

STUDENT ACADEMIC HANDBOOK

TEXAS SOUTHERN UNIVERSITY COLLEGE OF PHARMACY & HEALTH SCIENCES

This Handbook provides information about the Pharmacy and Health Sciences programs at Texas Southern University. The College, faculty, administration and the University Board of Regents have authorized statements presented in this Handbook as indicating current requirements, practices and procedures for matriculation in the College of Pharmacy and Health Sciences (COPHS).

It is the responsibility of the student to be familiar with the information presented in this Handbook. Responsibility for following these policies, procedures, rules and regulations and meeting all requirements and deadlines for the pharmacy and health sciences programs rests with the student. Student enrollment in COPHS programs signifies an agreement to comply with all regulations and policies of the University.

Acceptance of registration by Texas Southern University and admission to any educational program of the University does not constitute a contract of warranty that the University will continue to offer the program in which the student is enrolled. The College of Pharmacy and Health Sciences expressly reserves the right to change, phase out or discontinue any program.

The listing of courses contained in any university bulletin, catalog or schedule is by way of announcement only and shall not be regarded as an offer of contract. The College expressly reserves the right to (1) add or delete courses or programs, (2) change times or locations of courses or programs, (3) change academic calendars without notice, (4) cancel any course for insufficient registration, or (5) revise or change rules, charges, fees, schedules, courses, requirements for degrees and any other policy or regulation affecting students, including but not limited to evaluation standards, whenever the same is considered to be in the best interest of the University.

Rules and regulations have been established in the TSU Student Handbook and Code of Conduct to protect all TSU students. Students in the college are required to comply with the University Code which includes state and federal laws. All students of the College of Pharmacy and Health Sciences are encouraged to make themselves familiar with the University Code. The TSU Student Handbook and Code of Conduct is provided through the Associate Provost for Student Services and Dean of Students Office and is located on the TSU website.

*Revised and Approved, TSU Board of Regents
October 23, 2009*

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COLLEGE OF PHARMACY AND HEALTH SCIENCES
OFFICE OF THE DEAN

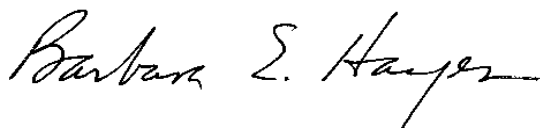
Dear Health Professions Student:

We are pleased to introduce the spring, 2010 edition of the College of Pharmacy and Health Sciences Student Academic Handbook. The Handbook contains academic policies, procedures, rules and regulations formulated and approved by the faculty of the College and it is your responsibility to read the contents of the Handbook thoroughly. It is also your responsibility to direct any and all questions regarding information contained in this handbook to the appropriate faculty or administrators within the College. The Student Academic Handbook is effective spring 2010.

The Handbook is intended to educate and inform you about the provisions for academic progression in the College's degree programs. The high expectations and standards for academic performance and professional conduct are consistent with the tenets of the health professions and the public's expectations for competent, ethical, professional and highly skilled health professions graduates and practitioners.

On behalf of the faculty and staff of the College, please accept our very best wishes for successful completion of your degree program in the College of Pharmacy and Health Sciences at Texas Southern University.

Sincerely,

A handwritten signature in cursive script that reads "Barbara E. Hayes". The signature is written in black ink and is positioned above the typed name of the signatory.

Barbara E. Hayes, Ph.D. Dean

AN EQUAL EDUCATIONAL OPPORTUNITY INSTITUTION

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Article I. General Information

Section 1 Definitions

where When used herein, "College" shall mean College of Pharmacy and Health Sciences (hereinafter COPHS); "Faculty" shall mean faculty of the COPHS; "Dean" shall mean Dean of the COPHS; "Office of the Dean" shall mean Dean of the COPHS, or appropriate "Assistant Dean or Associate Dean; "Instructor" shall mean any member of the instructional staff of the COPHS.

Section 2 University Regulations

All Pharmacy and Health Sciences students shall be subject to general regulations of the University and to the authority of the University administration and officials on matters not specifically covered by the regulations of the COPHS.

The College complies with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C., Section 1232g, and the Texas Public Information Act, Texas Government Code, Section 552.001 et seq. The provisions of these federal and state laws are included in the Appendix of this Handbook.

Article II. Classification of Students

Section 1 Undergraduate Students

A. Professional Program Students

A professional program student is a student admitted to and enrolled in the professional academic portion of the Doctor of Pharmacy (Pharm. D.) degree program in Pharmacy or one of the B.S. degree programs in Health Sciences.

B. Transfer Student

A transfer student is a student from another professional health sciences program or school/college of pharmacy program who applies for admission to the COPHS. Students may be allowed to transfer to the COPHS upon proof of good standing and eligibility for readmission to the health sciences program or school/college of pharmacy program from which the transfer is sought, provided that the college of pharmacy from which the transfer is sought is accredited by the Accreditation Council for Pharmacy Education (ACPE) or the corresponding accrediting associations of the respective health sciences program.

C. Transient Special Student

A transient special student is a student enrolled at another accredited school/college of pharmacy or health sciences who enrolls in a limited number of courses at the COPHS. Each applicant for transient admission must submit a letter from the Dean of the school/college in which he/she is a degree candidate:

1. certifying that he/she is currently a student in good standing and is eligible for continued or re-enrollment,
2. granting permission for the student to enroll for the particular semester and in the particular course or courses in the COPHS for which transient admission is sought and stating that if the course is successfully completed, it will be accepted as transfer credit toward the applicant's degree. Transient special students that wish to continue enrollment in the COPHS for subsequent semesters must be re-approved each semester as outlined above. Total enrollment as a transient student cannot exceed more than two courses or six semester credit hours, whichever is less. Transient special students are subject to the academic policies and procedures of the COPHS.

D. Auditor

With the written consent of the Dean of the COPHS, a student may be admitted to the COPHS to take a course or courses as an auditor. No credit shall be given for courses that are audited. Auditors shall register and pay the same fees as students who enroll for the equivalent number of credit hours.

E. Readmitted Student

A readmitted student is one who has been suspended from the College of Pharmacy and Health Sciences for stipulated disciplinary reasons. A student may petition, by letter, the Assistant Dean for Student Services for readmission to the College after the designated period of disciplinary suspension.

Section 2 Graduate Students

Students in the COPHS enrolled in any graduate program, including master's or doctor of philosophy degree programs are subject to the policies and procedures outlined in the graduate program handbook and the graduate bulletin.

Article III. Academic Procedures for Course Offerings

Section 1 Course Load

A. Regular Semesters (Fall, Spring)

1. Minimum Course Load

A minimum of twelve (12) semester credit hours is the required course load for maintaining full-time enrollment status. The student must have written permission from his/her advisor to enroll in less than the minimum number of semester credit hours.

2. Maximum Course Load

The maximum course load that may be taken by students enrolled in the professional curriculum is eighteen (18) hours for the long term (Fall and Spring semesters) unless otherwise indicated in a particular semester in the curriculum outline. In exceptional cases, a student with at least a 3.00 cumulative grade point average in the professional program may take up to twenty-one (21) hours with the approval of the Dean (see Article VI, Section 3, A for approval requirements).

3. Changes in Program

a. Adding/Dropping and Withdrawing from Courses

To add or drop a course, a student must execute the proper forms (add/drop) which must be signed by the assigned counselor/advisor and Dean. These forms must be picked up from the Registrar's Office and completed by the student. The Office of Student Services in the College of Pharmacy and Health Sciences will not accept or process petitions for change in program, including adding and dropping courses after the 12th class day or otherwise stated University deadline. At this time, all student-initiated changes in programs must be transacted with the University Registrar's office according to current registration guidelines and practices. The student is advised to proceed as follows:

- i. Obtain add/drop form from Registrar's Office and complete the form.
- ii. Take change of program form to their advisor and obtain advisor's signature. The advisor will keep one copy of signed form for their records.
- iii. Submit original change of program form with proper signatures directly to the Registrar's office. Withdrawal and dropping from courses must be completed in accordance with University requirements and the deadline set forth in the University calendar. Students will not be allowed to attend class, take examinations, or otherwise

participate in a course after dropping or withdrawing from a course.

- b. **Withdrawal from the University**
To withdraw from the University, a student in good academic standing must apply to the Dean of the College. Having secured the Dean's written permission, the student may be withdrawn and receive honorable dismissal through the Registrar's Office. A student requesting withdrawal from the University must return all library books, surrender his/her access card and otherwise clear him/herself with all appropriate offices of the University. A student failing to adhere to these procedures will not be recommended to another university or college. To be eligible for any return of fees, the student must comply with the University's prescribed deadline for withdrawal.

The term "honorable dismissal" will not be given unless the student's standing as to conduct and character is such as to entitle him or her to continuance in the University. The grade to be recommended for the student will be in keeping with the regulations for dropping. The last day to completely withdraw from the University is two (2) weeks prior to the last class day and the reason for withdrawal must be other than academic.

B. Summer Session

1. Minimum Course Load

A minimum of six (6) semester credit hours is the required course load for maintaining full-time enrollment for a ten (10) week or five (5) week summer session. Full-time enrollment for summer sessions is not required of all professional students.

2. Maximum Course Load

The normal maximum course load that may be taken by students enrolled in the professional curriculum is twelve (12) hours for a ten (10) week summer session and seven (7) hours for each five week summer session. With permission of the Dean, a student may take up

to 14 hours during the ten week summer session. Under no circumstances may a student earn more than 14 semester hours from any source (or combination thereof) during the 10-week summer term (See Article VI, Section 3, A for approval requirements).

3. Procedure for Withdrawing (See Article III, Section 1, A3).

Section 2 Academic Offerings for Credit

A. Courses Requiring an Examination

1. Courses in the College of Pharmacy and Health Sciences are regular academic offerings for credit where the instructor evaluates the student's performance in the course by some type of examination.
2. The examination may be any of the types described in Article IV, Section 7, B.
3. The examination is usually administered to a group but may be administered to an individual where a student has postponed the examination for a valid reason (See Article IV, Section 7, C.

B. Independent Study

Independent Study or Special Problems courses are academic offerings for credit in which a student usually studies on a one-on-one basis with an instructor. The student may be evaluated by examination, by completion of a specified learning activity, by the quality of research performed and documented, or a combination thereof.

The following items must be approved by the appropriate Department Chair and the Dean's office prior to enrollment in an Independent Study or Special Problems course:

1. A course plan describing learning activities in which the student will be engaged;
2. A schedule of didactic, laboratory or other assignments the student(s) must complete; and
3. The requisite grading scale which will be utilized to evaluate the student's performance in the course.

Faculty members who intend to offer Special Problems courses should submit the aforementioned material along with course documentation to the Department Chair immediately prior to registration each semester for approval. Department Chairs should then submit the request to the Dean's office. A Special Problems course will not be approved if these requirements are not met. Students will not be allowed to enroll in more than eight (8) semester credit hours of special problems courses during their matriculation in the COPHS.

Article IV. Grading System

Section 1 Passing Grades in the College of Pharmacy and Health Sciences
A four point grading system is used by Texas Southern University.
Each letter grade carries the following quality points.

Letter Grade Equivalent	Quality Point
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
S	0.00

Section 2 Non-Passing Grades in the College of Pharmacy and
Health Sciences

Letter Grade Equivalent	Quality Point
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00
I	0.00
N	0.00
W	0.00
U	0.00

Section 3 Grades and Grade Point Averages Required for Graduation

Applicants for graduation from the College of Pharmacy and Health Sciences shall have completed all courses listed in the professional curriculum with a grade of "C" (2.00) or better (See also Article VII. Requirements for the Degree and Honors). In addition, to be eligible for the degree of Bachelor of Science in Health Sciences or the Doctor of Pharmacy degree, a student must have earned at least twice as many quality points as hours taken.

Section 4 Request for Review and/or Change of Grade

A. Grade Review

Any student who was enrolled in a course in the COPHS and who believes that he or she received an improper grade in a course may request a conference with the instructor of record for the purpose of reviewing that grade.

B. Change of Grade (Including Appeal Process)

Once a final letter grade has been submitted by the faculty, the following procedures must be followed in order to change the grade.

1. Faculty Initiated

A faculty member, who on his or her own initiative, desires to change a submitted grade must comply with the following procedures. The faculty member must complete a "Change of Grade" form. Upon approval by the Department Chair and Dean, the form is then submitted to the Office of the Registrar where the new grade will be entered into the student's records.

2. Student Initiated

A student may petition his/her instructor for a grade change. If a satisfactory solution cannot be reached between the instructor and the student, an appeal may be made to the department chair. If the matter is not satisfactorily resolved at that level, an appeal may be made to the Associate Dean for Academic Affairs. If the matter is not resolved at that level, the student may file a grievance as specified in Article X, Sec. 4B. A grade change may be recommended only when it can be shown by clear and convincing evidence that a computational or clerical error has been made or when the grade assigned by the faculty member is grossly and arbitrarily inconsistent with grading standards of the course and with those applied to other members of the same class.

Section 5. Time Limitation for Requesting a Review of Final Grade

Any submission of a petition for grade change, either faculty or student initiated, must occur within one semester after the final grade is awarded. Neither the Dean, Associate Dean nor Assistant Deans shall have the authority to act on any petition after the time limit has expired.

Section 6. Incomplete "I" Grades

The grade of "I" is given only when a student's work is satisfactory in quality, but due to reasons beyond his/her control, the work has not been completed. The missing work may be a major quiz, a final examination, a term paper or other work. It is not given in lieu of a non-passing grade. The instructor will stipulate, in writing, at the time the grade is given the conditions under which the "I" may be removed. The faculty assigning an "I" grade must complete an "I" grade removal form. Semester hours for the temporary grade of "I" are not considered in the computation of the quality-point average. Removal must be completed no later than the next semester that the student is enrolled. However it is strongly recommended that students seek to remove "I" grades before the beginning of the

semester following the assignment of the “I” grade. “I” grades not removed within one semester will be considered an attempt to pass the course. (See Academic Standards, Article V, Section 8.)

In the event a student earns a grade of “I” decides to retake the course, the student is required to pay for that course a second time.

Section 7. Examinations

A. Student's Responsibility During an Examination

1. A student should not communicate in any form with anyone except the examination proctor(s). This would include the borrowing of pencils or erasers from one's neighbor or asking him/her the time, etc.
2. A student should exercise the self-discipline needed to correct behaviors and mannerisms that might create the appearance of cheating, for example, eye movements directed toward another student's examination paper, assuming a posture that facilitates copying of examination information from another student, etc.
3. A student should do a self inspection of personal belongings as well as his/her surroundings to insure that nothing is brought into the examination room that would compromise his/her integrity. Unauthorized material includes, but is not limited to, cell phones, PDAs, MP3s, scraps of paper and notes as well as writing on desktops, etc. It is the student's responsibility to inform the proctor if a nearby student is inadvertently exposing information. If the student notices suspicious activity in his/her vicinity during an examination, the student is encouraged to seek relocation by a proctor. Failing to exercise proper judgment in such matters, the student accepts full responsibility for such occurrences. Students should know in advance that no one will be permitted to leave the exam room for any reason once the examination has begun, until he/she has completed the examination. Only in extreme circumstances, to be interpreted by the proctoring faculty, will an exception be made.
4. The following will govern classroom and laboratory decorum relating to examinations:
 - a. No study material and/or resources (e.g., calculators) are to be brought into the examination room without the permission of the instructor. If the student is found to have done so, it will be assumed that he/she intended to use the materials and resources, and he/she will be penalized accordingly with an "F" grade for the examination and course. Furthermore,

electronic communication devices such as pagers and cellular phones should be turned off while an examination is in progress. A repeated offense may subject the student to suspension or expulsion.

- b. A student who communicates with anyone during the course of the test or an examination, unless with the permission of the proctor, will be immediately dismissed from the examination site and given the grade of "F" in the course. Such communication includes attempts to read from another student's paper. A repeated offense may subject the student to suspension or expulsion.
- c. A student arriving late to an examination will be allowed to take the examination only at the discretion of the instructor of record.

B. Types of Examinations

1. Standard Examination

A standard examination is one conducted in the College of Pharmacy and Health Sciences at a time and place regularly scheduled by the Office of the Dean. All students enrolled in the normal course offering take the examination at the same time and in assigned sites.

2. Take-Home Examination

A take-home examination is written at any location not prohibited by the instructor. The student picks up the examination and returns it at a specific time fixed by the instructor, which falls within the regular examination period. Take-home examinations may include online examinations that are not proctored.

3. Other Types of Examinations

In addition to standard course examinations, students will be required to take formative, summative, exit and objective structured clinical examinations at various phases of the curriculum. These are described in Article IX Special Requirements.

4. Testing Out of Courses

It is the practice of the College of Pharmacy and Health Sciences to allow the testing out of courses only in rare circumstances. Each such request will be reviewed on a case-by-case basis and shall be presented to the Academic Standards Committee for recommendation to the Dean. If the committee makes such a recommendation, final approval shall come from the Office of the Dean of the College of

Pharmacy and Health Sciences. University policies pertaining to testing out of courses (e.g., fee payment) must also be adhered to.

C. Postponed Examination

1. General Rule. A student will be permitted to postpone taking an examination only after securing approval from the course instructor prior to the examination. Such approval will be granted only on the basis of extremely compelling justification.
2. Extremely Compelling Justification Defined. Such justification includes serious illness. When a student wishes to postpone an examination for medical reasons prior to the scheduled examination period, he/she shall be required to provide the Office of the Assistant Dean for Student Services with a statement from a medical doctor that the student will be unable to take the examination because of illness. In emergency situations where there is not adequate time to give notification, the student must make all reasonable efforts to inform the Office of the Assistant Dean for Student Services within twenty-four (24) hours of the scheduled examination with a statement from a physician verifying the fact that the student was ill during the scheduled time and that this illness was of such serious nature as not to allow him/her to take the examination.

D. Make-Up Examination

As a general rule, no make-up examinations will be given, unless otherwise stipulated in the course syllabus.

E. Retention of Examination Papers

Final Examination papers shall be retained by the respective instructors for two semesters or until the student graduates, whichever occurs first. (A ten-week or two five-week summer terms count as one semester)

F. Student Right of Review

A student maintains the right, upon request, to a review and consultation with the instructor of said course in regard to his/her evaluation and performance on an examination. A request to review a regular examination or quiz should be made to the course coordinator within two weeks of the examination results. The student's right of review of the final examination must be exercised within thirty (30)

days of posting of the course grade.

Article V. Academic Standards

Section 1. General Guidelines

A. Academic Advisement

Each College of Pharmacy and Health Sciences student is assigned an academic advisor. The College of Pharmacy and Health Sciences faculty and staff, together with the University Administration, are dedicated to assisting students in program planning, schedule structure, and academic counseling throughout their college attendance. However, the student must accept the ultimate responsibility to assure that courses enrolled in are in accordance with course enrollment policies of the college. Students should regularly evaluate and seek assistance from their faculty advisors relative to course sequencing, enrollment policies and progress. It is recommended that this occur at least once each semester, prior to the registration period.

At the beginning of the registration period for each semester, the student must report to the Office of Student Services or the assigned advisor to receive a copy of the University's registration booklet, complete the course selection form and return it to the assigned advisor for approval and clearance to continue registration. Students must not register online for professional pharmacy and health sciences courses without written approval of the academic advisor. Students who self-enroll without proper approval will be cited for unprofessional conduct for each occurrence and subject to sanctions as specified in Article X Section 3.

B. Class Attendance

1. General Rule. Compulsory class attendance is the official policy of the COPHS and applies to all students regularly enrolled in courses offered through the college. Students are required by university policy to attend classes and he or she has the responsibility for performance of the work of the course, including the taking of examinations at the time they are administered to the entire class. A student must complete all classroom assignments even though he or she might not have been in class when the assignment was made. Instructors are not obligated to give any "make-up work". The student must realize that missing tests or assignments due to absence from class is a legitimate cause for failure.

A student whose grade is reduced as a result of the

compulsory class attendance policy may appeal to the instructor of record or course coordinator, as appropriate. If the matter is not resolved, the student may appeal to the chair of the department in which the course is offered, and then to the Associate Dean of Academic Affairs. If the matter remains unresolved, the student may file a grievance as described in Article X, Section 4, of this Handbook.

Unavoidable absences because of illness or bona fide emergencies do not relieve the student of any academic responsibilities. The student must make arrangements with his/her instructor to obtain any classroom materials or information that was missed.

Students are required to arrive on time to class. Late students should enter the classroom with as little disturbance as possible. Instructors are expected to keep accurate attendance records, report absences, and inform the student and the Assistant Dean for Student Services whenever absences are threatening a student's academic standing.

2. **Experiential Courses.** Students are expected to be at site for 8 to 10 hrs per day. The preceptor determines the student's schedule which varies depending on the preceptor's schedule. No unexcused absences are allowed for internships, preceptorships and other experiential courses for medical illnesses and conditions. Excused absences are required to be made up.

Absences due to illness – The student must notify the preceptor and the Director of Experiential Training immediately if they will be absent due to an illness and it must be documented appropriately on the time sheet. The preceptor will determine, along with the assistance of the Director of Experiential Training if needed, how and when the time will be made up by the student. After the 2nd day of an illness a written notification from a physician is required for any additional absences. Please note that routine medical or dental visits do not meet these criteria. Students should schedule these appointments after rotation hours.

Illness exceeding 5 days, may require the student to be removed from the current APPE. If this occurs the student may be placed back on rotations for the following APPE after a written release has been provided by a physician.

Any other absences from the site (eg. maternity leave) require approval from the Office of Experiential Training.

UNEXCUSED ABSENCES: Leaving the site early without preceptor permission and lack of attendance at required functions are considered unexcused absences. Unexcused absences will result in immediate removal from the site and a failing grade for that site.

EXCESSIVE ABSENCES: Excessive absences (as determined on a case by case basis), tardiness or failure to notify the preceptor in a timely manner on a single site is grounds for course failure.

C. Extended Leave from Class

If a student is to leave the professional program for an extended period (more than three consecutive classes) of time because of illness or military service, the student should notify the Assistant Dean for Student Services and the Associate Dean for Academic Affairs in writing. The Associate Dean for Academic Affairs shall then send the student written notice of the terms governing the student's return to class. In exceptional cases, withdrawal from the course may be necessary. Notification of the Assistant and Associate Deans must occur prior to commencement of the leave. See also Article VII Section 1, F for Leave of Absence.

A student who withdraws for health reasons must have clearance from a physician or other qualified healthcare provider prior to returning to the professional program.

Section 2. Classification of Pharmacy Majors

A. Pre-Professional Student

They must have successfully completed with a grade of “C” or better or be in the process of completing the required lower division pre-pharmacy coursework, including successful completion of the ASSET or THEA requirement.

B. First-Year Professional P1 Students

They must have been approved for admission to the professional program by the Admissions and Academic Standards Committee.

C. Second-Year Professional P2 Students

Pharm.D. students who have successfully completed all prescribed first-year courses with a grade of “C” or better.

D. Third-Year Professional P3 Students

Pharm.D. students who have completed all prescribed first and second-year courses with a grade “C” or better.

E. Fourth-Year Professional P4 Students

Pharm D. students who have successfully completed pre-professional, first, second and third year prescribed courses with a grade of “C” or better and passed a summative examination. All students must have completed all-prerequisites prior to the beginning of their P4 year in order to begin advanced pharmacy practice experiences. Additionally, all P3 students must pass a summative examination for advancement. (See Article IX Special Requirements, Section 3 Formative/Summative Examinations).

Section 3 Classification of Health Sciences Majors

A. First-Year Students

First-year students are those pre-professional students who have a desire to enroll in one of the Health Sciences major areas. These students are enrolled in the classes for the respective curricula, having met all requirements for admission to the university. Additionally, these students must earn grades of “C” or better in the first year classes.

B. Second-Year Students

Second-year students are those pre-professional students who have successfully completed the first-year courses for their respective health science program with the required credit hours as listed below and who have at least twice as many quality points as credit hours:

Environmental Health	-36 credit hours
Health Care Administration	-34 credit hours
Health Information Management	-40 credit hours
Clinical Laboratory Science	-35 credit hours
Respiratory Therapy	-34 credit hours

C. Third-Year Students

Third-year students are considered first-year professional program students.

1. They must have successfully completed the prescribed lower division work including successful

completion of the Texas Higher Education Assessment Test (THEA or ASSET)

2. They must have been approved for admission by the appropriate program's Faculty Admissions Committee.
3. They must have at least the required credit hours listed below and must have earned at least twice as many quality points as credit hours.

Environmental Health	-76 credit hours
Health Care Administration	-65 credit hours
Health Information Management	-71 credit hours
Clinical Laboratory Science	-75 credit hours
Respiratory Therapy	-80 credit hours

D. Fourth-Year Students

Fourth-year students are considered second-year program students.

1. They must have successfully completed the first-year professional courses.
2. They must have at least the required credit hours listed below and earned at least twice as many quality points as credit hours.

Environmental Health	-146 credit hours
Health Care Administration	-128 credit hours
Health Information Management	-137 credit hours
Clinical Laboratory Science	-136 credit hours
Respiratory Therapy	-145credit hours

Section 4 Admissions & Academic Standards Committees

Pharmacy and Health Sciences shall each operate an Admissions and Academic Standards Committee. The purpose of each Admissions and Academic Standards Committee is to evaluate and review applications for admission to the respective professional programs in pharmacy and health sciences; monitor and make recommendations for changes to the admissions standards and policies for academic progression in the professional programs; and perform other duties as described in the Student Academic Policies Handbook, including review of time in study, and hearing dismissal appeals. Each committee shall consist of pharmacy and health sciences faculty, professional and administrative staff; and senior students.

Section 5 Requirements for Good Standing

The grade point average (GPA) of each student shall be reviewed at the conclusion of each semester, and each student must satisfy the following academic requirements in order to remain in good standing. A student in Good Standing is defined as a student with an overall GPA in the professional program of at least 2.00 and not on academic or non-academic probation, continued probation or non-academic suspension

The term “overall cumulative GPA” and “overall GPA” are both defined as GPA in the professional program.

- A. Minimum GPA: All Pharmacy and Health Sciences students who have been admitted to professional curricula must maintain a grade point average (GPA) of 2.00 or above in their respective curricula.
- B. Below Minimum GPA: Failure to maintain a GPA of 2.00 or above in professional and non-professional courses subjects the student to either probation, continued probation or dismissal (see Article V, Sections 6, 7 and 8)

Section 6. Progression Guidelines

- A. Progression through the Curriculum
Students are required to enroll in and complete courses in sequence as they appear in the curriculum, adhering at each level to all prerequisites. No student will be permitted to take courses out of sequence or enroll in a course without having satisfied the prerequisites unless approved by the Associate Dean for Academic Affairs. Any student who takes a course out of sequence or takes a course without satisfying the prerequisites and does not obtain approval of the Associate Dean shall be withdrawn from the course. Subsequent offenses may subject the student to disciplinary probation, suspension, or dismissal.
- B. Sequence Courses
Certain subject areas in the College's curricula are of such breadth and depth as to require being offered as multiple one semester courses. These courses are sequenced as they appear in the curriculum and may extend beyond two semesters and are referred to herein as sequence courses. The courses in a sequence are usually consecutively numbered and have the same prefix.

A student who earns any grade which has quality points of at least 1.67 (i.e., "C-") in a lower-numbered sequence may proceed to the next course in that particular sequence. However, the student may not proceed to the next sequence in

the next professional level until a passing grade (“C” and above) in the preceding sequence course has been achieved. Under no circumstance may a student advance in a sequence course where a grade of “D” or “F” is earned in a lower course in the sequence.

C. Course Registration

Any student who desires to register for a course that would result in a course schedule consisting of courses that are in different Pharmacy professional year levels, providing that the difference in professional years does not exceed one year, must obtain written permission from the Associate Dean for Academic Affairs. The student and advisor should keep a copy of the waiver and the advisor should also submit a copy to the Office of Student Services to be entered into the student's records.

D. Concurrent Enrollment

Students are allowed to concurrently enroll in part one and two of sequence course if the student has at least a grade of “C-“ in part one of the course.

E. Repeating Courses

If a professional program student or graduate professional student fails to complete successfully a required course with a "C" (2.00) or better in any given semester of his/her enrollment, the following rules are applicable:

1. Students not passing a required course will be allowed to repeat the same course a maximum of two times, provided that the student otherwise maintains good academic standing with the College and University.
2. The student may petition the COPHS Dean to repeat the course at any other accredited university provided the total allowed number of attempts has not been exceeded. Prior to the Dean's approval, TSU faculty involved in teaching the course material must certify that the course is equivalent in competencies taught and examined, or the student is subject to having to pass an equivalency examination before the course is accepted in lieu of a TSU course. A student who is not in good standing (e.g., probation, non-academic suspension, GPA less than 2.00, etc.) will not be approved to enroll in professional courses at another institution. (See also Article VI, Section 3.
3. When enrolling in the professional program, students

are required to register for any course that needs to be repeated, if the course is offered during the semester for which the student is seeking enrollment.

Section 7 Probation

A student will be placed on academic probation if any of the following occurs:

- A. If he/she receives a grade of less than "C" in at least two courses, professional or non-professional, in any one semester or ten week summer term (see Scheme A).
- B. If at the end of any semester or ten week summer term the student's grade point average for coursework (professional and non-professional) taken during that semester falls below 2.00. The student on probation who achieves an overall grade point average in all courses included in the professional program of at least 2.00 at the end of the probationary semester or ten week summer term of enrollment and passes all courses shall have the probationary status removed (see Scheme B).
- C. If a student fails to pass the same professional course with a grade of "C" or above within two attempts (includes "W" but DOES NOT include "medical" or "emergency" withdrawals). Only one withdrawal for non-academic reasons will be considered. An "I" grade that is not removed within one semester will be considered an attempt to pass the course (See Scheme C).

NOTE: There is a six-year limitation for time in study for the Entry Level Pharm.D. Degree and four years for health sciences degrees (see Article VII, Section, D). Withdrawals for academic or non-academic reasons do not extend the limitation for time in study.

A student on probation for 7A or 7B discussed above has two semesters to bring their overall GPA up to 2.00 or they will be dismissed from the program (see Article V, Section 9). Students on academic probation for two unsuccessful attempts in the same professional course (see 7C above) must pass the course on the next attempt, or they will be dismissed from the program.

Schemes A, B and C are provided below for a general representation of rules that govern probation.

Section 8. Continued Probation

Continued probation shall not last for more than one semester, after which the student will be dismissed from the program. A student will be placed on continued probation if any of the following occurs:

- A A student on probation attains a 2.00 grade point average or above in

the professional courses taken during the probationary semester or ten week summer term of enrollment, fails (i.e., grade less than “C”) not more than one course but fails to achieve an overall cumulative grade point average of 2.00 (i.e., cumulative GPA), he/she shall continue on probation for the next semester (see Scheme A and B).

- B. If by the end of the semester of continued probation a student’s overall grade point average is less than 2.00 or the student receives a C- or less in any professional course, exclusive of incomplete grades, during the semester or summer session of enrollment, he/she will be dismissed from the College of Pharmacy and Health Sciences. A student on continued probation that fails (i.e., grade less than “C”) any professional course will be dismissed from the College of Pharmacy and Health Sciences.

Schemes A, B, and C are provided below for a general representation of rules that govern continued probation.

Section 9. Dismissal (Academic)

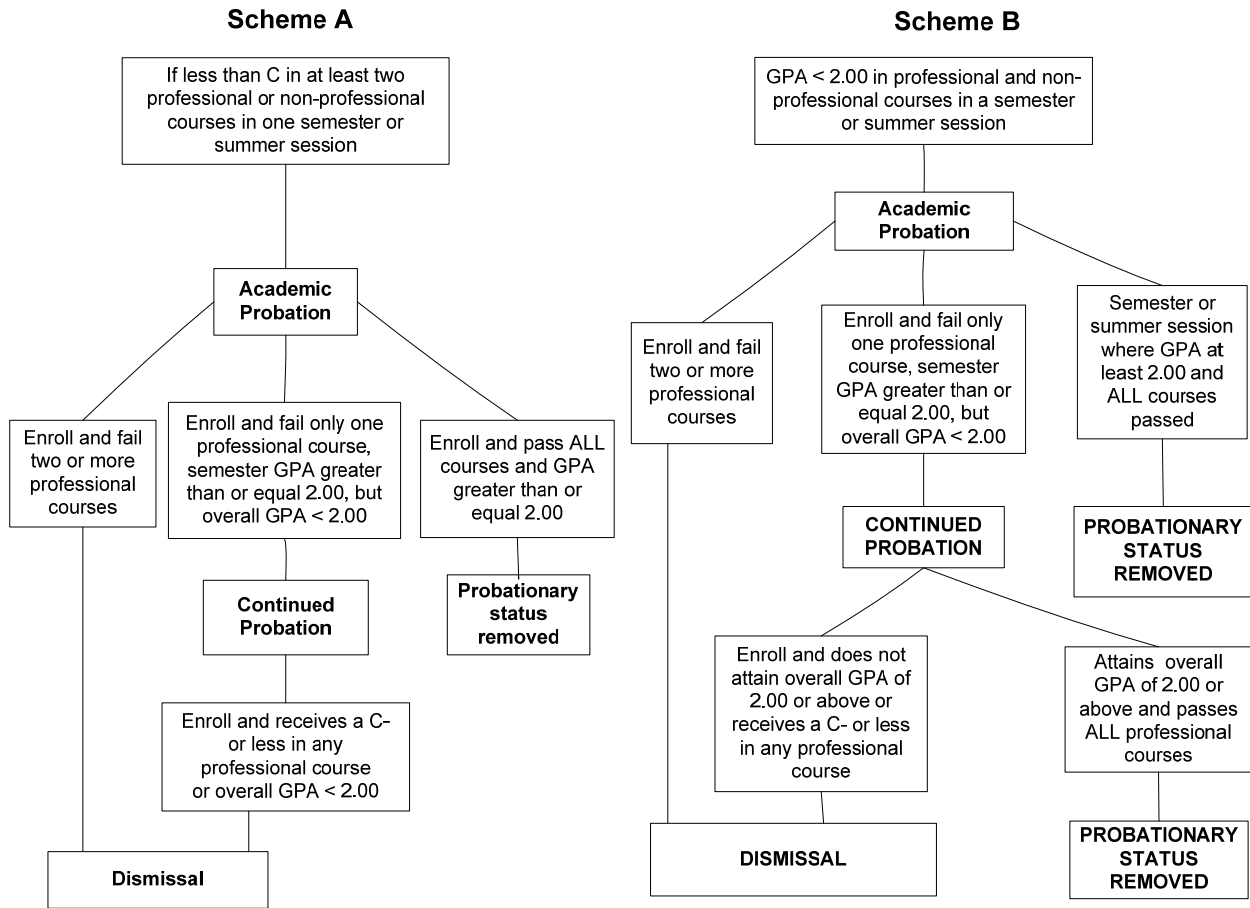
- A. A student will be dismissed from the program/college if any of the following occurs:
1. A student has not satisfactorily completed the conditions of the probation and/or continued probation options (see Schemes A, B and C).
 2. A student does not successfully complete a professional course upon the third attempt. An “I” grade that is not removed within one semester will be considered an attempt to pass the course (see Scheme C).
 3. A student receives a grade of less than “C” in a total of four (4) or more professional courses in one semester (not including “W” or “I” grades, see Scheme D)
 4. A student in good academic standing is unable to satisfy any other requirement for continuation in an academic program (See Article IX). In this case, the student will be administratively withdrawn from the professional program upon the recommendation of the Admissions and Academic Standards Committee to the Dean. The decision of the Dean is final.
 5. A student exceeds the time allowed to complete degree requirements. The student will be evaluated and may be subject to dismissal (See Article VII, Section 1, D).

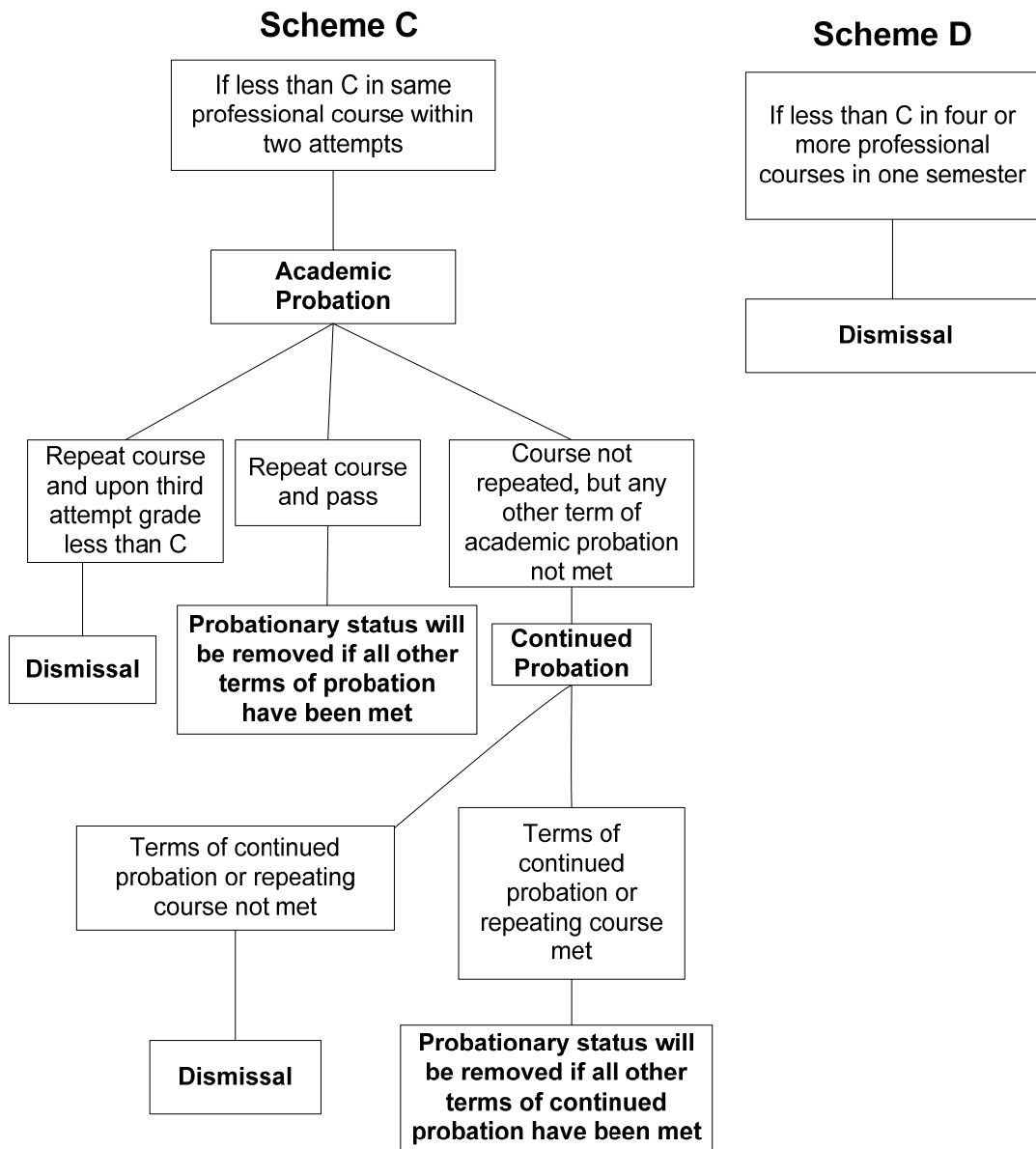
A student repeatedly involved in academic misconduct may be subject to dismissal (see Article X, Section 2).

- B. A student who is reinstated after administrative withdrawal is eligible to reenter the program at the same status attained prior to the administrative withdrawal.
- C. A student who has been dismissed is eligible to apply for admission only as a new student. A dismissed student will not be eligible to apply for admission sooner than two (2) semesters from the date of dismissal.
- D. Other dismissal policies as cited in specific program Internship Manuals will also apply.

Academic Progression Policy

Note: Schemes A-D are provided for general guidance only. Refer to Sections 7-9 for further details.





Section 10. The Appellate Process for Dismissal

A student who is dismissed from an academic program in the College may appeal in writing to the Chairperson of the Program’s Admissions and Academic Standards Committee. The dismissal will be effective immediately and remains in effect during the appellate process. The appeal must be made within thirty (30) days from the receipt of notification of dismissal by certified mail. The committee will meet once during each long-term semester and the summer term to consider dismissal appeals: October for the Fall Semester, March for the Spring Semester and June for the Summer. A decision will be rendered within twenty-one (21) days following the October, March or June meeting of the committee. Students who are dismissed from the program may appeal the decision of the Admissions and Academic Standards Committee to the Dean of the College of Pharmacy and Health Sciences within 15 business days of the date the student received notice of the committee decision. The Dean will make a decision within twenty-one days (21 days). The decision of the Dean of the College of Pharmacy and health Sciences will be final and may not be appealed.

Section 11. Standards for Graduation

A student must achieve a cumulative grade point average (GPA) of 2.00 or above in all courses in their respective professional program curriculum in order to graduate from the College of Pharmacy and Health Sciences. A grade of "C" or better must have been earned in all required pre-professional and professional courses.

Article VI. Curriculum

Section 1 Courses Required for Graduation from the Entry Level Professional Curriculum in Pharmacy

Refer to University Bulletin

Section 2 Courses Required for Graduation from the Professional Curriculum of the Health Sciences

Refer to University Bulletin

Section 3 Credit for Courses Taken Outside the College of Pharmacy and Health Sciences by Students Currently Enrolled

A. Approval Requirements

Students desiring to take a pharmacy, health sciences or other courses off campus or in other departments of the University must secure permission from the Dean or Associate Dean for Academic Affairs of the College prior to registration. Pharmacy and health sciences courses are defined as those listed in the current Texas Southern University Catalog bearing the prefixes PHARM, PHCH, PAS, PADM, HSCR, HSHA, HSMR, HSMT, HSRT and EH.

B. Regulations Governing the Transfer of Courses

1. Prior to enrollment in a course at another college or university, a student must obtain permission from the TSU faculty teaching the course and the Office of the Dean or Associate Dean for Academic Affairs. Prior to the Dean's or Assistant Dean's approval, TSU faculty involved in the teaching of the course material must certify that the course is equivalent in competencies taught and examined or the student may be required to pass an equivalency examination before the course is accepted in lieu of a TSU course.
2. A student must be in good academic standing with the College of Pharmacy and Health Sciences with a grade point average of 2.00 or better in order to transfer courses from another university to the College of Pharmacy and Health Sciences.

3. Course(s) may be transferred to the College only if the student attained a "C" grade or better.
4. New students must have earned at least 30 credit hours and a 2.00 G.P.A. at Texas Southern University in order to be eligible to pursue courses at other institutions. A student must obtain and complete the form "Request to Pursue Courses at Another Institution" from the Dean's Office.
6. A student must provide official documentation from the transfer school of the grade received mailed directly from the institution at which permission was granted to take the equivalent of Texas Southern University professional pharmacy and health sciences courses.

C. Transfer Hours as They Affect the Cumulative Average

Grades transferred to the College of Pharmacy and Health Sciences for courses that were taken at another university/college of pharmacy or health sciences program will be included in the determination of the pharmacy or health sciences grade point average.

Article VII. Requirements for the Degree and Honors

Section 1 General Requirements

A. Certification of Graduation

The faculty of the College of Pharmacy and Health Sciences must meet and certify each candidate for graduation. Such certification shall be made subject to the consideration of the moral and ethical aspect of the candidate and the successful completion of the requirements of the pharmacy or health sciences curricula and will not be withheld unreasonably. The Dean of the College will meet with the faculty and submit names for graduation for approval. Students not approved by the faculty, other than those who have not completed degree requirements, will immediately receive written notice. A student will be allowed to appeal for non-certification of graduation by the faculty. The appeal may be made to the faculty by submitting a letter of request to the Dean's office. Grounds for non-certification include noncompliance with academic policies and procedures as outlined in the current COPHS Student Academic Policies Handbook. In addition, any felony or a misdemeanor involving moral turpitude or any act that violates the TSU Student Handbook and Code of Conduct may be grounds for non-certification of graduation.

B. Number of Hours Required

1. In the professional pharmacy program, at least 132 hours and twice as many quality points as hours earned (a grade point

average of at least a "C" or 2.00) are required for graduation.

2. In the health sciences, the number of hours required for graduation is listed below according to major. The student must have earned at least twice as many quality points as hours earned (a grade point average of at least a "C" or 2.00).

Environmental Health	-145 credit hours
Health Care Administration	-128 credit hours
Health Information Management	-137 credit hours
Clinical Laboratory Science	-138 credit hours
Respiratory Therapy	-146 credit hours

C. Completion of Required Courses

1. Students are required to enroll in and complete courses in sequence as they appear in the curriculum, adhering at each level to all prerequisites (See Article V, Section 5).

D. Time in Study

1. College of Pharmacy (Maximum)
A professional student must complete all requirements for graduation within six years from the date of entry in the professional program.
2. Health Sciences (Maximum)
In health sciences programs, graduation must occur within four (4) years after initial entry into the professional program.

Students not completing graduation requirements in a timely fashion will be evaluated by the Program's Admission and Academic Standards Committee and a recommendation will be made to the Dean regarding his/her continued enrollment in the College.

- E. Residence Requirements of the College of Pharmacy and Health Sciences: A candidate for the Pharm. D. degree in pharmacy must earn at least ninety (90) semester hours of the degree requirements in residence at Texas Southern University which must include the terminal (experiential) year of the Program. Candidates for a degree in the health sciences must earn, in residence, the last sixty (60) semester hours that are offered for the degree.

- F. Leave of Absence: The Program's Admissions and Academic Standards Committee, with the concurrence of the Dean, may upon presentation of a written petition by a student, grant a special leave of absence which shall be considered outside of the six (6) year requirement for the pharmacy degree and four (4) year requirement for the degree in any of the health sciences. The authority granting the leave must be in writing (See also Article V, Section 1, C: Extended Leave

From Class).

Section 2 Honors

Academic honors are earned for performance during each fall and spring semester of enrollment in accord with requirements summarized below. Academic honors are not bestowed during summer terms. Distinctions earned as a result of academic performance become a part of student's permanent records.

<u>Academic Distinction</u>	<u>Required GPA for Semester</u>	<u>Conditions for Designation of Academic Distinction</u>
President's List	3.75 to 4.00	A minimum of 12 semester credits completed. A minimum cumulative GPA of 3.0 earned. No grade earned below B and no grades of W, P or S earned.
Dean's List	3.50 to 3.74	A minimum of 12 semester credits completed.
Honor Roll	3.00 to 3.49	A minimum of 12 semester credits completed.

B. Graduation with Honors

Special honors in three grades are awarded in recognition of superior scholarship in the work leading to the Pharm. D. degree. These honors are awarded at Commencement and are shown on the diplomas of the recipients. The three grades of honors and the quality point average for each are as follows:

1. Summa Cum Laude is awarded to the candidate for graduation whose cumulative quality point average is 3.80 or above.
2. Magna Cum Laude is awarded to the candidate for graduation whose cumulative quality point average is between 3.50 and 3.79 inclusive.
3. Cum Laude is awarded to the candidate for graduation whose cumulative quality point average is between 3.25 and 3.49 inclusive.

Article VIII. Student Organizations

Section 1 Student Government:

Each class in the professional program is represented by elected class officers. The officers address issues and concerns of the class and serve as liaisons to the administration, faculty and staff. Officers of professional student organizations and class officers constitute a

group of "student leaders" that meet regularly with the Dean.

Section 2 Professional Organizations

The following professional organizations exist within the college. Students must have a grade point average of at least 2.40 to hold office in any student organization.

- A. APhA (Academy of Students in Pharmacy)
- B. Texas Pharmaceutical Association
- C. Student National Pharmaceutical Association
- D. Rho Chi Pharmacy Honor Society
- E. Kappa Psi Pharmaceutical Fraternity
- F. Lambda Kappa Sigma International Pharmacy Fraternity
- G. Phi Delta Chi
- H. Phi Lambda Sigma
- I. Student Society of Health Systems Pharmacists
- J. Environmental Health Association
- K. Health Administration Association
- L. Health Information Management Association
- M. Respiratory Therapy Lambda Beta National Honor Society
- N. Clinical Laboratory Science Association

Article IX. Special Requirements

Section 1 Professional Fees

Pharmacy and Health Sciences Fees. All students are required to pay a professional fee per semester. The amount of this fee is subject to change from semester to semester. Collectively, these fees are used to support student travel to professional meetings and to support student activities.

Section 2. Technical Standards for Admission, Retention and Graduation

A student must be able to meet and comply with certain technical standards for admission and fulfillment of the Doctor of Pharmacy Degree. Technical standards, as distinguished from academic standards, refer to those physical, cognitive, and behavioral abilities required for satisfactory completion of all aspects of the curriculum, and the development of professional attributes required by the faculty of all students at graduation. The essential abilities required by the curriculum are the following areas: motor, sensory, verbal and written communication in English, intellectual (conceptual, integrative, and quantitative abilities from problem solving and decision making), and the behavioral characteristics and social skills necessary for practice of pharmacy. The technical standards outlined below ("Technical Standards"), in conjunction with established academic standards, are followed by the Admissions Committee to select students who possess the intelligence, integrity, physical, and personal as well as emotional characteristics that are necessary to become an effective pharmacist.

The academic and technical standards established by the faculty require that all students accepted by the College of Pharmacy and Health Sciences possess physical, cognitive, and behavioral abilities that insure that they will be able complete all aspects of the curriculum.

All applicants are held to the same academic and technical standards of admission and training, with reasonable accommodations as needed for students with disabilities.

Although the College of Pharmacy and Health Sciences will engage in an interactive process with applicants with disabilities, the College of Pharmacy and Health Sciences reserves the right not to admit any applicant who, upon completion of the interactive process, cannot meet the Technical Standards set forth below, with reasonable accommodations.

Additionally, those individuals who would constitute a direct threat to the health or safety of others are not considered suitable candidates for admission.

Technical Standards:

The awarding of the Pharm. D. degree signifies that the holder is prepared for entry into the practice of pharmacy. It follows that graduates must have the knowledge and skills to practice and function in a wide variety of settings and situations. Students with the Pharm.D. degree must be able to perform specific essential functions that the faculty deem requisite for the practice of pharmacy. These functions fall into several broad categories, including: observation; communication; motor; conceptual, integrative and quantitative; and behavioral and social. Candidates must also have the physical and emotional stamina to function in a competent manner in a setting that may involve heavy workloads, stressful situations and be able to adapt to an environment, which may change rapidly without warning and/or in unpredictable ways. The College of Pharmacy and Health Sciences has determined that those individuals who are currently impaired by alcohol or substance abuse cannot meet the Technical Standards.

Observation: Students must be able to observe demonstrations and experiments in the basic and pharmaceutical sciences, medical illustrations and models, microscopic studies of microorganisms and tissues in normal and pathologic states. They must be able to directly and accurately see a patient's physical condition, must be able to obtain a history and perform appropriate physical assessments and to correctly integrate the information derived from these observations to develop an accurate plan. They must be able to prepare medications for dispensing to patients and observe the activities of technical staff operating under their supervision in accordance with State law. These skills require the functional use of vision and somatic sensation.

Communication: Students must be able to communicate with, understand and observe patients in a clinical setting. They must be able to record information accurately and clearly, communicate fluently in and understand the English language, and communicate effectively with sensitivity to patients. The student must be capable of responsive empathetic listening to establish rapport in a way that promotes openness

on issues of concern and shows sensitivity to potential cultural differences. Students must also be able to communicate effectively with other members of the healthcare team in oral and written form, and in patient care settings in which decisions based upon those communications may be made rapidly, in which time available is limited. They must be able to effectively communicate with and supervise technical support staff.

Motor: Students must possess the motor function sufficient to accurately compound and prepare prescription products for dispensing to patients. They must have sufficient motor function to elicit information from patients using basic patient assessment skills such as palpation, auscultation, percussion and other diagnostic maneuvers. They must possess the motor function sufficient to perform basic laboratory tests such as glucose monitoring or venipuncture for laboratory testing needed for therapeutic monitoring and they must be able to operate under a laminar airflow hood for sterile compounding. They must be able to use computer-based information systems.

Interpretative, Conceptual and Quantitative: Students must have effective and efficient learning techniques and habits that allow mastery of the pharmacy curriculum. They must be able to learn through a variety of modalities including, but not limited to, classroom instruction, small group activities, individual study, preparation and presentation of reports, and use of computer technology. They must be able to memorize, measure, calculate, reason, analyze, and synthesize. They must also be able to comprehend spatial relationships and three-dimensional models.

Behavioral, Ethical and Social Attributes: Students must understand the legal and ethical aspects of the practice of pharmacy and function within the guidelines established by the law and by the ethical standards of the pharmacy profession. The College has the responsibility to the public to assure that its graduates will be fully competent pharmacists who adhere to the American Pharmacists Association's Code of Ethics. Students must be able to relate to patients and their families, colleagues, and other members of the healthcare team with courtesy, maturity, and respect for the dignity of individuals. This requires that they place the welfare of their patients foremost, and demonstrate honesty, integrity, dedication, compassion and nondiscrimination in the care of their patients. They must at all times demonstrate the emotional stability to be able to exercise good judgment, and carry out prompt completion of all of the responsibilities attendant to the care of their patients in a sensitive and effective manner. This sensitivity includes self-examination of personal attitudes, perceptions, and stereotypes in order to avoid potential negative impacts on relationships and patient care. Students must be able to adapt to changing environments, display flexibility and professional responsibility to their patients, and to learn to function in an environment of uncertainty, in which changes may occur rapidly and without warning. All of these personal qualities will be assessed during the admissions and educational process.

Students must be able to meet the State Board of Pharmacy Licensing requirements to obtain a valid Texas Intern License, which is required to complete off-campus internship courses. Inability to obtain a Texas Intern License may prevent completion of off-campus internships and prevent a student from continuing in the program and completing the requirements for graduation.

All standards pertaining to on-campus coursework also applies to all off-campus practicum internships. In addition, practicum sites will have their own requirements. Inability to attain a practicum placement or to satisfactorily complete a practicum experience may result in removal from the Pharm. D. Program.

Section 3 Formative Summative and Exit Examinations

Pharmacy

Students will be required to take formative and summative examinations at various phases during the curriculum. During the fourth professional year of study, students must successfully complete a comprehensive examination where the score is validated by the Faculty. In addition, a score of 75% in Texas Jurisprudence is required in order to be approved for graduation. Graduation must occur within one year of successful completion of the Comprehensive Examination, or the Comprehensive Examination must be repeated.

Environmental Health

Students must pass a comprehensive examination prior to graduation with a score of 75%. The examination is administered during the senior year after candidates for graduation have initiated the graduation application process. Persons with prior certification in an environmental health profession or who have pursued certification examinations during the course of their studies from internationally acknowledged organizations, such as the National Environmental Health Association (NEHA), may be exempt from this requirement based upon positive outcomes.

Health Information Management

A comprehensive examination is required of all students to complete this program. They must pass this examination, which is given during their senior year, with a score of 75% or better; and they must have the approval of the Program Director before attempting the examination. Once the examination is completed, students are individually issued a Certificate of Completion in Health Information Management; and they may petition to take the American Health Information Management Association Board Examination.

Clinical Laboratory Science (Medical Technology)

All students in this program are required to pass a comprehensive examination during their senior year with a score of 75% or better prior to graduation. Students approved for graduation may also petition to take a national examination administered by The American Society of Clinical Pathology Board of Registry and The National Certification Agency for Medical Laboratory Personnel. Students failing the comprehensive examination will be required to complete remedial activities and/or course work prior to re-examination. In the case of failure, graduation must occur within one year of successful completion of the examination, or all sections

of the examination must be repeated. Students will only be allowed to repeat the comprehensive examination twice.

Respiratory Therapy

Two program comprehensive examinations are required of all students for receipt of the program's Special Certificate of Completion in Respiratory Therapy. The two parts consist of the Certified Respiratory Therapist (CRT) examination and the Registered Respiratory Therapist (RRT) examination.

The certificate obligates the student to successfully attempt the professional board examinations as a requisite to graduation. Students must be approved by the Program Director to attempt the comprehensive examinations. Successful completion of both comprehensive examinations qualifies students to take the professional National Board of Respiratory Care Entry board examination to become a Certified Respiratory Therapist (CRT) and Registered Respiratory Therapist (RRT). The CRT comprehensive examination must be passed prior to attempting the RRT comprehensive examination. The passing score for both examinations is accord with national passing rates which require a scaled score of 70. Students failing any part or parts of the program's comprehensive examinations will be required to enroll in documented recapitulative course work prior to re-examination.

Section 4. Experiential Requirements

- A. Pharmacy Practice Experiences Requirements: Texas Southern University College of Pharmacy Experiential Program is a structured, college-directed teaching and learning experience whereby the student applies the knowledge of pharmacy to patient care in a practice setting that allows the student to develop and demonstrate the skills required for professional practice. Please note according to contractual arrangements with various healthcare facilities, a student must meet the below specified requirements before he or she is permitted to participate in the experiential program. Students who fail to comply with these requirements will not be allowed to participate in introductory pharmacy practice experiences (IPPE) and advanced pharmacy practice experiences (APPE), which may impact or delay the student's graduation.
 - 1. Texas State Board of Pharmacy Internship Card TSBP Internship Requirements: The Texas State Board of Pharmacy (TSBP) rules allow for an undergraduate student enrolled and having successfully completed the first professional year and obtained a minimum of 30 hours towards a professional degree in pharmacy to be designated as a "student pharmacist-intern". Hours earned by this process may NOT replace the school-based internship program hours. Please note that the Texas State Board of Pharmacy requires each prospective internship student to apply for a TSBP-issued internship card before beginning any internship experience. TSBP's application process includes a TSBP-administered criminal background check. Any past negative disciplinary or

criminal history could constitute a basis for TSBP to deny a student from obtaining a TSBP internship card, thereby preventing the student from completing this institution's pharmacy program. For additional information on TSBP disciplinary guidelines, visit the website www.tsbp.state.tx.us.

2. Professional Liability Insurance: Professional liability insurance is required by all students in the College of Pharmacy and Health Sciences (COPHS) who are enrolled in advanced experiential experiences and is a condition of the affiliation agreements we have with our participating institutions. The college-endorsed student liability insurance policy DOES NOT cover students practicing as pharmacy technicians, serving as pharmacist-interns outside of the College's program, or graduates continuing their internship status prior to licensure.
3. Immunizations: Students are required to have appropriate immunizations before beginning specified practice rotations. The current list includes: MMR (Measles, Mumps and Rubella), Hepatitis B (series I, II, III), Diphtheria/Tetanus, Tuberculin skin test (annually) and Varicella compliance.
4. CPR Training: All students are required to complete training and become certified in adult and pediatric cardiopulmonary resuscitation/basic life support (CPR/BLS) for the healthcare professional prior to the beginning of pharmacy practice experiences.
5. Health insurance is a requirement of all students participating in pharmacy practice experiences. The insurance must cover inpatient and outpatient services for injuries sustained or diseases contracted while on rotations. Proof of this coverage must be provided to the Office of Experiential Training prior to the beginning of pharmacy practice experiences.
6. Drug Screening: Rotation sites may request drug screens. Information obtained in drug screens may inhibit students from completing pharmacy practice experiences thus delaying or hindering graduation.
7. Background checks – The college may be required to provide information from background checks and/or social security, driver's license and employment verification on students who participate in pharmacy practice experiences at our affiliate's institutions. The following examples may disqualify an individual from being considered to participate in any pharmacy practice experience at these facilities but is not inclusive of all indicators for disqualification:
 - a. being named on a registered sex offender listing;
 - b. being named in at least one of the following listings:
 - i. Health and Human Services – Office of Inspector General list of excluded individuals;

- ii. General Services Administration excluded parties list; or
- iii. Employee Misconduct Registry, U.S. Treasury – Office of Foreign Assets Control (*OFAC*) List of Specially Designated Nationals (*SDN*);
- iv. Violent Sexual Offender & Predator Registry
- c. any prior or present felony conviction; and
- d. any felony deferred adjudication involving any crime against any person (including physical or sexual abuse).

Students will be required to pay a fee to cover the cost of the background check. Any disqualification of a student by a practice facility could prevent the student from undertaking pharmacy practice experiences that are required to complete the pharmacy program at Texas Southern University.

- B. Health Sciences Practice Experience Requirements: COPHS Health Sciences students must meet requirements as outlined above in Article IX, Section 4, B, 2-7 to participate in practice experiences. These requirements include professional liability, insurance, immunizations, CPR Training, Health Insurance, Drug Screening, and Background checks.

Section 5 Licensure

A. Pharmacy Licensure

To become a registered pharmacist in the State of Texas, a person must have an earned Doctor of Pharmacy (Pharm.D.) degree from an accredited college of pharmacy in the United States; must obtain a passing grade (75%) on the North American Pharmacist Licensure Examination (NAPLEX); and must earn a passing grade on the Multi-state Pharmacy Jurisprudence examination. In order to qualify to take the NAPLEX in Texas, a person must be a graduate of an accredited college of pharmacy with a Doctor of Pharmacy degree, be at least 21 years of age, be of good moral character, and fulfill the practical experience requirement. The College of Pharmacy and Health Sciences has a structured practical experience program, approved by the Texas State Board of Pharmacy that satisfies the practical experience requirement for licensure.

B. Health Sciences Licensure/Certification

1. CLINICAL LABORATORY SCIENTIST (Formerly Medical Technologist) Licensure

Persons desiring to become registered clinical laboratory scientists in Texas must pass a national board examination administered by the Board of Registry of the American Society of Clinical Pathologists and/or the National Certification Agency for Medical Laboratory Personnel. Upon completion of all academic and professional work in clinical laboratory sciences, students are eligible to receive both

the B.S. degree in clinical laboratory sciences and a Certificate of Completion in Clinical Laboratory Sciences, as well as apply to take the national certification examination.

2. Respiratory Therapist Licensure

The Bachelor of Science Degree in Respiratory Therapy is awarded upon successful completion of the senior year of the curriculum. Eligible seniors will receive the program's Certificate of Completion and will take the National Board of Respiratory Care Entry Level Examination to become a Certified Respiratory Therapist (CRT). After successful completion of the CRT and receipt of State Licensure, seniors will take the Written Registry Examination (WRE) and the Clinical Simulation Examination (CSE) to become a Registered Respiratory Therapist (RRT).

3. Environmental Health Licensure

Persons completing the program of study in Environmental Health are eligible to apply for registration/certification with the National Environmental Health Association (NEHA), the Air Pollution Training Institute (APTI), the National Safety Council (NSC), the American Conference of Governmental Industrial Hygienists (ACGIH), the National Society of Health Physics (NSHP), the Texas Environmental Health Association (TEHA), and the Texas Commission on Environmental Quality (TCEQ). The curriculum of study prepares students for successful completion of registration/certification examinations for Environmental Quality Specialist, Hazardous Substance Professional, Industrial Hygienist, and Health Physicist.

4. Health Information Management Licensure

The Bachelor of Science Degree is awarded to students upon successful completion of the curriculum in Health Information Management. Once students earn this degree, they are eligible to apply for registration as Health Information Managers through the American Health Information Management Association.

Section 6 Students Requiring Accommodations

A. Students with Disabilities

Students with disabilities are accommodated according to the Americans with Disabilities Act (ADA) and section 504 of the Rehabilitation Act. Reasonable accommodations will be made for students with ADA/504 disabilities if they would allow the student to effectively participate in COPHS programs. Students should contact the Assistant Dean for Student Services in the COPHS, who will work with the Office of Student Disabilities in providing accommodations.

B. Other Accommodations

Students requiring accommodations for other reasons (e.g., religious, etc.) should request the accommodation through the Assistant Dean for Student Services at the beginning of each semester that an accommodation is desired.

Article X. Rules and Regulations: The University and the College of Pharmacy and Health Sciences

Section 1. University Rules and Regulations

A. The University Student Code of Conduct establishes the University's internal disciplinary system and has been developed for the express purpose of acquainting students with the rules and regulations of Texas Southern University necessary to ensure the orderly conduct of its students while attaining its lawful goals and objectives. The rules generally cover activities of a non-academic nature. Rules and regulations of the University do not govern academic standards for graduation for each individual school or college. All students of the College of Pharmacy and Health Sciences are encouraged to make themselves familiar with the TSU Code of Conduct, which is provided through the Office of the Dean of Students, Vice President of Academic Services and is located on the TSU website.

B. Administration of Student Discipline
Authority to administer the Student Code of Conduct and student judiciary systems for the University is delegated to the Dean of Students, Vice President of Academic Services who shall have the primary responsibility for A) the development of policies affecting student life; B) the promulgation and enforcement of institutional rules that govern student conduct, and C) the administration of student discipline on campus; and the supervision and development of student out-of-class programs and the activities of all student organizations."

Section 2. College of Pharmacy and Health Sciences Rules and Regulations

A. Administration of Student Discipline

The Assistant Dean for Student Services in the College of Pharmacy and Health Sciences is responsible for all aspects of student life in the college and will work with the Dean of Students, Vice President of Academic Services to resolve all matters related to misconduct.

B. Conduct in the Classroom: General regulations include the following:

1. No food or drink is to be brought into the classroom.
2. The student must arrive to class prepared and on time.
3. Talking and other disruptive activities must not be engaged in while in class.

4. Active pagers, phones, and similar devices must be turned off while in class. A student will be dismissed from the room if sounds from any such device are heard while class, lab or exam is in session.
5. Students must maintain professional behavior and exercise civility in the classroom with faculty, staff and other students.

Section 3. Conduct Violations

A. Conduct Subject to Sanctions

The COPHS deems unprofessional conduct of any type as unacceptable and will subject the violator to disciplinary action. Examples of "Unprofessional Conduct" or "Academic Misconduct" shall include but not be limited to:

1. Any violation of University rules or regulations as stated in the Student Code of Conduct, or violation of rules and regulations of affiliated institutions, any conduct of a felony grade or any misdemeanor involving moral turpitude that violates municipal, county, state or federal laws.
2. Plagiarism: the appropriation of passages, either word-for-word or in substance from the writings of another and the incorporation of these as one's own written work offered for credit. It is always assumed that the written work offered for credit is the student's own unless proper credit is given the original author by the use of quotation marks and footnotes or other explanatory quotes.
3. Collusion: working with another person in the preparation of notes, themes, reports, or other written work offered for credit unless such collaboration is specially approved in advance by the instructor.
4. Cheating on an Examination or Quiz: giving or receiving, offering or soliciting information, or using prepared material in an examination or a quiz. On examination and quizzes, students must refrain from talking, from bringing notes and books into the examination room, or looking around the room during examination.
5. Impersonation: allowing another person to attend classes, take examinations or do graded assignments for an enrolled student under the latter's name is strictly forbidden.
6. Intimidation: Conduct which inhibits student or employee behavior or makes students or employees fearful because of threats, either spoken or implied.

7. Sexual harassment: conduct involving unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
 - a. submission to such conduct is made either explicitly or implicitly as a term or condition of such individual's status as an employee or student;
 - b. submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the status of such individual as an employee or student; and/or
 - c. such conduct has the purpose or effect of substantially interfering with an individual's performance, or creating an intimidating, hostile or offensive environment.
8. Violation of the student of pharmacy Pledge of Professionalism
9. Violation of Conduct in the Classroom Policies
10. Self enrollment in classes without written approval of the academic advisor (See Article V Section 1).
11. Any other act which impedes the academic goals and objectives of the College of Pharmacy and Health Sciences.

B. Types of Sanctions for Violations

The Assistant Dean for Student Services with the concurrence of the Dean of the College and in consultation with the University Dean of Students, Vice President of Academic Services may impose any rule governing sanctions for violations of misconduct as deemed appropriate. Sanctions include:

1. **Disciplinary Probation:** A student is allowed to continue his/her academic work for a specified period of time during which the student's conduct is monitored. Disciplinary probation may include a loss of privileges as outlined in the Student Code of Conduct.
2. **Disciplinary Reprimand:** An official written notification to a student that his/her behavior is unacceptable and inappropriate.
3. **Disciplinary Warning:** An official written notice of unacceptable behavior, emphasizing the fact that further misconduct will result in the more serious disciplinary sanction of probation, suspension or expulsion.
4. **Suspension:** A student will be dropped from the College of Pharmacy

and Health Sciences for a designated period of time, not to exceed two semesters.

5. Dismissal: A student will be dismissed (withdrawn) from the College of Pharmacy and Health Sciences; A dismissed student is eligible to apply for admission only as a new student. A dismissed student will not be eligible to apply for admission sooner than two (2) semesters from the date of dismissal (see Article V, Sec 9).
6. Expulsion: Expulsion is a permanent release from the University without the privilege of re-admission.
7. Loss of privileges
8. Any other sanction deemed appropriate to administer a fair standard of discipline for violations not listed in the Student Code of Conduct

Procedures for resolving complaints of sexual harassment will be as described in the TSU Student Handbook and Code of Conduct under Notification of Title IX Grievance Procedure.

Section 4. Grievances

- A. Grievances shall be heard by the College of Pharmacy and Health Sciences Grievance Committee.

1. Purpose

The purpose of the Grievance Committee shall be to conduct a fact-finding hearing and render a final decision. A complaint may arise from any student or group of students or any faculty member.

2. Committee Composition

The committee shall consist of five faculty and two senior students, one from Pharmacy and one from Health Sciences. Senior students in pharmacy are defined as third or fourth year professional students.

- a. In addition, Pharmacy and Health Sciences students will elect two senior student alternates.
- b. Faculty: Advisors for each professional year will be eligible to serve as members. For each advisor, there will be one alternate.
- c. The Chairperson of the Grievance Committee must be present at the hearings, unless his/her presence constitutes a conflict of interest. If a member of the committee cannot attend the hearing, that member shall immediately notify the

Chairperson or Assistant Dean for Student Services. The Grievance Committee may disqualify a Committee member or a member may disqualify himself/herself if there is a conflict of interest. A majority vote by the Committee will constitute a majority for a decision. A majority also constitutes a quorum.

B. Hearing Procedures for Types of Grievances

1. The procedures to be followed when a grievance of an academic nature is student initiated are as follows:
 - a. Prior to bringing a grievance against a party, the parties are encouraged to make every effort to resolve the conflict. The conflict resolution process should occur within thirty (30) days of the date of the alleged occurrences. The student should provide written documentation of these efforts. If unresolved at this level, a grievance may be filed with the Assistant Dean for Student Services. Students filing a written appeal shall be expected to abide by the final decision of the committee, as provided for in these procedures. This decision precludes any further review under any other procedure within the college or university.
 - b. The grievance is initiated by writing a letter or filing a petition with the Assistant Dean for Student Services. The letter or filing must be initiated within sixty (60) days of the alleged occurrences upon which the grievance is based. The letter or petition should set forth the alleged facts involved and the events leading to the grievance and the solution sought. All documents submitted must be dated and signed by the person submitting the grievance or by a representative of the group where a group is involved. After the grievance is properly filed, the Assistant Dean of Student Services shall review said grievance and render a written opinion for resolution if possible within 30 days from the date of the completion of filing. If the Assistant Dean of Student Services is unable to resolve the grievance, further consideration of said grievance is set forth by Section C below.
 - c. If the matter is not resolved at the level of the Assistant Dean for Student Services, the grievance will be set for a hearing before the Grievance Committee. The Assistant Dean for Student Services will notify the student by certified mail of the date, time and place of the hearing. The Assistant Dean for Student Services will also notify the student via the certified letter that he/she has the right to present evidence and witnesses in his/her behalf and that the student also has the right to select an advisor of his/her own choosing. The

Advisor may not serve as the legal representative of the student. The letter or petition submitted to the office of the Assistant Dean for Student Services by the person or persons bringing the grievance as well as the answer or response, if any, from the person or persons against whom the grievance is brought shall be available for inspection in the office of the Assistant Dean for Student Services. If a request is made of the party or the administration against whom a complaint is made to appear before the Grievance Committee, it is hoped that party or, if the administration, a representative, will appear. The party against whom a grievance has been lodged has the same right as the person making the complaint to have witnesses appear in his/her behalf and to present evidence to the committee. The committee has the authority to recall any party for clarification of information during the hearing.

2. Procedures to be followed when a grievance is of a non-student initiated nature are as follows:

When a grievance of an academic or non-academic nature is filed against a student, the procedure is the same as in C above.

C. Results of Grievance Hearings.

After due deliberations have occurred and a decision has been made by the Committee, the result shall be recorded and kept in the Office of the Assistant Dean for Student Services for a period of two years or until the student graduates, whichever occurs first. The Assistant Dean for Student Services shall be responsible for notifying all parties to the grievance of the result of the Committee's deliberation, along with sending a copy to the Dean. The decision of the committee is final.

Section 5. Accreditation Council for Pharmacy Education (ACPE) Complaint Policy for Pharmacy Majors (excerpted from www.acpe-accredit.org)

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

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

Such record of complaints is considered during scheduled evaluations, or a special evaluation, as the case may require.

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

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

b. in extreme cases, immediately discontinue its relationship with the institution by denying or withdrawing preaccreditation or accreditation status.

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

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

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

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

If you wish to file a complaint, please e-mail:

csinfo@acpe-accredit.org (regarding a professional degree program)

ceinfo@acpe-accredit.org (regarding a continuing education provider)

APPENDIX

Family Educational Rights and Privacy Act

(See the Department of Education website www.ed.gov/policy/gen/guid/fpco/ferpa/index.html)

Notification of Rights Under FERPA

Pharmacy Student Pledge of Professionalism

Notification of Rights under FERPA for Post Secondary Institutions

(Excerpted from www.ed.gov website FERPA Model Notification for Postsecondary Schools, Jan 30, 2006)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [FERPA requires an institution to make a reasonable attempt to notify each student of these disclosures unless the institution states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

RIGHT TO PRIVACY

The Family Educational Rights and Privacy Act of 1974 is a federal law designed to protect the privacy of student's educational records. In compliance with this act, the University may release information to the general public that may be thought of as "directory information" without the written consent of the student. However, students may request that this information be withheld from the public by giving written notice to the Office of the University Registrar.

Directory information includes the following: (1) name, (2) address, (3) telephone number, (4) date and place of birth, (5) weight and height of members of the athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other information (such as major field of study degrees earned, and awards received).

Students desiring to have "directory information," as specified above, withheld from the public should give written notice of this desire to the Office of the University Registrar during the first twelve days of class during a regular semester (fall or spring) or the first four days of class during a summer term. These written notices must be given in person. **No transcript or other academic or disciplinary record related to an individual student will be released without the written consent of the student for such a release, except as specified by law.**

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 to ensure that I am true to the professional relationship I establish between myself and society as I become a member of the pharmacy community. Integrity will be an essential part of my everyday life and I will pursue all academic and professional endeavors with honesty and commitment to service.

- A. Develop a sense of loyalty and duty to the profession by contributing to the well being of others and by enthusiastically accepting the responsibility and accountability for membership in the profession.
- B. Foster professional competency through lifelong learning. I will strive for high ideals, teamwork and unity within the profession in order to provide optimal patient care.
- C. Support my colleagues by actively encouraging personal commitment to the **“Oath of a Pharmacist”** and the **“Code of Ethics for Pharmacist”** as set forth by the profession.
- D. Dedicate my life and practice to excellence. This will require an ongoing reassessment of personal and professional values.
- E. Maintain the highest ideals and professional attributes to ensure and facilitate the covenantal relationship required of the pharmaceutical care giver.

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

I voluntarily make this pledge of professionalism.