
<tr>
<th>Relative</th>
<th>Age</th>
<th>State of Health</th>
<th>Occupation</th>
<th>Age at Death</th>
<th>Cause of Death</th>
</tr>
</thead>
<tbody>
<tr>
<td>Father</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Mother</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Brother(s)</td>
<td></td>
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</tr>
<tr>
<td>Sister(s)</td>
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<td></td>
</tr>
<tr>
<td>Children</td>
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</tbody>
</table>

**Have any of your relatives had any of the following?**

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcoholism</td>
<td></td>
<td></td>
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<tr>
<td>Allergies / Asthma</td>
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<tr>
<td>Anemia / Bleeding Disorder</td>
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<tr>
<td>Arthritis</td>
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<td>Cancer</td>
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<td>Diabetes</td>
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<tr>
<td>Emotional / Mental Disease</td>
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<tr>
<td>Epilepsy / Seizure Disorder</td>
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<tr>
<td>Heart Disease</td>
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<tr>
<td>Headaches / Migraines</td>
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<td></td>
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<tr>
<td>High Blood Pressure</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Kidney / Bladder Problems</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stomach Disorder</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stroke</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuberculosis</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
I certify to the best of my knowledge that the information on this form is complete and correct.

Student Name (Please Print) __________________________________________

Student Signature __________________________________ Date ___ / ___ / 20___

**Part C- To be Completed by Health Care Provider (Physician, NP, PA, or DC)**

**PHYSICAL EXAMINATION**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>MI</th>
<th>Date of Birth</th>
<th>Sex</th>
<th>Allergies</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>___ / ___ / 19</td>
<td></td>
<td>NKA</td>
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</table>

<table>
<thead>
<tr>
<th>Ht</th>
<th>Wt</th>
<th>Blood Pressure</th>
<th>Pulse</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ft</td>
<td>In</td>
<td>S</td>
<td>D</td>
</tr>
<tr>
<td>Lbs</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vision</th>
<th>With Glasses:</th>
<th>Left</th>
<th>Right</th>
<th>Without Glasses: Left</th>
<th>Right</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Left</td>
<td>Right</td>
<td>Left</td>
<td>Right</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Head, Neck, Face, Scalp, Skin</th>
<th>Normal</th>
<th>Abnormal</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ears, Nose &amp; Throat</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oral Cavity</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Lungs, Chest</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Heart</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Abdomen &amp; viscera</td>
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<td></td>
</tr>
<tr>
<td>Musculoskeletal</td>
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<td></td>
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</tr>
<tr>
<td>Hearing</td>
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<td></td>
</tr>
<tr>
<td>Other</td>
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</tr>
</tbody>
</table>

Physical Limitations (if any): __________________________________________
Part D - To be Completed by Health Care Provider (Physician, NP, PA, or DC)

REQUIRED IMMUNIZATIONS

1. Tuberculosis Risk Assessment - Required Annually

<table>
<thead>
<tr>
<th>PPD</th>
<th>1st PPD Date Given</th>
<th>Date Read</th>
<th>Results: Circle one: 1st PPD: Positive Negative</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2nd PPD Date Given</td>
<td>Date Read</td>
<td>2nd PPD: Positive Negative</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If either PPD result is positive, a chest x-ray must be obtained and a copy of the report must be on file in the Health Center. Previous BCG vaccine does not exempt the student from this requirement and a chest x-ray is not an acceptable substitute for a PPD skin test.

If Applicable:

Chest X-Ray: Date ______ Results ___________________________

2. Meningitis Vaccination Response

Please check one box only and sign below.

I have / my child:

- Had the meningococcal meningitis immunization (Menactra™) within the last 10 years.
  Date of vaccination: ___________
- Read the meningitis information found on the D’Youville College Web Site under “Health Center” or have had explained to me the information regarding meningococcal meningitis disease. I understand the risks of not receiving the vaccine. I have decided that I (or my child) will NOT obtain immunization against meningococcal meningitis disease.

Signature of Student ____________________________________________ Date ________
(If student over 18 years of age)

Signature of Parent / Guardian ____________________________ _________ Date ________
(If student under 18 years of age)
3. MMR (Measles, Mumps, Rubella)

Students must have received two doses of MMR vaccine OR have serologic immunity to measles, mumps, and rubella. If prior vaccination documentation is not available, then documentation of immune serology for each component of the MMR vaccine is required.

| MMR #1 and #2 | Date _____/_____/______ 1st dose MMR; _____/_____/______ 2nd dose MMR
| OR | Immunizations after student’s first birthday and after 1/1/69
| Measles (Rubeola) Titer | Date ____/____/______
| OR | Date of positive Measles (Rubeola) titer results: ____/____/______
| Mumps Titer | Date ____/____/______
| OR | Date of positive Mumps titer results: ____/____/______
| Rubella (German Measles) Titer | Date ____/____/______
| OR | Date of positive Rubella titer results: ____/____/______

Copies of all titers must be sent to the Health Office.

| MMR #1 and #2 | Date _____/_____/______ Immunizations after student’s first birthday and after 1/1/69
| OR | Date ____/____/______
| Measles (Rubeola) vaccine #1 and #2 | Date ____/____/______
| OR | Date of positive Measles (Rubeola) titer results: ____/____/______
| Mumps vaccine #1 and #2 | Date ____/____/______
| OR | Date of positive Mumps titer results: ____/____/______
| Rubella vaccine #1 only | Date ____/____/______
| OR | Date of positive Rubella titer results: ____/____/______

Copies of all titers must be sent to the Health Office.

4. Other immunizations

| Tetanus/Diphtheria (Td) Booster within 10 years | Date _____/_____/______ Td Booster
| OR | Note- Per CDC Guidelines, health care personnel with direct patient contact who have not previously received a dose of Tdap, should receive a single dose of Tdap to replace one Td booster dose. Suggested waiting at least 2 years since last Td booster
| OR | Date ____/____/______ Tdap
| Tetanus/Diphtheria/ Acellular Pertussis (Tdap) | Date ____/____/______
| OR | Date of positive hepatitis B titer: ____/____/______
| Hepatitis B Series #1, #2, #3 | Dates: _____/____/______ 1st dose; _____/____/______ 2nd dose; _____/____/______ 3rd dose
| OR | Copies of all titers must be sent to the Health Office
| Hepatitis B Titer | Date of positive hepatitis B titer: ____/____/______
| OR | "You must have vaccine or titer. Statement of having disease is not sufficient. Copies of all titers must be sent to the Health Office
| Varicella Zoster Vaccine #1, #2 | Date _____/_____/______ 1st dose; _____/_____/______ 2nd dose Varicella Zoster Vaccine
| OR | Date of positive varicella titer: ____/____/______
| Varicella Titer | **You must have vaccine or titer. Statement of having disease is not sufficient. Copies of all titers must be sent to the Health Office
I am aware and understand that in order to maintain the health and safety of their clients and meet designated health laws, agencies used for clinical and/or field placement experience may require selected information from my health record. I authorized release of Part D (pg 6-7) to said agencies and to the program office. I also concur that the information above, attested to by my physician, is true.

Signature of Student______________________________________   Date ________
Appendix B

D’YOUVILLE COLLEGE SCHOOL OF PHARMACY COURSE DESCRIPTIONS

PMD 601 Biochemical Principles I (3)
Students learn about the structure/function relationships among the components responsible for the biochemical functions of life. The first semester topics include proteins, enzymes, carbohydrates, bioenergetics, metabolism (catabolism and anabolism), lipids, membranes, nucleic acids, biotechnology, biochemical methods, vitamins and nutrition.

PMD 602 Pharmacogenomics (3)
This course will introduce genetics and molecular and cellular biology and will describe the nature of genetic materials and the universal genetic code. Students should be able to identify and describe molecular mechanisms such as replication, transcription, and translation. The goal of this course is to enable students to understand how these disciplines can be used to explain the possible genetic basis for variability in drug response. Also, there will be discussion on the application of bioinformatics studies to pharmacogenomics and ethical issues in genomics. The pharmacogenetics of oxidative drug metabolism will be presented, as well as the potential applications to tailoring drug therapy. A discussion of drug transporters pharmacogenetics will include localization and function, variability, and clinical consequences. The role of genetic variability in drug targets on drug efficacy and toxicity, and application to individualize drug therapy will be explored. Finally, current and future pharmacogenomics applications for several therapeutic areas such as oncology, hematology, infectious diseases such as HIV, TB, etc. will be described.
PMD 603 Anatomy, Physiology and Pathophysiology I (4)
This is the first of two courses in which students learn about the structural and functional relationships of the human organism, emphasizing cells and tissues, the integumentary, skeletal, muscular, nervous systems, and sense organs. Students build a comprehensive theoretical foundation of the phenomena that produce alterations in human physiologic function throughout life, emphasizing disease processes as disturbances of the body’s homeostasis. The body’s defense mechanisms and their breakdown, and clinical assessment methods are also presented in the course. Students view classroom demonstrations that examine the skeletal, muscular, and nervous system, and their composite cell and tissue types.

PMD 604 Anatomy, Physiology and Pathophysiology II (4)
This is the second of two courses in which students learn about the structural and functional relationships of the human organism, emphasizing sensory receptors (taste, smell, vision, hearing, and equilibrium), cardiovascular, endocrine, digestive, and respiratory systems. As in PMD 603, students build a comprehensive theoretical foundation of the phenomena that alter human physiologic function throughout life. Students view additional classroom demonstrations in the anatomy and physiology of the cardiovascular, digestive, and respiratory systems.

PMD 605 Principles of Drug Action I (4)
Students acquire foundational knowledge in pharmacology, medicinal chemistry, pharmaceutics, biopharmaceutics, and pharmacokinetics in this first of three courses. Students are introduced to drugs as molecules, (including the basic principles related to molecules), and the equilibrium and kinetic phenomena common to molecules. Students then learn about the molecular basis of drug selectivity and drug action, and the pharmacokinetic principles that impact drug action and the therapeutic dosing of drugs.
PMD 606 Principles of Drug Action II (5)
In this second of the three-course sequence, students continue to learn about the primary determinants of the disposition of drugs in the body (absorption, distribution, metabolism, and excretion) and the factors that impact drug disposition. Students also learn how to individualize patient dosing regimens. Students then learn how dosage forms and routes of delivery affect the disposition of drugs.

PMD 607 Profession of Pharmacy and Health Care Systems (2)
This course introduces students to the evolving US health care system. Students learn about the social, economic, and political environments in which health care is delivered, and the impact of these factors on the practice of pharmacy. By examining personal strengths and weaknesses, exploring career options, and thinking and writing reflectively, students will develop lifelong learning skills.

PMD 609 Professional Inquiry (1)
This course introduces students to the fundamentals of professional inquiry, the process through which professionals create and utilize knowledge in practice. Students explore the philosophy of scientific and clinical reasoning and learn to utilize disciplined thinking to enhance their understanding of the science and practice of pharmacy. Students investigate the sources of professional knowledge, strategies for accessing drug information and literature and the use of quantitative and qualitative data to support decision making.

PMD 610 Health Communications, Diversity and Bioethics (2)
Students learn to apply the theoretical principles for communicating effectively with patients, families, and physicians, other health professionals, and provider groups. Students discuss the impact of race, sexual orientation, culture, religion, and physical ability on patients’ perceptions of the healthcare system and the delivery of services. Students also learn to recognize ethical dilemmas and resolve problems using basic ethical principles and an ethical decision-making process.
PMD 611 introduction to collaborative learning (2)
This is the first in a six-term sequence of courses. Students participate in team-based learning to foster a deeper understanding of course material, and develop necessary skills through case discussion and other active learning methods.

PMD 612 Collaborative Learning Practicum II (1)
This is the second in a six-term sequence of courses. Students participate in team-based learning to foster a deeper understanding of course material, and develop necessary skills through case discussion and other active learning methods.

PMD 613 patient assessment I Lab
In this practicum course, students will learn and practice the fundamentals of patient assessment, including physical examination, interviewing skills (such as history taking and symptom analysis) and interpretation of laboratory test results. Students will also become familiar with common drug names, categories, dosing and therapeutic uses. Classroom time will be a combination of large and small group work. Skill-based activities, such as the practicing of components of a physical examination, will be practiced in student pairs with designated small teams.

PMD 614 Patient assessment II Lab
In this course, students will learn and practice the fundamentals of patient assessment, including physical examination, interviewing skills, and interpretation of laboratory test results. Students will also become familiar with common drug names, categories, dosing, and therapeutic uses, as well as counseling skills based on the top medications. Classroom time will be a combination of large and small group work. Skill-based activities, such as the practicing of the components of a physical examination, will be demonstrated in student pairs with designated small teams.
**PMD 615 Introductory Pharmacy Practice Experience I A, B (2)**
This is the first of six introductory experiences. During each two-week experience, students work under the supervision of pharmacist preceptors in a community (A) or institutional (B) pharmacy setting. Students participate in active “sophisticated shadowing” of their preceptor, complete assignments designed to introduce them to important clinical, legal, administrative, and ethical issues affecting the practice of pharmacy, and reflect on their experiences. Students may also complete other assignments at the request of their preceptor.

**PMD 616 Introductory Pharmacy Practice Experience I A, B (2)**
This is the second of six introductory experiences. During each two-week experience, students work under the supervision of pharmacist preceptors in a community (A) or institutional (B) pharmacy setting. Students participate in active “sophisticated shadowing” of their preceptor, complete assignments designed to introduce them to important clinical, legal, administrative, and ethical issues affecting the practice of pharmacy, and reflect on their experiences. Students may also complete other assignments at the request of their preceptor.

**PMD 701 Principles of Drug Action III (3)**
This is the final course of the three-course sequence. Students continue to learn how dosage forms and routes of delivery affect the disposition of drugs. Students also learn about recent advances in pharmaceutical dosage forms (such as protein pharmaceuticals) that are utilized in current and future pharmacy practice.

**PMD 702 Medical Microbiology and Immunology (3)**
Students learn the classification, morphology, and virulence of microorganisms and medical pathogens, the epidemiology and pathogenesis of infectious diseases, and the basic concepts of immunology. Students utilize their knowledge of immunology to understand the principles of antibiotic use, emphasizing the need to understand the site of infection, the susceptibility patterns for responsible organisms, and the ability of the drug to reach the site of infection.
PMD 703 Pharmacotherapeutics I (4)
This course is the first of a seven part series in which students will learn to integrate the principles of pathophysiology, medicinal chemistry, drug disposition, and pharmacology in order to optimize therapeutic outcomes. Specific topics covered will include the pharmacotherapy of: acute and chronic kidney disease, fluid and electrolyte disorders, acid-base disorders, erectile dysfunction, benign prostatic hyperplasia, and urinary incontinence.

PMD 704 Pharmacotherapeutics III (5)
This course is the third of a seven part series in which students will learn to integrate the principles of pathophysiology, medicinal chemistry, pharmacology, and pharmacotherapy in order to optimize therapeutic outcomes for patients. Specific topics covered will include the pharmacotherapy of: anesthesia; neurologic disorders such as epilepsy, movement disorders, and migraine headaches; psychiatric disorders such as schizophrenia, mood disorders, anxiety disorders, sleep disorders and dementia; and diseases of the eye.

PMD 705 Pharmacotherapeutics II (4)
This course is the second of a seven part series in which students will learn to integrate the principles of pathophysiology, medicinal chemistry, pharmacology, and pharmacotherapy in order to optimize therapeutic outcomes. Specific topics covered will include cardiovascular and pulmonary disorders including hypertension, heart failure, ischemic heart disease, acute coronary syndromes, arrhythmias, cardiomyopathies, thromboembolism, hyperlipidemia, stroke, shock, asthma, chronic obstructive lung disease, acute respiratory distress syndrome, and cystic fibrosis.

PMD 706 Pharmacotherapeutics IV (4)
This course is the fourth in a seven part series in which students will learn to integrate the principles of pathophysiology, medicinal chemistry, drug disposition, and pharmacology in order to optimize therapeutic outcomes. Specific topics covered will
include the pharmacotherapy of endocrine and gynecologic disorders including diabetes mellitus, thyroid disorders, adrenal and pituitary gland disorders, pregnancy and lactation, contraception, endometriosis and hormone replacement therapy in women.

PMD 707 Self-Care (3)
Students learn about the role of the pharmacist in the management of self limiting illnesses and self-care. Students learn appropriate triage and referral techniques and the advantages and disadvantages of a variety of nonprescription products and devices, as well as complementary and nonpharmacologic interventions utilized for self-care problems.

PMD 708 Biostatistics and Literature Evaluation (2)
In this course, students learn basic concepts of research methodology in order to develop, analyze, and present their own research projects and critically evaluate the validity and clinical relevance of published articles. Students learn to appropriately analyze various types of data using parametric and non-parametric statistics, probability and inferential statistics (e.g. analysis of variance and multiple regressions).

PMD 709 Integrated compounding and practice (2)
In this course, students practice the mathematical calculations required for compounding, dispensing, and administering medications including determination of the rate of administration of IV infusions, calculating drug concentrations and ratio strengths, as well as extent of ionization of drugs in solution. In laboratory sessions, students are provided opportunities to interpret prescription orders and prepare sterile and non-sterile dosage forms for dispensing.

PMD 710 Pharmacy Management (2)
In this course, students learn the common management principles employed in the practice of pharmacy. Students learn business methods ranging from personal management to operations management, managing people, accounting basics, and finance. Students also learn about marketing, purchasing, value-added services, and
obtaining reimbursement for providing cognitive services as well as managing risks. Students are expected to apply concepts learned in class to prepare a business plan that provides the blueprint for buying an existing independent community pharmacy or developing a new pharmacy.

**PMD 711 Collaborative Learning Practicum III (1)**
This is the third course in the six-term sequence. Students participate in team-based learning to foster a deeper understanding of course material, and develop necessary skills through case discussion and other active learning methods.

**PMD 712 Collaborative Learning Practicum IV (1)**
This is the fourth in a six-term sequence of courses. Students participate in team-based learning to foster a deeper understanding of course material, and develop necessary skills through case discussion and other active learning methods.

**PMD 715 Introductory Pharmacy Practice Experience II A, B (2)**
This pharmacy practice experience is designed as a progression of the pharmacy practice experiences of the student's first professional year. During the first week of this two-week experience, students work under the supervision of pharmacist preceptors in a community pharmacy (A) assessing self-care problems and recommending lifestyle changes and non-prescription products to manage self-limiting problems. In the second week, students gain experience in a long term care facility (nursing home, B) assessing drug-related problems in an elderly population. Students reflect on their experiences in both settings. Students may also complete other assignments at the request of their preceptor.

**PMD 716 Introductory Pharmacy Practice Experience II C, D (2)**
This is the fourth of six introductory practice experiences. During this two week experience students work under the supervision of pharmacist preceptors in a long-term care facility (C) to follow-up on their experience of the previous term, and continue to complete an additional one week community pharmacy experience in managed-care
(D). Students reflect on their experiences in both settings. Students may also complete other assignments at the request of their preceptor.

**PMD 801 U.S. and NYS Pharmacy Law (2)**
This course introduces students to the federal and New York state laws and regulations which govern the practice of pharmacy and regulate the manufacture and distribution of drug products and devices. Students learn the basic principles of tort law and professional malpractice. Students apply concepts learned in class to the analysis of case studies. Students review the historical events that have shaped today's professional pharmacy practice, and learn about the drug development and distribution system from a legal perspective.

**PMD 803 Pharmacotherapeutics V GI (4)**
This course is the fifth in a seven part series in which students will learn to integrate the principles of pathophysiology, medicinal chemistry, drug disposition, and pharmacology in order to optimize therapeutic outcomes. Specific topics covered will include the pharmacotherapy of gastrointestinal, nutritional, and skin, bone, and joint disorders including gastroesophageal reflux, peptic ulcer, inflammatory bowel disease, nausea, vomiting, diarrhea, constipation, irritable bowel syndrome, pancreatitis, viral hepatitis, obesity, osteoporosis, rheumatoid arthritis, osteoarthritis, gout, acne vulgaris, and psoriasis.

**PMD 804 Pharmacotherapeutics VII (4)**
This course is the seventh in a seven part series in which students will learn to integrate the principles of pathophysiology, medicinal chemistry, drug disposition, and pharmacology in order to optimize therapeutic outcomes. Specific topics covered will include the pharmacotherapy of oncologic, hematologic, and immunologic disorders including breast, lung, ovarian, colorectal, and prostate cancers, lymphomas, leukemias, melanoma, hematopoiesis, anemias, coagulation disorders, sickle cell anemia, Systemic Lupus Erythematosis, solid organ transplantation and allergic drug reactions.
PMD 805 Pharmacotherapeutics VI (4)
This course is the sixth in a seven part series in which students will learn to integrate the principles of pathophysiology, medicinal chemistry, drug disposition, and pharmacology in order to optimize therapeutic outcomes. Specific topics covered will include the pharmacotherapy of infectious diseases of the respiratory tract, skin, and soft tissue, tuberculosis, parasitic diseases, urinary tract infections, sexually transmitted diseases, sepsis, fungal infections, and human immunodeficiency virus infection.

PMD 808 Pharmacotherapeutics VIII (2)
This course enables students to gain foundational knowledge of the biological and psychosocial aspects of substance abuse and chemical dependency. Students learn about various substances of abuse that alter mood, level of perception, or brain functioning. Students are able to describe procedures for the identification, referral, and treatment of addictions, and support mechanisms for individuals recovering from addictions. In the latter part of the course, students learn about the assessment and treatment of exposure to common toxic substances, and the structure and function of poison control centers.

PMD 810 Population-Based Health Care (2)
Students learn how pharmacists contribute to the delivery of effective, quality health and disease prevention services. Students learn to apply population-specific data, quality assurance strategies, and processes to assure access to rational, safe, and cost-effective drug therapy. Students also learn to utilize health-related quality of life measures and decision analyses to assess the health status of individuals in the U.S. healthcare system, and make comparisons to individuals within other global systems. Utilizing the economic and epidemiologic principles learned in class, students critique peer-reviewed public health literature and develop a framework for a group research project that will be completed during the Advanced Pharmacy Practice Experience of the fourth professional year.
PMD 811 Collaborative Learning Practicum V (1)
This is the fifth in a six-term sequence of courses. Students participate in team-based learning to foster a deeper understanding of course material, and develop necessary skills through case discussion and other active learning methods.

PMD 812 Collaborative Learning Practicum VI (1)
This is the final course in the six-term sequence. Students participate in team-based learning to foster a deeper understanding of course material, and develop necessary skills through case discussion and other active learning methods.

PMD 813 Seminar and Journal Club I (1)
Students demonstrate effective communication and organizational skills by preparing, delivering, and evaluating professional seminars.

PMD 814 Seminar and Journal Club II (1)
Students demonstrate effective communication and organizational skills by preparing, delivering, and evaluating professional seminars.

PMD 815 Introductory Pharmacy Practice Experience III A-D (2)
Practice experiences in the third year are designed as a progression of the intermediate experiences of the second year. In the fall semester of third-year, students are assigned to complete two one-week experiences. In order to prepare for the Advanced Pharmacy Practice Experiences of the fourth year, students have increasing levels of responsibility for patient care. Working under the supervision of a pharmacist preceptor, students assess drug-related problems in patients in an acute care setting (A), ambulatory care setting (B), work within an inter-professional team evaluating patient problems (C) or complete a service-learning project (D). Students reflect on their experiences in the assigned settings. Students may also complete other assignments at the request of their preceptor.
PMD 816 Introductory Pharmacy Practice Experience III A-D (2)
Students are assigned to complete the two one-week experiences which they did not complete in the fall semester. Students have increasing levels of responsibility for patient care in preparation for the Advanced Pharmacy Practice Experiences of the fourth professional year. Working under the supervision of a pharmacist preceptor, students assess drug-related problems in patients in an acute care setting (A), ambulatory care setting (B), work within an inter-professional team evaluating patient problems (C), or complete a service-learning project (D). Students reflect on their experiences in the assigned settings. Students may also complete other assignments at the request of their preceptor.

PMD 902, 904, 90G, 908, 910, 912 and 914 Advanced Pharmacy Practice Experiences (6)
The Advanced Pharmacy Practice Experience provides practice opportunities that require students to assume responsibility for the outcomes of drug therapy. Students develop mastery of the educational outcomes during five required and two elective rotations. Required rotations include acute care, ambulatory care, advanced institutional pharmacy, advanced community pharmacy, and a health and wellness project. Students also choose two elective rotations covering a variety of pharmacy settings, such as long term care, nuclear pharmacy, home infusion, geriatrics, pediatrics, managed care, oncology, and psychiatric pharmacy.
Please read the Excused Absence policy in the Student Handbook before filling this form out. Supporting documentation is required.

Requests for an excused absence should be submitted at least 10 business days (two full weeks) in advance except in cases of emergency.

**Step 1:** It is the students’ responsibility to meet with each course coordinator to discuss an excused absence and make arrangements for making up coursework, examinations, or laboratories that will be missed.

Requests for make-up examinations/quizzes/laboratories/other activities for illness, personal leave, or school-related activities are at the discretion of the course coordinator. In the rare event of excused absence from examinations/quizzes/laboratories, the course coordinator will approve (and reschedule) make-up examinations/quizzes/laboratories missed during an excused absence. Both the student and faculty/course coordinator must sign on agreed conditions for completion of assignments. (Page 2)

**Step 2:** If the excused absence is approved by the course coordinator, this form must then be submitted to the Assistant Dean for Faculty and Student Affairs for final approval.

**Student Name:**

_________________________________________________________________

**Date(s) of absence:**

_________________________________________________________________

**Nature of Absence:**

Bereavement                Emergency                Medical                Personal                Jury
Duty                        Military                   Religious               Professional Event
Other

Reason for requesting excused absence:

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________
Courses that will be missed and course instructors:
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______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
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Assignments, examinations, quizzes, laboratories, or other activities missed due to absence:
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
How and when will coursework be completed? (Student and faculty member must initial for each assignment)
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
I, ______________________________, am requesting that my absence(s) documented above be excused. I have completely filled out the request for excused absence form and I have attached documentation for my absence. By signing this form, I attest that all information contained in this document and its attachments are complete and truthful to the best of my knowledge. I understand that my absence may not be excused and in such case, I will be penalized according to the syllabus.

______________________________________________________________________
Student Signature Date

Attach Appropriate Documentation.
Submit completed form to the Assistant Dean for Faculty and Student Affairs.

Excused Absence Request is: Approved Not Approved

______________________________________________________________________
Assistant Dean of Faculty and Student Affairs Signature Date
A guiding principle in determining whether or not an absence will be excused is that the absence is caused by circumstances beyond the student’s control. The following are considered valid excuses for being absent from a class.

**Excused Absence and Documentation Examples**

- **Bereavement**
  - Documentation: Obituary, funeral announcement, funeral program

- **Emergency (Non-Health)**
  - Automobile accident, severe weather including tornadoes and hurricanes, flood, fire, snow/ice, mudslide, extended loss of electrical power
  - Documentation: Local media reports or photograph of damage

- **Health: Personal**
  - Verified illness or hospitalization
  - Documentation: Note from physician verifying illness or hospitalization required

- **Health: Immediate Family**
  - Immediate family members (as listed above) with terminal or acute illness or schedule surgery
  - Students will not receive excused absence for missed class or examination because child/dependent care is not available
  - Documentation: Note from physician as appropriate

- **Jury Duty / Court Summons**
  - Documentation: Copy of summons.

- **Military Duty**
  - Deployment for two consecutive weeks or less may be considered excused. Note: longer deployment should be handled through a leave of absence request.
  - Documentation: Military orders

- **Mandatory Religious Observances**
  - Students who anticipate absences from class because of religious obligations should submit a list of their anticipated absences at the beginning of each semester

- **University/School Approved Activity**
  - Attending school sanctioned professional conference, scholarly competitions, student forums and educational programs.
  - Students must be in good academic standing with a grade point average of 3.0 in order to be granted an excused absence for school-related activities.
  - Documentation: Verification from Advisor or Faculty Member. Conference material stating the title, date(s), and location of the event.

- **Other**
  - Required documentation can be discussed.